

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.ac.uk/gp-bulletins-newsletters>



Health Education Kent
Surrey and Sussex

GP Specialty Training Bulletin 94 (25 Nov 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

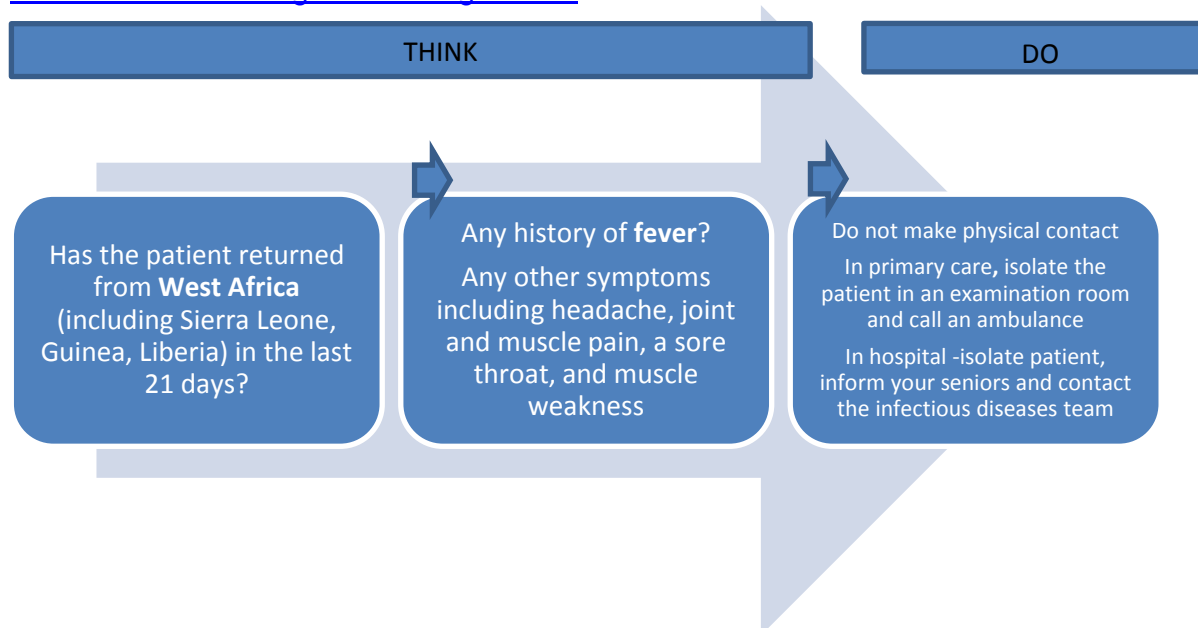
Section D - Conference/events/courses

Section A – Information to share with GP Trainees

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

EBOLA Guidance *A message from Professor Sir Bruce Keogh, National Medical Director and Dr Bob Winter, National Clinical Director for Emergency Preparedness*

So far over 10,000 cases of Ebola have been recorded and over 50% of patients have died, making this the worst Ebola epidemic in history. Currently there is no known cure. With extensive global travel, it is important to be mindful and vigilant of Ebola when patients present to NHS services. For more detailed guidance, visit <https://www.gov.uk/government/collections/ebola-virus-disease-clinical-management-and-guidance>



Both the GMC and Public Health England have published Ebola advice for doctors. For further information [click here](#).

Click here to see Public Health England publication: [Information for Primary Care: Managing patients who require assessment for Ebola virus disease](#)

The Sound of the Student & Trainee Voice

Following the success of our first 'The Sound of the Student & Trainee Voice' conference, we are delighted to release details of our second conference to be held on 26th February 2015.

The event is multiprofessional and will include practical workshops on:

- Innovative approaches to learning about dementia
- Managing access to urgent care and emergency care staffing
- Mentoring and clinical supervision
- What makes an excellent educational clinical placement
- Integrated multi-professional education
- Developing quality systems to underpin education and patient safety
- Eliminating undermining for learners.

Further details are on our [website](#) but spaces are limited so early booking is advised. Please follow the link above to book your place and forward this e-mail to colleagues who may be interested.

