

COURSES FOR POTENTIAL AND EXISTING EDUCATIONALIST - A PROSPECTUS

September 2011 – August 2012

www.londondeanery.ac.uk





BECOMING A TEACHER IN PRIMARY CARE

INTRODUCTION TO TEACHING IN PRIMARY CARE (ITTPC)

COURSE DATES	VENUE	ADMINISTRATOR
7 – 8 September 2011	Imperial College London	Becki Roberts 020 7866 3234 becki.roberts@londondeanery.ac.uk
9 – 10 November 2011	KCL & St George's	
9 – 10 May 2012	Barts & UCL	
20 – 21 June 2012	KCL & St George's	
May/June 2012	Barts and UCL	

The Introduction to Teaching in Primary Care (ITTPC) course is the result of collaboration between the five medical schools and the London Deanery, which recognises that there are common elements in both undergraduate and postgraduate teaching. It is an introductory programme for those who wish to make the link between educational theory and practice or to refresh or develop their teaching skills. Attendance at this course is also necessary to enrol onto the TTT course.

The Deanery and the five undergraduate departments of General Practice need to prioritise attendance on ITTPC because of high demand and evidence that a number of participants on ITTPC do not go on to teach either undergraduates or postgraduates within two years of the course. It is important that you undertake the course at a time when you are in a position to translate the skills acquired into real teaching practice.

All applicants need to send a completed letter of support for either medical student, F2 or Specialist Training in General Practice teaching, including future applicants to TTT.

Who can apply?

This is a course for GPs practising within the London deanery area with an interest in teaching who wish to become:

- an undergraduate teacher
- an F2 clinical supervisor, prior to attendance at one of the F2 workshops
- a GP trainer, prior to joining the Teaching The Teachers (TTT) course.

This course is not suitable for

- Established trainers
- GPs practicing outside the London Deanery area
- Current participants or graduates of TTT
- Those predominantly wanting to teach out of hours (for information on the Introduction to Teaching in Out of Hours (ITTOOH) please see the next page)
- Those who have already attended a TIPS or CILT course or Roger Pietroni's course
- Those who have previously attended ITTPC or ITTOOH

Aim of the course

To introduce participants to generic skills of teaching and learning.

Intended Outcomes

- By the end of day 1, participants will be able to undertake a learning needs assessment in preparation for learner-centred teaching

- By the end of day 2, participants will have practised giving feedback as part of learner-centred teaching and will know about possible next steps as a teacher.

Course Content

The course provides an introduction to components of adult learning, the balance between topics being determined by the emerging needs of the group and the constraints of time.

On previous courses, topics have included:

- skills of an effective teacher and teaching methods
- planning for teaching
- learning needs assessment
- giving feedback.

Booking onto the course

A booking fee of £150 must be received to secure a place. Payment is currently accepted by cheque only, made payable to "NHS London". To book a place, please download an application form from the website below and return to the named administrator with your cheque for the correct amount. www.londondeanery.ac.uk/general-practice/courses-and-conferences

Cancellation fee policy

Refunds will not be given if cancellations are made 14 days or less prior to the course, or for non-attendance.

INTRODUCTION TO TEACHING OUT OF HOURS (ITTOOH)

COURSE DATE	VENUE	ADMINISTRATOR
16 – 17 January 2012	TBC	Becki Roberts 020 7866 3234 becki.roberts@londondeanery.ac.uk

This is a course for doctors who are not existing trainers or F2 supervisors and who wish to supervise learners in the OOH setting.

Educational training is now a prerequisite for doctors who wish to supervise trainees in an out of hours setting and is required by most OOH providers.

There are some aspects in common with the Introduction to Teaching in Primary Care (ITTPC) course, but the emphasis is different because of the out of hours context.

Factual evidence of OOH involvement over the last 3-6 months, or a letter of support from the practice concerning concrete future plans is required.

Applicants who complete this course will also be eligible to attend the F2 workshop and enrol onto the TTT course, if they wish to extend their teaching role in the future.

What's included?

The course lasts two full days and includes

- skills of an effective teacher and teaching methods
- learning needs assessment
- giving feedback in the out of hours situation

Who can apply?

Those with current involvement

- in OOH are and wanting to supervise learners
- with practice learners and concrete future plans to supervise them out of hours
- those who have previously attended ITTPC

This course is not suitable for

- established GP Trainers or F2 supervisors
- current participants or graduates of TTT

Booking onto the course

A booking fee of £150 must be received to secure a place. Payment is currently accepted by cheque only, made payable to "NHS London". To book a place, please download an application form from the website below and return to the named administrator with your cheque for the correct amount.

www.londondeanery.ac.uk/general-practice/courses-and-conferences

Cancellation fee policy

Refunds will not be given if cancellations are made 14 days or less prior to the course, or for non-attendance.



AFTER ITTPC/ITTOOH

Following the two-day course, the undergraduate departments and the deanery provide additional learner-specific modules. For example, those wishing to teach F2 doctors in general practice will need to attend workshops on the F2 assessment programme and those intending to teach medical students will need some additional support from their local undergraduate department.

Information about medical student teaching opportunities

Imperial College London
Kate Woodhouse
020 7594 3352
k.woodhouse@imperial.ac.uk
www.imperial.ac.uk/medicine/gpteaching

King's College London
Anne Stephenson
020 7848 4128
anne.stephenson@kcl.ac.uk
or Ron Bailey
020 7848 4137
ron.bailey@kcl.ac.uk www.kcl.ac.uk

Barts and The London
Sandra Nicholson
020 7882 2516
s.nicholson@qmul.ac.uk
www.ihse.qmul.ac.uk

St George's, University of London
Frances Kazakos
020 8725 2234
f.kazakos@sgul.ac.uk
www.sgul.ac.uk

University College London
Anushka Leslie
020 7288 5964
a.leslie@medsch.ucl.ac.uk,
or Rushmi Pelpola
020 7794 0500
r.pelpola@ucl.ac.uk
www.ucl.ac.uk

Information about teaching opportunities Deanery at the London

F2 Doctors
Leigh Austin
020 7866 3108
leigh.austin@londondeanery.ac.uk

GP StRs
Becki Roberts
020 7866 3234
becki.roberts@londondeanery.ac.uk (TTT1),
or Christine Madekwe
020 7866 3203
christine.madekwe@londondeanery.ac.uk (TTT2)

EU, Overseas and Refugee Doctors
Penny Trafford
penny.trafford@londondeanery.ac.uk

Retained Doctors Scheme
Rebecca Viney
rebecca.viney@londondeanery.ac.uk

GP Returners
Anwar Khan
anwar.khan@londondeanery.ac.uk

Out-of-Hours Registrar Supervision
Anwar Khan
anwar.khan@londondeanery.ac.uk

FOUNDATION PROGRAMME WORKSHOPS

COURSE DATE	VENUE	ADMINISTRATOR
12 October 2011	Senate House	Leigh Austin 020 7866 3108 leigh.austin@londondeanery.ac.uk

These workshops are for GPs interested in undertaking the supervision of F2 doctors in general practice.

