

Circulation of the Bulletin includes: GP PDs, GP Clinical & Educational Supervisors, Practice Managers, SEAT Trust Reps, Medical Education Managers/Faculty Admin. This and previous bulletins are on our website: <http://kssdeanery.ac.uk/gp-bulletins-newsletters>



Health Education England

Working across Kent, Surrey & Sussex

GP Specialty Training Bulletin 109 (10 Nov 2016)

@HEKSSGP: We are now on Twitter. Follow us for the latest updates on recruitment, training and CPD.



GP FACULTY ADMINISTRATORS – PLEASE FORWARD THE BULLETIN TO ALL TRAINEES ON YOUR SCHEME

Section A – Information for GP Trainees

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

Section C – General Information

Section D – Conference/events/courses

Section A – Information for GP Trainees

Assessments in ST3

All trainees are reminded that whilst in ST1 and 2 assessments (COTs / CbDs / mini-CEXs / CEPS) can be completed by Educational **or** Clinical Supervisors (or in the case of CEPS other appropriately qualified professionals of ST4 and above), all COTs and CbDs undertaken in ST3 **MUST** be carried out by an approved ES (usually, but not exclusively your own GP trainer). Any assessments which are not undertaken by an ES will not count towards the minimum requirements at your final ARCP.

National Performers List

The transfer of responsibility from PCSS to PCSE (operated by Capita) has led to a challenging time for trainees attempting to ensure they are on the National Medical Performers List. As an interim measure, HEE has been involved in providing data regarding GP trainees to ensure that all trainees are on the NPL in a timely manner to allow them to continue seeing patients. This arrangement is evolving rapidly, and we would be grateful to hear any issues regarding the NPL by email to RecruitmentManager@kss.hee.nhs.uk.

We will continue to liaise with all concerned regarding this important matter, and are grateful for your resilience, patience and support at this difficult time.

A wealth of information regarding the NPL is available here: <https://www.performer.england.nhs.uk/>

We are also aware of the funding issues affecting Epsom practices, and would encourage any practice or trainee currently affected to notify Sandra Forster (sforster@kss.hee.nhs.uk) of their situation.

Less than full time training

Resources are available on the KSS website to support trainees organising Less than full time placements. These include sample rotas, and have been developed in conjunction with KSS GP LTFT rep Catherine Taggett. Find more here: <http://www.ksseducation.hee.nhs.uk/specialty/support/lftf/guidance-for-organising-an-lftf-rota/>

Trainee events:

Places must be booked via <http://kssdeanery.ac.uk/events/general-practice> :

CSA Exam preparation for ST3s (places have been allocated – any trainee who has not received confirmation should email gptrainingmanager@kss.hee.nhs.uk)	14/15 December	RCGP
AKT preparation Course (on-line booking is not open yet)	28 th February 2017	Gatwick

Discover European general practice through the Erasmus+ Exchange Programme

Available to UK AiTs and First5s within one year CCT

Through the European Commission's Erasmus+ grant, the RCGP is offering **38 funded places** for two-week placements in one of 10 partner EU countries.

What is offered

- Undertake a two-week long placement observing general practice in one of 10 European countries between 1 September 2016 and 31 March 2018.
- Countries offered Croatia, France, Germany, Greece, Italy, the Netherlands, Portugal, Romania, Spain and Turkey.

Eligibility

- RCGP AiT or FIRST5 within their first year – placements must be completed within 1 year of CCT.
- UK national and not a national or previous national of country visiting.

More information on Hippokrates exchanges can be found at

<http://vdgm.woncaeurope.org/content/about-hippokrates>

You will also need to apply for time out of programme (OOPE):

<http://www.ksseducation.hee.nhs.uk/specialty/support/trainers-2/out-of-programme/>

ST1/2 GP teaching – including new GP trainee survey

Trainees are reminded of the agreement regarding ST1/2 teaching across KSS, established in early 2016:

