

Circulation of the Bulletin has altered following feedback and now includes: Programme Directors, GP Trainers, and GP Practice Managers. Medical Education Managers and GP Faculty Administrators.

This and previous bulletins are on our website:

Health Education Kent
Surrey and Sussex

<http://kssdeanery.org/gp-bulletins-newsletters>

GP Specialty Training Bulletin 88 (1 April 2014)

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Section A – Information to share with GP Trainees

Less Than Full Time (LTFT) Trainee Reviews – Trainees are advised to ask for a personalized plan for dates of their reviews and ARCPs from David Buckle on dbuckle@kss.hee.nhs.uk.

Less Than Full Time Focus Group - Following the HEKSS LTFT Conference the GP School are proposing a series of focus groups with the aim of enhancing the LTFT experience. Interested trainees please contact Elena Gonzalez on egonzalez@kss.hee.nhs.uk

E- Portfolio PDPs - The RCGP guidance on PDP entries is that there should be a minimum of one PDP item for every six month period of review. PDP entries can be added following the ESR by your ES. Best practice in ST1 and ST2 would be to generate a PDP for each placement following a review of the learning objectives for that specialty area in the GP curriculum and your discussion with your Clinical Supervisor. In a four month placement it is unlikely you will cover all the possible learning outcomes – so prioritize these based on your previous experience (lack of experience), your personal interests and your awareness of your future role as a GP. Consider also the unique opportunities your placement may offer you and learning opportunities that might be difficult to access once the placement is complete.

E- Portfolio Learning Logs – a reminder from the RCGP that you should complete a minimum of one Significant Event Analysis every six months and undertake a reflective entry at the end of each placement including a summary of your progress on meeting learning objectives from the PDP and general reflection on the post

GMC National Training Survey - The Survey runs from 26th March to 8th May 2014 and Trainees will be contacted by the GMC or go direct to the GMC portal to complete the survey. (Trainees that are out of programme on the census date are not expected to complete the survey). The survey requests feedback specific to the post you are in on 26th March 2014. We would like to remind you that undertaking this survey is a professional responsibility and appreciate your co-operation.

GP Trainee Awards – Reminder The GP Department is pleased to announce a number of awards that trainees in ST1, ST2 and ST3 may submit an entry for – **closing date 16th June 2014**. There are prizes of £200 and the awards will be announced at the ST3 Graduation Celebration on 23rd July 2014. These

awards are sponsored by RCGP Faculties, LMCs and the MDU. More details on the award criteria and application form are on the [web site](#).

Study leave for the CSA - Preparing for the CSA is best undertaken through receiving regular feedback over a period of time but the GP school does recognize the need trainees have expressed to collect their thoughts and undertake final preparations for the exam. It would therefore be appropriate for trainees to request study leave for up to three days before the exam. This leave whilst part of the 15 days discretionary allowance is distinct from study leave that may be taken to meet specific educational needs following discussions with the Educational Supervisor and Programme Director

This guidance supplements that in the study leave guidance which can be found at:
<http://kssdeanery.org/sites/kssdeanery/files/HE%20KSS%20Study%20Leave%202013.pdf> .

Section B – Information for Faculty (Programme Directors / GP Trainers)

HEKSS – Professor David Black is moving to a new role of Medical Director at the Joint Royal College of Physicians Training Board. Professor Abdol Tavabie has been asked to be Interim Dean Director for HEKSS and Responsible Officer for doctors in training from 2nd May 2014. Dr Hilary Diack is taking on the role of Interim GP Dean and continues as Head of GP Specialty School to be supported by a Deputy.

Recruitment – Thank you to all those who supported the recruitment process. We are one of the few GP Schools nationally who do not need to go to a second round. The Recruitment team are finalising data and confirming any deferments ahead of sharing the lists of successful applicants with Programme Directors.

Programme Directors should receive access to the employment histories and any reported disabilities to assist them in matching applicants and placements. Assignment to rotations is undertaken on the basis of “educational need”.