Why have F2 attachments in general practice?

All doctors need to understand how the NHS works and the interface between primary and secondary care. In the second year of the Foundation Programme, large numbers of recently qualified doctors will have their learning supported in primary care. Key curriculum themes are highly appropriate to general practice: the recognition and management of acute illness, prescribing, communication skills, teamwork and professionalism.

Delivering a structured but flexible programme

The F2 programme aims to help recently qualified doctors develop and demonstrate a range of professional competencies. This is achieved by using a range of teaching methods, the emphasis being on formative, developmental assessment through case

discussion, clinical observation, multi-source feedback and direct observation of procedural skills.

Training will be provided on the F2 assessment framework, which is designed to be user-friendly.

The contribution of F2 doctors to the practice

F2 doctors can prescribe and will see patients for seven or eight clinical sessions per week. A practice might combine F2 support with training a registrar, so long as there is sufficient space and time.

Who do I contact if I wish to express an interest in taking a F2 doctor?

Contact Leigh Austin on 020 7866 3108 or at leigh.austin@londondeanery.ac.uk. Alternatively, contact your patch associate director. Details can be found on our website: www.londondeanery.ac.uk/general-practice

Please note

In order to undertake a workshop you should:

- be at least 2 years post completion of specialty training
- have MRCP
- either be a trainer or have attended ITTPC/ITTOOH or an equivalent introductory course

Booking onto the course

A booking fee of £75 must be received to secure a place. Payment is currently accepted by cheque only, made payable to "NHS London". To book a place, please download an application form from the website below and return to the named administrator with your cheque for the correct amount.

www.londondeanery.ac.uk/general-practice/courses-and-conferences

Cancellation fee policy

Refunds will not be given if cancellations are made 14 days or less prior to the course, or for non-attendance.

Postgraduate Certificate for Teachers in Primary Care

This interprofessional course is suitable for any professional seeing patients in primary care including potential trainers, programme directors, tutors, nurses and dentists. Known as “Teaching the Teachers” or TTT, it is accredited by the University of Westminster as a 60-credit programme and held twice per year on a series of dates over a ten-month period, starting with a two-day introduction at which attendance is essential. Courses commence in September (TTT1) and April (TTT2) every year.

Entry Criteria

In order to enrol on TTT you will need to:

General Practitioners

- have completed specialty training at least two years before course entry; must have completed and passed MRCP; be practicing in the London Deanery area

General Dental Practitioners

- be a current dental vocational trainer with an up to date CPD record, including recognized educational courses; have a recommendation/ supporting statement from the Dental Dean to accompany the application form

Nurses

- have either 1) a community nurse-related degree or 2)
- an active interest and involvement in teaching,
- with written evidence to support your ability to work at the expected level (Nurses)

All participants

- have access to email (all applicants)
- declare any postgraduate certificates where the outcome was either refer or fail (all applicants)
- have attended the Introduction to Teaching in Primary Care or equivalent course (general practitioners only)
- be a practitioner seeing patients in primary care in London (all applicants)
- be available to attend both of the course’s two introductory days (all applicants).

Course fees

The cost of providing each place on the course is approximately £2000. The deanery continues to subsidise this course, charging a course fee of only £625. Please note this is non-refundable and non transferable and that if you accept a place and then fail to attend, we reserve the right to charge you the full cost of your place.

District Nurse, Health Visitor and Practice Nurse

Recruitment: Interprofessional Pair Scheme

We encourage interprofessional pairs to attend the course and these applicants will be given

priority. If a nurse attends with a GP from his/ her practice or locality, the nurse applicant will be entitled to attend free of charge. Suzie Clements, nurse lead for the course, is happy to discuss and can be contacted at suzieclm@btinternet.com.

Becoming a GP Trainer

The criteria for an individual to become a trainer include recent participation and subsequent success by assessment in a university-accredited course such as TTT or equivalent. Please see the Trainer's Guide on the website for further details www.londondeanery.ac.uk/general-practice.

Time commitment

For every taught course day, it is essential that participants have at least two additional days for protected study, so typically most practitioners will need 3 days per month- one for the course day and two for private study. Most people use their study leave entitlement and any half -days for this. Most also negotiate successfully with their practice for some additional time to study. After all, training in primary care usually takes up one day per week and a similar amount of time is required to engage.

TEACHING THE TEACHERS 1 (TTT1)

INTRODUCTORY DAYS
Thursday 15 September 2011
Friday 16 September 2011
<i>Please note attendance at both days is compulsory</i>
COURSE DAYS
Thursday 6 October 2011
Thursday 20 October 2011
Thursday 27 October 2011 or Thursday 17 November 2011 (practice visits) <i>Please note that only one of these dates will be used and the date will be confirmed on the introductory days</i>
Thursday 8 December 2011
Thursday 5 January 2012
Thursday 9 February 2012
Thursday 15 March 2012
Thursday 19 April 2012
Thursday 17 May 2012 (Final taught course day)
Thursday 14 June 2012 (Teaching Assignment Day)

Course team

Bob Clarke (Lead), Andrew Wilson,
Arnold Desser, Marek Jezierski,
Amanda Platts, Suzie Clements

Administrator

Becki Roberts,
020 7866 3234,
becki.roberts@londondeanery.ac.uk

Venue

All dates will be held at The Window,
Islington, unless stated otherwise

TEACHING THE TEACHERS 2 (TTT2)

