**Trainer’s Meeting**

**March 26th 2014**

**Vida Health , Gayton Road, Kings Lynn**

1. Discussed Kings Lynn VTS website. It will include meetings, minutes and useful information. It will hopefully include GP Trainee placements (2 months prior to starting), advice on leave calculations and sick leave (which should be no more than 2 weeks in 12 months, otherwise extensions to training will be required).
2. Joint Study Day at Westacre Theatre on 30/4/14 9:00am start
3. Educational Supervisor’s Report;

Should be completed 2 months prior to finishing post.

a)Set up, reviewed date setting

b) Curriculum Coverage, no strict guidance, common sense

c)Skills Log, ensure mandatory skills completed in ST1

d) Review PDP, ensure SMART

e) Trainee Competencies (self filled)

f) Education Supervisor’s review of competencies, ensure COTs/CBDs are completed and reflected on competency criteria. ? reflect those competencies with Trainee.

 g) Review

4) Report from Clinical Supervisors Meeting, only 2 consultants present. Emphasised completing MSFs if they feel GPT underperforming.

5) CSA Update, 3 passes 5 fails

6) GPT Attendance at VTS, Heather will keep a record and post it on website, also encourage GPT to add as log entry on e-portfolio. If recurrent non attendance then there may have to be a financial penalty, they are paid a salary to attend these sessions.

7)Trainer’s e-learning; brief discussion on Equality and Diversity, now on NHS core Learning as a pre-assessment test – 20 minutes and score >70% gives you a pass. Also Deanery encouraging trainers to complete educational supervisors course on <https://www.edgecumbe.academy.co.uk> 11 modules each 20 mins long, with an assessment at the end.

8) RCGP Annual Symposium, Kings Lynn to host next year, any ideas or volunteers contact Leena

9) Date of next meeting; **26th June 2014, St James House Surgery, Kings Lynn 6:30pm**