

## Guidelines for Bulk Tracking Teaching with Patient Care in the Teaching Tracking and Payment System (TTPS)

Teaching **with** Patient Care can be entered with up to a maximum of 40 sessions across 4 weeks on any one track. This allows for a maximum of 10 sessions per week and 2 sessions per day.

When the 4 weeks span across 2 teaching delivery periods, then you will need to split these into at least 2 tracks to accurately capture the activity and for it to be reported in the appropriate quarters. For example;

- 3 weeks of teaching that occurred in Q3 = 1 track with a maximum of 30 sessions
- 1 week of teaching that occurred in Q4 = 1 track with a maximum of 10 sessions

Ideal scenarios for utilizing bulk tracking;

- Year 3 rotation where the student(s) is with the same Service Provider(s) for a week – enter week time period and total number of sessions.
- Year 4 electives where student(s) are taught by the same group of **service providers** over a 2 week period – enter two week time period and total number of sessions and attach relevant **service providers** including the relevant % for each.

Bulk tracking should only be the selected method when frequent teaching is occurring during a time period. If a **preceptor** is teaching 3 sessions across a 4 week period individual tracks for each session are more appropriate and also allow our the **preceptors** to accurately review their statements. In these instances using the *Re-use Activity Track* button would be a more suitable option over selecting bulk tracking.

Teaching **without** Patient Care (TwoPC) cannot be tracked using a bulk tracking approach in TTP. Using the *Re-use Activity Track* button for entering TwoPC tracks such as group sessions/lecture/academic half days can help make the process more efficient.