INTRODUCTORY DAYS
Wednesday 18 April 2012
Thursday 19 April 2012
<i>Please note attendance at both days is compulsory</i>
COURSE DAYS
Wednesday 16 May 2012
Wednesday 20 June 2012
Wednesday 18 July 2012
Wednesday 19 September 2012
Wednesday 17 October 2012
Wednesday 7 November 2012 (practice visit day)
Wednesday 28 November 2012
Wednesday 19 December 2012
Wednesday 23 rd January 2013 (Final taught course day)
Wednesday 13 February 2013 (Teaching Assignment Day)

Course team

Andy Tate (Lead), Gerry Harris, Eva
Najberg, Jim Boddington, Hla Myat Saw
and Yvonne Young

Administrator

Christine Madekwe
020 7866 3203,
christine.madekwe@londondeanery.ac.uk

Venue

All dates will be held at Canonbury
Academy, Islington, unless stated
otherwise

TEACHING THE TEACHERS 3 (TTT3)

INTRODUCTORY DAYS
Wednesday 18 April 2012
Thursday 19 April 2012
<i>Please note attendance at both days is compulsory</i>
COURSE DAYS
Wednesday 16 May 2012
Wednesday 20 June 2012
Wednesday 18 July 2012
Wednesday 19 September 2012
Wednesday 17 October 2012
Wednesday 7 November 2012 (practice visit day)
Wednesday 28 November 2012
Wednesday 19 December 2012
Wednesday 23 rd January 2013 (Final taught course day)
Wednesday 13 February 2013 (Teaching Assignment Day)

Course team

Andy Tate (Lead), Gerry Harris, Eva Najberg and Raj Rattan

Administrator

Tara Talbot

020 7866 3175,
tara.talbot@londondeanery.ac.uk

Venue

All dates will be held at Canonbury Academy, Islington, unless stated otherwise



TRAINERS' COURSES



ESTABLISHED TRAINERS' COURSE

COURSE DATE	VENUE	ADMINISTRATOR
22 – 23 November 2011	Canonbury Academy, Islington	Christine Madekwe 020 7866 3203 christine.madekwe@londondeanery.ac.uk
09 – 10 February 2012	Canonbury Academy, Islington	
18 - 19 June 2012	TBC	

The Established Trainers' Courses are suitable for all established trainers who currently have a registrar. They are not intended for those preparing to become trainers. They are for "experienced" trainers in the sense that real life experiences of training are explored.

The courses will cover a variety of topics relevant to established trainers. They are tailored to the needs of the group and provide an opportunity to share experiences and solve problems, discuss new developments in specialty training and relate educational theory to practice. It would be appropriate for trainers to attend one of these courses every two to three years. Each course is stand-alone; they are not linked, they are run by different associate directors and there is no need to attend more than one.

Booking onto the course

A booking fee of £100 must be received to secure a place. Payment is currently accepted by cheque only, made payable to "NHS London". To book a place, please download an application form from the website below and return to the named administrator with your cheque for the correct amount.

www.londondeanery.ac.uk/general-practice/courses-and-conferences

Cancellation fee policy

Refunds will not be given if cancellations are made 14 days or less prior to the course, or for non-attendance.

RECENT QUOTES FROM PARTICIPANTS

"Interactive and informative."

"Hugely enjoyable, whilst remaining challenging."

"Very refreshing and timely course to update my training skills."

"Very interactive – enjoyed the small group work."

"Discussion of experiences with other trainers very helpful"

"Very useful for nMRCGP with lots of opportunities to develop skills"

TRAINEES IN DIFFICULTY TRAINER WORKSHOP

COURSE DATE	VENUE	ADMINISTRATOR
23 September 2011	London Deanery	Alice Doyne 020 7866 3172 alice.doyne@londondeanery.ac.uk

Who can apply?

This workshop is open to all Educational Supervisors who have trained or are training a Trainee in Difficulty. The workshop administrator will email all Educational Supervisors who are eligible to attend.

What does this course involve?

The main purpose of this workshop is to provide a forum for Educational Supervisors of Trainees in Difficulty to share experiences and to learn about best practice. The topics for discussion are led by those who attend.

Is there any preparation work involved?

There is not preparation work involved.

What kind of course is this?

Held three times a year, it is a two hour workshop at the London Deanery (Russell Square). Participants will take part in large group discussions and break into small groups to share ideas about their experiences with individual trainees.

Fee

There is no fee for this course.

Enquiries

eportfolio@londondeanery.ac.uk

RECENT QUOTES FROM PARTICIPANTS

“Sensible mix of information giving and group work – worked well.”

“The environment, although it looked formal, did not distract from the useful interaction.”

“Useful combination of small-group & large group work”

EDUCATIONAL SUPERVISOR TRAINING AND UPDATE

COURSE DATE	VENUE	ADMINISTRATOR
01 September 2011	London Deanery	Eleanor Lear 020 7866 3243 eleanor.lear@londondeanery.ac.uk

Who can apply?

This course is suitable for every educational supervisor and trainer. It is important for even experienced educational supervisors to attend, because the conference will provide updates and essential information on educational supervision from a London Deanery and RCGP viewpoint.

What is the main purpose of the course?

The aims of the course include coverage of:-

- The Principles of Educational Supervision
- The Requirements and Expectations of the role of Educational Supervisor
- Updates from RCGP and London Deanery
- Changes in the coming year
- Training in how to undertake the Assessments: COT, CBD, DOPs
- Training in how to undertake the ES Report using evidence from assessments
- The mechanics and short cuts to navigate the ePortfolio

The facilitators are members of the London Deanery Assessment Team and invited medical colleagues.

Is there any preparation involved?

It is recommended that in the preceding weeks to the conference, attendees email the GP Assessment Team eportfolio@londondeanery.ac.uk with any topics they would particularly like to be covered.

What kind of course is this?

This is a biannual course (normally held in Spring and Autumn)- attendees only need to attend once a year.

The venue is currently the London Deanery (Stewart House, Russell Square)

The course will consist of whole group sessions as well as small, facilitated groups.

By the end of the course, attendees will have:

- Had the opportunity to explore educational supervision skills and techniques, in large and small group sessions.
- Identified areas of educational supervision that need further development.
- Provided feedback to the London Deanery about educational supervision.

