

Circulation of the Bulletin includes: GP PDs, GP Clinical & Educational Supervisors, Practice Managers, SEAT Trust Reps, Medical Education Managers/Faculty Admin; gpsouth.lase@hee.nhs.uk

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Health Education England

Working across Kent, Surrey & Sussex

GP Specialty Training Bulletin 118 (24 May 18)

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



Follow us on Twitter

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

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

Annual Review of Competence Panels – Summer 2018 (ARCP) Update

Please read this section carefully, as it is relevant to all GP trainees in HEE KSS.

When preparing for your ARCP, please read the guidance available here: [ST1-3 GP ARCP Requirements 2018 L&KSS](#)

The Gold Guide requires **every** GP trainee to be reviewed at an ARCP **every 12 calendar months**. In certain circumstances this gap can be extended to 15 months but cannot be any longer due to revalidation requirements.

As much as possible the GP School is working towards a 12-calendar month ARCP review for every trainee. This includes trainees who are currently out of programme at the time of their expected annual review.

Where concerns have been identified, trainees may need to have **more than one** ARCP in any calendar year. This might follow an unsatisfactory ES review, or as a follow up from a previous ARCP panel, when the review period is specified.

The other exception is trainees who are in ST3 and who need a calendar ARCP, but whose end date is out of sync with the Summer panels – who also need an ARCP within **8 weeks** of their CCT date and may end up having 2 ARCPs within a 12-month time frame.

The date of the trainee's previous ARCP can be found by clicking on the ARCP tab in the left-hand column when reviewing the trainee's eportfolio.

An Educational Supervisor review is always required within the **8 weeks** prior to an ARCP. (In addition an ESR is also required at the half way (usually 6 month) point between ARCPs (for trainees in training).

An Educational Supervisors Review is also needed prior to a trainee going Out of Programme, even if this falls inside of the time when they would normally be expected to need their next review as this allows the ARCP to take place in their absence. When anticipating a significant period out of programme, all trainees should therefore undertake an ESR before any such period starts. This forward planning avoids the need for a review shortly after their return from the OOP period.

SPECIFIC ADVICE FOR CURRENT GP TRAINEES:

ST1

- For trainees who started GP training in August 2017, this group will all need an ARCP in the July ARCP panels irrespective of whether they are moving into ST2 or are on a less than full time programme.
- ESRs for ST1s should be completed by **25th June 2018**.
- **If a trainee started at any other time in the calendar year their ARCP will be in the 12th calendar month following the start of their training. THESE TRAINEES DO NOT NEED AN ARCP IN JULY 2017.**
- Educational Supervisors need to be aware of their trainee's ARCP date so an ESR can be done within 8 weeks of the ARCP. Where this falls at a time other than in the Summer, ESs should liaise with their ST1 regarding the need to complete their ESR preparation, book study leave and attend for a review meeting as they may not be familiar with the process.

ST2

- For trainees who had their last ARCP in July 2017, these trainees will need another ESR (by **25th June 2018**) and an ARCP in July 2018.
- For ST2 trainees who have had an ARCP **since July 2017** and who have not been requested to have another earlier ARCP by the previous panel, their ARCP will be a year on from their last ARCP. **THESE TRAINEES DO NOT NEED AN ARCP IN JULY 2017.**
- The ESR date for these trainees should be calculated to be **11 months after** their last ARCP.

ST3

- For trainees whose last ARCP was July 2017 and who are due to complete training in August 2018, this ARCP will take place in **June 2018**.

- The submission date for their ESR is **28th May 2018**. Please make sure your trainee has completed the required number of WPBAs and their eportfolio is complete as this may otherwise delay their CCT.
 - This includes those who have **not** passed the CSA/AKT/WPBA components of training. The ESR should be completed as if it is the final review, and WPBA should be evaluated **without** reference to exam performance.
- For trainees whose last ARCP was July 2017 are who are **not** finishing training in August 2018, their ARCP will take place in **July 2018**. (Alongside ST1 and ST2 trainees). The ESR completion date for these trainees is **25th June 2018**.
- The exception to this is for those trainees who **finish training in September and October 2018** when HEE KSS can delay their ARCP date providing the gap between their last and the next ARCP date does not exceed 15 months. In this case, the ESR would need to take place later (not more than 16 weeks before their CCT date).
- **For ST3 trainees who have had an ARCP since July 2017, their next ARCP will be a calendar year from their last ARCP, unless they finish training prior to this, when an earlier ARCP will be needed. This occurs 8 weeks before the end of training, and another ESR will also be required.**

Form R

Prior to any ARCP trainees must complete and upload a current form R to their e-portfolio. This also needs to be no more than 8 weeks prior to the ARCP date. The link for this is here: <https://secure.synapse.nhs.uk/form-r>

Notes

We are seeing an increasing trend towards trainees being out of sync, hence more trainees are requiring ARCP panels (which take place monthly throughout the year) at other times. This update to our guidance is intended to enable trainees NOT to need more ARCPs than the Gold Guide requires.

