



# Train the Trainers

## How to teach for Foundation Doctors

### Delegate Handbook



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.

This course consist of 6 Sections.

Sections 1, 2, & 4 are combined into a live virtual 4.5h (with breaks) session, and then you will need to register *separately* for Section 6.

Sections 3 & 5 are pre-recorded.

Sections 6 is completed seperately. Sections 1 - 5 must be completed ***before*** you attend Section 6

For any sessions you attend, please make sure you launch *each* from Bridge in order for the system to mark attendance.

Please make sure to join on time for each of these sessions. 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://www.smartsurvey.co.uk/s/XWR2A5/>

Please fill this out prior to attending the first  
session.

## Course Overview

### **Section 1: What Makes Good Teaching?**

Virtual Session

### **Section 2: Large and Small Group Teaching**

Virtual 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**

Virtual Session

**Section 5: Managing Online Teaching** Pre-recorded video

**Section 6: Final Presentation and Q&A**  
Remote session

## Section 1: What Makes Good Teaching?

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

This interactive session will last for approximately 1 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.

## Section 2: Large and Small Group Teaching

This session will be delivered live via MS Teams.

Dates are provided in the programme outline on Bridge.

This interactive session will last for approximately 1.5 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.

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

## Section 3: Teaching Practical Skills

Section 3 of this course is pre-recorded with video recordings prepared by faculty. These videos are 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 one

topic under Section 3c which will cover:

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

These videos can be accessed asynchronously and completed in any order. Any questions that may arise can be answered in the Section 6 Q&A Session, which will be accessible after completion of the first five sections of this course.

To complete Section 3, you will 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 the Train The Trainer course.

## Section 4: Managing Teaching

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

Section 4 will last for approximately 1.5 hours and involve group discussion.

## Section 5: Managing Online Teaching

This session is delivered via pre-recorded video 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.

## Section 6: Online Q+A

This session will last for approximately 1.5 hours. For this session, you will need to prepare a 2-minute presentation/reflection on the course including things you have learnt during the course, what you may change for future sessions or implement in your practice, and what you might like to improve about the TTT programme.

This can be presented live during the session, or you can create a pre-recorded video to share. You can be as creative as you want, and this may 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. You may find it helpful to familiarise yourself in advance with what information your ES/FTPD needs to complete your sign-off. The sign off link is below:

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



We would appreciate it if you would give us feedback on the sections and/or session. Please find the relevant feedback links below:

**Section 1, 2 & 4:**

<https://www.smartsurvey.co.uk/s/XSPB4Q/>

**Section 3 & 5:**

<https://www.smartsurvey.co.uk/s/YML2K3/>

## 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.

### 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** 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.

## **Contact Details**

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

[papworth.regionalhubs@nhs.net](mailto:papworth.regionalhubs@nhs.net)