

## Mid-Wessex GP Doctors in Training: Attendance Rules & Expectations

- Attendance at teaching is a compulsory component of GP Training and working week of a Doctor in Training.
- All teaching dates can be found on the website <https://www.mwgpe.co.uk/events> and timetables can be found on the appropriate ST1/2 or ST3 MS Teams Files.
- Reminders of Mid-Wessex teaching events are usually emailed to Doctors in Training the week before a session.
- A session at teaching (face to face or online) is a session at work and all Doctors in Training are expected to make every effort to attend. They are required to forward apologies in advance if they cannot attend by emailing the Patch Office [england.mwgpe.se@nhs.net](mailto:england.mwgpe.se@nhs.net)
- Failure to send apologies in advance of an absence to the Patch Office will result in an email being sent to the Doctor in Training requesting a reason for the absence. Failure to respond to this email request will result in an Educator's Note being added to the e-Portfolio. Unauthorised absence may be considered a probity issue and result in further action.
- Doctors in Training are required to arrive on time and stay until the Training Programme Director (TPD) informs them that teaching has finished.
- Trainees should not be leaving teaching early e.g. to collect children, get back to a dog or go to the dentist. You would not do this when seeing patients so please do not do this on teaching days. We understand of course that emergencies sometimes occur and if this is the case, please inform a TPD.
- If a Doctor in Training arrives late for a teaching session, they will be asked by a TPD to provide an explanation of why they were late.
- All Doctors in Training must sign the attendance register at face-to-face teaching to ensure their attendance record is accurate. For online MS Teams sessions, Programme Directors will download the register during the session to confirm who was on the call.
- If a Doctor in Training is due to give a presentation, it is their responsibility to swap dates with someone.
- Attendance throughout the year is monitored and a summary of attendance will be posted to the Educator Notes section of the e-Portfolio throughout the year for the ARCP panel to review. We understand that sometimes a Doctor in Training will be unable to attend due to work commitments/annual leave/sick etc.
- Training Programme Directors (TPD) only work in Mid-Wessex GP Education on Wednesdays and can only be expected to respond to queries on working Wednesdays. Please be mindful of this when awaiting a response – if your query is urgent, please contact [england.mwgpe.se@nhs.net](mailto:england.mwgpe.se@nhs.net)
- Doctors in Training should use the website to look up information <https://www.mwgpe.co.uk/>
- If a Doctor in Training has a specific query and cannot find the answer on our website, please contact the Patch Office in the first instance and your query will be dealt with or forwarded to the appropriate TPD [england.mwgpe.se@nhs.net](mailto:england.mwgpe.se@nhs.net)
- For any queries related to teaching or attendance or to give apologies in advance for planned absence please email [england.mwgpe.se@nhs.net](mailto:england.mwgpe.se@nhs.net)