

Support for GP Specialty Trainees – Roles & Responsibilities

Trainee Support Group

Health Education England working across Kent, Surrey & Sussex (HEEKSS) has a Trainee Support Group (TSG) which is responsible for the management of policies, procedures in relation to all Trainees identified as being in need of additional support; providing support mechanisms and any additional funding that may be required to facilitate appropriate training placements, courses or educational support.

Historically, at the TSG, trainers were able to bring cases of trainees in difficulty where they wished to discuss with other professionals supporting similar groups of staff issues that they were encountering to learn from experience in practice. With the TSG now moving to supporting only high level discussion of trainees where specific support/funding/signposting and sourcing bespoke courses are required, this element of support for trainers is diminished.

Trainee Support in GP training

HEEKSS GP Department has a well-established system of monitoring and support for trainees at any stage of their GP training deemed to be in need of additional support (formerly known as 'Trainees in difficulty' (TiDs)). Overall responsibility for this process lies with the GP Head of School reporting to the GP Dean. A system of interactive spreadsheets is maintained by the GP Training team, with one spreadsheet for each geographical patch. Spreadsheets are updated centrally on an ongoing basis, and contain details of the following:

- Trainee name
- GMC number
- Educational Supervisor
- Training grade
- Expected end date of training
- AKT results
- CSA results
- ARCP outcome
- Form R (revalidation) concerns
- Category (from GMC domains)
- Notes regarding support offered centrally
- Hyperlink to individual spreadsheet

Every month the local Patch Associate GP Dean for each patch adds an update to the individual's spreadsheet, informed by local intelligence from the trainee e-portfolio, discussions with the trainee,

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their ES or PD, and any other relevant source. Monthly discussions are scheduled for the PAD to discuss each trainee with the Head of the GP School (HoS) (or deputy) who offers advice and is well placed to share best practice, as well as attending the HEEKSS TSG to report any challenging cases, particularly those requiring significant additional resources, including a period of time working in a supernumerary capacity, for example. The HoS (or deputy) makes additional comments on the individual spreadsheets, which are archived at such time as the trainee is no longer in need of additional support, or at the completion of training.

Administrative support for the GP Trainee Support process is from the GP Training department, managed by the GP Training Manager

Escalation

The GP School, through the Head of School, determines which trainees require escalation to the Trainee Support Group informed by the Trainee Support escalation threshold guidance and presents cases to this forum in cases of particular difficulty.

Roles and responsibilities for Trainees requiring support

'Trainee Support – A HEEKSS Support Guide'¹ outlines the respective high level roles.

The role of the School is captured under 3.2 and is shown here for ease.

3.2 GP School

Every HEEKSS School/Department has a central register which monitors trainees who require additional support.

Issues about which the relevant HEEKSS School/Department should be informed include:

- *Where progression is likely to be affected (including where a trainee has had more than the minimum days absence (14 working days) from a training programme within a twelve month period)*
- *Issues which may have an impact on revalidation:*
 - *Serious Incident*
 - *Complaint*
 - *Other investigations (e.g. conduct, probity, coroner's, police and NCAS)*
- *Where additional funding (for remediation or for a specific intervention) may be required*
- *Trainees who are at risk of receiving an unsatisfactory outcome at ARCP (for medical & dental trainees only)*

The following covers the specific roles of the individuals involved in this process from within the GP School:-

Reference HEEKSS Website: <http://kss.hee.nhs.uk/education-and-training/trainee-support/>

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GP Dean / Head of School (HoS)

1. Be aware of the Gold Guide and changes to this as it is updated
2. To ensure they are aware of trainees requiring support in their School and what assistance is being provided
3. To ensure a robust ARCP process, sign off ARCP outcome forms and chair any appeals
4. To ensure an updated record of all trainees within the specialty which are under Trainee Support processes, and in particular any trainees escalated to the TSG is kept
5. To provide advice to PADs and TPDs on support available for TiDs
6. To partake in support mechanisms to share learning and experience through the Shool Board and TSG
7. To provide guidance to trusts as required
8. To liaise closely with the TPD & PADs over any TiD to ensure their awareness, advice and involvement in appropriate cases and to monitor those cases having been identified through the escalation process
9. To escalate trainees appropriately (with reference to the thresholds) trainees to the TSG
10. To manage the administrative support and recording of TiD support offered

