

Guidance for GP Speciality Training Registrars at ST3 with Outcome 3 at ARCP

HEEKSS GP School – Outcome 3 Guidance

Definition

Outcome 3 is a recommendation to HEKSS, given by the panel at the Annual review of Capability Progression, given to those GP trainees who are considered by the panel on the basis of recorded evidence in the GP trainee's e-Portfolio not to have reached the capability level required in order to become independent General Practitioners in the United Kingdom. These GPSTRs will need further training and be reasonably expected to achieve the appropriate capability level with this.

Outcome 3 is defined by the 'Guide to Postgraduate Specialty Training in the UK (Gold Guide)' as '*Inadequate progress by the trainee – additional training time required*'.

Reasons for being given an Outcome 3

- Failing the Clinical Skills Assessment (CSA)
- Failing the Applied Knowledge Test (AKT)
- Having an unsatisfactory outcome from Workplace Based Assessment (WPBA)
- Unsatisfactory report from the Educational Supervisor
- Sufficient evidence to suggest that an additional period of training will allow all the capabilities and the requirements for MRCGP to be demonstrated

What an Outcome 3 means

Following the advice from the panel, the GP School will usually confirm the recommendation from the panel that an extension to the training is required and will determine how long this extension should be.

This will be dependent on:

- A plan being created for the GP trainee, which is agreed by the GP trainee and which then needs to be approved by the Head of the GP School
- An agreement by the GP trainee to attend any courses or specific programmes of support that the GP School feels are necessary to help the trainee and
- In the case of CSA / AKT failures, attendance by the trainee at the next suitable examination session, dependant on their educational progress

Trainees offered a remediation extension may choose not to take this. If they decline, their GP training will end on the date agreed previously (with the loss of their National Training Number) and their ARCP outcome will be an Outcome 4. All trainees will be required to accept or decline, in writing, the offer of a remediation extension at the ARCP panel.

Trainees who have failed the AKT/CSA or WBPA or a combination of requirements

The extension is accepted on the understanding the trainee changes practice and that this practice may not be in their preferred location. Trainees will not be offered out of programme options until their preferred placement is free as this disrupts educational continuity.

The next post may also not start immediately after their last post finishes. In these circumstances this gap in training would be deemed out of programme and would not attract salary payments. As much as possible out of programme will try and be avoided, limited only by training capacity available.

The extension will allow the retaking of the next suitable date of the AKT (subject to educational requirements) and the CSA, and the published outcome. Trainees must choose a sitting of the CSA which ensures the results are available within the extension time. This will be in General Practice and offered full-time.

The normal working week for a GP trainee is 40 hours or 10 sessions. The weekly sessions are to be: 7 surgery, 1 tutorial and 2 educational session. The educational sessions may include HEEKSS Workshops, Programme Director arranged workshops, seeing another Educational Supervisor for triangulation of assessments. They may be used for private study, when specifically agreed by the Educational Supervisor.

The aim of the remediation extension is to allow the trainee further development of specific skills for patient consulting, along with appropriate WPBA to support and monitor this. The number of assessments will be as agreed with the ES as appropriate for the trainee's development. These should normally continue at the same rate and frequency as before. WPBA should concentrate on COTs and CBD; there should be no need to undertake further PSQs or MSF unless there is exceptional educational need agreed with the Educational Supervisors and the GP School. Urgent and Unscheduled Care competencies must be maintained or achieved by the end of the extension.

1. Educational support

Following a trainee's attendance at the ARCP panel. The ARCP panel and the GP School will take into account a number of factors in determining the appropriate level of support, and will make this clear in their recommendation to the trainee and to the GP School, though the responsibility of providing this will rest with the Primary Care Dean and the Head of the GP School. This may, in some cases, involve input from another GP Trainer, the External Educational Supervisor (EES).

2. The remediation extension weekly programme

Surgeries with a wide range of patient conditions but particularly chronic and complex cases, rather than just acute and less challenging patient presentations, should form most of the time at the Practice. Sessions for patient triage, emergency surgeries and see on the day patients' appointments should be limited, as should special in-Practice clinics (e.g. chronic disease management, minor surgery, family planning, etc.). Domiciliary patient contacts should continue.

These surgeries should include joint consultations with the ES and brief reviews of cases seen with the ES at the end of the surgery.

There will be no need to attend the GP Specialty training day/half-day release course (previously known as the 'VTS'), unless there is a specific learning set organised for trainees for CSA skills.

Study leave funding will not normally be approved during these extension periods. However, additional unfunded study leave may be taken.

The trainee may take annual leave pro-rata.

Sickness absence must be treated as normal according to appropriate employment processes, but there will be no need to make up any sickness absence, and thus no need to extend the agreed end date of the extension.

One session per week should be a formal tutorial with the ES which will include the monitoring of educational progress, the review of previous learning goals and the setting of new ones if appropriate, and should focus on those areas of communication and consultation skills defined as needing attention. Assessments should be carried out within this session.

3. Timetable

This must be negotiated and agreed with the ES (GP Trainer). The timetable should ensure that the trainee undertaking the remediation extension will have maximum possible contact with their ES during the week.

The GP Trainer must ensure that a new contract is signed with the GP trainee that describes the number of sessions and timetable and states the intended end date of the extra training placement.