- GP ST1/2 training attendance is MANDATORY
- It should be considered protected time
- A total amount of training equivalent to 1 hour per week should be provided
- This may be delivered in less frequent, longer sessions, depending on local arrangements
- Attendance should be monitored locally, and any issues with this teaching should be raised via the existing LFG/LAB process in the first instance, before being raised then with the GP School
- Study leave will only be required for sessions which exceed 2 hours, and provided it is requested in line with trust policy, will not be withheld
- This is in addition to any departmental teaching, which should continue as before
- Teaching sessions will, as a minimum mirror GPST terms, meaning a minimum of 30 hours per year

This agreement was reached following a previous survey by the GPSTR committee of GP training experience across the entire KSS area. Don't forget the **follow up survey** to see how things are going, which is available here: <https://www.surveymonkey.co.uk/r/PJ5CZRB>

Specialist Clinical Communication & Linguistic Services

The following information outlines a free workshop for GP trainees:

[Telephone consultation and triage skills](#)

27 January 2017 one-day workshop 09:00 – 17:00

Venue: Russell Square area, Central London tbc

For further details and to book your place, [please visit here](#)

If you have any queries, please email: CommSkills@nwl.hee.nhs.uk

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

Junior Doctors' contract

All junior doctors will be transferring on to the new contract over the next 12 months. This brings implications for Educational Supervisors – not least around providing work schedules 12 weeks prior to each placement – for more information please access: <http://www.nhsemployers.org/your-workforce/need-to-know/junior-doctors-2016-contract/information-for-educational-supervisors>

Educator accreditation – change of contact details

Accreditation of GP (trainers) educational supervisors and clinical supervisors and the learning environment (training practices) is now administered by the Quality and Regulation team for London and the South East. Please direct any queries or correspondence to the following generic email: kss.gpquality@ncel.hee.nhs.uk

Claiming the GP Trainer grant

Trainers who have a SEAT employed GP Trainee in the practice should complete the Trainer SLA and invoice to claim the trainer grant. <http://www.kssdeanery.ac.uk/gp-single-lead-employer>

Support for GP trainees

Updated guidance on the support available for trainees in need of additional support, which includes a number of new resource ideas, has been developed and can be accessed here: <http://kssdeanery.ac.uk/sites/kssdeanery/files/Trainee%20Support%20for%20HEE%20KSS%20GP%20Trainees.docx>

Tele-supervision Training Course – Few remaining spaces – sign up now please

Many thanks to those of you who previously expressed interest in this pilot, which represents the first move towards providing supervision from a distance to a variety of learners, making use of technological advancements in how we communicate. The pilot course (3 full days) is now scheduled to run on the following dates from 9.30-4.30 each day:

Fri 2nd and Sat 3rd December 2016 & Fri 3rd March 2017

We need a good cohort to test this innovation out, so if you are interested, please book via the link below. The GP School will provide financial support to reflect full participation in the course of £1,350. Attendees must have a learner working with them in GP at the time of the course and have 2 years trainer experience. Relevant IT hardware will be provided.

The module is also designed to link in to the PG Diploma in Strategic Leadership and Multiprofessional Education in Healthcare.

To confirm or express your interest in being involved in this development (which surely represents the future of increasing supervisor capacity) please visit the website: <http://kssdeanery.ac.uk/workshop/tele-supervision-training-course>

Trainers CPD Funding 2016/17

The role of the GP Trainer is pivotal to the development of the GP workforce and increasingly Health Education England working across Kent Surrey Sussex has valued the support Trainer have provided for developing the wider primary care workforce. The DDRB also continues to recognise the input of GP Trainers through the identification of CPD monies to support the professional development of educators the details of

which we are pleased to share with you.

The GP Trainer CPD grant is an annual one off payment to all approved active GP Trainers approved by HEEKSS on behalf of the GMC. The CPD payment 2016/2017 relates to the training year August 2016 – July 2017 and therefore GP Trainers who were appointed up to and including **1st July 2016** will be entitled to receive the CPD funding for this year. GP Trainers whose first time approval falls after 1st July will be entitled to receive their CPD funding next year.

Trainers who meet the criteria will need to submit the appropriate claim form which is available to download from our website: <http://kssdeanery.ac.uk/gp-trainer-resources>. Practices may submit one claim form to cover all Trainers in their practice. Please ensure that the total amount claimed is the same on the front and back of the form.

