

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 111 (22 Feb 17)

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



We recommend all readers browse the trainee and faculty sections of the bulletin to ensure they don't miss anything new

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



Sad farewell to Sandra

After 26 years of devoted service to GP and Primary & Community Care Education in Kent, Surrey & Sussex, Sandra Forster, Primary Care Business Manager, has decided to move on from the team. We know that many of you will have much to thank Sandra for – she developed the Selection Assessment Centre currently in use nationally for GP recruitment pretty much from scratch, developed SEAT, procured the indemnity scheme for all KSS trainees, and has nurtured and developed countless members of the deanery and admin team over many years. She was there when the current Head of School joined KSS as a GP trainee, and even brought out the best in the former GP Dean...

If you would like to send a message to Sandra before she leaves us at the end of March, or contribute to her leaving gift, please send any contributions to dogrady@kss.hee.nhs.uk

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

National Medical Performers List

Important: All KSS GP trainees currently in, or starting in GP placements before August 2017 ARE ON THE NPL

Trainees will be aware that the transition of responsibility for the NPL from the PCSS to PCSE (operated by Capita) has not been smooth.

As a result, HEE has worked with NHS England to provide the information they require in order to put **ALL** GP trainees in KSS on the Performer's list BEFORE they undertake their first placement in GP.

Trainees therefore **DO NOT NEED TO TAKE ANY ACTION** in this matter.

If you continue to be contacted by Capita, please contact gptrainingmanager@kss.hee.nhs.uk and we will provide individual support and advice. Your name may well not appear on the published NPL list, but **YOU ARE ON IT**.

It is highly likely this process will be completed again for GP trainees entering GP training in August 2017.

Changes to routine ARCP panels

Following the main ARCP panels in June and July 2017, routine ARCPs will ONLY need to be undertaken on an **annual** basis for all trainees – there is no absolute requirement for a 'gateway' ARCP to transition from one ST year to the next. This will benefit out of sync trainees, which might include those working LTFT.

This does **NOT** remove additional ARCPs which may be prompted by an unsatisfactory ES review at any stage in training, or any panel required by a previous unsatisfactory ARCP panel. ES reviews must take place **twice** annually for all trainees.

Transfers

The current application window for both Inter-Deanery (IDT) and Inter-Programme Transfers (IPT) opened on Friday 3rd February to **Friday 3rd March 2017**. Full details and 2017 eligibility criteria can be found here:

<http://kssdeanery.ac.uk/general-practice/trainees/gp-specialty-training/transfers>

We would highlight that:

- Supporting documentation should be included in the application
- Eligibility does not guarantee availability of a vacancy in the desired scheme
- Transfers into London are exceptionally rarely available

GMC National Trainee Survey 2017

The GMC NTS will run this year from Tuesday 21st March to Wednesday 3rd May 2017.

This is your chance to provide feedback on your training programme and the individual placement which **you are working in on 21st March 2017**.

The GP School encourages anyone who has concerns about anything regarding their training to raise them with their ES, Local faculty group representative or Programme Directors, all of whom will endeavor to support them and resolve things quickly. It's our aim to ensure every trainee has the best possible experience, and completes their training feeling confident and ready for their future career.

The GMC expect that all doctors in training will complete the survey as a professional responsibility. Failure to complete may have consequences on your progression in training. So please make time for this highly influential survey.

[The Sound of the Student and Trainee Voice – 7 April 2017 \(revised date\)](#)

We are pleased to announce that KSS is holding another Student and Trainee Voice Event. This is a chance to mix with trainees in different disciplines and professions, and to hear from the people leading education into the future.

Full details can be found via the link below:

<http://kssdeanery.ac.uk/sites/kssdeanery/files/Student%20Voice%20Flyer%202017.docx>

[Inspiring trainees to consider general practice – applicable to anyone interested in improving recruitment into GP](#)

Dear colleague

As part of Health Education England's primary and community care work, we promote general practice as a challenging and diverse career option. Our research shows that medical trainees consistently cite a particular tutor or mentor as a reason for understanding the various opportunities and subsequently applying for the GP specialty training option. We are very keen to share some of these inspirational stories.

We'd like to keep this request quick and easy. We only need a few details and a brief description. Humour is welcome. We intend to use your responses as part of our campaign work on social media or case studies featured on the GP National Recruitment Office (NRO) website. We know that many of you are familiar with our [campaign Facebook page](#) (thank you to those who are liking the page and sharing posts).

