

Professional Education and Development (PED) Course 2021 Further Information

Timetable

There are three residential modules at the Burnside Hotel in Bowness-on-Windermere each lasting three days from Wednesday to Friday.

First module 20th – 22nd October 2021

If as a result of COVID face to face contact is not possible then this will run virtually over two days using Zoom and there will be an additional study day.

Second residential 22nd – 24th June 2022

Third residential May 2023 (dates to be confirmed)

Between the first and second residential modules there are three study days held roughly every month on a Thursday in Manchester - or by Zoom.

The study days and examples of topics:

Thursday 2nd December 2021 - Time management and delegation

Thursday 27th January 2022 - Assertiveness & Management of Change

Thursday 17th March 2022 - Business efficiency & Belbin and teams

On the study days we make time for written work support and the topics covered may change depending on need.

First Module

The course is based around facilitated small group work. The atmosphere is relaxed and informal. During the first module we shall spend some time looking at what areas you would like to cover; we enclose a list of potential topics but we would be glad to hear of others. We want to check that the type of course and the subjects that we have in mind are what you want.

Our programme plans for the first module include the following areas:

- Looking at your practice
- Opportunities and motivation
- Obstacles and how to overcome them
- Planning the next steps

Study Day Sessions

Study days are normally on Thursdays starting at 10.00am and finishing at 4.30pm. They are usually held at Health Education England (HEE) near Piccadilly rail station in Manchester or nearby. We spend time reviewing various management principles and management problem case analysis.

Course Structure and Philosophy

The course has had a number of names over the more than twenty years that it has been running. It was developed from the Moving Forwards Course so called to emphasise the original aim of helping doctors identify where they were currently, in terms of personal, professional and practice development, and where they wanted to be and how they were going to get there. The course was originally aimed at GPs in the first few years of partnership but it became apparent that there was a

considerable demand for a similar course aimed at more established GPs and so we developed the senior version, SPED.

The PED and SPED courses have always had very similar content so we now run a single combined PED course.

There are twenty four places on each PED course divided into three groups of eight. The groups are carefully selected so that they contain participants of similar experience. Broadly, PED is aimed at GPs in a substantive post with anything from a couple of years of experience to those with twenty plus years under their belts. The underlying principle is still to help participants develop both personally and professionally. We try to keep the course relevant to your situation and base the course on adult learning and action learning principles using your own experience as the basis for the learning in groups.

We use virtually no lecture formats, however we have written an extensive resource handbook with background information on most management issues. We also have a section of the HEE SharePoint site that has useful links to documents and online resources. Research from the course has shown that it helps GPs develop resilience – our most recent publication is at

<https://www.jeehp.org/DOIx.php?number=157>

Please provide your GMC number and an NHS email address on your application form. The NHS email is needed for security reasons for the initial registration but can be changed to your preferred email address (e.g. a home email) after registration.

Academic Work

There will be three pieces of written work that you will need to prepare during the course; these will be assessed for the academic part of the course. They are a personal education plan, a practice plan and a portfolio with a significant event analysis and reflection on the effects of your learning through the course. The aim is to get you to critically appraise your current approach and look at published evidence in these areas so that you can develop a robust personal strategy for the future. The written work is marked at Masters level but the tutors provide plenty of support and guidance and so don't worry if you are out of practice with academic writing.

Written assignment submission dates are:

Personal Education Plan - mid January 2022

Practice Plan - mid April 2022

Portfolio - mid September 2022

Although the written work is challenging, many participants have commented over the years on how useful it has been to them. It hones skills around reading and commenting on published research and guidelines and is certainly helpful for those that go on to do the Basic Trainers Course or other academic modules. The skills are also useful for writing practice plans, business plans and for tendering for NHS service contracts, an increasingly important activity for practices.

Accreditation

The PED course is a core part of the UCLan **MSc in Clinical Practice, Management and Education (CPME)**. The modular MSc programme has been deliberately constructed to suit part time study by busy clinicians.

