

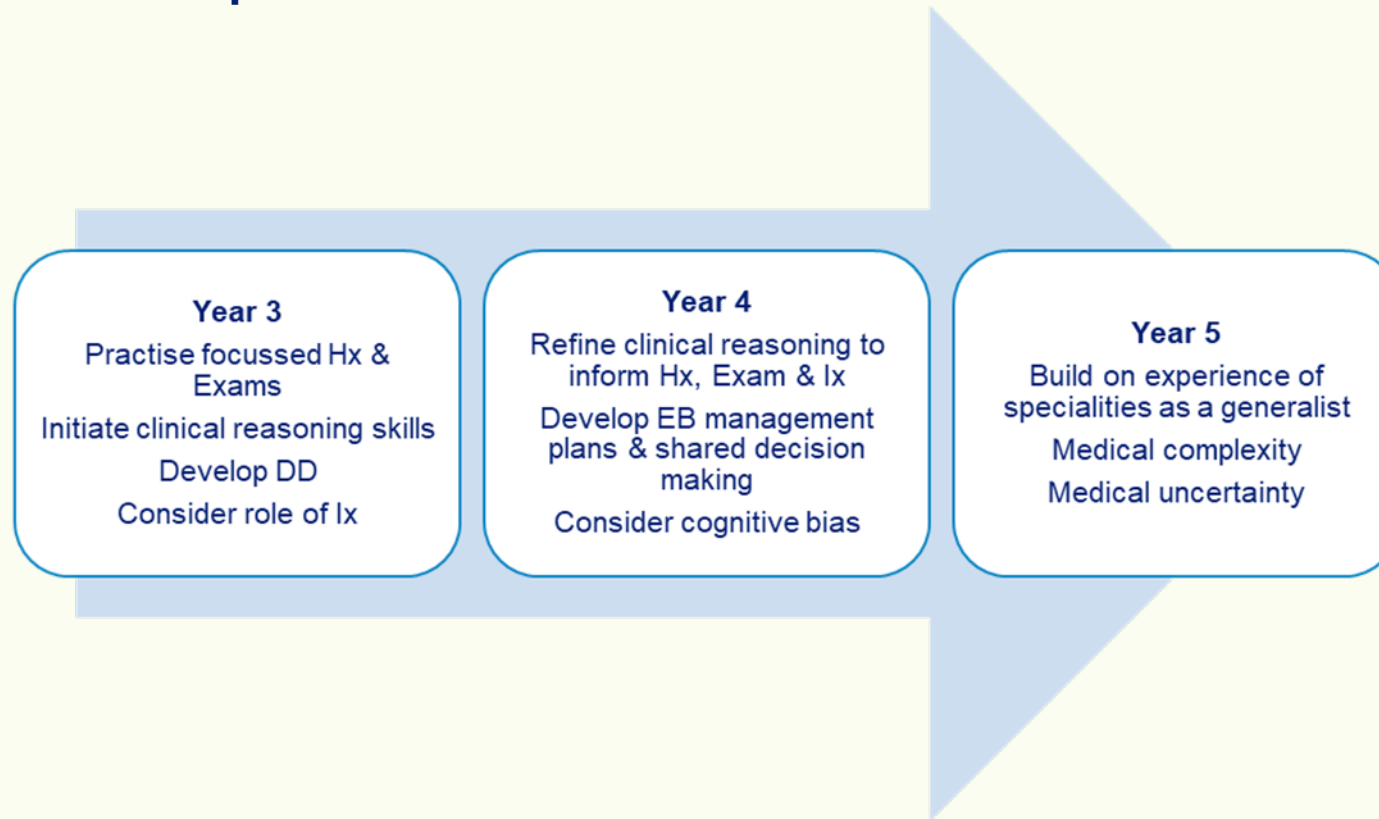
# Year 4 Course Update: Broadening Expertise: Managing Patients in Primary Care.

General Practitioner and Community Clinical Teacher.



