



East of England
**FOUNDATION
SCHOOLS**

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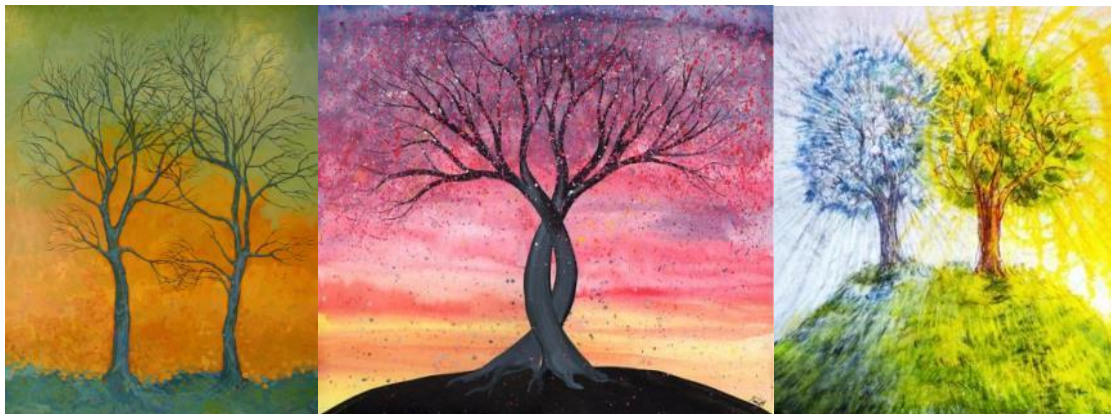

Health Education England



Health Education England

Train the Trainers

How to teach for Foundation Doctors



This course is UKFPO approved and we thank the Severn deanery who have provided us with their course slides.

This handbook will help guide you throughout the course providing an overview of topics covered as well as tasks to be completed outside of the course

Please make sure you launch each session from Bridge in order for the system to mark attendance.

Please note that you must complete all parts of the course (section 1-6) including completion of final checklist signed by your FTPD or Educational Supervisor to be eligible for a completion certificate. You can attend section 1-5 in any order but please ensure that you attend session 6 last. If you are more than 10 minutes late, you will not be admitted to that session and you will have to rebook.

The pre-course questionnaire can be
found here:

<https://forms.gle/4UX5yxRDWYeiHWu5>

Course Overview

Section 1: What Makes Good Teaching?

Live and Remote Session

Section 2: Large and Small Group Teaching

Live and Remote Session

Section 3: Teaching Practical Skills

- A) Asking Questions
- B) Feedback
- C) Practice
 - i. Facilitating VR
 - ii. Simulation
 - iii. Core Procedures

Section 4: Managing Teaching

Live and Remote Session

Section 5: Managing Online Teaching

Pre-recorded video

Section 6: Final Presentation and Q&A

Live and Remote session

Section 1: What Makes Good Teaching?

This session will be delivered live via zoom. Dates are provided in the programme outline on Bridge.

This interactive session will last for approximately one hour and will involve group discussion and tasks to perform.

Participants will be asked to reflect on their confidence in teaching and share with the group.

Please fill in the feedback form using the link below:

<https://forms.gle/cmdNtnjPnKn8Zkc7A>

Section 2: Large and Small Group Teaching

This session will be delivered live via zoom. Dates are provided in the programme outline on Bridge.

This interactive session will last for approximately one to one and a half hours and will involve group discussion and tasks to perform.

You will then be asked to perform the practical component of section 2 at your individual trusts.

The task will be to attend a small or large group teaching session and critique it based on the principles covered on the course. This will need to be uploaded on your Horus ePortfolio. An example proforma can be found on the next page.

You will need to show both of these to your educational supervisor/FTPD who ultimately will sign you off in completing this course.

Please fill in the feedback form using the link below: <https://forms.gle/fQf9sTztJFhJTohE9>



TEACHING EVALUATION

Details of the Teaching Session

Title of the Session:

Date Attended:

Type of Teaching Session:

ENVIRONMENT

What did you think of the environment (room layout/seating plan/online platform) that was used? Was it appropriate for this teaching session?

SET

Were the aims and objectives of the session identified? Were these met?

DIALOGUE

Was the delivery effective and clear? Were teaching tools used? Were they useful?

CLOSURE

What did you think of the closure? Was the importance or practical application of the topic explained?

What parts of the teaching session did you find useful?

Any other comments?

Section 3: Teaching Practical Skills

Section 3 of this course is delivered remotely and via video recordings prepared by faculty. These videos are pre-recorded and available to view via Bridge. Ideally you should try and arrange to view these videos as a group to enhance your learning.

Section 3A and 3B are mandatory for all participants and you will be asked to choose 1 topic under Section 3C which will cover:

- I. Facilitating VR
- II. Teaching Simulation
- III. Teaching Core Procedures

These videos can be accessed asynchronously and in any order and any questions that may arise can be answered in the Live Q&A Session, which will be accessible after completion of all five sections of this course.