The first year of PED with two residentials, three study days and the three pieces of written work mentioned above is accredited with UCLan as **Module MB4023: Personal and Professional Development in General Practice**. This module counts as 60 academic credits and so on completion you can exit with a Postgraduate Certificate in Clinical Practice, Management and Education.

When you register with UCLan at the beginning of the PED course you are signing up just for the single MB4023 module. Once you have completed that you can then carry on to the Diploma or MSc by doing more modules as and when you have the time or inclination.

There are a variety of clinical and non-clinical modules that can be combined. For example, in the second year of PED the third residential has a strong leadership theme and there is now the option of completing an additional **Module GP4615: Leadership in Medical Practice**. This counts as an extra 20 academic credits. The leadership module builds on the leadership theory covered in the main PED course. There is an additional study day in September and a personalised Myers-Briggs leadership profile is included. There is a portfolio of two pieces of academic work, one a short presentation about a leadership model and the other, an analysis of leadership structure within your organisation. The submission dates will be in November and January.

We also run **GP4606: Group Facilitation Skills in General Practice**. This is a 20 credit module that aims to develop practical skills in planning and running small educational groups. It is particularly useful for those who wish to become more involved in course organising and education.

The Educational Supervisors Course can also be included and like PED it now counts as 60 credits and a full postgraduate certificate. So if you did both PED and the ES course you could exit with a Post Graduate Diploma in Clinical Practice, Management and Education (or be well on the way to your MSc).

There is also a very flexible CPD module that allows developmental and educational work done in practice to be included and it is also possible to get credits for postgraduate qualifications done elsewhere using the Accreditation for Prior Learning (APL) mechanism. There are options to complete various clinical modules, modules on research techniques and relevant modules from other UCLan courses. The final part of the programme involves either a professional project or dissertation.

We can give you more information about all of this later and you have five years or more over which to complete the programme. You can do as much or as little as you wish but an increasing number of GPs have gone on to complete an MSc.

Costs

There will be a non-refundable contribution of £480 for attendance at the course towards the educational costs for the PED course. This is paid at £160 per residential. HEE funds the remaining 75% of the course costs. There is a further £50.00 per night contribution towards the residential costs. Both amounts are paid on departure at the hotel to give a total bill of £260 per residential. On commencing the course there is also an initial charge of £325 for registration with UCLan.

The total cost for PED with an award of a PG Cert in Clinical Practice, Management and Education is therefore only £1105 over the three years of the course. We feel this is rather good value for money!

The optional Leadership in Medical Practice module that follows on from PED is not subsidised by HEE but is run at cost and is currently £375. If you wish to do additional modules and achieve a Diploma or MSc, these cost approximately £850 per module. You may be able to get support with funding from your CCG or employer. It is also worth noting that these educational costs should be tax deductible.

Curriculum Choices

Over the last few years we have used the following topics as the basis of our discussions:

- General management principles (e.g. teamwork, management of change, planning, delegation, appraisal interviews, negotiation, conflict, GP appraisal, running meetings effectively)
- Personal management skills (e.g. time management, leadership, assertion, negotiation skills, dealing with conflict, resilience, stress & burnout, looking after yourself)
- Financial management and accounts
- Revalidation and clinical governance
- Partnership contracts/problems
- Awareness of how to improve clinical areas
- Coping with difficult areas of practice
- Critical reading
- Audit and research
- Ethical research
- NHS Legislation
- Enhanced services
- Protocol development
- Business plans and proposals
- Clinical commissioning and alternative providers

Please think about the above list and add any other topics you would like considering on the application form. It is UCLan policy for us to interview everyone prior to accepting them on the course (but this is more of a friendly chat than a formal interview and will usually be on the phone rather than face to face).

We look forward to meeting you.

Rebecca & Mark

If you want to discuss the course further then you can contact one of us:

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