

## Training Programme Useful Information

### Regional Teaching

- To access Regional Teaching materials, please go to our website, Postgraduate Doctors in Training Area, Regional Teaching, Materials. The password is the same as the door code (**#3283\***) and will be updated every six months.
- When there is no teaching, you **MUST** attend your workplace, as this is a paid session.
- Please note PSL is only applicable when you are in a GP placement and not in a hospital placement. Trusts have a 40-hour week, and there is no protected PSL within that time. However, most trusts do have 'development' sessions which can be in house teaching or sometimes private time depending on how the trust organise it.

### Absence Notification

<https://app.onlinesurveys.jisc.ac.uk/s/healtheducationyh/regional-teaching-absence-aug24-feb25>

- If you are going to miss a teaching session, please can you complete the absence notification form, that can be found on our website under Postgraduate Doctors in Training Area, Regional Teaching, Absence notification. This is used to record authorised absence.
- If you are LTFT, and you are not attending teaching, you **MUST** complete the absence notification form, select 'other' and put 'LTFT' in the description.
- If you are on call/nights, we do not expect you to attend teaching, but you **MUST** complete the absence notification survey to reflect this.

### Timetables

Timetables can be found on our website under Postgraduate Doctors in Training Area, Regional Teaching, Timetables for August 2024 – August 2025.

Please note that the timetables are updated from time to time, so please ensure you check the online timetables regularly. All teaching is **face-to-face** at the Campus, unless otherwise indicated on the timetable by **(v)** next to the topic.

### Weekly Teaching Feedback

As well as the QR codes that you will find in your teaching room, the links to the weekly teaching feedback surveys can be found on our website under Postgraduate Doctors in Training Area, Regional Teaching, and click on the relevant one:

ST1 feedback

ST2 feedback

ST3 feedback

The links are updated in February and August each year.

*The following three forms are checked weekly, and we will only contact you if we have a question/query about your submission, otherwise, please assume that your question/query is being dealt with.*

### **Car Registration**

<https://app.onlinesurveys.jisc.ac.uk/s/healtheducationyh/car-registration-register>

Please complete this survey to notify us if you wish to add/amend your car registration number; your car registration number is required by the security team to ensure that you do not receive a parking fine whilst on Queen's Campus. Prior to rotation, we will ask you to complete the survey again, so that we ensure we have up to date information.

### **Email Address update**

<https://app.onlinesurveys.jisc.ac.uk/s/healtheducationyh/email-address-update-aug24>

Please complete this survey if you wish us to send all correspondence to a different email than the one you have provided.

### **Support Form**

<https://app.onlinesurveys.jisc.ac.uk/s/healtheducationyh/support-form-1>.

If you have any queries/concerns not covered by the above information, please complete the support form: It can be found on our website under Postgraduate Doctors in Training Area, Support Form. This form is checked at **9am on a Tuesday** and at **3pm on a Thursday**. Please **DO NOT** email the programme unless it is urgent, in which instance, please email Chris: [chris.alderson2@nhs.net](mailto:chris.alderson2@nhs.net).