In the first instance, if you are out of sync, please contact your Local Faculty Administrator regarding the timing of your next ARCP (and therefore ESR). The HET team will provide personal support for complex cases and where necessary, but by applying these principles, it should be possible for all trainees and educators to know when their next ARCP is scheduled to take place.

Please refer to the [ST1-3 GP ARCP Requirements 2018 L&KSS](#) document, and remember it is the responsibility of the trainee to present the relevant evidence to demonstrate their progress, contained within their eportfolio.

Please try to avoid putting yourself at risk of delays and extra work by presenting your evidence clearly and comprehensively.

Your personal library is only visible to you – if you want the panel to see a document, it needs to be uploaded to a learning log entry.

ARCPs are meant to be your opportunity to demonstrate your progression in training – so do everything you can to help the panel support you.

HEE have produced an ARCP animation and guide which may appeal to some: :

<https://specialtytraining.hee.nhs.uk/ARCP>

Study Leave

As trainees will be aware, the responsibility funding for all study leave for doctors in training has moved from Trusts to HEE. Mandatory and Optional courses can be found by accessing the study leave link on the PGDME Support Portal (PSP) available here:

<https://lasepgmdesupport.hee.nhs.uk/support/home>

Funding for aspirational courses will be supported in line with the summary for GP trainees, accessible here: <http://kssdeanery.ac.uk/general-practice/resources-gp-trainees/forms-guidance-handbooks-amp-policies> It's really important that your applications contain the following minimum data:

- GMC number
- Programme
- Trust
- Name of course
- Course location
- Course dates
- Course fees
- Estimated travel/accommodation expenses
- Justification for attending the course, linked to trainees PDP and learning objectives and/or Justification for attending a course located outside of London, Kent, Surrey & Sussex.

Under this new system, study leave utilization is being monitored, and provision of opportunities will be regularly reviewed to ensure trainees are supported to cover their curricula.

Moving on in General Practice event – SAVE THE DATE

Save the date – our annual end of year event for ST3s as they complete their training, in association with the RCGP South East Thames faculty will take place on

Wednesday 18th July 2018 at the **Royal College of GPs**, Euston Road, London.

An invitation will be issued via the e-portfolio shortly, but please save this date. We're attracting a number of excellent speakers, and will offer workshops relevant to the next phase of your GP career.

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

GDPR guidance

As of 25th May 2018 new guidance with regard to our responsibilities to personal data have been implemented. Please use this link to view the policy: [HEE Privacy notice](#).

Educator Awards 2018

As in recent years, HEE KSS Department of Primary & Community Care wishes to reward educators who have contributed significantly to the work of the department over a number of years, or in a particularly significant way. With this in mind, we would welcome nominations for an Educational Award from anyone who feels they have worked with someone eligible. The guidance document lists the types of activities likely to make for a successful nomination. Successful award recipients will be announced in a future bulletin.

The guidance for our awards this year can be found here:

<http://kssdeanery.ac.uk/sites/kssdeanery/files/Educational%20Awards%20Guidance%202018.docx>

To make a nomination, please complete and submit the form:

<http://kssdeanery.ac.uk/sites/kssdeanery/files/Educational%20Awards%20Application%20and%20Seconder%20Form%202018.docx>

Trainer grant claims

The latest version of the trainer grant claim form can be accessed here:

<http://kssdeanery.ac.uk/sites/kssdeanery/files/18.19%20-%20KSS%20Trainer%20Grant%20Invoice.docx>

Gillian King from the Business Support Team is the current contact for KSS Trainer Grants – she can be contacted at Gillian.King@hee.nhs.uk

Section C – General Information

Section D - Conference/events/courses

Sepsis in paediatrics – a case based guide for clinicians

HEE have developed a learning resource regarding the early signs of sepsis in children. Please take a look here: <https://www.hee.nhs.uk/news-blogs-events/news/new-learning-package-designed-help-clinicians-spot-early-sign-sepsis-children-infants>

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 |
|---|-------------|--|
| Sussex Educator Event (PDs/GPTutors/PCWT) | 14 Jun 18 | Checkland Building D222 (BSMS - Falmer) |
| Kent Educators Day | 27 Jun 18 | Canterbury Christchurch University, Medway |
| GP Specialty Training Committee (STC) | 26 Jul 18 | Stewart House, London |
| GPSTR committee | 26 Jul 18 | Stewart House, London |
| Kent Trainer Day | 27 Jul 18 | Canterbury Christchurch University, Medway |
| Sussex Trainers Day | 06 Sep 18 | Tbc (BSMS Falmer Campus) |
| KSS PD conference | 27 Sep 18 | Charis Centre, Crawley |
| GP Specialty Training Committee (STC) | 25 Oct 18 | Stewart House, London |
| GPSTR committee | 25 Oct 18 | Stewart House, London |
| GP Specialty Training Committee (STC) | 22 Nov 18 | Crawley Conference Room |

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 Alistair Bogaars (Alistair.Bogaars@hee.nhs.uk) : Tel: 020 7125 7198

Sent on behalf of:

Health Education England, working across Kent, Surrey & Sussex (HEE KSS), Department of Primary & Community Care Education

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