**GP Speciality Trainees**

All educational activity should be organised around the RCGP Curriculum and GP Trainee’s Learning Plan and planed across the whole 3 year Training Programme.

The only courses that attract central funding are the Patch days (Mandatory Study Day), pre-exam MRCGP and DFFP Theory courses (Practical sessions are not funded).

The Deanery does not support GP Trainees attending regional tertiary standard speciality training or undertaking external exams such as the DRCOG, DCH or MRCP.

**E-Portfolio**

All learning should be appropriately documented in the GP Trainee’s e-portfolio which goes towards their final assessment and certification.

**GP Trainees in Hospital Speciality Placements (ST 1 & 2)**

GP Programme Directors will advise on local provision and arrangements for dedicated GP Trainee Study sessions while in Hospital Speciality placements.

The monthly “GP study days” organised by the local educational team are “high priority” and attendance is regarded as mandatory, subject to formal application and service provision in the hospital trust.

The Study Leave policy and application process for Speciality Trainee’s is outlined in the [Deanery website document](#) and applies to GP Trainee’s while in their 6 month Hospital Speciality placements. Specific advice about Study Leave while in a GP Practice post may differ and are given below.

Trainees may take up to 30 days Study Leave each year. For GP Trainee’s in Speciality posts this should usually be planned as 15 days in each 6 month placement.

The 30 days normally includes 15 days each year (or pro-rata in a 6 month placement) for in-house (Hospital) educational activities.

The year of study leave is calculated from the date at which Trainee’s commence their appointment or rotation with their employing Trust (i.e. usually August or February).

The GP Trainee study leave budget for each Hospital post (ST1/2) is held by the Hospital Trust after an agreed amount has been “allocated” to the GP Patch Associate Dean for local educational activities.

All educational activity should form part of the Learning Plan made with the trainee’s allocated GP Educational Supervisor (i.e. usually a GP Trainer).
**GP Trainees in General Practice Placements (ST1, 2 & GPStr-ST3 posts)**

During all placements (ST1 & 2 for 6 months and the final 12 months GPStr ST3) in a General Practice training post the following outline guidance is to be used in organising the Trainee week:

- 7 sessions for clinical and in practice education,
- 2 structured educational (including Mandatory Study Day),
- 1 planned independent educational.

- The In-house teaching (tutorial) is normally one session per week, and is to be included in the 7 clinical sessions. There must be a scheduled minimum of 2 hours fully protected teaching (tutorial time) in addition to the remaining educational time of this session spread across the clinical week.
- Out of hours training is in addition to the above
- Each practice must clearly define the working week in the (BMA) contract as this may vary from practice to practice and will include some extended hours as part of the practices current working hours.

**Hospital Induction and GPR/ST Slots**

When a GP Trainee commences in a GP placement they should be released to attend any required Hospital inductions at the start of each year as appropriate.

**Study Leave Funding in GP Placements**

All Study leave funding for GP/ST1 & 2 (6 months) and GPStr (ST3 12 months) is held by the Patch Associate Dean who will advise on local arrangements for application and use of the Study Leave Funding.

**Study Leave Allowance in ST1 & 2 GP Training Placements**

A study leave allowance of not less than 15 days approved study leave will apply for all 6 month GP/ST1 & 2 posts. The ST3/GPStr Educational guidelines should be applied pro-rata (see GP website for more details).  

The aim of these GP/ST1 & 2 slots is to **enhance and widen GP Trainee learning and provide the opportunity for a wider range of experience** in GP training and is not simply to be just further ST3/GPStr experience.

The GP Trainee will attend the **mandatory ST1/2 monthly study day** with the Hospital Specialty Trainee’s.
Additional study leave (within the total allowance of the post) is to be arranged with the guidance of the GP Trainer.

**Study Leave Allowance in GPStR (ST3) Training Placements**

The total allowance for Educational sessions is defined in the COGPED/BMA contract as 3 sessions per week.

**Mandatory GPStR/ST3 Study (Day) Programme**

A study leave allowance of not less than 30 days approved study leave will apply (pro-rata for less than 12 months). This is for attendance at the mandatory local dedicated GP programme (i.e. usually the half-day/day release course), on full pay and allowances during the period of twelve months in the practice and pro rata for part time training.

Trainees must provide suitable explanation for non-attendance at this compulsory part of the GP Training Programme and this should be notified to the Trainer and Programme directors at the first opportunity.

**Additional Structured Educational Sessions (GPStR/ST3)**

Additional external study leave above attendance at the GP Study Programme (minimum of 30 days) should be based on the learning needs plan made with the Trainee’s Educational Supervisor and is part of the structured education allowance of the normal working week.

The structured external education leave is normally an additional minimum of 5 days in the 12 months ST3/GPStR post.

Additional time for this may be granted for identified significant learning needs and will include time for Professional leave (please see website) [GP Resources and Information Page](#)

Additional study leave requests must be agreed between the GPStR and their Trainer/Educational Supervisor to local guidelines and be approval by the Patch Associate Dean or their approved deputy (i.e. Programme Director).

Attendance at the mandatory nominated day or half day release courses is a condition of employment.

Trainee approved additional study needs to be supervised by the Trainers, and may include:

- Visits to other agencies (time with district nurse, social worker etc)
- Visits to OPD clinics and hospital Trusts for learning opportunities
- Visits to observe and undertake supervised work in other GP surgeries
- CPD events
• Other courses (see earlier)
• Study at home
• Optional additional day-release course activities

**Independent Educational Session**

The normal working week includes 1 session for independent education. These sessions should be discussed, planned and agreed with the trainee’s Educational Supervisor and must documented in the e-portfolio.