# Postgraduate Education Provider Organisations and other Educational Delivery Organisations Quality Management process

Version 3 (JM & MH) 18th September 2012

# Background

* In 2011 the Education Provider Organisations (EPOs) within the Severn Deanery footprint agreed and developed a Quality Management (QM) and peer review process.
* All the EPOs took part in this, and this document starts the next cycle.
* While the School of Primary Care (SoPC) has an interest in the quality of the postgraduate training systems it has no wish to be prescriptive on the implementation of a QM process. The SoPC continues to facilitate a self-led approach to standard-setting.
* This QM process has been planned to be in a form that is useful to both visited and visiting teams. Being open to constructive external and peer scrutiny is likely to aid continued progress to excellence.

# The QM process

* Pre-visit data pro-forma to be completed and updated by EPO;
	+ this helps set the agenda for the visit and means that visitors can concentrate on discussion rather than collecting data;
		- See form below
	+ Experience from other areas is that, organisations get benefit from that completion process
		- it prompts the organisation to reflect on how it works, its successes, problems and how they have been handled, and to make plans for the next year.
* QM visit;
	+ visiting team: Led by Deanery Post-CCT Lead. Invited members include a GP ST representative, Lay representative and another EPO lead.
* After QM visit:
	+ Chair collates findings, report and recommendations;
	+ report presented to SoPC School Board. EPO to publish.

# Appendix

# Education Provider Organisation: Quality Review Pro-forma

**Name of Organisation: Weston PLANET**

* This form is used as the basis of an annual review meeting.
* EPOs are invited to comment on each of the quality criteria and present supporting evidence at review.

**Date of last visit: Wednesday 17th November 2011**

**Date of next planned visit: xxx**

**Background information**

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| Membership | The annual fee paying membership consists of all the GPs of Weston Super Mare, currently 59 doctors. Membership of Planet entitles the GPs to bring their staff and trainee GPs to Planet meetings free of charge. In addition the meetings are open to other health professionals working in Weston Super Mare and GPs from outside of Weston. |
| Key Constitution features | Planet stands for Protected Learning And New Educational Time. Planet was set up in 2000 because the GPs in Weston were finding it increasingly difficult to attend lunch time educational meetings and so were struggling to meet their Continuing Professional Development needs. Based on a model developed in Doncaster, Planet arranges ten educational afternoons a year. Planet also provides locum cover for the town’s practices so the GPs and their staff have protected time to attend these meetings. Planet is a non-profit making organization and is run on democratic lines. The planning committee has the authority to make decisions regarding the day to day running of the organization but does refer to the membership for more important decisions. |
| Support for Steering Committee | The planning committee consists of elected volunteers who are paid for the time they spend arranging Planet meetings |
| Administration Support | One part time manager |
| Visitor comments | The organisation depends on sponsorship and members fees for its income, from which it is able to identify protected time for all Weston GPs to devote to education. The co-operative nature of the organisation is unique within Severn and offers opportunities for all practices to meet and learn together. The Organisations Steering Committee, ably led by Nigel Laykin strives to retain an educational agenda, blending this with an opportunity to learn and network at the primary/secondary interface. It is also able to respond to PCT initiatives, while retaining complete control over the educational agenda and content of each session. The finances are audited by a firm of accountants and the organisation has received verbal assurances that, as it is non profit making, the Inland Revenue should not be interested in its activities.There is no formal AGM as such, but the annual learning needs identification provides an opportunity for all members of the organisation to provide input into PLANET activities. There is no constitution or governing documentGP Specialty Trainees are able to attend all PLANETs meetings through being members of other Educational Provider Organisations within the Severn deanery footprint |
| **2012: Response to comments and action taken; other significant changes in this area since last visit** | We held our first formal AGM on 15/03/12 and this will be repeated each year.We now have a Constitution (please see attached). This was formally agreed and adopted by the member on 15/11/12.We have applied to the Charities Commission for charitable status and our application is currently waiting to be heard |
| **Visitors Comment** | PLANET now have a constitution, have had an AGM and are planning to register as a charity. A steering committee has been strengthened with a recently qualified GP (Posy X, and a GP specialty trainee in addition to the administrator, Sally Reading. The steering committee are modestly rewarded for their efforst. 100% of Weston GPs are members. Persistent non attenders are targeted. Locum cover for protected time is now shared between an internal rota of GPs and an external provider |

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| **Standard** | **Comment** | **Evidence to be presented** |

