

Guide to a Training Session Document

Key updates

The GP Registrars Committee has been closely working with COGPED, the committee of general practice education directors, to update the joint guide to a session document. This document outlines how GP registrars work in a general practice setting and was last updated in 2012. We are pleased to announce that an agreement has been reached on an updated document with tangible, positive changes to GP training.

The updates



1. Working week

Sessions or hours – timetables may be based on either sessions or hours, with any agreement on an adjusted timetable constructed on agreement between the trainer and registrar, whilst meeting the terms as set out within the terms and conditions of employment.

This also makes the guide more relevant to all 4 nations.



2. Clearer guidance on appointment times and training needs

Varies based on stage, educational needs, and consultation complexity, with the aim to work towards a 15-minute appointment length standard for face-to face consultations by training completion, supporting thorough patient care.

It also sets out the expected time frames for clinical sessions.



3. Clearer guidance on Self-Directed Learning Time

Full-time registrars are entitled to 4 hours of self-directed learning per week which should be structured as continuous blocks (prorated for those working less than full time).



4. Comprehensive induction processes

Provided based on the registrar's training stage, local experience and educational needs, with training provided on local IT, building access, and logins must be ready before clinics begin.



5. Home visits and safety protocols

We've agreed that travel and documentation time count as clinical time - registrars should have access to devices for documentation.

Host practices are also required to conduct risk assessments.



6. Duty doctor sessions

High-risk duty doctor work to be assigned to more experienced registrars, with an expectation of close supervision and support from a GP supervisor.



7. Tailored training and reasonable adjustments

Individualised approaches to meet registrars' unique educational needs acknowledging the legal duty to accommodate registrars with disabilities or long-term conditions, potentially modifying environment or timetable.

COGPED

Committee of GP Education Directors