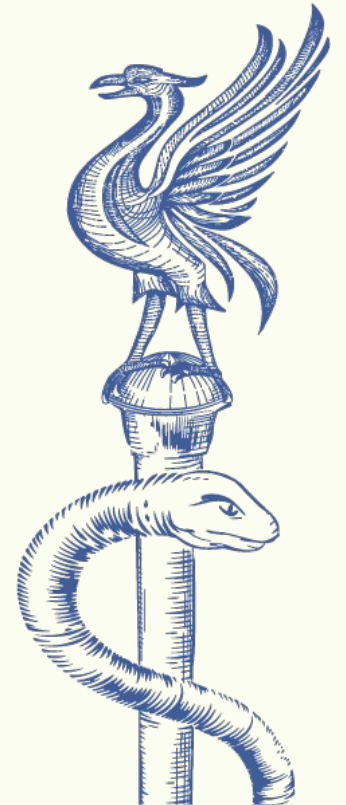
# Aims of the Year 4 Course

Building on skills developed in Year 3



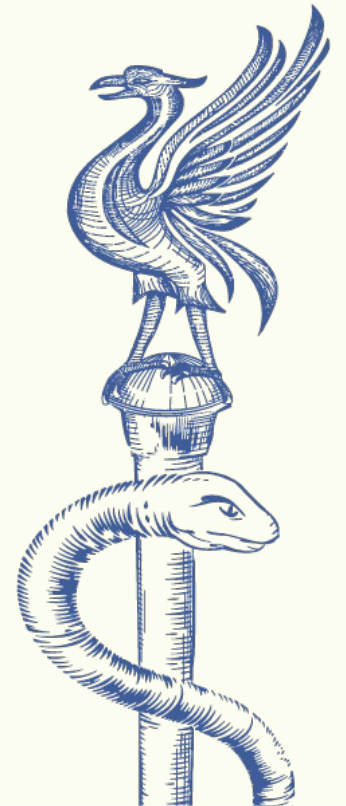
# Focus of the Year 4 GP

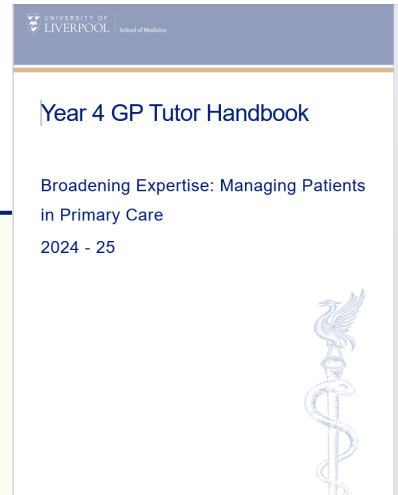
- Patient contact and supervised clinical experience
- Further development of assessment skills including consultation and examination skills.
- Integrating differential diagnosis into assessment process
- Production of management skills
- Experience wide range of both acute and chronic illness presentations
- Knowledge of the variety of General Practice



# Placement Overview

- 4-week GP placement
- 7 session per week in practice. Half day for self-study and one day CCT teaching in University
- Four educational supervisor meetings over the four-week placement.
- ES meetings must be held individually and not in pairs.
- Four **mandatory** experiences to cover during the four-week placement.






Year 4 GP Tutor Handbook

Broadening Expertise: Managing Patients  
in Primary Care

2024 - 25



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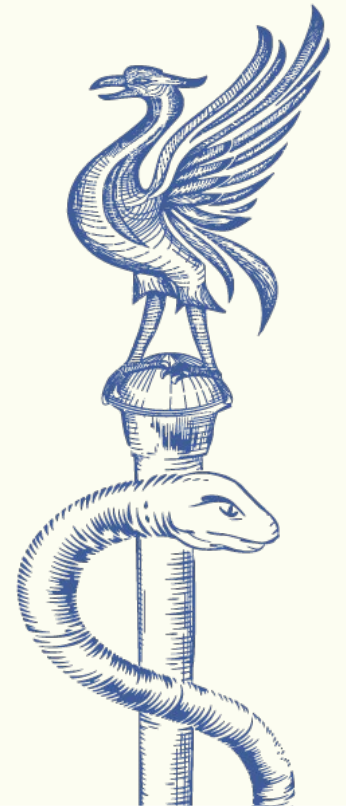
# GP Tutor Handbook

- Emailed to tutors and PMs with the allocation.
- Locked word document with a 'clickable' Contents page
- Detailed reference guide – we don't expect you to memorise it!!!
- Top Tip - save it to your desktop for ease of finding!



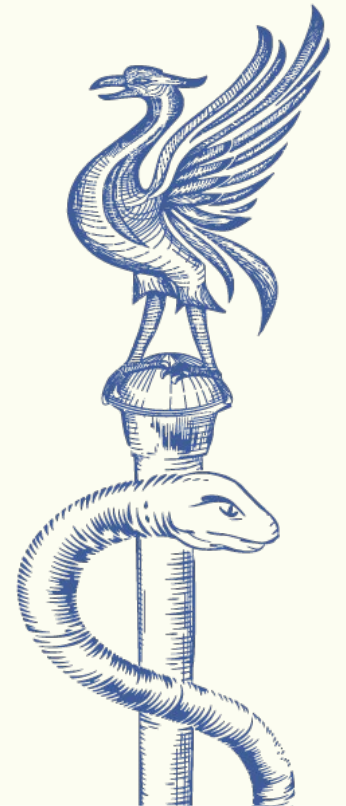
# Induction.