**1. How a programme is devised**

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| Assessment of Trust members' learning needs- via Appraisal Form 4?- via surveys/questionnaires?- meetings with interested groups (eg Appraisal Leads GPE Teams)? | Learning Needs CompetitionThe majority of our programme is drawn up in response to the results of our annual learning needs competition. This is held in one of our summer meetings and takes about an hour to run. We ask each of our GPs to volunteer three of their learning needs. These are then written on five or six flip charts around the room. Often the same or similar topic crops up several times and these are amalgamated. The GPs are then invited to go around the room & read the flip charts. Each GP is given 3 votes. They are asked to vote on the 3 learning needs which have the most relevance to them, but not the learning needs they had volunteered themselves. We then read through the learning needs and by show of hands determine which ones are most pertinent to our members. The GP who suggested the topic most voted for wins a bottle of wine.This process will generate a list of some twenty to thirty potential topics for meetings (see attached). Sometimes the Planning Committee will decide that Planet is not the best vehicle for tackling a particular subject. For example there were several votes for a meeting on Child Protection. However we feel this is best dealt with by surgeries in-house, by meeting the PCT Child Protection Lead and ensuring their procedures are up to scratch. With some topics Planet is unable to provide the facilities to effectively meet the educational need, for example Minor Surgery. Of the remaining topics those which attract the largest number of votes tend to form the backbone of our programme. Those topics which are unlikely to be relevant to all our members we try to cover in our January meeting. At this session we provide a selection of different workshops for our members to choose from.  | *Minutes of yearly planning meeting attached…* |
|  | Required EducationThere are certain topics that all GPs are obliged to have regular training on. For example it is a Quality & Outcome Framework (QoF) requirement that GPs have Basic Life Support training once a year. We provide this through one of our January workshops. Clinically and cost effective prescribing has now become a QoF target. In North Somerset prescribing has been the subject of a Locally Enhanced Service for some years. In order to assist our members with this each year we give over part of one of our Planet meetings to the PCT Medicines Management Team.To achieve Revalidation GPs will have to have regular updates in certain areas. One of these is Consultation Skills. We intend to cover this by holding a Consultation Skills workshop once every three years. Our last workshop was held in July 2010.  |  |
|  | Primary Secondary Care Interface SlotIn the past whenever we have wanted to source a speaker from Secondary Care we would often approach local Consultants. Generally the Consultants have been enthusiastic participants at Planet meetings and often brought other members of their team with them.This has helped improve links between Primary and Secondary care within Weston Super Mare. In addition to improving communication it has provided opportunities for local pathways of care to be discussed.Earlier this year we decided to formalise this arrangement after being approached by the Consultants at Weston General Hospital. We now set aside 30 minutes of each Planet meeting for a “Primary Secondary Care Interface Slot”. In this session a local Secondary Care team is invited to give a brief presentation on what is happening in their Department. This is then followed by a discussion of how GPs can make best use of their service and how pathways of care can be improved for patients. |  |
|  | Local Requests for Time at Planet Meetings Planet meetings are generally well attended with the majority of Weston GPs attending on a regular basis. Over the years various people have found that the best way of catching the ear of Weston GPs is by getting a slot at a Planet meeting. Consequently we frequently get approached for time at meeting by a wide variety of organizations such as health care charities, the PCT, Secondary Care teams, Social Services teams etc. Generally we are sympathetic to requests for time as long as the proposed subject for discussion is likely to be of interest to our members, has an educational slant and is not commercial in nature. An example of this is that recently we were contacted by a SpR working with the Stroke Team at Weston General Hospital (see attached). She had performed an audit of patients driving after having had a TIA and has results she wishes to discuss with Weston GPs. We discussed her request at our Planning Committee meeting. We felt that the topic up for discussion would be of interest to our members, held educational value and could potentially have serious implications for patient safety. Consequently we decided to offer her a slot. As it happened a speaker we had lined up for part of our October meeting had to drop out, freeing up some time. This slot was duly offered and accepted. | *e-mail from Stroke Team SpR* |
|  | Appraisal Form 4We have strong links with the Appraisal Team at North Somerset PCT. Several of our members are Appraisers. Indeed Trina England who is our Treasurer is also the Lead Appraiser for North Somerset PCT.Trina has spent some time looking at the Appraisal Form 4 documents collected by North Somerset PCT to see if they could be used to guide the development of our programme. What she found was that the forms contained such a wide range of learning needs that they were too disparate to be effectively covered by our series of 10 meetings a year. |  |
| Visitor comments | Particularly impressed with the identification of learning needs that occurs at the annual planning meeting and , the arrangements whereby relationships with the PCT are strong enough to incorporate some aspects of the PCT agenda where these are commensurate with the learning needs of PLANETs members .The sharing of EPO programmes through a common Deanery resource locator offers the potential for sharing best practice and innovatory educational ideas with other EPOs within the Severn footprint |  |
| **2012: Response to comments and action taken; other significant changes in this area since last visit** | For the past few years we have been attempting to decide on our program for the forthcoming academic year at the beginning of the year and publicise our program well in advance. Unfortunately it is not always possible to get the speakers we want on the days we want. Inevitably this tends to lead to events having to be rearranged.Sally Reading has taken on the responsibility of publicising our forthcoming meetings on both our web site and that of the Severn Deanery. We are interested to hear how you feel this is going. |  |
| **Visitor comments** | The programme remains inventive and independent of commercial and managerial influence unless this specifically addresses members interests. Web based publicity is encouraging, but needs better standardisation particularly for greater access from junior GPs and GPSTs. JM will ensure that Weston are copied into developments with the ERL if they are unable to send representatives to the next meeting.  |  |

