

The Training Plan

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Aims

- To understand the reasons why you need a training plan.
- Know the different elements that need to be included in the training plan.
- To write your training plan effectively.
- Understand a collaborative approach should be taken when writing a training plan.

A training plan is helpful to:

- PLAN for the trainee before the trainee arrives.
- PLAN what the trainee will be doing when the trainee starts on the programme.
- PLAN to maintain the quality of the training over the whole programme.

Allows for clarity on the expectations of the trainee and department

Who is responsible for the plan?

- You as the training officer are responsible.
- The trainee is also responsible.
- To be successful a collaborative approach is necessary.
- Communication and regular meetings are vital.

Trainee and trainer feedback is essential

Where do we start?

“I don’t even know where to start. It seems so huge and daunting. I don’t know how to define a plan, what steps to include, or when to raise criteria. It’s just easier to go out and do something, muddle around. I know that’s not efficient, but at least it’s something.”



Where do we start?

In your groups, take **10 minutes** to discuss:

What do you think you should include in your training plan?

- Discuss and share as many good ideas and experiences within your group.

What do I need to include?



The learning journey.



- A learning journey that gets progressively more challenging.
- Plan for tasks to get increasingly complex or which require increasingly sophisticated thinking.
- Every trainee will be starting at a different step and they will have different learning needs.
- It is not necessary for all trainees to be on the same step at the same time.

Establishing the training plan.

Establish training goals:

- Look at the curriculum content.
- Review roles and responsibilities.
- What can be achieved?
- What are the desired learning outcomes?

Develop the content:

- Plan induction and rotation plan before trainee starts, progression.
- Design the outputs.
- Outline the structure over the three years.
- Have a detailed plan for next 3 months (years 1 and 2), month by month (year 3 is a busy time!).
- Be Flexible!
- Make time for preparing for training.

Define specific items:

- Assessment methods.
- Tools for recording evidence.
- Using colleagues.
- Looking at possible gaps.
- Regular review meetings of progress and next steps.

Never forgetting.....



Exemplar plans

You have 20 minutes to:

Discuss and review the training plans you have in front of you.

- What is good about them?
- What could you improve?
- One person from each table group to feedback to the whole group.

Thank you!

