

**PEP Activities
for
Year 3:
a step-by-step guide**

**What should I do
during my PEP?**

Dr Julia Humphreys
Manchester Medical School
Community Based Medical Education

- 1) Recap the PEP ILOs on Medlea.
- 2) Analyse local and national policy guidelines that reflect your PEP subject area, areas of interest or assessment topic. Reflect on guidelines, policy and guidance both nationally and locally.
- 3) Reflect on the definitions and differences between 'guidance', 'guidelines', 'standards', 'procedures' and 'policy'.
- 4) Significant Event Analysis and Critical Incident Review – attend any SEA or CIR meetings or discuss recent and relevant cases with your tutor.
- 5) Research any test cases or significant events that have shaped local or national guidelines/policy or are under current debate.
- 6) Attend practice and Multidisciplinary Team (MDT) meeting meetings and reflect on the teamwork and evidence based practice that you observed.
- 7) Ask your tutor/practice manager if you can observe, analyse or discuss a recent patient complaint. Reflect upon the nature of the complaint, the procedure followed and the outcome.
- 8) Examine the complaints procedure within the department that you are working in and reflect on any changes that you think could be implemented. Does the policy follow any local or national standards?
- 9) Discuss with your tutor if there are any outside meetings that you can attend – for example, in the fields of Clinical Governance, Clinical Commissioning Groups, and Local Medicines Committee.
- 10) Examine any recent audits published within the department – reflect and review the audit process used and if/how the information has been used to shape policy. Did the audit fulfill audit standards and criteria?

- 11) If you are unsure of audit procedure then review the document 'How to write an audit', available on Medlea.
- 12) Update your student Activity Log Book on eForms.
- 13) Examine any other Quality Improvement (QI) work completed within your dept.
- 14) Complete the online course ([Flash](#) or [HTML](#) version) on QI.
- 15) Find a case study to support your PEP ILOs.
- 16) Ask your practice manager or supervisor to give you a tutorial on creating a patient data search using the software used within your practice.
- 17) In agreement with your tutor, approach other members of the MDT to shadow and spend time with.
- 18) Read '101 things to do in GP when not seeing patient' – available via iTunes for your ipad, particularly the following sections:

- Prescribing (section 4)
- Professional dilemmas and the GMC (section 15)
- Significant event analysis (section 16)
- Complaints (section 17)
- How to do an audit (section 22)
- Turn your audit or project into an abstract for submission (section 23)

And finally...

- 19) Share activity ideas with your colleagues on [Piazza](#).

Good luck with your PEP placement from all the CBME team