

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:

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

Health Education Kent
Surrey and Sussex

GP Specialty Training Bulletin 87 (26 Feb 2014)

In This Issue:

Section A – Information to share with GP Trainees

Planning the Training Year – The GP School has developed a time line for each training year to help remind you of the requirements of training especially when to complete work place based assessments and guidance on expectation as to completion of your e-portfolio, this can be downloaded from the web link <http://kssdeanery.org/general-practice/trainees/mrcgp-and-eportfolio>

AKT Course – If you have yet to take the AKT in ST2 or ST3 the GP School has commissioned an AKT course on 25th March 2014 at Holiday Inn Gatwick. Invitations will be sent out as appropriate.

AKT Study Guide - The RCGP has just produced a new official study resource for the AKT component of the MRCGP assessments, now available via the RCGP Shop. It is an interactive CD-ROM with over 400 questions and explanations of the answers. Available now from the RCGP Shop ~ www.rcgp.org.uk/shop
Please note: This is a CD-ROM product and is only compatible with CD-ROM-enabled devices such as PC, laptop or MAC

Out Of Hours Training – Going Green: The national guidance on Out of Hours Training describes differing levels of supervision as you gain confidence and experience in working in OOH using a Red, Amber and Green rating. Red Supervision entails very close supervision and usually relates to your first few shifts in OOH. Trainees then progress at differing rates but should if progressing well in training reach the Green standard of supervision in ST3. This may encompass remote supervision with a supervisor available by phone or elsewhere in the OOH organization. We understand trainees may feel apprehensive about this. The decision to **Go Green** should be made with your GP Trainer (Educational Supervisor) and it is usual that the OOH organization will ask the Trainer to confirm this.

GMC National Training Survey - The Survey runs from **26th March to 8th May 2014**, and Trainees will be contacted by the GMC or can 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.

Inter Deanery Transfer Window – The next window for trainees wishing to transfer outside KSS opens at 4pm on 19th February 2014 and closes on 19th March at 4pm. To assist you there is a dedicated telephone service on 020 7862 8991 from 11th Feb to 19th March from 2-4pm Tuesday – Friday. There is detailed information on the process and how to make an application on: <http://www.londondeanery.ac.uk/var/ldt>

Deanery Study leave in GP ST3 - There is detailed study leave guidance on the KSS website at

<http://kssdeanery.org/sites/kssdeanery/files/HE%20KSS%20Study%20Leave%202013.pdf> . For ST3s attendance at the VTS accounts for 15 days of the 30 day study leave entitlement you may claim. When the VTS is not taking place it is usual to expect that a trainee will undertake a clinical session thus giving you flexibility for the remainder of this formal leave entitlement which should be planned and discussed with your GP Trainer and Programme Director.

NHS Change Day - NHS change day was started by a group of doctors in training in 2012 with the intention of trying to get everyone to try in whatever way to make things better for patients. All Trusts in KSS are being encouraged to participate again in 2014 and that includes YOU. We would encourage you to talk to your Supervisors and see how you could get involved.

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

Retirement – I know you will all join HEKSS in wishing Dr Mary Davis a long and happy retirement. Many of you will have had personal experience of her skills as a Course Organiser on the Guildford VTS and have attended the national workshops she ran for new Programme Directors. All of you will have benefitted from her extraordinary skills in training and working with our KSS team of simulators who support your VTS training programmes helping GP Trainees to further develop their consulting skills.

GP School Annual Conference – we look forward to welcoming GP Trainers, Programme Directors, GP Trainees, MEMs, Clinical Tutors and the education network to the conference:

GP School Annual Conference
20th March 2014 2.00pm – 5.00pm Venue: Holiday Inn Gatwick RH6 0BA

We look forward to hearing from our key note speaker:

Professor Patricia Wilson, Professorial Chair of the University of Kent Primary Care Academic Unit

The Annual Conference is also the occasion where the GP School can recognize all the hard work done to support GP Training and acknowledge individuals who have made an outstanding contribution in 2014. Please come and join us! Register here <http://kssdeanery.org/annual-gp-conference-2014> or email Julie Malvermi (jmalvermi@kss.hee.nhs.uk)

Trainer Grant Uplift – The Secretary of State confirmed an uplift of the GP Trainer Grant to £7,751 per annum to be backdated to 1st April 2013.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270927/Directions_to_HEE_GP_Registrars_Amendment_Directions_2013_FINAL_2014_.pdf

The GP admin team have reviewed all Trainer grants and FY2CS grants **claimed to date** (and paid by HEKSS) and are pleased to confirm that the HEKSS finance department will authorize the outstanding back payment on these claims (direct to practices) this month. Any claims that have not yet been processed or have recently been received will automatically be paid at the new rate.

Can we also remind you that with the integration into Health Education England we are now required to use the new HEE claim forms – please use the new forms with immediate effect to avoid any delay to your claims being paid. Any claims received on the old forms will be returned for resubmission. For those trainers who are taking trainees through Single Employer (SEAT) Trainers grants please complete the forms in typed format: http://kssdeanery.org/sites/kssdeanery/files/HEE%20-%20SEAT%20Trainers%20Grant%20-%20Dec%202013v1_0.docx and send together with the [GP Trainer SLA for SEAT GP Trainees](#)

End of Financial Year – IMPORTANT DON'T MISS THE DEADLINE FOR PAYMENT

Please ensure you have submitted claims for 2013-14 – any claims made outside of the financial year period will not be paid – claims must be received in the GP department by 20th March 2014. This includes all claims e.g. GP trainer grant payments/FY2CS/Trainer CPD claims/Educational Supervisor grants and any other claims as appropriate – please ensure you use the correct forms.

