

Circulation of the Bulletin has altered following feedback and now includes: Programme Directors, GP Trainers, and GP Practice Managers, SEAT Trust Reps, Medical Education Managers and GP Faculty Administrators. This and previous bulletins are on our website: <http://kssdeanery.org/gp-bulletins-newsletters>



Health Education Kent
Surrey and Sussex

GP Specialty Training Bulletin 93 (21 Oct 2014)

@HEKSSGP: We are now on Twitter. Follow us for the latest updates on recruitment, training and CPD.



Section A – Information to share with GP Trainees

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

Section C – General Information

Section D - Conference/events/courses

2015 Education Awards – make your nomination now – more details click [#Awards](#)

[Section A – Information to share with GP Trainees](#)

(Dear GP Trainer – PLEASE share the content of the bulletin with your trainee)

For the attention of all GP Trainees preparing to take the MRCGP Applied Knowledge Test (AKT) and all GP Educators:

RCGP AKT content guide

The RCGP has released a new content guide, which is a very useful resource for any trainee planning to sit the exam in the near future. HEKSS strongly recommends that trainees read this guide well in advance of sitting the AKT. It can be accessed here:

<http://www.rcgp.org.uk/gp-training-and-exams/mrcgp-exams-overview/~media/D96EB4E0188E4355BCC9221B55859B08.ashx>

The RCGP Exam department continues to review the guidance available to candidates on an ongoing basis, and will update you as and when new resources are published. Feedback to exams@rcgp.org.uk

Claims Queries

Practice Managers, Trainers and Trainees are asked to please raise GP Claims queries with the GP Claims Administrator, Shirelee Rebeiro at srebeiro@kss.hee.nhs.uk. Shirelee will investigate your query with Shared Business Services (SBS) as appropriate and re-submit any appropriate paperwork. The system only accepts claims which are completed fully and on the correct paperwork, and Shirelee can help ensure that things go smoothly for you, meaning faster payments. Please do **not** submit your claims direct to SBS.

Complaints, Significant Events and Serious Untoward Incidents

GP trainees need to be aware that they **must** declare any complaints, significant events (of a significant nature) and serious untoward incidents in which they are personally involved on their

Form R submission, which is a requirement in advance of their ARCP process. Form R informs decisions regarding their suitability for revalidation as a doctor, made by the Dean Director, as their Responsible Officer. Trainees should ensure that every such incident is accompanied by a detailed reflective entry in their e-portfolio, particularly focusing on whether the issue has been resolved, and what they have learnt from the encounter. Failure to complete such an entry can lead to delays in revalidation.

When to take CSA and AKT exams

All trainees should be aware of the need to ensure they have taken the AKT and CSA exams within their training programme, allowing time for the results to be available **before** their programme ends. Since the CSA is now available every month from October to May, this should be straightforward, and we would strongly recommend not leaving exams too late in training. It would be expected that trainees who have not put themselves in a position to have passed both exams by the end of their training would not be offered any extension to their training, as this is a basic requirement of their training.

It's also worth considering that February and March are likely to be very popular months for trainees to apply to sit the CSA, and to avoid disappointment they should consider applying as early as possible. The dates and further details are available here: <http://www.rcgp.org.uk/gp-training-and-exams/mrcgp-exams-overview/mrcgp-clinical-skills-assessment-csa.aspx> and <http://www.rcgp.org.uk/gp-training-and-exams/mrcgp-exams-overview/mrcgp-applied-knowledge-test-akt.aspx>

Changes to DOPS assessments – ACTION REQUIRED BY ALL

The RCGP have acknowledged that the mandatory DOPS assessments are too limited in scope to accommodate the learning needs of all trainees. With this in mind, this year **in addition** to completing the mandatory DOPS, a new category of 'integrated DOPS' will demonstrate a new competency: '**clinical examination and procedural skills**'. During the first year of this process – i.e. until July 2015 **BOTH** assessments need to be documented on the e-portfolio, when the new Integrated DOPS will be evaluated.