**2. Organisation**

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| Executive Committee meetings and AGM- how often?- published minutes? | The Planning Committee meets every six weeks or so. Minutes are not published but are available on request (see attached). We don’t hold an AGM.The committee currently consists of myself as Chair, Trina England - Treasurer and Sally Reading - Manager. Usually we also have four additional GPs sitting on the committee but one has recently resigned and the other just left on Maternity Leave. Recruitment to the committee has been a longstanding problem with our colleagues pleading pressure of work or being already committed elsewhere. I am concerned that without new committee members Planet meetings risk becoming stale and repetitive. | *Copy of the minutes from our last planning committee meeting* |
| Visitor comments | In addition to comments made above about the AGM, regular engagement of members with the structure of the organisation might be a way of ensuring there is a ready supply of new committee members waiting in the wings. Targeting newly qualified GPs might be one way, also look at possibilities of engaging the GP training community and trainees in the strategic planning of the organisation |  |
| **2012: Response to comments and action taken; other significant changes in this area since last visit** | Since your last visit a newly qualified GP and also a GP Trainee have joined the planning committee. |  |
| **Visitor comments** | PLANET should be congratulated by extending the breadth of the planning committee |  |

**3.Programmes**

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| Number of sessionsCategorisation (Lecture, Workshop, Small Group)Topics (Clinical, Managerial,) | Ten sessions a year on the afternoon of the third Thursday of each month with the exception of August and December. After a buffet lunch the meetings start at 2pm and run on till 5.30pm with a tea break in the middle. The format of each meeting varies depending on the topic and who is presenting. For example for some topics we might ask a local expert to speak and that session would be mainly lecture based. For other topics we might ask several members of a particular team to present and then we would run several small groups. At the January meeting we offer a variety of workshops of which the GPs can choose to attend three of the six or seven on offer. Occasional we run Significant Event Analysis sessions where each practice is asked to bring a Significant Event for discussion.Our meeting cover both clinical and managerial topics but the majority of them are clinical. |  |
| Capacity and number attending | The number of GPs attending each meeting varies from 35 to 50. January tends to be our best attended meeting because we provide Basic Life Support training. April and July tend to be our worse attended meetings because of their proximity to school holidays. The number of practice staff attending depends upon the topic. Meeting on Diabetes or Asthma tend to attract large numbers of Practice Nurses, other meetings less so. Sometimes we invite other groups. For example this September we had a meeting on Dementia so we invited the nurses from several local care homes.As a result of our reciprocity arrangement with neighbouring Educational Trusts we usually have several visiting GPs from out of area.We have the capacity to expand. The venues we use are large enough to take additional numbers. Most of our income comes from drug company sponsorship and this would increase if the number of delegates attending rose significantly. However we are a somewhat Weston centric organization and our discussions re local pathways of care may hold little interest for outsiders. |  |
| Visitor comments | The variety of the programme on offer, given the constraints on time and the demands from other local stakeholders to access protected learning time, is impressive and offers a variety of differing educational learning methodsOpportunities to expand are limited by1. that the organisation is centred on Weston and 100% of Weston GPs are already members
2. that there is a perception that GPs would be unlikely to attend additional events in their own time
3. that the Steering committee would see a poor effort/reward ratio in the number of GPs likely to access additional sessions
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| **2012: Response to comments and action taken; other significant changes in this area since last visit** | This situation is unchanged. |  |
| **Visitor comments** | The programme remains comprehensive and varied and often topical for a multidisciplinary approach. Greater guidance for presenters might be possible using material produced by the Deanery and the development of Small group Facilitator skills within the organisation |  |

**4. Evaluation**

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| Method of evaluation | Delegates are asked to complete feedback forms at the end of each Planet meeting (see attached). These forms are given out when the delegates arrive for the meeting. At the end of each meeting when I am giving my closing notices I remind the delegates to complete the feedback forms before leaving. Extracting feedback forms from our members tends to be difficult. | *Feedback form* |
| Use made of evaluation | Sally Reading collates the feedback forms and then presents these at the next Planning Committee meeting for discussion (see attached). The collated feedback is also sent to the speakers.Most of the committee will have attended the Planet meeting and will have their own thoughts on what went well and what didn’t go well, whether to use a particular speaker again, whether a different format would have worked better. The salient points of this discussion are noted and used to inform decisions when preparing future Planet meetings.  | *Collated feedback* |
| Visitor comments |  |  |
| **2012: Response to comments and action taken; other significant changes in this area since last visit** |  |  |
| **Visitor Comments** | The excellent feedback attached to this document (from the dermatology session) was commended, together with the learning point from this of the value of using GPwSIs as excellent educational resources.The Deanery will continue to act as a source of excellent educational deliverers both through contact and through the EPO Leads meetingsThe opportunity of discussing the excellent electronic feedback system introduced by Bristol GP education was discussed. This links directly with the provision of certificates. More information is available from the website [http://www.bristolgpeducation.co.uk/contact\_us.php#](http://www.bristolgpeducation.co.uk/contact_us.php) ) and the BGPE link Ali Baron who was one of the visiting team (ali@bristolgpeducation.co.uk ) |  |