Fee

A deposit cheque of £50 which will be returned on registration

Enquiries

eportfolio@londondeanery.ac.uk



TRAINERS' WORKSHOPS

TRAINERS' WORKSHOPS

The following workshops are offered throughout the academic year. Trainers' groups are invited to contact Christine Madekwe at christine.madekwe@londondeanery.ac.uk to book a workshop, with the exception of Appraisal Training for GP Trainers and Clinical Supervision (see below for contact details). The trainer group will need to provide the date and venue - we provide the facilitator to run the session.

Workplace Based Assessment & Educational Supervision on the ePortfolio

Dr Sarah Bruml (London Deanery GP Assessment Facilitator) is available and keen to help trainers and programme directors understand the requirements of the workplace based assessment and ePortfolio. She will come to your workshop to run a two-hour session. Please contact her via email: sarah.bruml@londondeanery.ac.uk

Doing the Lambeth Talk

These sessions are an opportunity to watch and comment on the "Doing the Lambeth Talk" video and its accompanying notes and to reflect on how to incorporate the video into trainers' own teaching sessions with GPStRs. The video contains seven case studies taken from authentic consultations in Lambeth, South London. These case studies encourage practitioners to reflect on how they and their patients, prevent, manage and repair the misunderstandings that may arise during consultations with patients who speak limited English, or have a very different style of communicating from the GPs. The "Lambeth Talk" video is not intended to be a master class in how to conduct a flawless consultation with a limited English speaker, but a useful starting point for reflection on one's own practice. It will be useful for all GPs and other healthcare practitioners who work in multicultural, multilingual areas.

Professional Values

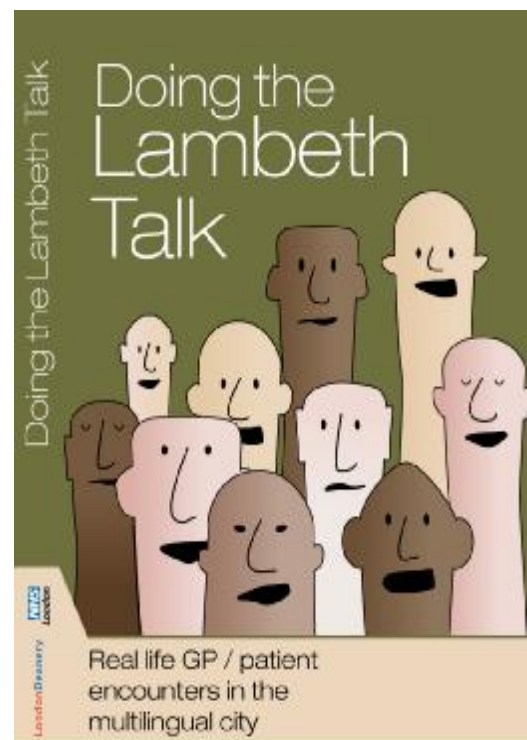
This is a full day workshop for trainer groups, which looks at the core ethical curriculum.

Supervision Skills for Clinical Teachers

See section on Continuing Professional Development.

Appraisal Training for GP Trainers

Appraisal is now compulsory for all GPStRs and practising GPs. Basic and advanced level training for GP trainers on how to conduct registrar appraisals can be offered subject to interest and the availability of resources within the team. To request a session or for further information on upcoming training sessions, please send an email to Liz Dahill at elizabeth.dahill@londondeanery.ac.uk



FURTHER DEVELOPMENT FOR EDUCATORS



THE GP EDUCATOR GROUP

The GP Educator Group (GPEG) co-ordinates developmental opportunities for GP tutors and programme directors. Topics that have been covered at some of our events in the last year have included:

- Appraisal and Revalidation
- Exploring effective learning and teaching
- Developing a business plan
- Learning needs assessment
- Referral management

Development topics are generated through appraisals and in response to direct requests and feedback. It is our aim that the events we organise are enjoyable, relevant to current policy development and provide opportunities for networking with colleagues involved in GP education and training from across London.

GP Educator Events

Our educator days are a means of combining strategy and exploring current challenges affecting GP education and training in London. There is an opportunity to network and share good practice and challenges with colleagues from across London, working in educator groups and geographical sectors.

Forthcoming events may include

- Working with commissioning consortia
- Collaborative and multi-professional working
- Presentation and teaching skills
- Supervision, mentoring and appraisal skills
- Integrated care pathways

The following events have been agreed for 2011/12:

COURSE DATES	VENUE	ADMINISTRATOR
12 – 14 October 2011	Cumberland Lodge (residential)	Wendy Schmidt 020 7866 3168
12 June 2012	TBC	wendy_schmidt@londondeanery.ac.uk

GP Tutor Development Days

COURSE DATES	VENUE	ADMINISTRATOR
17 January 2012	Stewart House, London Deanery	Wendy Schmidt 020 7866 3168
20 March 2012	Stewart House, London Deanery	wendy_schmidt@londondeanery.ac.uk

PROGRAMME DIRECTOR EVENTS

Please contact Tara Talbot for forthcoming events on 020 7866 3175

or at tara.talbot@londondeanery.ac.uk

ASSOCIATE DIRECTOR DEVELOPMENT EVENTS

Associate directors meet approximately every two months for a development event to exchange ideas, offer mutual support and consider their input into the strategic direction of the organisation. They have also established a learning set.

Please contact Nikki Eniraiyetan on 020 7863 1617 or at

nikki.eniraiyetan@londondeanery.ac.uk for further details.

EMPLOYING AND EDUCATING A GP RETAINER

The London Deanery requires educational supervisors of GP Retainers to attend this interactive half-day seminar every three years to explore the aims of the scheme and how best each practice can address them. Practice managers are also invited to attend.

The seminar will explain the nuts and bolts of the Department of Health guidance and provide a forum for sharing ideas and answering questions about the Retainer Scheme. It is open to For Educational Supervisors of Retainees and their Practice Managers.

COURSE DATES	VENUE	ADMINISTRATOR
17 November 2011	Stewart House, London Deanery	Victoria Dennis 020 7866 3139 victoria.dennis@londondeanery.ac.uk



Master of Arts in Clinical Education

The MA Clinical Education has been developed as a collaborative project between the London Deanery and the Institute of Education, University of London.