E- Portfolio Validating Competencies – changes to the ePortfolio from August 2013 have included a facility to easily link validated competencies from learning logs which is an important resource for trainees to use when constructing their self-assessment ahead of the ESR. We would ask trainers to use this facility: validating a competency in the log does not necessarily mean “competence is achieved” but there is evidence of learning in this area.

Trainer Judgments on WPBA - Trainers need to be sure they have identified sufficient evidence through assessments, learning logs and the PDP to support their decisions whether these be NFD, competent or excellent should this need to be justified in the future. This is in accordance with guidance from the GMC sections 41 and 71 with reference to assessing performance and report writing.

Trainers may in their ESR confirm they agree with the comprehensive evidence based self-assessment of the trainee as to their level of competency. However, they must be confident this evidence is appropriate. Where there is a discrepancy the trainer is required to signpost the evidence they are using to inform their judgement.

Trainee Employment Contract - The GPC, COGPED and BMA have agreed an updated employment contract which has the latest guidance on statutory leave, working in OOH and reflected NHS organizational changes. The contract would need to be used by practices for non SEAT trainees (and can be found on the practice manager’s page on our [web site](#)). SEAT trainees should continue to use the honorary educational contract in GP placements.

Out of Hours – An updated guide for Trainers and GP trainees has been developed and can be accessed [here](#). There is guidance on understanding and assessing the OOH competencies, trainee progression, and

use of the Red Amber Green levels for determining levels of supervision.

A key role of the trainer is in discussing with the trainee their transfer to green shifts (which can include remote supervision). Trainees should not undertake these shifts without prior agreement from the Trainer. OOH providers are developing appropriate "sign off" forms to support the process.

Broadening the Foundation Programme - The Foundation Programme has been reviewed nationally in how best to prepare future doctors to work with a population with increasing complex health needs best served by a patient centred team based approach. The review has recommended 80% of trainees undertake a community placement in 2015 rising to 100% by 2017. We have asked Programme Directors to scope capacity for GP placements to help realise this target and would ask all to keep alert to opportunities to develop these community placements.

Educator Competencies – The RCGP and COGPED have developed a series of descriptors to reflect the work of clinical and educational supervisors based on the Academy of Medical Educators Framework adopted by the GMC. The guide also describes examples of evidence you may consider collecting to support your peer appraisal as a trainer and NHS appraisal portfolio. Educational Supervisors are required to meet all 7 competencies. Clinical Supervisors are required to meet competencies 1,2,3,4,7.

The GMC Publication [Recognising and approving trainers: the implementation plan](#) (2012) affirms the need for educators to gather evidence and be appraised for every educational role. Trainers as Educational Supervisors and FY2 Clinical Supervisors should undertake an annual peer appraisal.

Paramedic Practitioner Placements in GP – Next Cohort commences 2 June 2014

We are looking for more training practices to volunteer to host Paramedic Practitioner student training placements. We have an agreement to offer 40 placements all over the KSS area to support SECAMB develop their workforce. In return for providing a placement, you get a full pro-rata trainer grant, and the intention is that the supervision and assessments are carried out by an ST3, whose trainer provides overall Educational Supervision for the placement, lasting 8 weeks in total. The next cohort starts 2 June. In view of the direction of travel towards multi-professional learning, this is a great chance to gain some personal experience, and the placements are both fun, and provide useful help for busy practices.

If you would be interested in hosting a PP student this year please contact: Mo Adebayo (madebayo2@kss.hee.nhs.uk) for more details.

You can find out lots more on the website here, and if you have any more detailed queries, please e-mail Chris Warwick, Associate Dean (cwarwick@kss.hee.nhs.uk) lead for PP Placements in General Practice. In view of the direction of travel towards multi-professional learning, this is a great chance to gain some personal experience, and the placements are both fun, and provide useful help for busy practices.

