

Minutes of Trainers' Workshop meeting 12/3/08

Topic: appraisal

Pam gave a presentation on appraising our registrars, and although we hope that in future our Educational Supervisor's reviews will double as appraisals, it was very useful to talk about the importance of teaching trainees what appraisal is for and how to prepare for it, and of helping them generate a PDP for their first post-certification year.

Other business

- ePortfolio: some technical problems
- Mind map: we asked **Andrew to talk about/ demonstrate this at a future session**
- Debriefing at the end of surgery sessions: when to move away from checking every consultation is a matter for the trainer to decide with the individual trainee.
- Educational supervisor's assessments: Andrew will talk us through this, and because many people need to do a 10-month review by June, we agreed to **use May's meeting for it, moving Jane's & Geoff's sessions later into the year.**
- The VTS residential course, Wivenhoe, June 6-7: Andrew gave details and **would welcome a few more trainers volunteering** to help – please contact him to find out more.
- OOH - further discussion [see last meeting's minutes]:
 - Andrew stated that Harmoni is in breach of its contractual obligation to provide an extra room for training sessions
 - Trainers reported difficulty in booking OOH shifts
 - These problems have made several trainers stop offering OOH sessions, with a resulting lack of OOH training capacity
 - Nigel said protected time was available at the end of training sessions
 - **Harmoni is to hold a meeting with GPs next month**, at which Nigel hopes some issues can be resolved; attendees will be paid.
 - **Nigel has spare training capacity in OOH sessions he does at Clacton.**