**5. Liaison with stakeholders**

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| Deanery/GP Educators | We have a longstanding relationship with the Deanery. Several of our Planet meetings have been visited by Deanery observers in the past. I try to attend the Educational Trust Core Group meetings whenever possible. |  |
| RCGPLMC… | RCGP – no direct contactLMC – On a number of occasions we have asked the LMC to provide speakers on such topics as GP Commissioning and they have always been very obliging. They have also approached us in the past for the chance to speak to Weston GPs. |  |
| Secondary Care - Weston Area Health Trust | * Primary Secondary Care Interface slots – see section 1 above
* We frequently make use of speakers from Weston General Hospital. This helps to build links and improve pathways of care.
* If we have a speaker of national repute we will invite the relevant local team. For example when Professor Guillebaud presented we invited the local gynaecologists.
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| North Somerset PCT | The PCT is kept informed of our Planet meetings and has an open invitation to attend. Once a year we give over part of a Planet meeting to the PCT Medicines Management Team.In the Autumn of 2009 in response to the evolving Swine Flu pan epidemic we dropped a Planet meeting at short notice so the PCT could use the afternoon to discuss preparations for Swine Flu. |  |
| Visitor comments | PLANETs relationship with other stakeholders is impressive within the realms of retaining its own independent identity.There may be an opportunity to engage with the RCGP education lead and to consider initiatives (possibl;y through the RCGP) of furthering the First 5 agenda (contact Tim Horlock, Taunton) |  |
| **2012: Response to comments and action taken; other significant changes in this area since last visit** | We haven’t used RCGP suggested educationalists thus far but this is an option we will bear in mind. |  |
| **Visitor comments** | Links are maintained without compromising independence. The difficulty with consultants being released for teaching sessions was highlighted including the huge missed opportunity to further an organisation’s publicity that is being missed, together with the opening of doors to other local competition |  |

**6. Provision for GP STs**

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| Content  | We do not lay on any specific content for GP STs as we do not feel that is our role. However any GP STs working in the Weston area are welcome to attend Planet meetings free of charge. Myself and other GP Trainers in Weston actively encourage our GP STs to do so. GP STs working in hospital seem to have trouble getting permission to attend.In addition to Planet meetings GP STs are invited to come to Planets Young Stars. This is a small group for new GPs and GPs new to the area which runs straight after Planet. It is a forum at which the members can discuss interesting cases, new ideas they have come across, problems and significant events. |  |
| Capacity | At present the number of GP STs who attend Planet is small but this is likely to change as the number of GP Trainers in Weston has recently increased.Weston Super Mare is a town which has had substantial medical recruitment problems over the years. Consequently GP STs tend to be well received at Planet, as the hope is that they will like what they see and want to stay on. |  |
| ST-specific feedback | We don’t seek ST specific feedback |  |
| Visitor comments | Many local trainees will attend these events when able, but a constraining factor is the occurrence on a Wednesday afternoon (same day as GP ST Day Release) |  |
| **2012: Response to comments and action taken; other significant changes in this area since last visit** | Our meetings actually occur on Thursday afternoons. GP Trainees & F2 doctors who are attached to Weston GP practices tend to come automatically to Planet Meetings as their surgeries are closed for the afternoon.Recently we have put in a bid with the Bristol GP School for a share of the money set aside to provide CPD for GP Trainees. Our bid is due to be heard in early January. |  |
| **Visitor comments** | Specific provision of education for local GPSTs has not been financed. The wider learning opportunities and greater access offered through the ERL will keep this item high on the agenda for the EPO leads group and for the ongoing maintenance of free and equitable reciprocal agreements between the Severn EPOs.Meanwhile, PLANET are commended for continuing to offer access to their sessions |  |

