



External Clinical Teaching Visits

(ECTV)

A manual for Practice Managers

Background

An External Clinical Teaching Visit (ECTV) provides an opportunity for an external assessor to observe whole appointments in circumstances which are close to a registrars normal practice. An ECT visit consist of a ECT visitor sitting in or observing remotely, clinical sessions and providing timely feedback. This is done by an experienced GP from outside the practice spending time with the Registrar as they conduct consults and reflect on previous appointments. The RACGP recognises these visits as a way of reinforcing an educational culture where feedback and assessment is a useful learning tool and an opportunity for knowledge exchange. ECTVs are also a useful tool to identify early those who require extra support; thereby ensuring that individualised and appropriate support is put in place to fill these individual education spaces. In conjunction with the new Workplace Based Assessment (WBA) framework, ECTVs continue to be a fundamental part of GP Training into the future.

Structure

An ECT visit consist of a ECT visitor sitting in or observing remotely, clinical sessions and providing timely feedback. This is done by an experienced GP from outside the practice spending time with the registrar as they conduct consults and reflect on previous appointments.

A registrar is required to undertake a minimum of 5 ECTVs throughout their training. These are conducted in:

- GPT1- 2 ECTVs
- GPT2- 2 ECTVs
- GPT3- 1 ECTV

Out of the 5 ECTVs a maximum of 2 can be performed remotely.

Further ECTVs can be arranged to help support the registrars learning e.g., Focused Learning Interventions requirement or learning need at the discretion of the medical education team. These can be conducted at any point throughout a registrars training.

An ECTV is structured over a period of usually 3 hours. In the first 30-45 minutes the ECT visitor will speak with Registrar to obtain any identified learning needs or areas that the registrar would like to focus on and may conduct a Random Case Analysis (RCA) with the registrar. The remaining time is spent completing 3- 4 mini-Clinical Evaluation Exercise or Mini-CEX. This entails the Visitor observing and giving feedback on at least 3- 4 consultations

the registrar conducts. The Visitor can finish by having a conversation with the Supervisor about the visit and any feedback they have.

To help facilitate this structure please:

Please allow 45 minutes at the beginning of the ECTV with no patients booked in. This allows time for the following activities:

- discuss training with the ECT visitor
- identify how to obtain informed consent from patients on the day for both face to face and telehealth consultations
- Conduct a Random Case Analysis (RCA)

Patient bookings can commence 45 minutes after the start time of the ECTV. To ensure necessary time is made available for feedback during the visit, booking two patients per hour is recommended.

Patient Consent

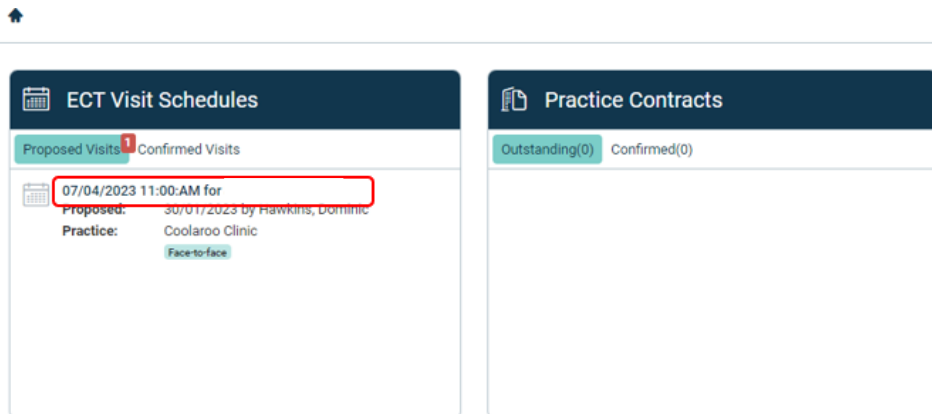
The patient should be informed of the clinical teaching visitor's presence on three occasions:

1. when the patient makes the appointment
2. on arrival for the appointment
3. when the registrar calls the patient into the room.

Consent should be documented in the patient's medical record and include the name of the ECT visitor observing the consultation. Verbal consent from the patient is usually sufficient but, on occasion, practices may prefer that written consent from the patient is obtained and documented. If this is the case, it will be the practices responsibility to document manage these consents. Please reach out to your local team if you would like a template for written consent.

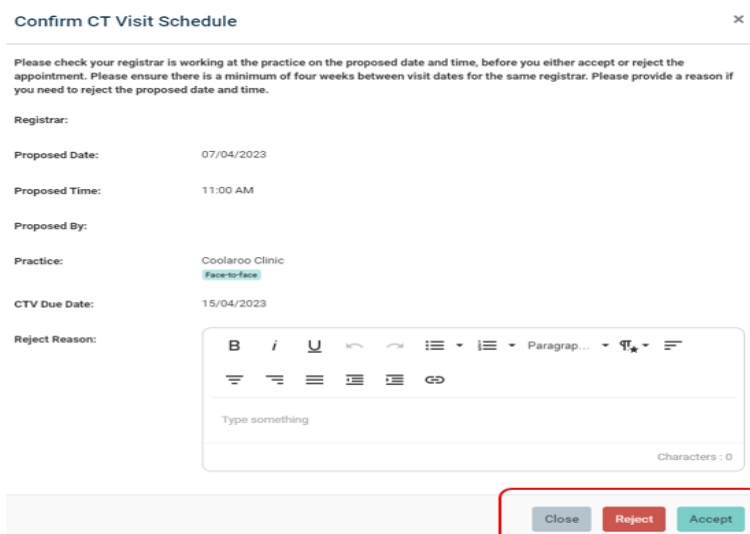
How to accept a face-to-face ECTV – Practice Manager

1. Log in to the TMS via the RACGP website.
2. You will be directed to your home screen, on your right there will be different options, you will need to check the ECT Visit Schedules section for your proposed visits and select the Visit on the date and time to review:



The screenshot shows the TMS home screen. On the left, the 'ECT Visit Schedules' section has a 'Proposed Visits' tab selected. A red box highlights a proposed visit for '07/04/2023 11:00:AM for' with details: 'Proposed: 30/01/2023 by Hawkins, Dominic', 'Practice: Coolaroo Clinic', and 'Face-to-face'. On the right, the 'Practice Contracts' section shows 'Outstanding(0)' and 'Confirmed(0)'.


3. You will be presented with the confirm visit screen as below, and you will need to check, date and time and confirm visit,




The screenshot shows the 'Confirm CT Visit Schedule' screen. It includes a warning message: 'Please check your registrar is working at the practice on the proposed date and time, before you either accept or reject the appointment. Please ensure there is a minimum of four weeks between visit dates for the same registrar. Please provide a reason if you need to reject the proposed date and time.' The form displays the following details: Registrar: (blank), Proposed Date: 07/04/2023, Proposed Time: 11:00 AM, Proposed By: (blank), Practice: Coolaroo Clinic (Face-to-face), CTV Due Date: 15/04/2023, and Reject Reason: (text area with a character count of 0). At the bottom, there are three buttons: 'Close', 'Reject', and 'Accept', with the 'Accept' button highlighted by a red box.

4. You have now accepted an ECTV and will be presented with a green banner at the top of the screen advising that you've successfully accepted the assessment.




 ECT visit schedule has been accepted.

 **ECT Visit Schedules**

Proposed Visits

Confirmed Visits

 **Practice Contracts**

Outstanding(0)

Confirmed(0)