- Ideally this should take place on the first day of placement.
- Provide students with a contact email and phone number to use in case of emergency or sickness.
- Induction requirements can be found via the LEO website.
- [Induction Requirements](#)



# Timetable

- All student **must** have a timetable for their placement
- It is important they know **where** they are meant to be and **who is responsible for supervising** them
- Timetables can be done on a weekly or full placement basis.
- Print/email to the students before the start of the placement
- The timetable is flexible (apart from CCT) to suit the practice situation providing students fulfil the requirements in the four-week placement



# Example Timetable.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Induction  Observation GP  (Dr A)	CCT	Consulting  (hot desk or independently)  (Dr B)  Educational Supervisor Meeting  (Dr A)	Consulting  (hot desk or independently)  (Dr A)	Consulting  (hot desk or independently)  (Dr B)
Afternoon	Observing Allied Health Professional  (Nurse A)	CCT	Study Leave	Observing GP  (Dr C)	Observing GP  (Dr C)





# Leading on Consultation

- Students must 'lead on consultation' with 9-12 patients per week (on average) as a pair.
- This can be achieved by students having their own clinics, if room is available, or by 'hot desking' with the tutor if not.
- If hot desking it may be appropriate for you to 'step out' while the student takes the history to provide an opportunity for more independent consulting.
- Guidance on how to structure such clinics is included in the Handbook



# Patient Access to Medical Records

- Important students are advised that patients can now view what they are writing in the electronic medical record.
- The UK Council for Communication in Undergraduate Medical Education (UKCCC) have produced a [guide](#) for students writing in patient GP records.
- Please share the [‘Do and Don’t’ guide](#) with students and ask them to read it during their first ES meeting or Induction (whichever is first)



# Mandatory Experiences.

Each Mandatory Experience is outlined in more detail on the CANVAS GP Placement area. This area is not accessible to GP Tutors, but students can access this remotely for supporting information

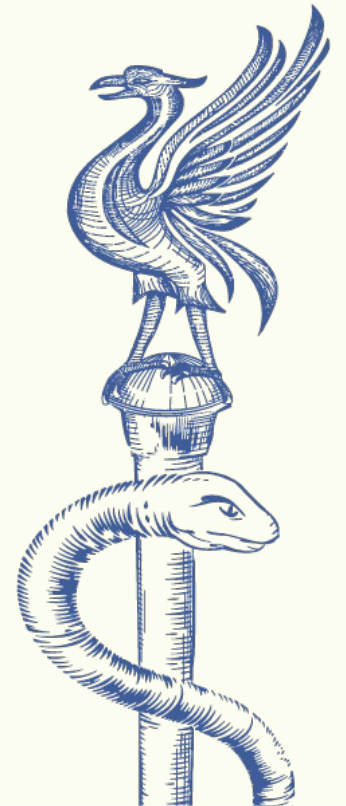
- **Review of a palliative care patient** followed by a debrief with a GP in the form of a CBD (HV, remote consultation, case review, GSF meeting)
- **Review of a care home patient** and debrief with a GP in the form of a CBD (HV, MDT, Virtual WR, case review)
- **Review and discussion of investigation results**
- **Attendance at a practice\* or locality meeting** followed by a debrief with GP

\*Not GSF meeting if this has been used for the first mandatory experience



# Mandatory Experiences

- For each experience we ask you to debrief with the student afterwards.
- This can be done immediately after or during your weekly ES meeting.
- Check the student has completed a 'student declaration form' for this experience at end of placement meeting.
- We are now asking our students to reflect on the experience in their declaration form. To help with we ask the students to consider the following questions when reflecting on each ME:
  - What went well?
  - How could it have been done better?
  - How did it make you feel?
  - What have you learned and/or what if anything will you do differently?



# Educational Supervision

- The GP Tutor is the Educational Supervisor for the student's time in GP
- One meeting a week *individually* with each student.
- Access their portfolio via Pebblepad (see next slide for demonstration).
- Review their progress with Mini-CEX, CBD's DOPS and Placement Reflections. (New terminology – explanations on next slides!)
- General review of any issues that may have arisen e.g. punctuality, professionalism, wellbeing. Refer to the University if concerns
- Complete the weekly meeting template in Pebblepad



# Pebblepad.

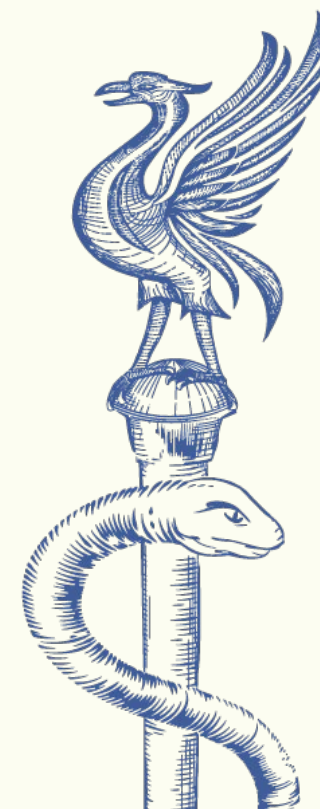
Please email [mbchbep@liverpool.ac.uk](mailto:mbchbep@liverpool.ac.uk) if you have not already got access to Pebblepad. This will give you access to the student's portfolio.