We will ask for approval before any information is published.

The information we need can be submitted on the form available here:

[http://kssdeanery.ac.uk/sites/kssdeanery/files/Inspiring%20Stories%20Guide%20\(Jan%202017\).docx](http://kssdeanery.ac.uk/sites/kssdeanery/files/Inspiring%20Stories%20Guide%20(Jan%202017).docx)

Thank you for your help and I look forward to hearing from you soon.

Kind regards

Daryl

Daryl Barrett Health Education England

[Reflective Writing Course for Trainees – 28th April 2017](#)

The HEE LaSE Professional Support Unit are running a workshop aiming to help understand what reflective practice is and the benefits it can bring in terms of your own professional development.

It will provide practical advice on writing reflectively for the ePortfolio in order to demonstrate progression towards attaining the competences required for CCT.

You may wish to discuss with your Educational Supervisor whether this course would be a useful way to utilise your study leave. For more information please [Book here](#).

[Section B – Information for Faculty \(Programme Directors / GP Trainers / Clinical Supervisors\)](#)

[HEE London and South East \(HEE LaSE\) Integration](#)

As you will be aware, HEE local teams are undergoing a complex process of integration for the administrative and back office functions, and after many months of consultation, the London and KSS teams are finally at the stage of changes coming into effect. We have refrained from sharing partial information regarding this thus far, in order to reduce confusion. We will keep you fully

advised of changes to how our processes operate, and for now would ask for your patience and understanding whilst the new teams form and take over their new roles.

We are aware that many stakeholders have used personal email addresses for contacts with HEE KSS GP School. The new organisation will allow for quicker responses to queries, by applying 'matrix working' – meaning a team of people will be able to respond to your questions. With this in mind, **generic email inboxes** for functions will be in use, allowing greater cross cover, and a quicker response to any issues or queries. For HEE KSS GP School they are currently:

For GP training queries (including ARCP and programme issues):	gpsouth.lase@hee.nhs.uk
For GP recruitment issues:	medicalrecruitment.lase@hee.nhs.uk
For GP educator accreditation issues:	gpquality.lase@hee.nhs.uk
For GP educator pathway issues:	gpeducatorpathway@kss.hee.nhs.uk

It is very helpful if you can identify your patch or programme in the subject of any contact with the various teams, please.

We appreciate your patience and support at this time of transition. If you have any problems receiving responses from these addresses, please contact the Head of School:
christopher.warwick@hee.nhs.uk

Junior Doctors' Contract update

New guidance regarding the implementation of the Junior Doctors' Contract has been released by NHS employers, including template generic work schedules for GP trainees in General Practice placements.

The delivery of the junior doctors contract is the responsibility of employers, but all GP educational and clinical supervisors and practices should consider reading the guidance provided by NHS employers, as they do have responsibilities to work with employers regarding trainees in placement in the practice. Please read this document:

<http://www.nhsemployers.org/~media/Employers/Documents/Need%20to%20know/Guidance%20for%20managing%20work%20scheduling%20in%20general%20practice%20settings.pdf>

ARCP Timeline



ARCP timelines for
faculty administrators

Please find this year's ACRP timelines:

The Summer 2017 ARCP dates are as follows:

ST3 panels: 20th, 21st and 22nd June

ST1/2 panels: 10th, 11th, 13th and 14th July

All of these will be taking place in Stewart House.

Other important dates to note for the summer panels:

- ST3 final ES review due by **31st May 2017**

- Checking and chasing for outstanding ST3 assessments and reviews: 1st to 7th June
- ST1/2 final ES review due by **16th June 2017**
- Checking and chasing for outstanding ST1/2 assessments and reviews: 19th to 23rd June

Please ensure these dates are embedded in your calendars/diaries.