Recording OOH experience

Trainees are reminded that they need to log all out of hours sessions clearly in their learning log, with a running total of hours completed included. They should also bear in mind that feedback from their OOH sessions is available through the OOH services auditing processes, and that any feedback received should be entered on the e-portfolio, and reflected on.

Inter- and Intra- Deanery transfer window

The next National IDT application window will open at 4pm on **Friday 30th January 2015** and will close exactly four weeks later at 4pm on Friday 27th February 2015. This window will allocate transfers to take place between August – October 2015. All trainees considering applying for a transfer are encouraged to consider making their application in a timely manner, as applications received outside this timeframe will not be eligible until the next window opens.

Less than full time trainee representatives

The new GP LTFT Trainee Representatives on the HEKSS LTFT training committee have now been appointed and are as follows:

Name	Grade	Specialty	Role
Catherine Targett catherine.targett@nhs.net	GPST2	GPVTS	GP Lead Trainee Rep
Iseult Roche iseult.roche@doctors.org.uk	GPST1	GPVTS	GP Deputy Trainee Rep

Please contact them with any issues you have regarding Less Than Full Time training in KSS.

Enhanced ST3 cohort – [additional opportunity to join the scheme](#)

The latest enhanced ST3 cohort has been appointed, but there remain 7 places available for this excellent enhancement opportunity for your GP training. The requirement to pass the CSA has been delayed to March 2015, following difficulties individuals have had in registering for January and February sittings of the exam. The new closing date for applications is 22 December 2014.

Application forms can be downloaded here: <http://kssdeanery.ac.uk/gp-enhanced-st3>

Don't miss this opportunity to enhance your future employability by developing your skills in quality improvement work, and in education.

Indemnity

Trainees working in GP placements MUST ensure they have taken out indemnity cover for these placements. HEKSS has arranged a comprehensive package from the MDU for trainees employed under the Single Employer Acute Trust arrangement which can be arranged via HEKSS. <http://kssdeanery.ac.uk/form/medical-indemnity> In hospital placements trainees are covered by CNEST (crown indemnity) but are strongly advised to take out cover to provide them with access to personal support.

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

Right to accompany partner to prenatal appointments

The new right for fathers and partners to accompany a partner to prenatal appointments came into force on 1 October 2014.

Part 8 of the Children and Families Act 2014 (CFA 2014) amends the Employment Rights Act 1996 (ERA) to create rights for eligible employees and agency workers to take unpaid time off work to accompany a pregnant woman to two antenatal appointments. It provides for up to a maximum of six and a half hours for each appointment (section 127, CFA 2014). Those who exercise this right will be protected from suffering a detriment or being dismissed in relation to time off to accompany a woman to prenatal appointments.

Where the trainee is employed by the Acute Trust please ensure that they have notified their employer.

Practice 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.

We have developed a change of circumstances form to make this easier, available at: <http://kssdeanery.ac.uk/sites/kssdeanery/files/GP%20Trainer%20&%20Practice%20change%20of%20circumstance%20form.docx> (<http://kssdeanery.ac.uk/gp-trainer-resources>)

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

Update on CEPN conference

A highly successful CEPN conference took place on 14th October 2014. Representatives from most GP training schemes were able to network with newly appointed Primary Care Workforce Tutors, HEIs, GP tutors and County Associate Deans for Commissioning, to explore how CEPNs can become a reality. You may find the following video clip useful in enhancing your understanding of what CEPNs will have to offer: <http://www.youtube.com/watch?v=RvNKhot2u94>

Forthcoming GMC visit to HEKSS

HEKSS is due to be visited by the regulator, the GMC, in Spring 2015. The GMC will visit three LEPs, alongside the central LETB. With this in mind the GP department is currently working to ensure all relevant and necessary policies and processes are in place and updated. Whilst the purpose of the visit is to quality assure the education we are providing we also want to take the opportunity to share what we do well. We look forward to receiving your support in preparing for, and, in some cases, taking part in the visiting process. Further information will be shared in each bulletin between in due course.

GP Recruitment and Accreditation of Transferable Competencies (ATC)

For General Practice recruitment for posts beginning in 2015, the GMC has approved a process whereby trainees' experience in other specialties.