**7. Finances and governance**

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|  | Planet is a non profit making organization. We keep annual accounts which are available to our members on request. These will be available on the day of the Quality Assurance visit.We charge our members an annual fee of £200. This entitles them to bring their Practice staff and learners free of charge. Our reciprocity arrangement with neighbouring Educational Trusts allows their members to also attend free of charge. With other visiting delegates we charge a nominal fee per meeting to cover the additional catering costs. Over the past two years we have received two grants from the old Weston GP Cooperative – the organization that used to run GP Out of Hours care in Weston Super Mare. One of the grants was used to hire actors for a Consultation Skills workshop, the other has paid for our new web site.However our main income is from drug company sponsorship. At each Planet meeting we have five or six drug company stands. The delegates are asked to visit the stands during the course of the afternoon. The drug company representatives are not allowed to participate in the meeting, nor do we use speakers recommended or sponsored by drug company representatives. The drug company representatives are not told in advance what the meeting will be about. In this way we try as much as possible to separate the drug company involvement in each meeting from the educational component. |  |
| Visitor comments | A clear barrier exists to prevent pharmaceutical sponsorsdhip from influencing the educational content of the afternoons |  |
| **2012: Response to comments and action taken; other significant changes in this area since last visit** | This barrier has been maintained. |  |
| **Visitor comments** | The visiting team leader’s view is that this is better than “maintained”, but has been enhanced through the Constitution and the closer contacts with the membership through an AGM. Planet are wished ecvery sucesss in their application for charitable status |  |

**8. Any other information**

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| Have you attended a QA visit to another Education Team within Severn? | Not as yet |  |
| Any other information for 2012 | We have applied for Charitable Status and are waiting for our application to be heard. |  |
| Visitor comments | Whilst recognising the pressures in attending other events, the benefits in sharing practice from mutual attendance at QA visits is enormous and should be continually encouraged  |  |

# Development and Excellence

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| How has your educational provision for established GPs and GP STs developed the past year? | We have set up a new [website](http://www.westonplanet.co.uk/) (please click on link). This has a members’ only area where presentations from previous Planet meetings can be accessed. We are also building up a list of links to useful websites. We have been trying to give Planet users more advanced notice of future meetings. In the past we tended to arrange our Planet meetings some three months ahead. We are now striving to set out our programme a year in advance. We have had some difficulties with this. Once we have had the learning needs competition we can decide on the next year’s programme within a few weeks. However sometimes it can be difficult to persuade speakers to commit so far in advance. |
| Visitor comments | The website is an important development to advertise courses and communicate with local GPs. PLANET should ensure that there is a link from the Deanery website. Additionally, the opportunity will soon exist to use the Deanery website as a common locator of resources, both of events that are planned across the severn footprint, and events that have happened, where, allowing for issues of privacy and confidentiality, materials such as powerpoints can be posted for viewing more widely |
| **2012: How has your educational provision for established GPs and GP STs developed the past year?** | There is a link on our web site to the Deanery website and also to the other EPOs in the Severn Deanery area. |
| **Visitor comments** | PLANET are congratulated on their Website. Current Weston events are not visible on the ERL <https://gpappraisal.severndeanery.nhs.uk/default/erlmaterial/index>The Deanery would encourage contact through the ERL User group or through the CPD Lead (jim.morison@southwest.nhs.uk ) to facilitate use of the ERL |
| What have been your biggest problems in relation to educational provision over the past year, and how have you addressed them? | Finances are tighter. With the economic down turn drug companies don’t seem to be as generous as they used to be. As a result we have to think twice before putting on more expensive meetings, for example ones with “big name” speakers or those that need lots of facilitators.We have had some problems with locum cover. Good quality locums are proving harder to come by. Some of the locums were struggling to get through the work load and a year ago we had our first ever patient complaint. Usually we employ two locums to cover the town and the practices take it in turns to host them. The practices have instructions to only pass on urgent problems to the host practice. Usually the locums deal with 40-50 patient contacts, the majority of these being phone calls. We now just employ one external locum and ask the host practice to provide the other. Whilst this means we lose a potential audience member things do seem to have run much more smoothly. |
| Visitor comments | Fees of £200 (which also cover the provision of locum cover to ensure doctor availability to attend these meetings) represents enormously good value for money. Experience from all the EPOs has shown that a gradual increase in membership fees has no detrimental effect on member numbers |
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| **2012: What have been your biggest problems in relation to educational provision over the past year, and how have you addressed them?** | * Locum Cover – this year we have had some difficulty finding external locums to cover our meetings. As a result we have had to make more use of members for locum cover. This is not popular. Locum cover is currently one of our biggest costs. If this problem continues we will raise this issue at our next AGM. We will give our members the choice of either paying more for locum cover or to do the locum shifts themselves by means of a rota. Of the two options we would prefer the former as each time a member provides locum cover for us they miss one of our educational meetings.
* United Bristol Hospital Trust (UBHT) not releasing speakers – over the years we have generally found speakers from Secondary Care very willing to come to present at Planet. We tend to use local Consultants and their teams because then we can discuss local pathways of care. Our local district general hospital is Weston General which is managed by Weston Area Health Trust (WAHT). WAHT shares some Consultants with the Bristol trusts. This year we have found that the Managers at UBHT won’t release these Consultants from their clinical duties in order to speak to at Planet. This is apparently because Weston GPs largely refer to WAHT rather than UBHT. **Is this something the Deanery can help us with?**
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| **Visitor comments** | * The visitor team comments on this are referred to above
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| What are you particularly proud of in your Educational Trust?  | * For over ten years we have provided a cost effective educational programme which has received consistently high levels of positive feedback.
* Through the annual Learning Needs Competition we are able to ensure that our meetings are relevant to our members needs. We are also flexible enough to be able to adapt our programme at short notice should the situation arise, for example laying on a meeting to help plan for Pandemic Flu.
* Our programme is very accessible to our members because we provide locum cover. I suspect that by creating protected time for learning some of our members have devoted more time to Continual Professional Development activities than they would have done otherwise.
* By bringing local GPs together we have done much to improve communication and team working within Primary Care in Weston Super Mare. Similarly using local speakers from Secondary Care has lead to improved pathways of care.
* On the back of Planet we have set up Planet’s Young Stars – a small group which provides support for new GPs and GPs new to the area.
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| **2012:** **What are you particularly proud of in your Educational organisation?** | * Continuing to provide a high quality cost effective educational program for our members
* Gaining the Severn Deanery QA Kitemark
* Developing a Constitution for Weston Planet and having this agreed by our members
* Applying for Charitable status
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| What are your plans for development over the next year for established GPs and GP STs? | * Our main challenge over the next year is to try to increase the involvement of our GPs in the planning of our afternoons. As stated earlier we have recently seen our Planning Committee reduce in size from five members to three.  There is a risk with the committee being so small that our meetings will start to get repetitive. Recruiting new committee members will hopefully keep Planet meetings innovative and stimulating.
* We are going to make more use of GPwSIs. We have found in the past that when we have needed an expert speaker from a particular field GPwSIs seem to have a much better grasp of what GPs need to know than Consultants.
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| **2012: Have you achieved your plans?****What factors helped and hindered this?****What are your plans for development over the next year for established GPs and GP STs?** | * The number of regular attendees on the planning committee has increased from three to six. This has happened as a result of a new GP and a GP ST3 joining the committee and also a previous member returning from maternity leave.
* We had an excellent Dermatology meeting in November run by two GPwSIs which received some very high feedback scores. We are hoping to make more use of GPwSIs in the future.
* Planet is too small an organisation to afford to pay for a GP Educationalist to spend a session a week on Planet work. As a result the committee members try to fit in Planet work around their day jobs. As General Practice seems to get busier year on year this is becoming increasingly difficult. In particular we are struggling to find planning committee meeting dates which everyone can attend.
* Our challenge for 2013 is to make more use of GP Trainees on the committee. This is a little problematic as they are only with us temporarily. As soon as they have found their feet they are off.
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| How would you like the Deanery and other stakeholders to help you in providing education for established GPs and GP STs over the next year? | 1. We would like your advice regarding our kite marking scheme. We set this up a couple of years ago in order to encourage reflective learning. At the end of each Planet meeting our delegates have a choice. They can either just collect a certificate of attendance or they can complete an application form for a kite marked certificate (see attached). This is a questionnaire designed to encourage reflective learning. Once received our secretary will issue a certificate of attendance stamped with our own kite mark and the questionnaire is returned to the delegate.