All trainees and Educational Supervisors should read the training manual and explanatory PowerPoint for this, available here:

[Training Manual](#)
[PowerPoint](#)

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

Changes in circumstances

The GP department needs all trainers to keep them fully informed of any changes in their circumstances – for example when moving practice, taking a sabbatical, moving premises, changes in practice manager etc. The GMC maintain a list, which is now available to the public, detailing all accredited GP trainers and practices, and therefore need to be informed when changes occur. It is therefore a professional responsibility to ensure that the data they hold remains accurate. We appreciate that trainers are likely to keep their GPST administrators and Programme Directors informed, but would ask that you also inform your patch manager when changes arise, please.

The HEKSS trainer (ES) appointment guidance is available as a download on our website at: <http://www.kssdeanery.ac.uk/gp-trainer-resources>

The patch managers are:

Sussex: Sue Smith ssmith@kss.hee.nhs.uk

Surrey: Sarah Swan sswan@kss.hee.nhs.uk

Kent: Julie Malvermi jmalvermi@kss.hee.nhs.uk

Guidance on completing the Educational Supervisors Report (ESR)

The latest guidance can be accessed from the College website. The link has changed to:
http://www.rcgp.org.uk/gp-training-and-exams/-/media/Files/GP-training-and-exams/ESR-step-by-step-Guide-November-2013%20v4_11.ashx

Trainees in a GP placement: Pilot to Streamline SEAT GP Trainer Grant processes

As you may know, we are piloting a system to make payment the Trainer Grant easier where the training practice hosts a trainee employed under the Single Employer (Acute Trust) process. This should reduce the administrative burden on practices, but does rely on trainers/practices completing the necessary paperwork in a timely manner.

In order to benefit from this please ensure you have completed the Trainer SLA **for each period when a trainee** is hosted in the practice. From August 2014 placements, the trainer grant is paid on receipt of the GP Trainer SLA – no invoice required – payment will be made direct into the practice bank account. There are still a number of SLAs outstanding from August 2014 – please send it in to ensure you get paid.

GP Trainers will need to complete the following documents when hosting a SEAT employed GP Trainee:

- [GP Trainer SLA for SEAT GP Trainees](#) - to be completed and sent in to the GP School
- [Joint Honorary, and Educational Contract for SEAT GP trainees](#) - to be signed and copy retained in the practice

Claiming Educational Supervisor Grants for GPST1 & ST2: Trainees in Hospital Placements 2014-15

GP Trainers who have taken on Educational Supervisor responsibility for GPST1 and GPST2 Trainees from **August 2014**, are invited to claim a one-off payment of £500 per trainee (per 12 months pro rata) when placed outside of the GP practice, in recognition of this additional responsibility. **(NB: This payment is not applicable to FY2 Trainee supervision).**

(Please note that the payment will be adjusted accordingly to account for any periods that the trainee spends in a GP Post at your own practice when this payment is superseded by the Trainer Grant). Please also, note that payments will not be made for periods when a Trainee is on maternity, paternity or adoption leave.

Criteria for payment:

- GP Trainers (ES) responsibility for GPST1/GPST2 trainees (Aug 2014-July2015)
- Supervision of trainee **ONLY** when placed outside the GP practice

Claiming for the ES grants:

Please note the following requirements when completing the form which will help us to expedite the processing of your claim:

- To be submitted using the Educational Supervisor claim form available to download from the website at: <http://kssdeanery.ac.uk/gp-trainer-resources>
- to be TYPED (handwritten claims can no longer be accepted)
- the trainees GMC number and full name must be included on the form
- payments can only be paid to the Practice Account and not to individuals
- the claim form must be signed before returning it to us.

Please send completed forms to Shirelee Rebeiro either by email to srebeiro@kee.hee.nhs.uk or by fax: 020 7415 3687 or by post to HEKSS, Dept of Postgraduate GP Education, 7

Bermondsey St, London SE1 2DD.