A 21st century health service demands new ways of delivering patient care and this, in turn, requires new ways of educating healthcare professionals. The interprofessional MA in Clinical Education addresses the contemporary context, educational theory and practical teaching skills relevant to practitioners of all disciplines involved in education and training in the clinical environment.

What does the MA involve?

The course draws from a range of modules across the IOE's taught masters' programmes and comprises three core modules, an extended piece of written work – either a dissertation (60 credits) or a report (30 credits), in the area of study – and optional modules up to an overall total of 180 credits.

Core modules

- Contemporary issues in clinical education
- Learning and teaching for adults
- Teaching and learning in Higher and Professional Education (made up of a number of workshops

aimed at developing specific educational skills):

- Students choose 2 of the following:
- Improving Lecturing
- Designing Courses and Curricula
- Learning in Small Groups
- Assessing Learning
- Developing Supervisory and Professional Practice
- Incorporating ICT into Teaching/Training Practice in HPE OR
- Incorporating Recent Technologies in Teaching/Training Practice in HPE
- (These may also be taken as short courses.)

Recommended optional modules

- Education for the Professions
- Assessment: issues and practice
- Innovation and change in Higher and Professional Education
- Professional development Portfolio 1
- Understanding Education Research
- Leading and managing change and improvement in Clinical Education
- Online Education and Training

How long does it take?

One year full-time or two to four years part-time.

Options for exiting with a Postgraduate certificate or Diploma are also available.

Who is it for?

Practitioners of all disciplines involved in education and training in the clinical environment, including GPs

What are the entry requirements?

You should have a good honours degree and relevant professional experience. Credits from other related postgraduate certificate courses in education may enable prospective student to enter at Diploma level.

How is the course assessed?

Most modules are assessed by written coursework (of 3,000 words plus or minus 10% for 15-credit modules and 5,000 words plus or minus 10% for 30-credit modules). The course as a whole is assessed through the extended piece of written work, or dissertation. Completion of 90 credits of this 180 credit MA entitles a student to become a Fellow of the Higher Education Academy.

How much does the course cost?

Fees for the 2011-12 year:

£4900. Part-time: £2450.00

(Fees vary depending on previous qualification)

For more information about fees and enrolment contact: Registry (Recruitment and Admissions) – 020 7612 6100 E: enquiries@ioe.ac.uk W: http://www.ioe.ac.uk/study/masters/PMM9_CLE.html

For more information about the course content contact: Alison Finlay (Course administrator) - 020 7612 6362 a.finlay@ioe.ac.uk

Medical Education MA/PgDip/PgCert
Medical Education (leadership) PgCert
Medical Simulation PgCert
Dental Education PgCert



Our highly regarded courses are designed for individuals with education and training roles in medical, dental and healthcare settings. Current students include educational and clinical supervisors, GP trainers, Vocational Dental Trainers, clinical academics and practice educators from a wide range of healthcare backgrounds. Sensitive to the competing demands of busy professionals, the course combines core study days in the beautiful surroundings of Putteridge Bury, with interactive and supported on-line learning. Putteridge is situated between Hitchin and Luton, with easy access by road or rail (from St Pancras or Kings Cross).

Our courses have a strong practice based approach, designed to address the development needs of those new to medical or dental education and training and those with considerable experience. The MA in Medical Education has a flexible structure, with interim awards (Pg Cert and Pg Dip) and the opportunity to engage in stand-alone modules or study days for continuing professional development purposes. We also offer advanced standing entry routes for experienced educators and those with a relevant PgCert award (e.g. Teaching the Teachers in Primary Care).

The assessment strategy is designed to help you advance educator and educational

leadership skills and capabilities with direct 'workplace' relevance. The course is delivered by a highly experienced course team, led by Clare Morris, with established track records in medical and healthcare education training. The course has a clear emphasis on the development of medical and dental educator and educational leadership skills and affords opportunities to explore inter-professional, inter-disciplinary and disciplinary specific aspects of education and training.

Structure

This innovative course combines study days, workshops and master-classes with remote access on-line learning. The Postgraduate Certificate involves 9 contact days, the MA involves 20 contact days.

Awards

Awards available are; Postgraduate Certificate (Medical Education, Medical Education (Leadership), Medical Simulation and Dental Education) Postgraduate Diploma and Master of Arts (Medical Education).

Duration

Flexible pathways over one to five years.

Entry requirements

The course is a postgraduate course and is open to individuals who have a first degree (or equivalent qualification or experience), in medicine, dentistry, nursing, allied health professions or social care. It may also be available to those from other backgrounds (e.g. healthcare managers and educational developers) who wish to develop their knowledge of education, training and leadership in the context of medicine, health or social care.

Fees

Course fees for 2010/11 are £1,545 for the PgCert and £4,635 for the MA for home students.

Course fees for 2011/12 are £1,625 for the PgCert and £4,865 for the MA for home students.

Find out more

To request further information or to discuss the course and how it can work for you, please contact Oliwia Kupinska

E: oliwia.kupinska@beds.ac.uk

T: +44 (0)1582 489002

To learn more about the medical education course visit

www.beds.ac.uk/courses/bysubject/health/ma-mededu and for dental

education visit

www.beds.ac.uk/courses/bysubject/health/pgcert-denedu

FACULTY DEVELOPMENT

Professional development for clinical teachers



FACULTY DEVELOPMENT IN THE LONDON DEANERY

The Faculty Development team at London Deanery provides a single point of access to a range of faculty development opportunities for the educational network in London. To support the network the team provides a number of courses, programmes and educational and financial resources useful to practitioners in all disciplines. We are also collaborating with and commissioning from other organisations to ensure that the training and development needs of our educational network are met.

Short courses

Whether looking to improve group facilitation skills or explore best how to train colleagues in assessment methods, our courses are available to practitioners of all disciplines looking to take their clinical education and skills further.

Bursaries

Individual clinical teacher bursaries are available for those clinicians who are significantly involved in postgraduate education and training on behalf of the London Deanery. They are designed to cover the course fees (or equivalent) for a range of development opportunities in relation to supervision, working with groups, and educational management and leadership.

E-learning

Our open access, free, short modules covers core topics in clinical teaching and learning. They were developed by the London Deanery to inform and support the professional development of clinical teachers. On completion of a module, a certificate can be printed out for the users own records or portfolio.