GP Curriculum Resource Guide “Involving and supporting carers and families” -The RCGP has developed an education resource to help trainees, GP Trainers and the primary care team in improving their skills in providing support to carers. The resource pack includes guidance for tutorials, preparing workshops and other learning resources about carers. The document was developed with funding from the Department of Health and forms part of a wider programme of RCGP work 'Supporting carers in general practice'. It is based on the five educational themes being piloted for the RCGP's enhanced GP curriculum. Separate resources for GPs, primary care practitioners and commissioners have also been developed as part of the supporting carers programme. For further information, please visit www.rcgp.org.uk/carers.

Survey on Resources in teaching on oral cancer – Programme Directors please could you complete this short survey (ten questions) to help gain a better understanding of the educational needs of trainees and PDs in teaching around oral cancer being conducted by the Division of Public Health and Primary Care at Brighton and Sussex Medical School. Go to <http://www.surveymonkey.com/s/DDXCQ9V>

Trainee return to Work and Training – When GP trainees have periods of sickness or statutory leave there are two aspects to consider: the employment process of return to work and the educational process of return to training.

Return to Work for ST1 and ST2 GP trainees would usually be undertaken by the Employing Trust but where a trainee is returning in a GP placement in ST1/2 this may also be best undertaken by the employing Trust but in ST3 ideally this could be undertaken by the GP practice or referred to the Employer. The GP School in discussion with the SEAT leads from the Trusts feel this could best be undertaken by using the existing CQC template.

Return to Training – should be considered for GP trainees missing more than two weeks continuous leave. Planning for this should usually be between GP Trainer and Programme Director but may occasionally involve the Patch Associate GP Dean or Head of School. The HEKSS template can be found on the GP Trainers Resources downloads webpage (<http://kssdeanery.org/gp-trainer-resources>). Feedback on the template is welcomed by the Head of School. Return to training meetings should be recorded by the trainee in their ePortfolio and in Educator notes.

Out of Hours – Following a tendering process there has been a change to OOH providers in KSS with East Surrey and West Sussex areas now being covered by IC24. The GP School will be undertaking visits to the four OOH providers who host our trainees. These visits focus on curriculum delivery and training and are separate from but complimentary to the recently announced CQC visits.

Programme Director Vacancies:

Area	Sessions	Closing Date / Interview date
Chertsey	2	Will be advertised in due course
Guildford	2	Will be advertised in due course

Programme Director Appointments – there have been no new appointments

Section C – General Information

University of Kent Primary Care Academic Unit & Intercalated BSc for Medical Students: The GP Department has negotiated the establishment of a Primary Care Academic Unit in the University of Kent with a Professorial Chair Professor Patricia Wilson. Our aim is to work with University of Kent to develop community research as well as academic activities including education and training of the workforce. We would like to offer our Foundation trainees while they are in general practice placements and GP Specialty training programmes a taster of research and working towards additional academic qualifications. We are also delighted to work with the University of Kent on the validation of an **Intercalated BSc for medical students in Management of Primary Care** with the aim of attracting medical students to the county of Kent. More information about the Intercalated BSc (Management in Primary Care with compulsory modules in research and public health agenda, and an option of international medicine with collaboration with the WHO is available on our web site <http://kssdeanery.org/opportunity-medical-students>). We aim to recruit up to 30 medical students in year 4 for the intercalated degree who will have an attachment to a general practice during their studies. In addition, the University of Kent has drawn a new policy for joint appointments of GPs, Practice Nurses and Practice Managers between the NHS and the University with the aim of refreshment and development of research culture in the Kent Community.

Section D - Conference/events/course

Making Less Than Full Time Training Work

March 4th 2014 9.30am – 3.30pm Venue: Holiday Inn Gatwick RH6 0BA

The aim of the event is to share information and best practice with fellow professionals involved in administration of LTFT training and to provide guidance to those managing and undertaking LTFT Training plus potential trainees. Sessions include: The Trainee Perspective across the health professions, The Employing Trust perspective and a specific workshop on LTFT working in GP Training.

To book go to: <http://kssdeanery.org/news/ltft-event-making-less-full-time-work-4-march-2014>

Primary Care Ethics: Ethics Education and Lifelong learning - Royal Society of Medicine 30th April

The RSM is inviting abstracts for this event and also offering doctors in training the opportunity to present an oral submission based on "My Role Model". Closing date for submission is 6pm on 28th February 2014.

To obtain an application form contact gp@rsm.ac.uk

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

HEKSS LTFT Conference	4 March 2014	Holiday Inn Gatwick
GP Annual Conference	20 March 2014	Holiday Inn Gatwick
AKT Workshop	25 March 2014	Gatwick
ARCP ST3	24,25,26 June 2014	TBC, London
Trainers Summer Workshop	25 – 27 June 2014	Cumberland Lodge
ARCP ST1/2	15, 17 July 2014	TBC, London
ARCP Broad Based Training	18 July 2014	TBC, London
GPST3 Graduation Event and Prize Giving	23 July 2014	Holiday Inn Gatwick
AKT Workshop	20 September 2014	TBC
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:

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