It remains essential that Trainers keep a record of their learning and activities relating to their educational role and reflect on this through a educator peer appraisal organised through the local Trainer Group and submit both the appraisal documentation and activities to their NHS appraiser to support revalidation across the scope of practice.

Criteria for eligibility for Trainer CPD funding

- Be an approved trainer with effect from 1 July 2016.
- Be an active Trainer during the period August 2016 – July 2017. Trainers who have advised that they will be resigning during this period will receive a pro rata level of the CPD grant.
- To maintain up to date Equality and Diversity Training (E&D) – this is mandatory for all GP Educators and valid for a 3 year period.

Please note that:

Those trainers due to renew their training this year will only receive their CPD payment following completion of the training. Trainers will be advised under separate notification ahead of the expiry date of their E and D training. Trainers who are currently not active due to moving practice or taking a fallow period are not eligible to receive the CPD funding.

The GMC conducts a national survey of educational and clinical supervisors - this is an important survey and HEE KSS would expect trainers to undertake this as part of their professional role.

Trainers are also reminded of their obligation to notify the GP School of substantive changes in their personal practice including sabbaticals and prolonged leave, resignations and change of practice and concerns expressed by regulators and NHS England.

Payment information -

Payment of the GP Trainer CPD grant will be made via the Practice and cannot be paid to individuals. Please complete and return the typed and signed claim form to Sharon Norton either by: (snorton@kss.hee.nhs.uk) or simply post to the address on the claim form.

HEE colleagues use of private emails

Programme Directors and other HEE employees should be aware that they should only use nhs email accounts for any emails in their role on behalf of HEE. HEE is in the process of rolling out Office365, which will provide email access for all sessional, as well as regular staff, but in the meantime, please ensure you are using an nhs.net or nhs.uk email address for all correspondence. You are reminded that Freedom of Information and Data Protection Acts cover all communication (including verbal) in your role. We will provide further information regarding Office365 as soon as we are able.

In addition trainers and practice managers should also use nhs emails for any dealings in their roles with HEE.

Junior International Committee survey of GP Educators

The Junior International Committee are carrying out a survey for GP trainers, programme directors and those involved in post-graduate GP education on their views on the curriculum and proposed changes to include learning on global health. We would appreciate it if you could fill in their survey at <https://www.surveymonkey.co.uk/r/GPEducatorsurvey>.

Programme Director Appointments / Vacancies

New Appointments

East Kent	2 Sessions	Emma Hill – start date 1.9.16
Vacancies		
East Kent	1 session	Interview date 29 November
Brighton and Mid Sussex	2 sessions (2 vacancies)	Interview date 7 December

Section C – General Information

New e-learning tool will support professionals' cultural competence

A new e-learning tool – cultural competence – has been launched to better support NHS clinicians in how to meet the diverse needs of all patients and families.

Funded by HEE and developed from work initially undertaken as part of the NHS Leadership Academy's Mary Seacole Awards, the new resource has been created to improve communication between patients and clinicians and enhance staff confidence in navigating and responding to the varied needs of their patients.

The resource was developed by [HEE's e-Learning for Healthcare \(HEE e-LfH\) programme](#) and includes animation, interactive activities and opportunities for reflection and evaluation.

Find out more [here](#).

RCGP Think GP campaign

The RCGP have produced an excellent resource to share for those who might be considering a career in General Practice. Access it here: <http://www.rcgp.org.uk/thinkGP>

GMC PLAB Station Management Group – recruiting now

The GMC are looking to recruit more GMC associates to help us support our PLAB Station Management Group. You can find further details on their [recruitment webpage](#)

The PLAB test is the main route by which international medical graduates demonstrate they have the necessary skills and knowledge to practise medicine in the UK. PLAB Station Management Group members will be part of a team to manage the stations, as part of the Part 2 18-station objective structured clinical examination (OSCE).

This will include:

- developing new stations
- attending station writing days
- advising on station management procedures
- contributing to discussions on policy issues.

This role requires a commitment of at least five non-consecutive weekdays a year to attend group meetings which will be held in Manchester or London.

Applicants should be practising clinicians of **any grade above ST2** with an interest in medical education and assessment, and be fully registered with a licence to practise. Medical educators, other professionals and those who have recently demitted practice will be considered where they can demonstrate considerable experience of OSCE development.

