

KSS Trainee Engagement Forum Minutes

22nd June 2022, 12.30pm – 1.30pm

Chair: Charlotte Porter (CP)/ Charlotte Wyeth (CWy)

Dean: Graeme Dewhurst (GD)

Notetaker: Charlotte Porter – Business Management Support Officer (CP)

Attendees from KSS:

Graeme Dewhurst (GD), Sarah Rafferty (SR), Jon Nodding (JN), Jo Szram (JS), Marc Terry (MT), Chris Warwick (CW), Vikki Bates (VB)

Items

12:30-13:00 Trainees only

The key points noted were:

- CP introduced herself to the forum, advising that CWy was running late and explained the purpose of this forum to the new attendees.

The following points were discussed/ questions raised:

- Joining ST1- National training number for relocation expenses.
- Applying for Annual leave in first week/ early- who to approach.
- Foundation in August, IMG- shadowing week information, no rota information, haven't been contacted by the trusts
- IDT process, window and application
- Rota- information around shadowing
- Contracts- when do you sign the contract
- GP training in august- Wednesday afternoon session protected time
- Rota and Shadowing period queries
- Study leave- how much is the allotted study leave allocation and what for?
- GP training in August, only received welcome letter, no idea on the trusts, placement or rotation information.

Deanery

Deanery team joined the meeting. CP and CWy lead the questions that were asked in the first 30 minutes and the deanery team answered accordingly:

- Joining ST1- National training number for relocation expenses- [MT recommended emailing specialty school team](#). CWy also advised [looking on the trainee portal](#).
- Applying for Annual leave in first week/ early- who to approach- [SR discouraged AL in first couple of weeks due to the induction events, recommended contacting postgraduate team](#).
- Foundation in August, IMG- shadowing week information, no rota information, haven't been contacted by the trusts- [SR advised to go through the Medical Education Manager at the trust](#).
- IDT process, window and application- [all information can be found here: <https://specialtytraining.hee.nhs.uk/nationalIDT>](#)

- Rota- no information around shadowing- SR advised to go through the Medical Education Manager at the trust
- Filling in paperwork for new starters- trainee has been asked for staff ID number. *Deanery team*
- Do we have to get an eportfolio BEFORE starting our training at GP ST1 in August or will we be guided on how to create this when we start training?- *you will be guided through once they have started in the post.*
- LTFT portal- re submit if someone wants to change, contact specialty school team. *MT they will need to update their application*
- Paces results- managed by the college- *JS- explained the quality assurance process*
- Do we have to be on performers list before starting as GPST1 in Gp practice?- *CW advised that this is dealt with whilst your trainee with us and explained the process.*
- Is 6 months experience required for transfer of skills to go into GP- *CW: accreditation of transfer of abilities- unlikely, need a minimum of a 1 year.*
- Does the deanery give trainees access to the portfolio and is it paid for by the deanery- *no and no*
- How do I get information on who my educational supervisor is- *TPD will tell you once start*
- IMT portfolio- *JS- recommended joining the college it's the cheapest way*
- How do I get my national training number please- *Deanery team will give you this once you start*
- What is job share in GP training? *CW there are no specifics , depends on the arrangement with the employer talk to medical staffing in employment trust. Not everyone is automatically in a job share*
- *CWY Encourage trainees to contact medical managers at the trusts for the specific queries/ rotas.*
- *MT reinforced the importance of the comms/ emails that the HET team send out.*

Next meeting: 28th September 2022