Please note that late claims may not be processed and we would ask you to submit your claim by no later than **30 November 2014** otherwise we may not be able to guarantee payment.

CPD Funding for Trainers 2014/15

The majority of eligible CPD claims should have been paid direct to your practice bank accounts as advised in Bulletin 92. The remittance advice from SBS will identify the payments as follows:
14-15 CPD Grant (followed by the Trainers initials)

A few payments are outstanding and it is anticipated that these will be paid by the end of October. If however you have not received your payment by **14 November** please contact Shirelee Rebeiro (srebeiro@kss.hee.nhs.uk)

Website address change - IMPORTANT

The HEKSS website is now registered as follows: <http://kssdeanery.ac.uk>. If you have previously accessed the website via the ".org.uk" link via your browser, please note this change. (please note that your browser cache may need to be refreshed in order to see the new site... press F5).

We are aware that this has led to disruption in some of our links, and would ask that you highlight any problems you are having with our website to CWarwick@kss.hee.nhs.uk

Practice Managers meeting

Our annual HEKSS wide Practice Managers meeting **Tuesday 18th November** Holiday Inn Gatwick 9.30am – 1.30pm – we offer a cordial invitation to attend to share experience, address hot topics, share further development of GP Specialty training and our work in developing the Primary care Workforce.

Please register for this event here: <http://www.kssdeanery.ac.uk/form/hekss-practice-managers-meeting?workshop=HEKSS%20Practice%20Managers%20Conference&location=Holiday%20Inn%2C%20Gatwick%20&date=Tue%2018th%20Nov%202014%2C%2010%3A00am&recipient=jmalvermi%40kss.hee.nhs.uk>

ARCP training module

The RCGP have devised an e-learning resource for PDs/ESs and ARCP panel members. It is available now here: <http://elearning.rcgp.org.uk/arcp>.

Paramedic Practitioner Placements: Cohort 15

The dates for the next cohort of Paramedic Practitioner Placements are 2nd February – 27th March 2015. Expression of Interest forms will be sent out in early November for those interested in hosting a Paramedic Practitioner in their practice for an 8 week placement.

Programme Director Appointments / Vacancies

Area	Sessions	Appointment
Epsom	2 sessions	Details to be advised
Tunbridge Wells	2 sessions	Details to be advised
East Kent	2 sessions	Details to be advised

New Appointments

No new appointments

Section C – General Information

2015 Educational Awards – your chance to say thank you

HEKSS Department of General Practice Education wishes to continue to recognise individuals who have made an identifiable contribution to postgraduate General Practice education in Kent, Surrey & Sussex, by way of an educational award.

There are many hard working and deserving colleagues, GP Trainers, Programme Directors, GP Tutors, Medical Education Managers, Clinical Tutors, Consultants, GP Practice Managers, GP Registrars and many more Individuals who contribute to GP education and this year is no exception.

Please take time to think of your colleagues and if you would like to nominate someone for an award, applications should be received in the deanery by **Monday 24 November 2014**.

The guidance and application form is available to download from:

<http://www.gpkss.ac.uk/annual-gp-conference-2014/educational-awards-2015>

A subcommittee of the GP School Board will select the successful recipients and presentation of the awards will take place at the Health Education Kent Surrey Sussex Annual GP Conference on Thursday 19 March 2014 at Holiday Inn, Gatwick commencing at 2.00pm.

HEKSS Senior Management Appointments – Message from Mark Devlin, Chairman

I am delighted to inform you that Philippa Spicer has been appointed to the Local Director position for HEKSS. Philippa's wealth of experience and strong standing within the KSS leadership community equip her ideally for the role. Importantly, her appointment will ensure continuity and no loss of momentum on the progress of our plans. Philippa will be working closely with newly appointed colleagues supporting our new larger geography of London and the South East.