If you have any LTFT/out-of-sync trainees and you are unsure about their review dates and whether they differ from the above, please contact the GP Operations team closer to the time for individual advice on

HEE KSS GP Clinical Supervisor Conference Wed 8th March 2017

The HEE KSS GP School would like to invite all GP educators who are currently/soon to be acting as Clinical Supervisors for Foundation doctors to a conference on Wednesday 8th March 2017 from 9:30am – 2:00pm (concluding with lunch). Venue will be The Charis Centre, Crawley: <http://thechariscentre.org/contact>

Please click on the link below to book your place at the conference:

<http://kssdeanery.ac.uk/workshop/hee-kss-gp-clinical-supervisor-conference-spring-2017>

The aims and objectives for the session will include:

- Familiarising supervisors with the requirements of the new junior doctors' contract, to include:
 - o Planning a realistic work plan
 - o Understanding the role of the guardian of safe working
 - o Avoiding pitfalls in hosting junior doctors
- Delivering updates on HEE, GP School and Foundation School activity
- Developing expertise in providing supervision for a mixed economy of primary care learners
- Understanding the GMC requirements for Clinical Supervisors

We hope as many Clinical Supervisors as possible will attend this conference, which will include interactive opportunities to expand your repertoire of educational interventions, as well as bringing you up to date with the latest requirements of educators from the GMC.

Local Recruitment events

Any programme directors wanting support to publicise or develop their local GP recruitment events, please contact Emma Harper, Communications Manager, HEE LaSE at: emma.harper7@nhs.uk

Overlaps

The approval process for overlaps in GP placements has been simplified. The current form, with updated directions (completed forms should be emailed to your Patch Associate Dean), is available here: <http://kssdeanery.ac.uk/gp-trainer-resources>

GP Educator accreditation process

GP Educational Supervisors (Trainers) should be aware that the process for re-accreditation as a GP trainer has now been fully integrated with the London areas. Whilst the paperwork and submissions remain unchanged, the Quality and Revalidation team will contact all trainers well in advance of their re-accreditation date. In future, any extension to the accreditation period will be **strictly limited to exceptional circumstances**, and in the event that a trainer fails to return their paperwork by the deadline, their status as a trainer will cease, and any trainee in placement will be moved. This also applies to any Clinical Supervisors requiring re-accreditation.

We very much hope that educators will appreciate that a 5 year period of accreditation is the *maximum* period allowable between accreditation processes, and we would suggest that submitting paperwork promptly will not lead to a reduction in the new accreditation period. There are no penalties for getting your paperwork in early. It's also important to remember that, once submitted, the documentation has to be reviewed and processed by members of the HEE team – who also have to schedule this work before your application is signed off.

The Quality and Regulation team would be very grateful for your timely response to their contact – ultimately they are trying to support you to achieve a smooth re-accreditation.

The documents underpinning the integrated process (which apply to all specialties and areas in LaSE) can be accessed here: <http://www.faculty.londondeanery.ac.uk/new-multiprofessional-framework-for-educators/professional-development-framework-for-educators>

<http://www.faculty.londondeanery.ac.uk/new-multiprofessional-framework-for-educators/operational-guidelines-for-the-recognition-and-approval-of-trainers>

Education Awards

HEE KSS Department of Primary and Community Care Education wishes to continue to recognise individuals who have made an identifiable contribution to education being delivered in Primary and Community Care, including GP training, in Kent, Surrey & Sussex, by way of an educational award.

There are many hard working and deserving colleagues: GP Trainers, Programme Directors, GP Tutors, Primary Care Workforce Tutors, Medical Education Managers, Clinical Tutors, Consultants, GP Practice Managers, GP Registrars and many more Individuals who contribute to Primary and Community Care education and this year is no exception.

Please take time to think of your colleagues and if you would like to nominate someone for an award, applications should be received in the deanery by **Monday 27 March 2017**.

The guidance and application form is available to download from:

<http://kssdeanery.ac.uk/general-practice/gp-programme-directors/forms-guidance-handbooks-policies>

A subcommittee of the Primary Care Operational Group will select the successful recipients and presentation of the awards will take place at the Health Education England working across Kent Surrey Sussex **Moving on in General Practice Workshop** on **Wednesday 19th July 2017** at Stewart House, 32 Russell Square, London, WC1B 5ND.

Calling all GP educators with a PGCert – time for the next step?

We are seeking expressions of interest for the **PG Diploma** in Strategic Leadership and Multi-professional Education in Healthcare (SLAMEH 2 – Cohort 3) with the University of Kent in 2017/18. The course is open to all students who have successfully completed a PG Certificate in Education. The PG Diploma will be fully funded by HEE KSS and we will seek a written commitment from you closer to registration in September 2017.