GP Trainee Awards – Reminder - The GP Department is pleased to announce a number of awards that trainees in ST1, ST2 and ST3 may submit an entry for – **closing date 16th June 2014**. There are prizes of £200 and the awards will be announced at the ST3 Graduation Celebration on 23rd July 2014. These awards are sponsored by RCGP Faculties, LMCs and the MDU. More details on the award criteria and applications are on the [web site](#). Please discuss this with your trainee and where appropriate encourage them to apply:

ST1 2 and 3 Trainees may apply for:

- Service Improvement through Audit Activity (1000 words) (one prize)
- Improvement of Patient Care through Educational Activity (500 words) (one prize)
(*Examples include the: training and supervision of other GP trainees or Paramedic Practitioners Students*)
- Improvement in Patient Care (500 words) (one prize)

(Examples include: Improving Patient Safety, Improving Infection Control, Collaborative working with other professionals for example with community pharmacists to improve patient care through safe prescribing, A sustainability agenda in your practice or health economy, Through Significant Event Analysis or an issue that affects a population of patients in your area who are disadvantaged in their access to health care eg The homeless)

Enhanced ST3 GP Trainees may also apply for:

- A Quality Improvement Project

The GP Dean Awards (for GPST3 trainees who will be graduating and receive their CCT by 6th August 2014) will be awarded for:

- The highest AKT & CSA examinations result
 - Supported with comprehensive e-Portfolio evidence
- Best improved CSA & AKT result

Programme Director Vacancies

Area	Sessions	Appointment
Chertsey	2	Reference NHS Jobs: Job Ref:984-HEE838-KSS Closing Date: 15 April 2014 Interview Date: 7 May 2014
Guildford	2	Advert Date: 14 April 2014 Closing Date: 16 May 2014 Interview Date: 11 June 2014

SECTION C – GENERAL INFORMATION

Improving Patient Care The Network (www.the-network.org.uk) is an initiative to share best practice. They are calling for video abstracts of improvement work. They invite you to look at this video, which gives some previous examples - <http://youtu.be/SKQxICMUhPw> before making a short (under 3 min) video of your project (smart phones are easily good enough quality), upload it to YouTube then send the link to thenetwork.org.uk@gmail.com.

They will automatically enter you for the 2014 Network improvement competition. The event will be held in Salford on 12th May, there will be prizes (including free licenses to BMJ quality and a free place to the 2015 Patient Safety Congress). The closing date for abstracts is 1st April.

Section D - Conference/events/courses

Visit the RCGP website for a range of courses specific to Associates in Training (AiTs), one day essential updates and courses.

DATES FOR YOUR DIARY:

For further details and to book on all these events and more, please access our website:

kssdeanery.org/events/general-practice

Training for Paramedic Placements	22 April 2014	TBC
Surrey Trainers Day	30 April 2014	Holiday Inn, Gatwick
Kent Trainers Day	7 May 2014	Holiday Inn, Ashford North

Surrey Practice Managers Meeting	14 May 2014 (pm only)	Holiday Inn, Guildford
Kent Practice Managers Meeting	14 May 2014 (am only)	Holiday Inn, Maidstone/Sevenoaks
Kent Programme Directors Workshop	4 June 2014	Medway Campus
Sussex Programme Directors Workshop	5 June 2014	AMEX Stadium, Brighton
Sussex Trainers Day	17 June 2014	AMEX Stadium, Brighton
ARCP ST3	24,25,26 June 2014	TBC
Trainers Summer Workshop	25 – 27 June 2014	Cumberland Lodge
ARCP ST1/2	15, 17 July 2014	TBC
ARCP Broad Based Training	18 July 2014	TBC
GPST3 Graduation Event and Prize Giving	23 July 2014	Holiday Inn Gatwick
AKT Workshop	20 September 2014	TBC
Kent Trainers Day	15 October 2014	Holiday Inn, Maidstone/Sevenoaks
Trainers Winter Workshop	26-28 November 2014	Cumberland Lodge

KSS GP Specialty Training e-Bulletin

Our aim is to meet your need regarding the sharing of information from HEKSS. We welcome your input and feedback. Please send any comments regarding this Bulletin, or suggestions for inclusion to Sue Smith ssmith@kss.hee.nhs.uk

Sent on behalf of:

Health Education Kent, Surrey & Sussex, Department of Postgraduate GP Education

Tel: 0207 415 3630 / Fax: 0207 415 3687

Please note that the publicising of courses and events in this bulletin does not imply endorsement by the GP Department of HEKSS.