The senior team for London and the South East is:

- Julie Screatton, National Director
- Peter Holt, Head of Finance
- Professor Liz Hughes, Director of Education and Quality

I'm sure you will join us in congratulating Philippa and the new London and South East team.

We look forward to working together with the new team and our London colleagues to ensure delivery of our plans to shape and develop a workforce that can provide the people of Kent, Surrey and Sussex with the very best care and outcomes, now and for the future.

Launch with Lottie – online grooming resource for professionals

Please find below a link to the details of **Launch with Lottie**, which is one of the projects HEKSS funded last year:

<https://www.eventbrite.co.uk/e/launch-of-looking-out-for-lottie-and-visiting-elliott-canterbury-tuesday-11-november-2014-tickets-12381444233?invite=&err=29&referrer=&discount=&affiliate=&eventpassword=>

This resource is aimed at increasing understanding about the risks of online grooming for sexual exploitation and gang rape. The interactive simulation has a version for young people and a version for professionals. It has been filmed with members of the Marlowe Youth Theatre and consulted on with a variety of health, social care and teaching professionals. It is hard hitting but designed for purpose to tackle a difficult topic as sensitively and interactively as possible. It is based upon a

'facebook' time line and has 'twitter feeds', 'Instagram feeds' 'private messages' and to camera vlogs as well as a measure for Lottie's self esteem as she goes through the grooming process. Healthcare professionals are invited to evaluate the risks that Lottie is getting into and to analyse the motivation for the groomer, a young man called Jake, for getting involved with a gang and grooming Lottie.

If you would like to attend this event, please click on the link and register your interest. Please also feel free to pass onto any colleagues / groups of colleagues who you think may be interested.

Section D - Conference/events/courses

HEKSS Showcase 2014 – featuring Ben Goldacre

HEKSS Showcase 2014 will take place on Saturday 15th November at the Governor's Hall at St. Thomas' Hospital and is a chance to see first-hand the excellent training opportunities, initiatives and support offered in the region through the eyes of the leading Consultants and trainee doctors in the South East and will feature a talk from bestselling author of Bad Science and Bad Pharma, Ben Goldacre.

This event is for doctors of any level and medical students. There will be various interesting presentations, careers advice, interview skills workshops, information stalls and much more. Whether you are a current medical student, a foundation trainee about to apply for training, a doctor from abroad looking for advice or anyone else interested in postgraduate medical training this event is for you.

Space is limited so please book your place early: <https://www.eventbrite.co.uk/e/hekss-showcase-2014-featuring-dr-ben-goldacre-tickets-13200144989>

Digestive Diseases for General Practice (Wednesday 29th October 2014 at the RCGP, London).

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

ST3 Telephone Triage Course (1/2day course)	21 October 2014	Holiday Inn, Gatwick
English Language Course, Day 2, in conjunction with University of Kent	25 October 2014	Holiday Inn, Gatwick
English Language Course, Day 3, in conjunction with University of Kent	1 November 2014	Holiday Inn, Gatwick
Surrey Trainers Day	6 November 2014	Holiday Inn, Guildford
HEKSS Showcase Event 2014	15 November 2014	Governors St Thomas' Hospital
HEKSS Practice Managers Meeting	18 November 2014	Holiday Inn, Gatwick
MEMS Conference	24 November	Airport Inn, Gatwick
Trainers Winter Workshop	26-28 November 2014	Cumberland Lodge
Surrey Programme Directors Conference	3 December 2014	MandalayHotel, Guildford
Sussex Programme Directors Conference	18 December 2014	Hickstead Hotel
CSA Mock Exams	17 & 18 December	RCGP, Euston, London
Kent Programme Directors Conference	21 January 2014	Holiday Maidstone/Sevenoaks
Events 2015 – Dates for the Diary		
Annual GP Conference	19 March	Holiday Inn, Gatwick
GPST3 Graduation Event	22 July 2015	Holiday Inn, Gatwick

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.