The scheme has only had limited success. Only ten or so questionnaires come back after each Planet meeting. The main concern I have is that sometimes the answers given by the delegates are rather scant and pithy. I had naively assumed that GPs, being self directed learners, would fill out the questionnaires with diligence but this doesn’t always happen. Should we be issuing certificates suggesting there has been reflective learning when in reality there is little evidence of this? It seems there is a need for some form of policing. This is not a role I am keen to take on myself. Apart from the time and financial cost I have no desire to make judgements on my peers. Our local appraisers are aware of the scheme and I had hoped that they would review the completed questionnaires but this doesn’t appear to be happening. Should we continue with the scheme or drop it?1. We would like the Deanery to set up and maintain a list of resources that Educational Trusts could tap into. This would include examples of good practice, suggestions on how to make meeting more interactive, recommended speakers, sources of additional funding/grants etc. Whilst I scrutinise each of Jim Morison’s e-mails carefully they tend to get forgotten after awhile.
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| Visitor comments | The Deanery is keen to encourage standardisation of kitemarking across the Severn footprint. Essential principles to this are the provision of advance information concerning the learning objectives of any event, and the provision of time within the session to allow participants to reflect ***and record*** their learning resulting from the event. With these principles in place the Deanery would encourage PLANET to use the Deanery kitemarking logo in its advertising material and on Reflective recording forms for participants to incorporate into their appraisal folders |
| **2012: To what extent has this help been provided?****What priorities do you have for the next 12 months?****How would you like the Deanery and other stakeholders to help you in providing education for established GPs and GP STs over the next year?** | * The Severn Deanery kitemark is displayed on our web site, certificates and stationary
* Achieve charitable status. Further strengthen the planning committee so it is more able to reflect the views and requirements of the breadth of our membership, in particular making new GPs and GP Trainees feel more involved.
* It would be very helpful if the Deanery could host a list of resources for EPOs. This might include highly recommended speakers, speakers sponsored by RCGP or charities such as British Heart Foundation, examples of meeting formats that worked particularly well, information re DoH/GMC initiatives that might have a bearing on education, where to hire actors etc. This could be something hosted on a web site which we could contribute to or perhaps a quarterly e-mail.
 |
| **Visitor comments** | The Deanery note the request and hope this can be addressed through the regular EPO Lead meetings. Further highlights and recommendations are listed below |