Masters programmes

The London Deanery has collaborated with Higher Educational Institutions in London to offer a number of Masters level courses. These range from full time/part time masters programmes to short credit bearing courses and would be of interest to practitioners of all disciplines looking to take their clinical education further.

Educational resources

The 'Educational resources' section of the Faculty Development website contains a number of resources and teaching materials.

The London Deanery/Faculty Development library and information service supports the education, training, clinical practice and research of London Deanery staff and faculty by offering a variety of services including electronic journals and books, article sourcing and online databases.

London Commissioner for Medical & Dental Education Elisabeth Paice Awards for Educational Excellence

Named after the Deanery's recently retired Dean Director, the annual awards mark the educational endeavour of London Trusts, Dental and GP practices and other local education providers. The awards will open for application each summer, are offered in four categories, and will be presented to winners at an evening ceremony in central London in December.

Careers Planning

The Faculty Development team works closely with the Deanery's Careers Planning team. Amongst other services the Careers team produce a range of different careers support resources and offer training to senior faculty in how best to help trainees with their career planning.

For further information on all the above please visit our website at:

www.londondeanery.ac.uk/facultydevelopment

Faculty Development contacts

- Jack Pegg, Courses Administrator
T: 020 7866 3133
E: facultydevelopment@londondeanery.ac.uk
- Nerys Cater, Faculty Development Co-ordinator
T: 020 7866 3173
E: nerys.cater@londondeanery.ac.uk
- Dr Catherine O'Keeffe, Faculty Development Education Lead
T: 020 7863 1479
E: catherine.o'keeffe@londondeanery.ac.uk

CONTINUING PROFESSIONAL DEVELOPMENT



TELEPHONE CONSULTATION SKILLS FOR GPs AND PRACTICE NURSES

COURSE DATES	VENUE	ADMINISTRATOR
13 October 2011	Stewart House, London Deanery	Christine Madekwe 020 7866 3203 christine.madekwe@londondeanery.ac.uk
19 January 2012	Stewart House, London Deanery	
26 April 2012	Stewart House, London Deanery	
26 July 2012	Stewart House, London Deanery	

This is a half-day course which runs from 13.15 - 17.00.

Dr David Lloyd, trainer and medical director of the Harmoni GP Co-operative, leads this interactive half-day course, which focuses on improving telephone skills in general practice.

Telephone consultation skills, including triage during the daytime, communication of results to worried patients and out of hours care are increasing important in many aspects of general practice.

RECENT QUOTES FROM PARTICIPANTS

“Good communication skills, will recommend.”

“Extremely useful course, well presented and facilitated”

“Course much more pleasant and informative than I thought it would be.”

“Very motivating, stimulating, amusing and well worth coming, Thanks David.”

“To encourage PCTs to encourage their staff to attend such courses.”

Booking onto the course

A booking fee of £60 must be received to secure a place. Payment is currently accepted by cheque only, made payable to “NHS London”. To book a place, please download an application form from the website below and return to the named administrator with your cheque for the correct amount.

www.londondeanery.ac.uk/general-practice/courses-and-conferences

Cancellation fee policy

Refunds will not be given if cancellations are made 14 days or less prior to the course, or for non-attendance



FRESH START

COURSE DATES	VENUE	ADMINISTRATOR
22 – 23 September 2011 (Consulting course)	Stewart House, London Deanery	Deena Ragiwala 020 7866 3128 deena.ragiwala@londondeanery.ac.uk
10 November 2011 (Management workshop)	Stewart House, London Deanery	
08 December 2011 (Communication workshop)	Stewart House, London Deanery	
23 February 2012 (Management workshop)	Stewart House, London Deanery	
22 – 23 March 2012 (Consulting workshop)	Stewart House, London Deanery	
24 May 2012 Management workshop)	Stewart House, London Deanery	
28 June 2012 Communication workshop_	Stewart House, London Deanery	

Fresh Start courses offer an opportunity for individual reflection on the daily realities of changing GP practice and group support for personal development. There is an emphasis on reflection throughout, with outcomes from the different educational exercises helping to build participants' personal development plans (PDPs).

Previous participants have included principals with new responsibilities, doctors returning to general practice, sessional GPs with restricted learning opportunities, EU doctors preparing for practice in the UK and established GPs with their own identified learning needs, as well as those GPs advised to attend refresher courses. The Fresh Start programme is open to post CCT doctors only.

The Fresh Start programme runs as a 2-day course with a follow up session OR as day long workshops:

Consulting, Keeping Records and Communicating:

A 2-day non-residential course with a follow up session, this highly evaluated course offers a fresh look at consultations in context, focusing on consultation skills, communication issues and medical record keeping. It includes focused feedback and coaching with expert patient teachers.

Communication Skills Workshop:

This one day workshop focuses on involving patients in care and decisions while using time effectively, working with expert patient teachers.

Prescribing, Practice Management Skills and Personal Effectiveness:

This one day workshop, tailored to personal development needs, focuses on the GP's role in safe practice management including prescribing systems, personal organisation and resolving team and staff issues.

There is a fee of £300 for a two day module with follow up session and £150 for a one day workshop. There are 12 places available for each course.

For booking form or further information please contact deena.ragiwala@londondeanery.ac.uk

Please visit our website for up-to-date information on CPDU courses:
http://www.londondeanery.ac.uk/general-practice/continuing-professional-development-for-gps/copy_of_fresh-start

RECENT QUOTES FROM PARTICIPANTS

"Extraordinary – very skilled patients and good feedback"

"Very well thought out structure / excellent simple models used"

"Really useful / very high quality expert patient educators"

"This course addressed my initial needs and also flagged up other areas I can build on"

"Highly effective and enjoyable "

"Very well worth my time....recommend to all"

SUPERVISION SKILLS FOR CLINICAL TEACHERS

The London Deanery is unique in offering a range of learning opportunities for GP educators and other GPs who are interested in supervision and who want to develop their skills and experience in this area. The Supervision skills project aims to equip clinical teachers with a range of one-to-one conversational skills to enable more effective facilitation of change. The project is led by Dr John Launer, Associate Director.

Supervision skills are useful in specialty training, appraisal, mentoring, self-directed learning groups, CPD and in promoting reflective practice. Supervision skills depend on active listening and on the focused use of questions in order to challenge people to think about new ways of dealing with stuck or difficult situations. Supervision means looking after people, not looking over their shoulders. It is about creating time and space to help people reflect on their encounters with patients, colleagues and managers.

