

Tips and advice for making progress on the CE programme

Trainees were asked to identify the tips and hints which helped them to make progress through the CE programme. Key messages are summarised below.

Getting organised

- Use all the information that is given up front (e.g. targets, programme expectations, milestones, key dates etc.) to help you create a detailed and diarised work plan as early as possible.
- Review and digest the course requirements and materials in advance – and then get your filing and indexing in order so you feel very clear about what you need to do and can identify the links and points of overlap across the tasks (of which there are many).

Managing the workload

- Use your time as productively as possible throughout the programme.
- Set weekly and daily goals and to-do lists.
- Try to work regularly on all the different elements of the programme.
- Avoid putting things off and try and do something productive each day.
- When faced with challenges seek support as soon as possible to find solutions.

Accessing training lists and meeting targets

- If possible, start working on training lists prior to the Induction Day.
- Get to know your department booking coordinator and book your training lists with them. Make it clear to them what your needs are.
- Spend some time reviewing what you have on your scheduled training lists – are the procedures all appropriate? If there are six procedures booked in, would it be possible to increase it to eight?
- If you feel able to, try to exceed the target number of procedures early in the programme; this can take some pressure of you in the later stages of the programme.
- Seek out opportunities to join colleagues' lists to help meet your target number of procedures, especially if you need to make up shortfalls, e.g. caused by bank holidays or DNAs.
- Get to know the consultants and other colleagues who can help you to access procedures.

Tips and advice for the CE programme

- Be proactive in seeking feedback on your practice and ask colleagues to complete an online Direct Observation of Procedure or Skills (DOPS) form, rather than waiting for them to offer to do this for you. ¹ Here it can help to be logged into your JETS profile in the room, so that your supervisor/mentor can easily provide feedback.
- Approach colleagues within two to three days to complete a DOPS form, otherwise they may struggle to give thorough and accurate feedback.

Learning and support

- With the end of goal of becoming an independent practitioner in mind, work with as many experienced people as possible and take every available learning opportunity.
- Ensure supervisors and mentors have set aside regular times in their diaries to have regular catch-ups with you; do not just attempt to “snatch” an hour with them when they might be free.
- Make the most of your meetings with mentors and supervisors by preparing for them, e.g. write a meeting agenda with topics and questions to be discussed.

¹ A DOPS (Direct Observation of Procedure or Skills) is an assessment tool designed to evaluate the performance of a trainee undertaking a practical procedure, against a structured checklist. The trainee receives immediate feedback to identify strengths and areas for development.