

SGUL Teaching Diary Time Allocation				
Activity	Weighting	Allocated hours	Unit	Explanatory Notes
Writing exam questions	1		actual hours	
Marking exam questions	1		actual hours	
Committee membership for teaching activity	1		actual hours	
Clinical demonstration seminar	2		contact hours	
Expert forum	2		contact hours	These normally occur at the end of a PBL learning week
Admissions interviewing		5	per session	
Lecture (assumed 1 hour) - includes preparation time	5		contact hours	
Lecture - 2nd or subsequent (same lecture within year)	2			
Clinical teaching	1		actual hours	This applies to any other clinical teaching, e.g. bedside teaching session, case-based discussions, etc. You should record the actual time spent (or amount by which clinic takes longer due to having students). This might be 30m-1h depending on nature of teaching.
OSCE/clinical exams		5	session	
Peer review of teaching		3	each event	This applies to clinicians who hold e.g. PGCERT or are approved PORT Assessors
Personal tutor		3	per student	
Small group teaching	2		contact hours	This is CBL/PBL in early years. It would also apply to group case-based discussions in clinical placements if preparation is needed.
SSC1 and 2 supervision and marking		12	per student	
SSCT marking and poster/oral		4	per session	
SSCF Marking	1		per student	
SSCT & F supervision		12	per student	
SSC 1 and 2 supervision and marking		12	per student	
Elective (Final year)		3	per student	