[Pebble Pad Demonstration](#)



# Eportfolio Requirements Y4 GP

Unsatisfactory	Borderline	Satisfactory	Good	Excellent
<p>Has <b>not demonstrated</b> a professional and responsible manner, and there are notable concerns</p> <p>OR <b>has not completed a minimum level</b> of placement requirements*</p>	<p>Has <b>minimally demonstrated</b> a professional and responsible manner with some minor concerns</p> <p>OR has completed the <b>minimum level</b> of placement requirements* but with very limited or no evidence of critical self-reflection on learning and development</p>	<p>Has <b>demonstrated</b> a professional and responsible manner, with a commitment to quality of care</p> <p>AND has completed the <b>minimum level</b> of placement requirements* with insightful critical self-reflection on learning and development</p>	<p>Has <b>demonstrated</b> a professional and responsible manner, with a commitment to quality of care</p> <p>AND has completed the <b>recommended level</b> of placement requirements* with insightful critical self-reflection on learning and development</p>	<p><i>An excellent student will be able to demonstrate <u>all of the following</u>:</i></p> <p>Has consistently <b>demonstrated</b> a professional and responsible manner, with an <b>exemplary</b> commitment to quality of care</p> <p>AND has <b>exceeded the recommended level</b> of placement requirements* with consistently insightful critical self-reflection on learning and development, integrating feedback to address strengths and weaknesses in clinical skills, knowledge, and professional behaviours.</p>





# Absence Reporting

- Essential that school is informed if a student is absent or if they miss part of the day, even if it has been pre-arranged or for illness.
- If a student is absent **but has not contacted the practice at all** please inform the school by 2pm the same day (and each day). A 'check in' email will be sent to the student that day to ensure their wellbeing.
- Please email [yr4gp@liverpool.ac.uk](mailto:yr4gp@liverpool.ac.uk) to inform us of any student absences.





# Placement Hours

- Student Doctors must complete 28 hours of placement time, per week, on their GP placement
- This requirement is separate, and additional, to the completion of their ePortfolio placement requirement
- Student Doctors are advised that their GP Placement hours may not be 9am - 5pm
- Some Student Doctors may have a University Support Plan in place related to the timing of their placement hours (e.g. carer). We would be grateful if you could discuss the support plan with your Student Doctors at induction (if applicable) and work with them to accommodate their needs.
- Student Doctors have been advised that sometimes clinic over-run! We do not expect you to reduce placement days to compensate for situations where this happens, unless it is a significant amount of time, or it is happening repeatedly.



# Clinical Supervision

- For each episode of patient contact, students must know who their GP clinical supervisor is & how they may be contacted
- The GP clinical supervisor must be based in the same building & available to oversee the episode of patient contact, if required
- Non-GPs may support a student with a patient contact but their competence to do so must be determined beforehand
- If a student is **leading a consultation**, the non-GP must be a **registered** advanced practitioner or **experienced** Junior Doctor (ST3)

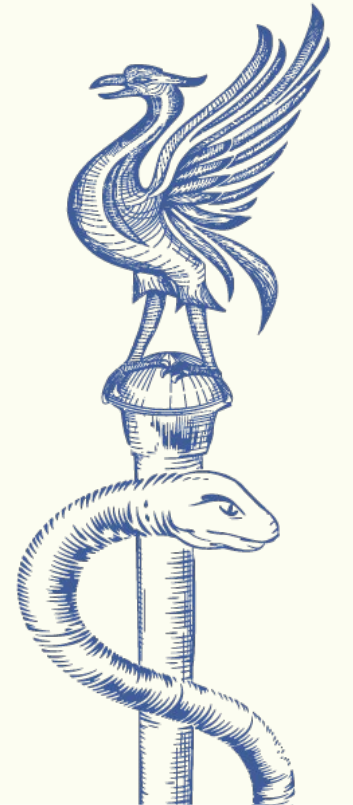


# Feedback

- Feedback is very important to the students during their time in GP and helps with reflective learning
- Please give feedback throughout the placement, when appropriate, and at the Educational Supervisor meetings
- It can be helpful to highlight to the students when you are giving them feedback, so they recognise this is what is happening
- Tutor workshop at the University will cover feedback in more detail



# Questions?.....



# Thank you.

Email contacts for any queries can be found in the  
GP Handbook on LEO