# Lead Visitor’s Summary and Recommendations

|  |  |
| --- | --- |
| Date of visit: | 17 January 2013 |
| Lead visitor: | Jim Morison |
| Other visitors and status: | Danny (GPST) Ali Baron (BGPE), Sheila Petersen (Bristol TPD) |
| Trust members seen: | Nigel Laykin, Sally Reading, Trina England, Chris Chubb, Posy X |
|  |
| Highlights: | PLANET now has a constitution that formally engages with its membershipThe leadership and vision from Nigel Laykin |
| Items that should be addressed before next visit: |  |
| Other development recommendations: | * **Consider greater use of information to guide speakers towards an educational primary care and learner centred presentation. The Deanery Hints and Tips are embedded together with a file from the GGPET website that could be modified for use**

* **Consider making use of the deanery Small Group facilitator skills courses which are open to Honorary Tutors from the kitemarked Educational provider Organisations within the Severn deanery**
* **Consider an automated system of evaluation linked to certificate production This could serve a dual purpose; providing a way for learners to document reflection for appraisal & also useful feedback to speakers on delivering appropriately challenging primary care focussed teaching.**
* **PLANET should publicise all events on the ERL**
* **Can Dr Laykin be persuaded to have his work recognised by election to Fellowship of RCGP?**
 |
|  |  |
| Date submitted to Deanery |  |

# Attachments

**The Constitution of Weston Planet**

**Name**

This organization is called Weston Planet. Weston denotes that it is based in Weston Super Mare. Planet is an acronym which stands for Protected Learning And New Educational Training.

**Aims**

Weston Planet is an Educational Provider Organization which was established in 2000. Weston Planet is a non profit making organization.

The primary aim of Weston Planet will be to provide a high quality structured educational programme for General Practitioners (GPs) working at practices in Weston Super Mare. Weston Planet will do this by providing a minimum of thirty hours of education a year through a series of educational meetings.

Weston Planet will take steps to ensure the meetings are relevant to the GPs learning needs. Weston Planet will also ensure the meetings are accessible to GPs from the Weston Super Mare area by providing them with locum cover for the meetings.

In 2011 Weston Planet was assessed by the Severn Deanery Quality Assurance scheme for Educational Provider Organizations and was awarded the Severn Deanery kite mark. Weston Planet will take steps to ensure it will continue to be awarded this kite mark at subsequent reviews.

A secondary aim of Weston Planet will be to improve collaboration and team building within the health community in Weston Super Mare and the surrounding area. The meetings will be open to all health care professionals working in Weston Super Mare. From time to time Weston Planet will hold sessions specifically aimed at improving path ways of care.

 Weston Planet will endeavour to make health care professionals aware of our meetings by maintaining a mailing list of potentially interested parties. Weston Planet will publicise its meetings on its web site and also on the Severn Deanery’s web site.

The ultimate aim of Weston Planet will be to improve the health of the population of Weston Super Mare by improving the quality of health care delivered by its’ GPs.

**Members**

Membership of Weston Planet will be open to any GP who works at a GP Practice in Weston Super Mare. Members will be expected to pay an annual subscription fee. In return for this they will receive voting rights at the Annual General Meeting. They will be entitled to attend any of the educational meeting arranged by Weston Planet and will receive locum cover enabling them to attend. In addition any of their staff, trainee doctors and medical students attached to their Practice will be entitled to attend Weston Planet meetings free of charge.

Where Weston Planet has a reciprocal arrangement with another Education Provider Organization their members will also be able to attend Weston Planet meetings free of charge. However Weston Planet will not provide them with locum cover.

Weston Planet meetings will also be open to all health care professionals working or living in Weston Super Mare and the surrounding area. Where delegates are not covered by the clauses above Weston Planet will charge the delegate a fee to cover any resulting additional cost. In addition Weston Planet will not provide these delegates with locum cover.

If a GP has not paid their annual subscription fee for more than 18 months their membership of Weston Planet will be suspended. Similarly if none of the GPs from a Weston Super Mare practice have attended a Weston Planet meeting in 18 months their membership of Weston Planet will be suspended.

**Equal Opportunities**

Weston Planet will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

**Planning Committee & Officers**

The Planning Committee will consist of a Chairperson, Treasurer, Administrative Officer and at least two other members. The officers of the committee will be elected at each Annual General Meeting.

The committee will meet regularly and keep minutes of its meetings. These minutes will be made available to the members.

