**Wessex Deanery | Oxford Deanery**

<table>
<thead>
<tr>
<th>Process</th>
<th>Basic Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timescale</td>
<td>Training to be delivered in WebEx session or as agreed with new starters</td>
</tr>
<tr>
<td>Role</td>
<td>Information Team or competent Super User</td>
</tr>
</tbody>
</table>

**Teaching Sessions**

Teaching sessions are used to manage day release programmes mostly in GP, dental and foundation training. They can be set up for one day or for the year.

**Process**

Setting up the teaching session in **Main details**

**Mandatory Dataset**

- **Record Status**
- **Teaching Year** – this is taken from background tables
- **Date** – this is the first date
- **Start time***
- **Duration***
- **Session Type***
- **Mandatory session**
- **Subject***

*All data can be amended if recurring sessions are set up. This data is a template only*
Do not set up batch groups as this does not allow you to opt out certain people. It is best to target smaller groups. From here you can select who attended.

Mandatory data

- Grade
- Trust
- VTS – if GP or dental
- Teach session type
To set up a recurrence

Set up the recurrence and end date but you must select ‘Include all trainees associated to this teaching session’. The system will then set up the recurring session for the period requested.
Process

To print off attendance registers

Click on attendance register on home page

Select the date you want

Print the register that is best for your needs (no. 2 is preferred). Post event to update all attendees click on update all. Any that did not attend can then be amended with absence reason.

Quality Impact Assessment

This process has been reviewed in line with Deanery policy