As part of their commitment to diversity, we seek members from a wide range of backgrounds and **actively encourage applications from BME doctors, female doctors and doctors with a disability.**

RCGP Mythbusters

The RCGP has produced a new resource designed to support post-CCT GPs: [RCGP Mythbusters](#) – Addressing common misunderstandings about appraisal and revalidation. All post CCT GPs may find this useful.

Dementia Care E-learning resource

HEE West Midlands have developed an e-learning site dedicated to improving the care people living with dementia and their carers receive by developing the skills, knowledge and behaviours of staff:

<http://learning.wm.hee.nhs.uk/dementia-framework>

The webpages showcase a new person-centred dementia competency framework developed around a dementia care pathway, with a suite of quality assured resources mapped to each tier of the framework. This work builds on and supports the national core skills framework, providing a more in-depth focus of what is expected of staff. There is also an area highlighting a range of dementia charities and organisations whereby further information and details of support can be gathered, which is an ideal signposting resource. Access to these resources are encouraged by organisations external to the NHS too, as there is a recognition they will further develop the overall care received by people living with dementia.

Section D - Conference/events/courses

MRCGP CSA For Trainers course

The Royal College of General Practitioners is pleased to announce a new date for their **MRCGP CSA For Trainers course** which will take place on **Thursday 17th November 2016**, at the RCGP headquarters, 30 Euston Square, London.

This popular one day course is specifically designed for Trainers to help you to help your registrars get through the MRCGP. You will gain an understanding of the CSA and meet some of the examiners.

The day covers: CSA Introduction; what it involves, helping your registrar prepare, a mock circuit; small groups to observe 2 'dummy' cases in rotation. Facilitated discussion follows; What content your registrar needs to know content including critical reading & essential stats and more.

The course aims to answer the following frequently asked questions:

What will my registrars go through on the day?

What does the new assessment centre look like?

What are the examiners really looking for?

What should I be doing to best prepare my trainee?

Who is likely to struggle with the exam, and how can they be helped?

The course will be interactive with plenty of opportunity for discussion, and question and answer sessions. Active participation is encouraged!

Click on a date below to book

[Thursday 17th November 2016](#)

If you have any enquiries please contact Yolanda Kibuukamusoke on 0203 188 7658 or yolanda.kibuukamusoke@rcgp.org.uk

Medico-Legal and Anti-Doping Issues in Sport Course

The British Association of Sport & Exercise Medicine is running a one day course at the Royal College of Surgeons on 9th December 2016. For further details visit: http://www.basem.co.uk/news--events/events_detail.sems-medico-legal-and-anti-doping-meeting.html

Practice Managers Association

Practices may be interested in joining the Practice Managers Association. Further details can be found here: <http://us11.campaign-archive2.com/?u=4b7fd8bea406284c5af772658&id=f569e5d97b&e=3b634c780f>

Coming soon - CPPE is planning six new events to support pharmacy professionals working in primary care

The events will be run in 12 venues across England. Details of the London and South East events are in the attached document.

The study days;

- General practice pharmacy: getting started
- Consultation skills for general practice
- Care homes – medicines and older people
- Medication review
- Clinical assessment skills and history-taking in general practice
- Primary care study day

Also available is the interactive e-course *General practice - the fundamentals of working with GPs*; <https://www.cppe.ac.uk/career/gpntp/e-course>

This will develop knowledge, skills, experience and behaviours to support an introduction to work in general practice. The next tutor-supported e-course will start on 19 September 2016 (bookings open 29 August 2016). This tutor-supported e-course will run again in January 2017 and April 2017. If you have a local peer group to support your learning you can also access the self-directed e-course. For further information see the CPPE website;

<https://www.cppe.ac.uk/therapeutics/primary-care>

MRCGP via Membership by Assessment of Performance

Membership by Assessment of Performance (MAP) is a process for established GPs to gain full membership of the RCGP. It involves completing a portfolio of 13 criteria based on the work a GP does every day, providing reflection on that work and how, if necessary, it could be improved. This will be of interest to any would-be GP trainers who don't yet have MRCGP.

Five of the MAP criteria are common with the Revalidation supporting information (QIP, SEA, Patient and Colleague surveys and Complaints and compliments).