The chief responsibilities of the Planning Committee will be as follows:

* Set the annual educational program for Weston Planet after taking steps to determine the members learning needs
* Arrange a venue and suitable speakers for each meeting
* Publicise each meeting on the Weston Planet and Severn Deanery web sites and through e-mail
* Ensure an adequate level of locum cover is arranged for each meeting
* Keep a register of who attends each meeting and provide a certificate of attendance
* Solicit feedback from the audience after each meeting and act on it
* Maintain the Weston planet website
* Keep financial accounts and submit these annually to the members
* Liaise with the Severn Deanery and other Educational Provider Organizations
* Take steps to ensure Weston Planet continues to be awarded the Severn Deanery Quality Assurance kite mark

**Annual General Meeting**

The Planning Committee will arrange for an Annual General Meeting (AGM) to be held no less than once every 15 months. The Planning Committee will give the members no less than 1 month’s notice of the AGM. At that point members will be invited to submit items for the agenda of the AGM. The agenda will also include an election of the officers of the Planning Committee and a presentation of the annual financial accounts.

**Rules of Procedure**

* Most decisions regarding the running of Weston Planet will be made by the Planning Committee when it meets.
* The majority of the Planning Committee must be present before decisions regarding the running of Weston Planet can be taken.
* Where possible decisions will be made by striving to reach a consensus of opinion.
* When this is not possible, or if the Planning Committee deems that the decision to be made is of sufficient importance, a members’ vote will called for.
* This can take place either at the “**AGM**” or at the end of an educational meeting arranged by Weston Planet.
* The motion will be carried if a two thirds majority of those members present vote in favour.  Proxy votes will be accepted if previously submitted in writing.
* If a two thirds majority can not be reached then the entire membership will be asked to vote by e-mail.  In these circumstances the motion will be carried if the majority is in favour.
* If a member is dissatisfied with some aspect of how Weston Planet is run, or has a suggestion for change, they should write to the Planning Committee regarding the matter concerned.
* The Planning Committee will discuss the member’s letter at its next meeting and decide what action if any should be taken. The Planning Committee will then write to the member informing them of their decision.
* If the member is dissatisfied with the Planning Committee’s response then they will be entitled to call for a members’ vote on the matter concerned

**Finances**

* A bank account will be maintained on behalf of Weston Planet at a

Bank agreed by the Planning Committee

* The signatories to the account will be the Chairperson, Treasurer and Administrative Officer
* Each cheque will require two signatures
* Records of income and expenditure will be maintained by the

Treasurer and a financial statement given at each Planning Committee meeting

* An annual statement of account will be presented to the Annual

General Meeting

* All the income raised by Weston Planet will be spent solely with the intention of achieving the “**Aims**” stated above

**Changes to this Constitution**

Any changes to this constitution will need to be agreed by a members’ vote as described in “**Rules of Procedure**” stated above.

**Dissolution of Weston Planet**

Weston Planet can dissolve in the following circumstances:

* Volunteers cannot be found to sit on the Planning Committee
* The Planning Committee believes that insufficient income can be attracted to continue to achieve the “**Aims**” stated above
* After a three month notice period, a vote is taken by the members to dissolve Weston Planet in accordance with the “**Rules of Procedure**” stated above

If a decision has been taken as above to dissolve Weston Planet and Weston Planet still holds money, the Planning Committee will attempt to spend this by organising educational events in accordance with the “**Aims**” stated above. If this is not possible then the Planet Committee will donate any money and assets held by Weston Planet to a local health charity.

**Educationally Approved**

**Severn Deanery School of Primary Care**

Weston Planet

Planet Feedback for Thursday 15th November 2012

at Rookery Manor

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Dermatology afternoon – with workshops

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We hope you have enjoyed today’s presentations. Please complete this feedback form

|  |  |  |  |
| --- | --- | --- | --- |
| ***OUT OF 10******How did your score*** | ***Learning relevance to*** ***daily practice*** | ***Quality of*** ***presentation*** | ***Opportunities for******participation*** |
| Suspicious skin lesionsK Nightingale | 9.4 | 9.3 | 9.0 |
| Top Tips for Primary Care mx of PsoriasisLucinda Bench | 9.6 | 9.0 | 9.5 |
| An introduction to using a dermatoscopeK Nightingale | 9.0 | 9.1 | 9.7 |
| How to use topical treatmentsLesley Hunter | 9.6 | 9.0 | 9.4 |
| *Please would you also give your assessment (out of 10)**for:*  | *General Organisation**9.6* | *Catering**9.5* | *Overall Value**For money**9.5* |

**Comments on the afternoon are always welcome**

**44 attendees, 17 completed feedback forms with 6 comments**

1. **A very useful session thank you**
2. **Really interesting and informative, thank you very much**
3. **An excellent Planet educational session thanks**
4. **Quiz was particularly useful, please can we do it again?**
5. **Great – many thanks**
6. **Very enjoyable and useful**

PLEASE RETURN YOUR COMPLETED FORM AT THE END OF THE DAY

Or send internal mail to:

Sally Reading @ New Court Surgery 39 Boulevard W-s-Mare

Thank your for your co-operation