Courses, activities and events include:

Supervision skills for clinical teachers: Conversations inviting change (Deanery-based one day workshops)

These one-day workshops take place approximately every two months, for groups of up to eighteen participants. They provide an opportunity for clinical teachers to learn alongside others from different specialties including hospital, GP and dental educators. We can also arrange one day workshops in hospital trusts or for GP trainers' groups on request

A one-day workshop offers an introduction to 'conversations inviting change'. It involves hands-on training in the essential skills for good supervision. In particular it addresses the issue of how to balance confirmation with challenge when supervising everyone from high fliers to doctors in difficulty. Much of the workshop is based on participants' own working experience. Participants should come expecting to talk about current cases, and dilemmas with patients, trainees, colleagues and teams.

The workshop is not a comprehensive course in how to be a clinical or educational supervisor, but will equip delegates with essential conversational skills for those roles.

For further information about the one-day course please contact:
facultydevelopment@londondeanery.ac.uk

Supervision skills for clinical teachers: Conversations inviting change (Deanery-based three day courses)

These three-day courses offer a more extended introduction to 'Conversations inviting change'. They are suitable for people who have completed a one-day workshop at their Trust or the Deanery, or who wish to book directly onto a three day course because of an interest in this approach to supervision skills.

Like the one-day workshops, the course is based on participants' own working experience. Course attendees should come expecting to talk about current cases, and dilemmas with patients, trainees, colleagues and teams. However, as well as extended opportunities for skills practice, there is also some theoretical teaching, as well as a certain amount of set reading before the course and between sessions.

For further information about the three-day course please contact:

facultydevelopment@londondeanery.ac.uk

**Professional certificate in supervision skills
(one-year course based at the Tavistock and Portman NHS Trust).**

This one-year course was established to offer a formal qualification to clinical teachers wanting to take their supervision facilitation skills further. The course takes place on alternate Tuesday afternoons from 14.30 to 17.30 during term time. It is delivered at the Tavistock and Portman NHS Foundation Trust and the purpose of the course is to train suitable facilitators to cascade the supervision initiative across the Deanery's educator network. As part of the course, delegates are required to take part in 10 days teaching which may include assisting in the delivery of other supervision related activities described above. For further details please contact Gemma Evans at facultydevelopment@londondeanery.ac.uk

Further information about the Supervision Skills for Clinical Teachers initiative can be found on the Faculty Development website www.londondeanery.ac.uk/facultydevelopment



APPRAISAL

GP Appraisal

The London Deanery currently offers GP Appraisal Training to all London PCT Appraisers. Workshops take place centrally, at the London Deanery which is based in Russell Square, London WC1.

Basic Appraisal Training –

Cost: £150

This is a 2-day workshop which focuses on the basic skills and knowledge needed to conduct a GP appraisal together with key background information on the links between appraisal and the proposals for revalidation. It also looks at what counts as evidence in the appraisal process and how to develop a good form 4 and PDP.

Both days must be attended. The workshop is experiential and the second day involves working with actors, in small groups of six, on skills for the appraisal interview. On completion of the course participants will be able to describe the processes for appraisal including what counts as evidence. Participants would also have had the opportunity to practice and receive feedback

on their skills for the appraisal interview.

Centrally Run Half Day Courses –

Cost: None

Covering:

- The calibration of evidence / supporting material for appraisal
- Negotiation in the appraisal interview
- Working with the challenging appraisee
- Form Four and PDP development

Centrally Run One Day Courses –

Cost: None

Covering:

- A day with actors on working with challenging appraisees
- A day for appraisers who would like to acquire knowledge and skills appropriate for appraisal taken from the field of education.

Training in Appraisal Support Groups – Cost: None

As above for the half day courses plus other work on request delivered at your chosen venue.

Please Note: The notice period for cancellation of places is 2-4 weeks depending on the course. Refunds will not be given after this time, although exceptional circumstances will be considered.

Responsible Officer and Appraisal Lead Learning Sets - Cost: None

These are all half day workshops and are only open to PCT Responsible Officers, Medical Directors and Appraisal Leads. The aim of the learning set is to provide participants with a safe and confidential space to discuss difficulties and dilemmas they have come across in their work as Responsible Officers and management or GP leads for appraisal.

Booking forms for all the above are available via:
http://www.londondeanery.ac.uk/general-practice/courses-and-conferences/appraisal?category_id=488

Further information:

If you have a query please send an email to GP Appraisal at gp.appraisal@londondeanery.ac.uk

Coaching and mentoring can help:

- Increase motivation
- Improve your work-life balance
- Manage transitions positively
- Enhance leadership skills

The London Deanery's Coaching and Mentoring Service provides both a coaching and mentoring service for London's NHS doctors and dentists, and training in coaching and mentoring for leadership for London's NHS educationalists.

Coaching and mentoring to maximise potential What does a mentor do?

"Coaching and mentoring are learning relationships which help people to take charge of their own development, to release their potential and to achieve results which they value."
Connor & Pokora, 2007

The coaching and mentoring programme enables you to work with your mentor in complete confidence about professional, work life balance or career issues. Your mentor will be trained and experienced.

The success of coaching and mentoring is in the establishment of an effective relationship based upon mutual respect, honesty and understanding, combined with structured questioning to enable the Mentee to find their own solutions.

Choosing a mentor

The London Deanery recognises that the relationships that work best are those where the Mentee is provided with enough information to make the selection of mentor themselves. We will conduct a detailed telephone interview with each Mentee to facilitate that choice.

How will my mentoring be funded?

All London NHS doctors and dentists are eligible to apply for coaching and mentoring. We currently fund mentoring for:

- All NHS London doctors and dentists in Foundation and Specialty training posts
- NHS London GPs, hospital doctors and dentists in their first two years after the completion of their specialty training
- NHS London Staff and Associate Specialist Grade doctors
- All NHS London GPs on the Induction and Refresher scheme and for two years afterwards

Several PCTs and Trusts are also providing funding for their other trained primary and secondary care doctors, or you may be able to approach your PCT or Trust to fund your mentoring on an individual basis. The mentoring team may be able to facilitate this so please contact us if you are considering this option.

