

## General Practice Specialty Training Management in practice

*The general practice specialty trainee should ensure that all of the following areas are covered in practice. These should be commenced at the start of the ST2 GP attachment and completed by halfway through the ST3 year.*

**Please fill out date section and notes. Please sign and have your trainer sign on completion.**

1. Receive an induction, which should include an introduction to all the practice clinical and management staff

Date:
Notes:

2. Be shown the premises and be instructed in use of the computer system, to include knowledge of coding and computer searches/audits/reports. Become familiar with national and practice guidelines on good record keeping, confidentiality, consent, freedom of information, data protection, and data security.

Date:
Notes:

3. Sign a contract and ask if standard contracts are available in practice for other employed staff. Understand how staff are appraised.

Date:
Notes:

4. Be shown how the trainee's pay and other employed staff's pay is made up. Become familiar with the GP role as an employer and the relevant employment legislation.

Date:
Notes:

5. Be shown the outline guidance for the new GMS general practice contract. Understand the principles of Directed, National and Local enhanced services. Find how your practice addresses these.

Date:
Notes:

6. Be shown the Quality and Outcomes framework in the new GMS general practice contract. Know the points system, the organisational indicators in this framework, and understand how these are being achieved in practice.

Date:
Notes:

7. Understand the principles and processes underlying clinical governance and how this occurs in the practice. What are the components of the practice plan and why were they chosen?

Date:
Notes:

8. Be familiar with individual and organisational methods of ensuring patient safety.

Date:
Notes:

9. Undertake the following activities in practice: an eight-stage clinical audit; a significant event audit; implementation of change (e.g. implementing a new guideline)

Date:
Notes:

10. See how the practice complaints procedure is run and enquire about how recent complaints were dealt with.

Date:
Notes:

11. Attend practice clinical and business meetings.

Date:
Notes:

12. Understand how your general practice interacts with the Board within which they work and understand how the practice interacts with both local primary care groups and the central services agency.

Date:
Notes:

13. Understand how the practice is covered out of hours, enquire how this evolved and understand how you will be trained in telephone triage. Understand what your requirement will be to fulfill out of hours training and how the practice will organise this.

Date:
Notes:

14. Discover the importance of health and safety issues within the practice. Is there a written health and safety policy and an appointed health and safety officer in the practice? Understand how health and safety may affect you personally, both during working hours, and out of hours.

Date:
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Notes:

15. Be aware of Equality and Disability legislation and the implications for the practice. Has your practice been modified for disability access and how are patients with visual and auditory impairments facilitated? Is there a written policy for disability access relevant to both patients and staff?

Date:

Notes:

My GP trainee has received practical instruction in the above aspects of practice management

Trainer.....

GP Trainee.....