To complete section 3, you will then be asked to plan and deliver a teaching session using the principles outlined in the course. This could be in delivering a session on core procedures, simulation, or virtual reality (VR). Peer feedback is important so please ensure you gain adequate feedback and reflect on both the positive and aspects that need improving. This again will need uploading on your Horus ePortfolio and you can use the Developing the Clinical Teacher form for this. Please highlight on the form that this is the task for TTT course.

Section 4: Managing Teaching

This session will be delivered live via zoom.
Dates are provided in the programme outline on Bridge.

Section 4 will last for approximately 1 hour and a half and involve group discussion.

Please fill in the feedback form using the link below:

<https://forms.gle/XDCahU32xNA2JB2w9>

Section 5: Managing Online Teaching

This session is delivered remotely and via pre-recorded video recording, which can be accessed asynchronously at any time during the course.

After you have attended and completed tasks set out in the course, you will be invited to a live Q+A session where any questions can be answered and further discussion of what you have learned can be facilitated by the faculty.

Please fill out feedback for the pre-recorded videos from Section 3 and 5 using this form:

<https://forms.gle/GXKskpnMaDzpBoqo7>

Section 6: Final Presentation and Q+A Live Training

This session will last for one and a half hours. For this session, you will need to prepare a 2-minute video presentation/recording reflection on the course including things you have learnt during the course and what you may change for future sessions or implement in your practice. You can be as creative as you want and this will be recorded and used for promotional purposes.

After completion of the course, the following link must be used by your educational supervisor/FTPD for sign off and a completion certificate will then be produced:

<https://www.smartsurvey.co.uk/s/TTTsignoff/>

Please see below all the information you will need for the sign off:

Train the Trainer course checklist

1. This checklist needs to be completed by the Educational supervisor / FTPD at a meeting with the trainee. Please provide trainees name below as they wish it to appear on the certificate. *

2. The trainee is an EOE foundation school : *

- FY1
- FY2
- Other

3. What date did the trainee complete this course (this should be the date of the sign off)? *

Train the Trainer course

4. Section 1 *

Date attended

5. Section 2 *

Date attended

6. Section 2 : Practical Component (see handbook for full details) - Two reflective pieces need to be written up and evidence uploaded on eportfolio. (a) Critique of a teaching session attended(b) Deliver a teaching session and be peer reviewed. Write a reflection on feedback received *

Description of Teaching critiqued *

Description of Teaching delivered *

7. Section 3: Teaching practical skillsa) Asking Questionsb) Feedbackc) Practicing teaching practical skills (only one of the following need completing for this course):i- facilitating VRii- Simulationiii-core procedurel confirm the trainee has completed the following sessions: *

- 3a) Asking Questions
- 3b) Feedback
- 3c (i) Practicing teaching practical skills - Facilitating VR
- 3c (ii) Practicing teaching practical skills - Simulation
- 3c (iii) Practicing teaching practical skills - Core procedure

8. Section 3 *

Date completed

9. Section 4 *

Date attended

10. Section 5 *

Date completed

11. Section 6 :Final presentation & Q&A session: *

Date attended

12. By filling in my details below I the educational supervisor / FTPD can confirm that this trainee has attended and completed all aspects of the course. I am happy to sign them off. *

Educational supervisor / FTPD name: *
Name of Trust : *
Date signed off : *

13. We thank you immensely for helping us deliver the completion of this course successfully. If there is any comments / feedback you would like to give us please feel free to mention them below or alternatively you can email papworth.fyregionalteaching@nhs.net and we will get back to you.Please continue with this checklist so that the trainee can print of the completion certificate.Thanks,Foundation Training Faculty

Please complete our course evaluation at:
<https://forms.gle/9Vuxpob2QZLbLQp58>

FAQ

Overall

Q Is there a deadline to complete the practical components?

A No deadline but practical components will need to be completed before being signed off for the course

Q Do I have to complete the live sessions in order?

A You can complete Sessions 1- 5 in any order, but Session 6 (Q + A) must be last.

Critiquing a small or large group teaching session

Q Can I use an online session to critique?

A Yes, online sessions can be used to critique as the majority of teaching has shifted to online due to Covid-19

Q Where should I document my critique?

A The critique can be on a word document, which is then uploaded on to the Horus Portfolio

Delivering Teaching and Reflecting on Peer Review

Q Can I use an online session to deliver my teaching for peer review?

A Online session can be used as a last resort as the topics presented in Section 3 should ideally be used for delivering a teaching session (VR, Simulation, Core procedures).

Q Can I use prior peer reviewed teaching I have done?

A Prior teaching can be used if you are finding it difficult to arrange any new teaching sessions.

Q Is there a minimum number of students I need to teach for this practical component?

A The minimum number should be 3 students/peers as that is normally the number ideal for any bedside teaching.

Q Does the peer reviewed teaching have to involve either core procedures, VR, or simulation as per section 3?

A Yes, but if you are finding this an issue, then any small group or large group teaching (including online teaching) will be appropriate

Contact Details

If you have any questions/queries regarding the course please email:

papworth.FYregionalteaching@nhs.net