You should also contact the coaching and mentoring team if you are interested in self-funding. If you are interested in mentoring but do not at the moment fall into one of the funded categories, please keep a watch on our website as the situation may change.

How to apply

Visit our website at

<http://mentoring.londondeanery.ac.uk/>

and click on 'apply to be a mentee'.

Training in coaching and mentoring for leadership

Mentoring and coaching are powerful developmental relationships that allow people to become more aware of their context and of themselves, to get in touch with their own resources and potential and to think more broadly about actively applying this to create the best outcome for themselves and for others.

Benefits of mentoring and coaching are considerable, as underlined by their growing uptake not only in this country but worldwide.

These include:

- Fuller use of people's talents and potential
- Higher organisational performance and productivity
- Increased creativity, learning and knowledge management
- Raised motivation

The Deanery Coaching and Mentoring Service is now able to offer coaching and mentoring skills training to groups and individuals. In order to attend, you will need to be an experienced educator employed by the NHS within London, a Darzi fellow, an appraiser, or in a leadership position.

we offer both three day courses (facilitated by the Institute of Education London Centre for Leadership in Learning), and four day courses (facilitated by the Mentoring Development Group - Julia Pokora, Mary Connor and Marie Johnson).

Each course has a capacity of around 18 delegates and we ask that teams wishing to join a course are made up of both clinicians and managers. If you are unable to provide 18 delegates, we can fill the remaining places with delegates from another group or location who are likewise unable to fill an entire course.

For full information on these courses (aims, programme content, teaching methodologies etc.), along with course dates and how to book, please visit our website at <http://mentoring.londondeanery.ac.uk> or email mentoring@londondeanery.ac.uk





APPENDICES

HOW TO CONTACT US

Department of Postgraduate General Practice Education
London Deanery
Stewart House
32 Russell Square
London
WC1B 5DN

www.londondeanery.ac.uk/general-practice

Education and Development Group (EDG)

Tara Talbot - Tara is team leader and can be contacted on 020 7866 3175 or at tara.talbot@londondeanery.ac.uk. Tara oversees the Teaching the Teachers courses and liaises with the University of Westminster regarding assessments.

Christine Madekwe - Christine is courses administrator and can be contacted on 020 7866 3203 or at christine.madekwe@londondeanery.ac.uk. Christine administrates the Teaching the Teachers 2 course (TTT2) within the, specific courses for Established Trainers (including trainers' workshops), the Teamwork and Negotiation Skills, Telephone Consultation Skills courses for Trainees, GPs and Practice Nurses. F2 Annual Conference and assisting in F2 Workshops.

Becki Roberts - Becki is courses' administrator and can be contacted on 020 7866 3234 or at becki.roberts@londondeanery.ac.uk. Becki is responsible for the Introduction to Teaching in Primary Care courses (ITTPC/ITTOOH). Becki administrates the Teaching the Teachers 1 course (TTT1). She also delivers The Consulting for the CSA, and is also PA to Dr Bob Clarke, Lead Associate Director for EDG.

F2 Project Team

Leigh Austin - Leigh is the GP F2 co-ordinator and can be contacted on 020 7866 3108 or at leigh.austin@londondeanery.ac.uk. Leigh supervises the F2 programme, including managing the database, liaising with foundation schools and Trusts, and administers the F2 workshops.

Continuing Professional Development Unit (CPDU)

(Incorporating Primary Care Development and Career Development Teams)

Joyce Antubam - Joyce is Administrative Lead for the Performance Unit (PU) acting in a supporting role to the performance section of the CPDU, which offers educational guidance to individual GPs, and also advises PCTs and GPs on the Deanery's role, prior to a formal request for Deanery involvement. She works closely with the two Associate Directors, Alex Jaimeson and David Mendel on this work, and is PA to Dr Julia Whiteman, Deputy Director in the GP department and head of the CPDU. Joyce also supports Gerry Harris as Lead for Appraisal training and administers all the generic appraisal courses. She can be contacted on 020 7866 3271 or at joyce.antubam@londondeanery.ac.uk.

Peggy Clark - Peggy provides leadership and supervision to the administrative team involved with the activities listed here in the GP Department of the London Deanery. If you experience any difficulties in contacting any member of the CPDU, please contact Peggy Clark, CPDU team leader, on 020 7866 3132 or at peggy.clark@londondeanery.ac.uk

Elizabeth Dahill - Liz works as the GP Appraisal Project Coordinator for the team, and brings together the work of the Quality Assurance of GP Appraisal Working Group (QAWG), working closely with Alex Jaimeson on this. All queries regarding GP Appraisal should be directed to Liz in the first instance. She can be found on 020 7866 3202 or elizabeth.dahill@londondeanery.ac.uk

Victoria Dennis - Victoria manages the GP Retainer Scheme and provides administrative and secretarial support to Rebecca Viney, the Associate Director for Salaried and Freelance GPs. Victoria is also the Faculty and Deanery Library and Information Service Lead administrator as well as assisting Dr Viney with the upkeep of the Career development section of the website. She can be found on 020 7866 3139
victoria.dennis@londondeanery.ac.uk

Deena Ragiwala - Deena is administrative Lead for the GP Induction and Refresher Scheme's recruitment initiatives and PA to Drs Anwar Khan and Penny Trafford, Associate Directors of the I & R Scheme. She also leads on the administration for the Fresh Start Programme, working closely with Penny Morris, Associate Director and Naureen Bhatti on this initiative. Deena can be contacted on 020 7866 3128 or at
deena.ragiwala@londondeanery.ac.uk

Wendy Schmidt - Wendy is lead administrator for the GP tutor network and PA to Dr Tareq Abouharb, associate director for GP tutor support and development. Wendy administrates events that arise from the GP Educator Group (GPEG), such as the annual educator conferences. She also manages the administration of the GP resources website, as well as supporting the Deputy Director for the prolonged study leave initiative. Wendy can be contacted on 020 7866 3168 or at
wendy.schmidt@londondeanery.ac.uk

Jaime Wright - Jaime supports Liz Dahill, Dr Alex Jamieson and Dr David Mendel with projects regarding GP Appraisal. He is also the CPDU's Technical Information and Web administrator. Jamie can be contacted on 020 7866 3171 or at
jaime.wright@londondeanery.ac.uk