Candidates are given one year to complete their portfolio and the evidence included must be no older than one year on the date it is submitted for assessment (except the five criteria common with revalidation which may be up to five years old).

The RCGP run regular study days, facilitated by experienced MAP assessors and is designed to give participants an insight into the requirements for each of the thirteen criteria. They will be holding the next study day for current and potential candidates in Manchester on **16 February 2017**.

Feedback from participants in study days has been very positive and MAP candidates express how much the process improves their practice.

One day classroom-based study day to help established GPs gain membership of the College by Membership by Assessment of Performance (MAP). This day is open to current MAP candidates and any doctor interested in the programme.

Date: 16 February 2017

Location: Pendulum Hotel, Manchester

Times 9am to 4.30pm

Cost: £200.00

Link to book: <http://www.rcgp.org.uk/learning/imap/map-candidate-study-day-16-february-2017.aspx>

Should you have any queries, please do not hesitate to contact the RCGP. The email address for the MAP team is map@rcgp.org.uk or our telephone number is 0203 188 7661

Updates regarding Technology-Enhanced Learning

HEE e-learning community

Please see attached documents from the first meeting of the HEE e-learning community (the Adapt development day on 19 September). We canvassed opinions on the day on the types of e-learning authoring tools your organisations currently use, and to get a feel for the current expenditure on this. They will be sending out a survey shortly to get a better grasp of this information per region.

In terms of how the community will work together, they proposed the following:

- Annual face to face meeting
- Quarterly (or more frequent) web conferences, with specific themes and/or guest speakers
- Continuous communication through the Slack team 'HEE e-learning community'

I will keep you updated on future developments.

Gender Variance

I am pleased to announce that the Gender Variance e-learning is now live on e-LfH. To access the module please see the link below.

- <http://www.e-lfh.org.uk/programmes/gender-variance/>

Quality Assurance network

In collaboration with HEE's south west team we have begun to develop a quality assurance network which we encourage e-learning developers to join. At this moment in time we are working to the eQUAL standards of quality assuring e-learning and will be starting a process to up skill non eQUAL participants so they are in line with the standard we are working towards. A learning management system has been developed which will allow interested developers to upload their work to be quality assured and also allow participants to QA other modules. Currently this will be sent out eQUAL attendees only as this is in a pilot stage. I will keep you informed.

Psychosis and schizophrenia in adults

Kent and Medway NHS and Social Care Partnership Trust has recently been working on a psychosis and schizophrenia in adults module. The facilitators are keen to share this with anyone who would like the package so if you're interested please contact Clare Futcher via this [link](#).

TELNET meeting on Monday 5 December

Our next TELNET meeting is at the Charis Centre in Crawley on the above date. I am pleased to inform you that Craig Taylor will be hosting a workshop on e-learning. If you are interested in joining the meeting please let me know as there are limited spaces for each organisation.

If you have any questions about the above then please don't hesitate to contact me.

Kind regards,

Edward

Edward Thomas
Learning Technologist

Health Education England, working across Kent, Surrey and Sussex
E. ethomas@kss.hee.nhs.uk

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>

Event	Date	Venue
Surrey Educator Workshop	30 Nov 2016	The Charis Centre, Crawley
Kent Educator Workshop	30 November	Medway area
Out of Hours GP ST3 Telephone training	6 Oct	The Charis Centre, Crawley
CSA Exam preparation for ST3s	14/15 December	RCGP
Sussex PD Conference	19 January 2017	Princess Royal Hospital, Haywards Heath
AKT course for KSS GP Trainees (attendees will book on-line in due course)	28 th February 2017	Gatwick
KSS PD Conference	6 th April 2017	Kent Venue TBC
Sussex PD Conference	29 June 2017	Venue TBC
KSS PD Conference	13 September 2017	The Charis Centre

GP Specialty Training e-Bulletin

Our aim is to meet your need regarding the sharing of information from HEE. 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 England, working across Kent, Surrey & Sussex (HEE KSS), Department of Postgraduate GP Education

Tel: 01293 227137 / Fax: 0207 415 3687

Please note that the publicising of courses and events in this bulletin does not imply endorsement by the Primary Care Department of HEE KSS