The new Accreditation of Transferable Competencies Framework (ACTF) allows doctors in training greater flexibility in transferring from one specialty to another. By recognising common and transferable competencies, the ATCF may allow a reduction in training by up to six months. For posts beginning in 2015, experience will be considered towards GP training for Anaesthetics (Not ACCS route), General Medicine (core medical training CMT), Obstetrics and Gynaecology, Paediatrics and Psychiatry. **More information is available [here](#).**

GP recruitment applications open: 10:00hrs Tuesday 11 November 2014

Applications close: 16:00hrs Thursday 4 December 2014

Applicants must register and apply at www.oriel.nhs.uk

New modules available on ETFT website

Our etft.co.uk website has been updated and also has two new modules – one on [managing a trainee in difficulty](#) and one on the [quality visiting process](#). It is video or screenshot based and has open access (although you need to register to receive a certificate).

ESR e-learning module

The RCGP have developed an e-learning resource entitled 'Quality and the Educational Supervisor's Report' e-learning course which is available at: www.elearning.rcgp.org.uk/esr

This course explains how to produce a good quality educational supervisor's report (ESR) and gives practical tips on how to make the process easier. It also describes the benchmarking process for clinical encounters and how to decide whether a learning log is reflective or not.

We would encourage all Educational Supervisors to consider making this module part of their CPD as an educator this year.

REMINDER - Educational Supervisor Grants for GPST1 & ST2

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).**

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.

Send completed form to Shirelee Rebeiro either by email to srebeiro@kss.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.

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

Pre-employment checks

Practices are reminded that whilst the employer undertakes pre-employment checks practices should seek proof of GMC registration, Indemnity and National Performers List registration.

Practice Managers meeting

A very well-attended Practice Managers Workshop took place on 18th November 2014. Attendees were updated on changes in GP training processes, and on the wider direction of travel of healthcare education and training. We would encourage all practice managers involved in GP training to attend the workshops to ensure that they are fully abreast of developments.

Practice manager resources can be found on our website here: <http://kssdeanery.ac.uk/general-practice-managers>

Programme Director Appointments / Vacancies

Area	Sessions	Appointment
Epsom	2 sessions	Details to be advised
Tunbridge Wells	2 sessions	Closing Date: 27 November 2014 Interview Date: 11 December 2014 NHS Job Ref: 984-HEE1193-KSS
East Kent	2 sessions	Closing Date: 27 November 2014 Interview Date: 11 December 2014 NHS Job Ref: 984-HEE1192-KSS
East Sussex	2 sessions	Closing Date: 27 November 2014 Interview Date: 11 December 2014 NHS Job Ref: 984-HEE1191-KSS

New Appointments

Chertsey – Khalid Wyne	2 sessions	Start date: 1 December 2014
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Section C – General Information

HCA Apprentice Programme

Opportunities are available to take on Health Care Assistant apprentices. This may be of interest to all training practices – please see the link below for more details:

http://kssdeanery.ac.uk/sites/kssdeanery/files/HCA%20Apprentice%20Letter_GP_Deans_20Oct2014%20version%202%200.pdf

Section D - Conference/events/courses

GP Annual Conference – Thursday 19th March 2015.

DATES FOR YOUR DIARY:

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

<http://kssdeanery.ac.uk/events/general-practice>

Trainers Winter Workshop	26-28 November 2014	Cumberland Lodge
Surrey Programme Directors Conference	3 December 2014	Mandolay Hotel, Guildford
Sussex Programme Directors Conference	18 December 2014	Hickstead Hotel
CSA Mock Exams	17&18December 2014	RCGP, Euston, London
Events 2015 – Dates for the Diary		
Kent Programme Directors Conference	21 January 2015	Holiday Maidstone/Sevenoaks
HEKSS Programme Director Conference	12 February 2015	Holiday Inn, Maidstone
English Language Course in conjunction with University of Kent	February/March 2015 tbc	tbc
HEKSS The Sound of the Student & Trainee Voice	26 February 2015	Crowne Plaza, Gatwick
Annual GP Conference	19 March 2015	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.