

Guidance on Educator Notes.

November 11

Introduction.

It has become clear that NI GP educators have not been utilising 'Educator Notes' to the same extent as other areas in the UK. Having seen their use in other Deaneries, it appears we are missing an opportunity to make things easier for once!

Educator notes are not yet another hoop or target. Rather, they are way to record important conversations that may otherwise have gone in a separate trainee file. This prevents several systems of duplicate and 'hidden' records.

"It will be open and transparent, describing the journey during the training programme as a frank and open conversation between Trainees and their Educators."

Tamer Oshaka, eP Development Group.2009

Below are a few suggestions on how these could be used in our different roles. They are not prescriptive or exhaustive.

Educational Supervisors.

- Can be very useful as ES of hospital based trainees.
- Support, encouragement, constructive criticism
- Communication regarding dates expected in practice
- Reminders to populate eportfolio/ PDP etc
- Reminder to populate self rating prior to ESR.
- Recording an agreed Educational Plan.
- Summary of salient points and ES expectations
- Recording extenuating circumstances e.g. new baby/ no sleep.

Trainers.

- As above for ES
- An opportunity to address professional issues that are not clear from the trainee eportfolio entries.
- Debrief after mock CSA
- Debrief after exam success/ failure
- Educational Plan after CSA

Programme Directors.

- Eportfolio monitoring
- RTW interviews
- Important one to one conversations

NIMDTA.

- Administrator messages regarding eportfolio
- Important conversations
- ARCP outcomes

Benefits.

The benefits of their use are

- Transparency

- A contemporaneous record, accessible by all educators, of important conversations with an ES/ trainer/ PD.
- An opportunity to address issues the trainee does not volunteer on log entries.
- An opportunity to record important conversations and what exactly was agreed.
- Extenuating circumstances can be made explicit.

'wife just had a baby. He has not been getting much sleep! This has meant eP entries have been lacking last few weeks. However we are now addressing this with more protected time after surgery for the next 2 weeks.'

- Can be used as communication.

'Just to remind you that we agreed you would come to the practice next wed pm'

- ARCP panels have more context in which to make their decisions.

Cautions

- The notes are contemporaneous and cannot be edited or removed.
- It is important when recording issues that may be sensitive, such as health issues, that the trainee is aware and gives full consent.
- The educator notes can be seen by others involved in managing and monitoring the eportfolio, for example the PDs, deanery administrative staff, and subsequent trainers.

It is important to be mindful of these issues when making any entry on educator notes.