Responsibilities of the GP Trainee during the extension

These, which will be informed by the recommendations from the ARCP panel, must include the following:

- All GP trainees in extensions to their training must have a named Educational Supervisor, who will be the name appearing on the GP trainees e-Portfolio. Trainees must notify their acute trusts HR of their extension
- Which GP training practice the GP trainee is going to be placed for this extension. This will normally be in a different Training Practice to the present one (and all extension placements require the approval of GP School)
- A description of key issues of development for the GP trainee, as identified from appropriate sources of evidence. These should include:
 - Those capabilities which are felt to need further development as a result of feedback from WBPA
 - Those capabilities which are felt to need further development as a result of recorded observation and feedback by the existing Educational Supervisor and that from other appropriate individuals involved in the training
 - Knowledge and skills areas based on feedback from the RCGP as a result of the CSA/ AKT failures
- A weekly timetable demonstrating where the GP trainee is going to be, which must include patient consulting sessions, tutorials and educational sessions. This will include any HEEKSS led courses such as the communication skills and the retaking of any necessary assessments of the MRCGP and also visiting another ES for triangulation of assessment
- A table of regular (normally weekly) learning objectives, set out for the time of the extension. These objectives will be derived from the learning areas of the GP curriculum defined as needing attainment and which have determined the need for the trainee's extension and will include a date when these objectives will be reviewed and/or achieved
- The GP trainee has responsibilities to record this educational plan is being carried out and to highlight and feedback any difficulties that may arise with the extension, the delivery of the educational support and the agreed learning goals

Responsibilities of the Educational Supervisor during the extension

- To ensure that the weekly learning objectives for the GP trainee are clearly defined, negotiated and the time agreed with the GP trainee in which these will be met. To document this is happening in the educator notes on the e-Portfolio on a regular basis (usually weekly)
- To record the outcome of the learning objectives, particularly if they are met or not within the agreed time
- To complete the additional workplace-based assessments of the MRCGP that are required

- To complete an additional ST3 educational review before the next ARCP panel review

Responsibilities of the GP Specialty Training Programme Director during the extension

- To identify the named Educational Supervisor for the duration of the GP trainee's extension
- To liaise with the GP trainee, the named ES, and the Patch Associate GP Dean to organise the training plan within two weeks of notification of the trainee's extension. To send this plan to the Head of the GP School for approval
- To meet with the GP trainee to inform them about the plan and to ensure that it is being followed through during the extension. To inform the GP School of this meeting

Responsibilities of the GP faculties during the extension period

- Local GP Faculty administrative staff will be informed of any GP trainees requiring extensions by the HET team
- The Local GP Faculty Group will ensure these GP trainees are added onto their GP trainee spreadsheets and reviewed, as with all other GP trainees at the GP Faculty meetings
- The progress of these GP trainees, and any issues pertinent to GP training and education must be discussed at the Local GP Faculty meetings

Responsibilities of the Patch Associate GP Dean during the extension period

- The Patch Associate GP Dean must be aware of all trainees in their patch who are on extensions at their faculty meetings, and monitor their progress regularly
- The Patch Associate GP Dean will report regularly to the Head of the GP School on the progress of all GP trainees undertaking extensions as part of the monitoring process
- Any difficulties identified with GP trainees on extensions at the faculty meetings are to be brought to the attention of the Head of the GP School
- The Patch Associate GP Dean will gain further information by either contacting the GP trainee directly or requesting this to be done via the GP Training Programme Director
- Any communication between the GP trainee and either the Programme Director or the Associate GP Dean will be documented and reported back to the Head of the GP School and HEEKSS via the channels described above
- The Patch Associate GP Dean will contact the GP trainee and named ES directly at the mid-way point through the extension to check on progress and to identify any other problems not previously identified. The record of the progress and any other concerns needs to be documented and fed back to the Head of GP School and HEEKSS

Responsibilities of the External Supporting ES (if appropriate)

- The requirement for any External Educational Supervisor (EES) taking on the additional educational supervisory role is to meet with the GP trainee to give further advice and supervision to the GP trainee and their named Educational Supervisor (the GP Trainer in whose Practice they will normally be working and learning). This will include addressing the GP trainee's learning objectives, verifying the evidence available and doing further workplace-based assessments. These assessments must be documented in the e-Portfolio, in addition to the assessments performed by the named Educational Supervisor
- A set fee is payable to all supporting Educational Supervisors in order to recognise, and compensate for, the time that they are giving over and above their normal duties and will be available for them to pay for a locum to replace them. This fee will be paid on submission of the appropriate claim form to the GP School. This form can be obtained from the CPD team (CPD.KSS@hee.nhs.uk).
- To be aware of the learning objectives set for the GP trainee
- To support the GP trainee and their named Educational Supervisor in achieving these objectives. This should include triangulation sessions where all three (trainee, ES and EES) work together to provide consistency and clarity of feedback

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- To document meeting the trainee within the educator notes via the ES

Any trainees who wish to appeal against their panel Outcome must request this in writing to Professor Christopher Warwick within 10 days working days from the date of the ARCP panel feedback (today). The appeal application should be emailed directly to Prof Warwick at Christopher.Warwick@hee.nhs.uk