

Sessional GP Tutor and Host Practice Scheme Handbook 2021/22

Introduction

This document is to inform and support both Sessional GP Tutors (SGPT) and Lead GP Tutors at Host Practices on our Sessional GP Tutor Scheme, and to provide information in regards to the practical implications of the programme in terms of responsibilities of each party to the teaching programme they are involved in.

Salaried GPs are increasing in number, highly motivated, enthusiastic but often unable to get involved in undergraduate medical education, through lack of opportunity or exposure to teaching possibilities. Equally, there may be already established teaching practices who have recently lost teaching GPs, or would like to expand their teaching team, or have the space without the teachers who would all be ideal as Host Practices for a SGPT.

This scheme (previously called the Salaried GP Tutor Scheme) was started in 2010/11 but in the last few academic years has expanded in number of both SGPTs and Host Practices involved. Therefore the number of students being taught in Primary Care via the scheme has also significantly increased, so providing some standardised information to all parties by way of this handbook assists in both the delivery and quality assurance of this innovative approach to providing teaching placements. This handbook was written with the input of various SGPTs and Host Practices involved in the Scheme, alongside review by our Professional Services Team based at CBME.

Detailed information about each of our teaching modules is available on the open access website www.gptutorbartsandthelondon.org. This academic year 2021/22, the modules involved in the Scheme are:

- Year 3 Integrated Clinical Studies (GP3)

What Students Like Doing

A recent survey of 3rd Year students found that students rated the following activities during GP placements in this order:

1. Direct Patient Contact
2. Clinical Skills Practice
3. Home Visits
4. Tutor/ Peer Observation and Feedback
5. Case-Based Discussions
6. Tutor/Student led tutorials

When planning your educational activities, and keeping in mind specific requirements and themes of the specific block of teaching, this list can be kept in mind. For example

A typical full day of teaching in GP3 may be planned out like this:

Morning Activities:

0900-0930	Welcome, preparation for the day
0930-1130	Meet patients (opportunity for CEX, DOPS, Continuity Exercise)
1130-1230	Debrief, feedback & filling knowledge gaps

Afternoon Activities:

1330-1430	Tutorial for all students (attendance is mandatory but timing flexible)
Other activities:	Nurse or other MDT team clinic MDT and other practice meetings Expert patient (virtual) encounter Virtual/ face to face home visit Debrief and feedback

Further Activities

You will also have the specific module handbook to guide your teaching, plus Year 3 clinical students have logbooks where observation of history taking, examinations and case presentations can be signed off.

Acknowledging that individual practice set-ups are different, we purposely keep suggested activities as flexible as possible to reflect this diversity.

It is worth mentioning that students involved on the scheme in the past have noted that although they highly value having a Tutor "just for them" they have not had much experience of the wider practice community (such as sitting in with nurses or the reception team). It may be worth considering if such exposure to the wider practice is possible in individual Host Practice cases.

Students may go on Home Visits, either with the SGPT or in pairs with the SGPT supervising remotely.

Responsibilities of Each Party

The SGPT and Lead GP Tutor at the Host Practice have joint responsibility for the students on placement. However, their specific roles and responsibilities are outlined below.

Responsibilities of the Sessional GP Tutor

- Responsible for the overall supervision, organisation and delivery of teaching.
- To liaise with the Lead GP Tutor to get the names and medical details (eg by discussion and/or printed Patient Summary for example) of patients that are coming in for teaching purposes.
- For liaising with students during the attachment (copying the Lead GP Tutor into any emails sent).
- Responsible for marking assignments, providing feedback to students and submitting grades to CBME.
- To inform both the practice and CBME if to be absent from teaching.
- To inform CBME year administrator if students are absent.
- To debrief the Lead GP Tutor in regards to any clinical issues or queries that arose about patients during the teaching sessions (in the past, previous SGPTs have annotated the printed out patient summary and have left in a recognised collection point for the Lead GP Tutor to review).
- The SGPT is responsible for the medical care of acute patients involved in teaching. They are NOT responsible for the medical care of Expert Patients who are seen by the students face to face or virtually solely for teaching purposes
- To inform CBME if not receiving support as described below in responsibility of the Lead GP Tutor and/or Host Practice

Responsibility of the Host Practice and Lead GP Tutor at the practice

- The Lead GP Tutor is responsible for contacting the students prior to the attachment but copies in the SGPT.
- Responsible for providing suitable space/s for the tutor and students eg for tutorials.
- Provide necessary equipment and IT access.
- Supports SGPT to arrange patient contact for students
- Source a list of patients that students can clerk, ideally with medical conditions as per topic, but more importantly happy to be clerked and examined by students.
- The Host Practice arranges for the above patients' attendance.

- Accommodates QA visit if not already a teaching practice
- To provide payment to salaried GP at the advised £190 per session that they receive for hosting the students whilst the host practice retains the facilities payment uplift.
- To liaise with the SGPT in terms of a debrief of issues arising in patients seen by the students and SGPT.
- To inform CBME if the SGPT is absent, not in attendance during student activities or not carrying out responsibilities as outlined in this document.
- If the SGPT is either absent short notice or delayed, then the practice arranges interim activities, e.g. self-directed learning on a specific topic or a home visit or clinic observation.
- If the SGPT is to be absent long-term, the Lead GP Tutor is to liaise with the module lead about alternative teaching arrangements for the students for the remainder of the attachment.

Payment

The practice is paid both the sessional rate and the increased facilities payment that these sessions provide, and they in turn pay the salaried GP, advised at the sessional rate of £190. Mechanism of payment, e.g. paper/email invoice to be agreed locally between the host practice and SGPT.

Indemnity

- The SGPT's personal medical indemnity and State Backed Indemnity will cover the patients seen by the SGPT.
- The practice has public liability insurance in terms of accidents or falls that occur on practice property.

Student Absence policy

- The students to inform the practice and SGPT if they are due to be absent.
- In exceptional circumstances, advanced permission for absence to be sanctioned by the module lead.
- The practice to inform the SGPT of student absences if they are not aware.
- The SGPT to inform the CBME administration team of absence.

Patient Consent Policy

Expert Patients involved in teaching should not only be consented to seeing medical students but made aware that the doctor that they see is present for the educational purpose of the students. Acute patients should be informed of medical students being involved in their care and managed appropriately by the SGPT.

Prior to Placement Starting.

- A SGPT and Host Practice are "matched" by CBME and the details of placement forwarded to both as long as each other's contact details.
- The SGPT and Lead GP Tutor liaise either personally or over email about teaching/patient requirements.
- The Host Practice identify and contact suitable patients for the attachment and arrange for them to attend the practice. The practice arrange their consent.
- The SGPT reviews the format of the attachment via information available via the CBME website and/or by contacting the relevant module lead.
- The SGPT and Lead GP Tutor (or nominated other) have a discussion about format of teaching e.g. specific times patients will be invited in, resources available, opportunities (if any) for students to spend time with wider team.
- The Lead GP Tutor contacts the students to confirm first date of attendance at the host practice, copying in the SGPT to any correspondences.

The students then start the attachment, at which point the SGPT takes the lead in both liaising with and teaching the students for the attachment.

At regular points during the attachment, the SGPT has the opportunity to debrief the Lead GP tutor at the host practice about any clinical issues that arise during teaching activities.

Contacts at CBME

Contacts for both the administrative team and module lead via the GP tutor website

www.gptutorbartsandthelondon.org

Many thanks for your ongoing involvement and support of the Primary Care undergraduate medical programme of teaching. Please do not hesitate to get in touch if any queries or concerns.

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