TEACHING PROGRAMME RULES & PROCESS

* Teaching is held approximately twice a month, this may vary due to clashes with other teaching that is held for IMTs but you will be informed of the dates in advance.
* Teaching is a full day where possible (whereas other trusts have a few hours here and there each week) to enable you to focus and get the best out of the time.
* Teaching is monitored as part of your foundation curriculum and ARCP (Annual review of competencies).
  + Each foundation doctor (FD) must attend a **minimum of 60 hours** (over 12 months pro-rata) of teaching during each of their foundation training year.
  + At least 30 hours (over 12 months pro-rata) must be core foundation teaching (actual attendance at the Trust provided teaching)
* Core teaching must be logged by FD’s in their Horus portfolios.
* **Core teaching** is that which is available to all FDs within the trust via the teaching dates set out (See teaching dates document)
* **Non-core teaching** includes Grand round, Mortality meetings, Audit meetings, departmental teaching and e-learning – many other types are possible. Attending external conference and courses can also be logged.
* 60 hours is the **minimum-** core teaching is mandatory, and the FD should aim for **100% attendance**, made up of actual attendance and authorised absences. (In other words I should always know where you are and why you aren’t at teaching otherwise it is logged as unauthorised absence and you will have to explain yourself to the programme directors)
* A **maximum** of 6 hours (10%) of e-learning can contribute to the 60 hours, when making up missed teaching this way, please check the list of topics covered in the teaching to ensure that the e-learning matches. A list of topics can be provided by the FPA on request but is sent out each week with the bulletin.
* Statutory and mandatory training (such as induction sessions and ILS/ALS/equivalent) **cannot contribute** to the 60 hours other than Safeguarding children/adults Level 3.
* Trusts/foundation schools are responsible for managing and quality assuring this process (which is why your feedback is important!)

Teaching Attendance Rules

* FD’s are responsible for logging and tracking their own teaching hours however, registers will be used at each session for evidence of attendance so the FPA will also monitor attendance You must sign the register both morning and afternoon
* A fellow FD cannot sign the register on your behalf or inform the trainer, FPA or Anne-Marie Walker on your behalf. It is your responsibility. If you don’t sign you have no proof you were there.
* You must arrive on time for your training or if you think you might be late, let someone know. Arriving late disrupts the teaching session for all involved. Unless previously agreed (for exceptional reasons) you cannot leave the teaching early.
* During teaching you should be engaged and contribute to the sessions. The best teaching days are those which are interactive. If we provide teaching online then all cameras must be turned on for the duration of the teaching.
* Mobile phones should be on silent and put away. It is really unprofessional to be seen on your phones during teaching. Calls can only be taken if they are urgent and if you are expecting an urgent call you should let the FPA (Trish) or the person teaching know at the start of the session.
* Please do not book GP/Dentist/Hairdresser/Car repair etc appointments on a teaching day. This is a day of work not a flexible day.

*If it is urgent please contact the FPA to discuss joining teaching before and after the appointment.*

* If teaching is morning only then you are expected to return to your clinical area to work, unless told otherwise/agreed with your rota coordinator previously. The same applies if teaching starts late or is the afternoon only. You should be in work in your clinical role for the rest of the day. THIS IS A PAID DAY OF WORK not an extra day/half day off.
* If you are on a **long day** when it is teaching you can still attend teaching but you will have to return to your clinical duties once it finishes, so that you can complete your long shift.
* If you are working in medicine and are on a shift where you have the **1981 bleep** between 5pm and 9:30pm then this means you are working on AMU all day and evening and you do not attend teaching.
* **If you are unable to attend teaching for any reason please inform the FPA via email** [bfwh.foundation.education@nhs.net](mailto:bfwh.foundation.education@nhs.net) **prior to the start of teaching**.
* Feedback is really important to the education team but also for the people who provide the teaching (they have portfolio’s too). Feedback will be collected at the end of each teaching session via an online form. **The teaching day is not finished until feedback has been completed. Once there is a significant number of feedback forms completed you will then be allowed to leave.**
* Any absence from teaching which is not approved, or you do not inform the FPA **PRIOR** to teaching starting, will be logged as unauthorised and you will be required to email the FPA and Programme directors explaining why you didn’t attend and didn’t inform us.
* We understand that some of your shifts, annual leave, study leave, or periods of sickness, may happen when teaching is arranged. Below is a list of all acceptable reasons for missing teaching (again, this is only with prior notice):
  + Night Shifts
  + \*Twilight Shifts
  + \*\*Zero Days
  + On-Call Shifts
  + Annual Leave
  + Sick Leave
  + Special Leave (i.e. attending a funeral/arranged unpaid leave/carers leave)
  + Maternity/Paternity Leave
  + ILS/ALS course attendance
  + Professional Leave (i.e. attending an exam)
  + Study Leave

\* *If you feel able to attend teaching prior to or following a twilight shift and it doesn’t contravene your working hour’s total, you may want to attend all or part of your teaching session.*

*\*\* You are not expected to attend teaching on a zero day however, if you feel you are low on hours, or the topic is of particular interest to you, you should talk to your rota coordinator in advance of the teaching date. They can check your rota to see if they can move the zero day or if you would breach your contract conditions by attending. Please do not attend on a zero day without* ***prior approval*** *from your rota coordinator.*

Teaching – logging on Horus ePortfolio

* FD completes “Mandatory teaching log” form for each teaching session/experience (guidance on the Horus support site)
* Completed e-Learning for Health (e-LfH) courses:

1. FD decides which courses are relevant to be added to the log
2. FD selects “Add to teaching log” next to course on the e-LfH portfolio page (if they’ve linked their e-LfH and Horus accounts)
3. Log form pops up, most fields auto-populated – FD completes “number of hours” and submits the form

*FD Overview, Mandatory Teaching Log and Summary of Evidence report show a live, colour-coded count, for example:*

* *Core (minimum 30 hours) [35 hours]*
* *Non-core [20 hours]*
* *Total (minimum 60 hours) [55 hours]*

**Logs**

- ***can’t*** be edited

- ***can*** be deleted

- ***don’t*** need supervisor/admin approval

Queries…?

If there is anything not covered in this guidance please contact the FPA (Trish)