Please be aware that you will be required to attend a mandatory induction course with the University of Kent on **Wednesday 6th** and **Thursday 7th September 2017** followed by a mandatory weekend Research Skills workshop from **Friday 8th to Sunday 10th September 2017** at the Medway Campus.

Please see the link below for more information:

<https://www.kent.ac.uk/courses/postgraduate/1207/strategic-leadership-and-multi-professional-education-for-healthcare#!overview>

FY2 CS claim form (for Trainer grant re-imburement)

All FY2 placement claims should be made using the latest version of the claim form, which is available here: <http://kssdeanery.ac.uk/general-practice/educator/pathway/clinical-supervisor>

National ARCP process review – an opportunity to shape the future

Dear TPDs,

Improving Training, Supporting Learners Programme: Annual Review of Clinical Progress Review

Health Education England's 'Improving Training, Supporting Learners' programme will implement improvements to the delivery of education and training for doctors, and will consider how these opportunities should be extended to the wider workforce. The ambition is to facilitate greater access to learning and development whilst ensuring HEE meets current and future patient and service needs.

The programme includes three main, interdependent areas:

- Training Structure and Delivery
- Enhancing Working Lives
- Annual Review of Clinical Progress (ARCP) Review.

The ARCP review consists of different workstreams e.g. Appraisal and Assessment, Individual Training pathways and Wider Workforce, Feasibility and Resources. **As part of our engagement strategy we are aiming to embed trainees and trainers from a range of specialties, levels and regions within each workstream**, employing the principle 'no decision about me, without me.'

Meetings will take place in London throughout 2017; the intention is to have a cohesive set of recommendations from the review available in January 2018. **We would like a TPD embedded within each workstream and are therefore inviting you to be part of our work.** If you would be interested in contributing in this capacity, then please confirm your interest and contact details to kate.evans@hee.nhs.uk. We will provide more details in due course. If you have any questions, then I would be happy to discuss.

Many Thanks

Shiv Chande
National Medical Director's Clinical Fellow
Faculty of Medical Management and Leadership

Programme Director Appointments / Vacancies

New Appointments		
East Kent	1 session	John Launer – wef 1.1.2017
Brighton	2 sessions	Alex Morton – wef 1.2.2017
Mid Sussex	2 sessions	Hugo Wilson – wef 9.1.17
Vacancies		
Medway	2 sessions	Interview Date – 1st March

Section C – General Information

Faculty Grants

South West Thames Faculty are offering Grants for clinical audit projects and small pilot research projects for up to £500 to its Faculty patch.

The Guidelines and Application form can be found via the links below:

[http://kssdeanery.ac.uk/sites/kssdeanery/files/Guidelines%20for%20Research%20Funding%20\(Feb%202017\).doc](http://kssdeanery.ac.uk/sites/kssdeanery/files/Guidelines%20for%20Research%20Funding%20(Feb%202017).doc)

[http://kssdeanery.ac.uk/sites/kssdeanery/files/Faculty%20Grants%20\(Feb%2017\).doc](http://kssdeanery.ac.uk/sites/kssdeanery/files/Faculty%20Grants%20(Feb%2017).doc)

Applications should be submitted to: (Katie.biring@rcgp.org.uk)

NHS GP Health Service

NHS England General Practice Forward View made a commitment to support general practice and have therefore introduced the NHS GP Health Service programme. Information can be found: <http://kssdeanery.ac.uk/general-practice/gp-programme-directors/forms-guidance-handbooks-policies> or visiting the website below.

From 30th January 2017, GPs (including GP trainees) will be able to access the service by:

- visiting the website: www.england.nhs.uk/gphealthservice
- calling: **0300 0303 300**
- emailing: gp.health@nhs.net

The opening hours are: 8.00 – 20.00 weekdays and 8.00 – 14.00 Saturdays (except bank holidays)

The service is **self-referral only**. This service will not accept referrals from third parties.

The service may be able to provide advice to third parties to effectively signpost GPs to self-refer, but the service will not approach GPs direct to help them access the service.

KSS School of Physician Associates

Dear Colleague

Please follow this link to the first edition of our Newsletter publicising the work of the Kent, Surrey and Sussex School of PAs with articles we hope will be of interest to both qualified and student PAs and those working with or training PAs in our region.

