

Education and Training HALO sign off requirements

Stage 1 (From the RCOA LLP)

Experience & Logbook

- Use of SLEs throughout stage of training to facilitate learning and guide progress

Supervised Learning Events (SLEs) can be used to demonstrate:

- Reflection on learning in the workplace and response to feedback

Personal Activities and Personal Reflections may include:

- Maintenance of professional portfolio on LLP
- Setting out and review of personal development plans
- Record of attendance at local and regional/school teaching sessions
- Completion of GMC trainee survey
- Teaching session delivered (presentation slides)
- Attendance at pre-assessment (POA) or perioperative medicine (POM) clinic and reflection on learning
- Production of patient educational materials
- Attendance at hospital induction session(s)
- Mandatory training
- Simulation training
- Use of eLearning Anaesthesia
- Engagement with feedback on education and training
- Personal learning activities such as journal articles read and reflections on them

Review domain requirements and key capabilities

Record of Learning Activities

A - Demonstrates that providing high quality patient care is always the priority in the context of education

B - Manages their own programme of learning

C - Describes the importance of and participates in induction and orientation of new staff

D - Explains the role of different learning opportunities, within the workplace and beyond, making use of a range of techniques including e - learning and simulation

E - Explains the need for, reflects and acts on feedback on their education and training, including at local, regional and national level

F - Describes the importance of patient education

G - Records educational activities appropriately, including reflection on learning

H - Promotes and participates in inter - professional learning

I - Contributes to departmental educational programmes

To sign off the HALO I usually look for evidence of all teaching and education related activities in your Stage 1 years i.e. attended or delivered relating to the above recommendations on the RCOA LLP.

Also, please could you attach your latest **MTR and MSF** as PDFs as I need to tick the boxes to say I have seen them, but the LLP will not give me access to them.

I also need to tick the box that I have seen **your logbook** (if possible with some evidence of teaching others) so again if you could attach a copy that will be useful as I cannot access your logbook.

Also, there are **mandated courses** on the Deanery website for each Stage of training please check and attach evidence of these where applicable.

Education and Training HALO sign off requirements

Stage 2 (From the RCOA LLP)

Experience & Logbook

• Range of clinical experience taking advantage of all opportunities for teaching and learning
Supervised Learning Events (SLEs) can be used to demonstrate:

- Use of SLEs throughout stage of training to facilitate learning and guide progress
- Supervision of more junior colleague

Personal Activities and Personal Reflections may include:

- Courses: Teaching and training courses such as Generic Instructor (GIC), Anaesthetists as Educators
- Acting as part of teaching faculty in simulation courses
- Planning and delivery of teaching sessions with feedback
- Development of patient information material
- Involvement with development and/or delivery of department teaching programmes

Review domain requirements and key capabilities

Record of Learning Activities

A - Describes the processes involved in planning and delivering educational programmes

B - Provides safe clinical supervision of learners in the workplace

C - Seeks, reflects on and acts upon feedback on their delivered educational activity

D - Explains the role of the patient in teaching and learning and respects their wishes

E - Describes the advantages and limitations of simulation and technology enhanced learning

F - Actively participates in patient education

G - Provides timely and supportive developmental feedback for all colleagues

H - Leads departmental educational sessions

To sign off the HALO I usually look for evidence of all teaching and education related activities in your Stage 2 years i.e. attended or delivered relating to the above recommendations on the RCOA LLP.

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Education and Training HALO sign off requirements

Stage 3 (From the RCOA LLP)

Experience & Logbook

• Range of clinical experience taking advantage of all opportunities for teaching and learning
Supervised Learning Events (SLEs) can be used to demonstrate:

- Use of SLEs throughout stage of training to facilitate learning and guide progress
- Completion of SLEs for more junior colleagues with demonstration of constructive feedback

Personal Activities and Personal Reflections may include:

- Courses: Teaching and training courses such as Generic Instructor (GIC), Anaesthetists as Educators, Train the trainers
- Acting as part of teaching faculty in simulation courses, exam preparation courses
- Delivery of teaching sessions with feedback
- Organisation of teaching programmes for anaesthetists in training
- Critical appraisal of local teaching programme with suggestions for feedback
- Completion of higher qualification in medical education such as PGCert
- Presentation at regional or national meeting
- Development of eLearning module
- Training sessions with educators such as educational supervisors, College Tutor, Post-graduate Clinical Tutor

Review domain requirements and key capabilities

Record of Learning Activities

A - Actively promotes a culture of learning

B - Creates effective learning opportunities

C - Demonstrates leadership in terms of patient safety in the context of clinical supervision

D - Develops a plan for personal life-long learning

E - Participates in planning and delivery of educational programmes using a range of educational methods to deliver teaching

F - Explains how to raise concerns about the performance or behaviour of learners who are under their clinical supervision

G - Assesses the performance of learners fairly and objectively

H - Evaluates, reflects and acts on the effectiveness of their educational activities and learning

I - Applies an understanding of the basis of educational theory that underpins successful adult learning

To sign off the HALO I usually look for evidence of all teaching and education related activities in your Stage 3 years i.e. attended or delivered relating to the above recommendations on the RCOA LLP.

Also, please could you attach your latest **MTR and MSF** as PDFs as I need to tick the boxes to say I have seen them, but the LLP will not give me access to them.

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