Patch Associate GP Deans

1. Be aware of the Gold Guide and changes to this as it is updated
2. To ensure they are aware of trainees requiring support in their School and what assistance is being provided.
3. To ensure a robust ARCP process, chair ARCPs and sign off ARCP outcome forms
4. To monitor trainees locally and keep an updated record of all trainees within the specialty which are under Trainee Support processes
5. To escalate where appropriate trainees requiring support to the HoS / GP Dean in accordance with the threshold guidance
6. To provide advice to TPDs and Educational Supervisors (ES) on support available for Trainees requiring support / in difficulty
7. To partake in support mechanisms for to share learning and experience
8. To provide guidance to trusts as required
9. To liaise closely with the TPDs and ESs over any TiD to ensure their awareness, advice and involvement in appropriate cases
10. To input into the Trainee monitoring records on a regular basis

Training Programme Director (TPD)

1. Be aware of the Gold Guide and changes to this as it is updated
2. Responsible for the management of Trainees on their programmes

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3. Responsible for identifying trainees requiring support, determining whether this is for local management and advising the Patch Associate GP Dean, and GP School of the case and keeping them updated on progress on a regular basis
4. Ensure all communications are robust and transparent
5. Ensure all trainee issues are dealt with promptly and correctly followed up
6. Ensure appropriate programme planning and necessary adjustments are made to accommodate trainee needs
7. To ensure information transfers between placements and supervisors when they rotate via the Local Faculty Group process
8. To provide guidance to educational supervisors on escalation points according to guidance document
9. To escalate where appropriate trainees requiring support to the PAD in accordance with the threshold guidance
10. To discuss trainee needs from a specialty perspective in the closed section of GP Local Faculty Group meetings

GP training team and GP Dean Team

1. To contribute to TPD and ES development by including updates and sharing of good practice principles into routine workshops regarding trainee support, particularly publicising any changes to guidance
2. To track all trainees in difficulty within each School on a central register.
3. Ensure that each trainee in receipt of an unsatisfactory ARCP outcome is recorded on the central register
4. To update the trainee requiring support / in difficulty spreadsheets before and after each monthly telephone conference, and at other times when asked to by HoS or PADs
5. To provide update reports where necessary on specific trainees
6. To work with TPDs to ensure trainees requiring additional support needs are accommodated within rotation planning
7. To ensure that all relevant information is provided when trainees revalidate
8. To facilitate and administer secretarial support to TiD teleconferences
9. To ensure Medical Education colleagues (DMEs and MEMS) are kept updated re TiDs within their trusts
10. To ensure Area Teams are updated with information relevant to the trainees registration on the National Performer List
11. To collate and provide all relevant documentation for trainees requiring escalation to PAD

LEP - The role of the employer

Trainees have contractual relationships with their employers (e.g. trust, or practice) and are subject to their policies and procedures. The employer has responsibility to ensure that employment issues, including performance, grievance, discrimination, whistleblowing and potential disciplinary matters

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are dealt with appropriately. Trainees should be managed in the same way as any other NHS employee. Since the majority of GP trainees are employed under the SEAT process, the GP School aims to provide support to Trusts via the LFG/LAB process, and through DMEs.

Role of the Educational Supervisor

The Educational Supervisors should:

1. raise and address the issue as soon as possible to give the trainee the best possible chance of remediation
2. take formal steps if there are any concerns about patient safety including reporting this to the trainee's employer and Area Team
3. look beyond the trainee's symptoms of difficulty and try to establish the underlying cause
4. focus on evidence and facts and discount unsubstantiated opinions
5. share information on a 'need to know' basis only and avoid sharing information which might be considered confidential with others
6. generally report the issue to the Local Faculty Group (LFG) **without reference to sensitive personal medical information e.g. medical conditions**
7. *Concerns about clinical performance should be shared by the educational supervisor in full with the trainee*

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Section 3: Placement Summary Details

Please complete details of the trainees current and next post (if known) including the educational supervisor.

Post	Post Specialty	Site	Start Date (DD-MM-YY)	End Date (DD-MM-YY)	Post Type (Please tick)	% WTE	Educational Supervisor
Current Post	<i>Click here to enter text.</i>	<i>Select the Training Site.</i> If other, please state: <i>Click here to enter text.</i>	<i>Click here to enter a date.</i>	<i>Click here to enter a date.</i>	<input type="checkbox"/> Standard Training post <input type="checkbox"/> Remedial Training Post	<i>Select the % WTE.</i>	<i>Click here to enter text.</i>
Next post	<i>Click here to enter text.</i>	<i>Select the Training Site.</i> If other, please state: <i>Click here to enter text.</i>	<i>Click here to enter a date.</i>	<i>Click here to enter a date.</i>	<input type="checkbox"/> Standard Training post <input type="checkbox"/> Remedial Training Post	<i>Select the % WTE.</i>	<i>Click here to enter text.</i>

Section 4: HEEKSS Confirmation of information transfer

To be completed following return to GP Training Manager

Date form received: <i>Click here to enter a date.</i>	Date form transferred: <i>Click here to enter a date.</i>	Sent to:
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