To open the newsletter click here: <http://nhs.us13.list-manage.com/track/click?u=4700f6b57a6f8e3ccc0f4d7f&id=f0a7f29ad1&e=9aa10db6ce>

Please pass this onto any colleagues and friends you feel will also be interested and ask them to email us kss.schoolofpas@nhs.net to subscribe for future communications.

Advanced Journal of Professional Practice – contributions invited

The Advanced Journal of Professional Practice is seeking contributions for publication. The AJPP is a fully open-access, double-blind, peer reviewed journal with a specific remit for contemporary work which addresses trans-disciplinary, work-related, enquiry into practice applications of new knowledge, technology, discussion, research or practice-based innovation. The full focus and scope is given on the website.

This may appeal to any GP educators on or having completed the PGCert/Dip/MSc programme.

Please see this link: <https://journals.kent.ac.uk/index.php/ajpp>

Claire Parkin, Chief Editor - Advanced Journal of Professional Practice
Mail: ajpp@kent.ac.uk

CHSS Newsletter Winter 2016/17 – updates from the Centre for Health Services Studies

The latest CHSS [Newsletter](#) is now available to view on their website:

In this issue we report on our latest research projects, including a major evaluation of Hospice at Home services. There is news of ongoing projects, updates on events and conferences and our staff profile features Dr Melanie Rees-Roberts. Also featured are videos including Director Stephen Peckham's address to the European Public Health Conference and Prof Jenny Billings on the ground-breaking work of the SUSTAIN project.

E-learning resources

British Heart Foundation offer free on -line modules on the heart and common cardiac conditions. Access at www.heartelearning.org

London South Bank are running a MOOC (Massive Open Online Course) on recognising and caring for the deteriorating patient. This is free online learning and available at www.canvas.net/browse/londonsouthbank

Section D - Conference/events/courses

RCGP 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 **Monday 6th March 2017, 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.

Click here to book: [Monday 6th March 2016](#) If you have any enquiries please contact Yolanda Kibuukamusoke on 0203 188 7658 or yolanda.kibuukamusoke@rcgp.org.uk

KSS Patient Safety Collaborative - Inaugural Improvers Network Regional Collaborative

9th March 2017, Crawley area.

Find out more about this new area of the KSS Academic Health Science Network group, and to register your interest, click here:

<https://www.eventbrite.co.uk/e/kss-psc-inaugural-improvers-network-regional-collaborative-tickets-29890847329>

Oncology learning resource

A free online course co-created with Cancer Research UK. Has been developed in Brighton. The link to register for the course is: <https://www.futurelearn.com/courses/targeted-cancer-treatments>

The course covers:

- what targeted cancer treatments are and how they are used today
- why many targeted treatments block proteins involved in cell communication pathways
- the unique properties of blood cancers and targeted therapies used to treat them

- how we can harness the immune system to treat cancer using various immunotherapy strategies
- current challenges we face including drug resistance and the implementation of biomarker tests for more personalised cancer treatment
- the future promise of targeted cancer treatments
- The course includes 12 teaching videos from me, plus lots of articles and interviews with doctors, nurses and patients.

The course will start on **23 January 17**, but anyone who registers can access the course materials in any order and at any time like, once the course starts.

Practice Managers Association Conference 2017

Transforming General Practice. Thursday 22nd June 2017. Bridgewater Hall, Manchester

Practice Managers may wish to attend this national meeting, aimed at exploring the challenges and opportunities happening in primary care just now. A number of free places are available. For more information visit: <https://practicemanagersuk.org/pma-conference-exhibition-2017/>

RCGP South East Thames Essential Dermatology Workshop

Tunbridge Wells, 3rd May 2017

Full details available here: <http://www.rcgp.org.uk/learning/london-and-south-england/south-east-thames-faculty/essential-dermatology-1.aspx>

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
AKT course for KSS GP Trainees	14 th MARCH 2017	Gatwick
Surrey Trainers Day	29 th March	The Charis Centre, Crawley
KSS PD Conference	6 th April 2017	Hilton Hotel, Maidstone
Sussex Practice Managers Meeting (am)	25 th May 2017	Venue TBC
Surrey Educator Event	7 th June 2017	Venue TBC
Sussex Educator Event	29 June 2017	Venue TBC
KSS PD Conference	13 September 2017	Sussex Venue TBC
Sussex Trainers Day	26 September 2017	Venue TBC
Kent Educator Event	15 November 2017	Venue TBC

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

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