**Draft timetable for Practice Visit**

**Practice Approval Visit**

**Date**

**Time**

Practice Address

|  |  |
| --- | --- |
| Visiting Team | |
|  | Associate Postgraduate Dean |
|  | Training Programme Director, |
|  | GP Trainer |
|  | GP Trainer |
|  | Practice Manager |

|  |  |
| --- | --- |
| Proposed Programme (indicative timings) | |
| 09.00 | Visitors arrive |
| 09.15 | Planning time |
| 09.45 | Tour of premises: all visitors |
| 10.00 | Trainer 1 Trainer Interview  Trainer 2 Trainer Interview  Practice Manager Interview with Practice Manager |
| 11.00 | Meeting with Practice Team members |
| 11.15 | Visiting team meets to agree feedback |
| 11.45 | Feedback to Practice |
| 12.00 | Close of visit |

The visit should be complete by approximately three hours. The visiting team are happy to fit in around the practice schedule so this timetable should be used as a guide only.