To: GP ADs, TPDs and Trainers
Cc: GP Local Administrators

GP Educators – HEE EoE April Update

This month’s topics/updates will be on the following:

- Agreeing PDP Objectives at an ESR
- Revised GP Educator Approvals Process
- ARCP
- ESR Feedback
- Tiered Training Structure for New Educators
- New Prescribing Assessment for ST3 Trainees
- LTFT Application Forms
- Zero Tolerance for Bullying and Undermining in the East of England
- National Medical Indemnity Scheme
- FREE Baby Friendly GP Update Courses
- National Point of Care Tool
- Essential Knowledge Challenge 2019
- SuppoRTT
- Regional Study Days
- Useful Links

Agreeing PDP Objectives at an ESR

When doing an ESR, please remember that the process for agreeing a trainee’s PDP objectives changed towards the end of 2017. The trainee should be proposing some objectives prior to their ESR, which the ES can then discuss at the ESR and, if needed, modify them to make them SMARTer before agreeing to them. Please see the guide explaining what you will need to do [here](#).

Revised GP Educator Approvals Process

We have recently launched our revised GP educator approval processes. These are in line with the new tiered training structure and we hope that the new form will be more straightforward. It has been test driven quite a bit and we hope that we have ironed out most of the glitches. Please do let us have your feedback on the form though and any other aspect of the revised processes. We are keen to make these as simple as possible for everybody concerned.

**ARCP**

The summer ARCP season will soon be upon us. Thank you very much for completing the ESRs prior to this and for helping to staff the local ARCP panels near you. So many people have commented to me how helpful they have found being a panel member in terms of really understanding how ePortfolio fits together and for improving the quality of their own ESRs. And reflecting on your learning from being a panel member will be required evidence for your Tier 3 educator re-approval.

**ESR Feedback**

If you have completed an ESR, which is followed by an ARCP panel, you should receive an email with a completed feedback template on your ESR. This will be forwarded to you by your local administrator. Reflecting on this feedback will be part of the evidence needed for your Tier 3 educator re-approval, so please do get in touch with your local administrator if you do not receive your feedback.

**Tiered Training Structure for New Educators**

All educators in HEE now from any speciality will go through the same training process. More details of the system can be found in the website link below. In our world, OOH clinical supervisors are Tier 2a, Associate Trainers Tier 2b and GP Trainers Tier 3. If you are already an approved GP educator at any of those levels, you just need to maintain your approval status and provide the necessary evidence for that.

If you are already approved as a Tier 2 educator though and would like to progress to being a Tier 3 educator, you will need to either complete the training detailed in this link or undertake a PG Certificate in Medical Education followed by the HEE hub day and the GP School training days.

We are still developing the content for our GP School training days and will share the details for these in due course. We are aware that there are a number of people who were part way through completing an old-style training course. We plan to help you complete your training by matching you up to the most appropriate days on the new course once we have finalised the content of those days.

https://heeoe.hee.nhs.uk/general_practice/gp-educators/becoming-gp-educator

**New Prescribing Assessment for ST3 Trainees**

There is a message (below) on the e-portfolio log-in page. This will be a mandatory assessment for all trainees who start ST3 in August 2019. The good news is that the minimum number of CBDs needed for the ST3 year has dropped to 10, in recognition of the work involved with doing the prescribing assessment.

Prescribing Assessment
All trainees who start ST3 in August 2019 will need to complete a prescribing assessment by 31 January 2020. This is mandatory as further evaluation is required by our regulators before it can become part of GP training for everyone. For more information, please click here.

Please do have a look at the information on the link. The main summary is as below

1. The trainee searches on their last 60 retrospective prescriptions
2. Using the prescribing manual, the trainee reviews these prescriptions and maps them against potential prescribing errors
3. The GP trainer / Supervisor reviews 20 of these prescriptions, maps these against potential errors and adds these to the spreadsheet
4. The trainee completes the trainee reflection form and in particular reflects on their prescribing using the GP prescribing competences
5. The trainee and GP trainer / Supervisor complete the assessment using the GP trainer/ Supervisor assessment form
6. Both the trainee and GP trainer / Supervisor complete and submit the questionnaires
7. The trainee uploads the anonymised spreadsheet, trainee reflection form and supervisor assessment form to their learning log.
8. Failure to complete the assessment will result in an unsatisfactory outcome due to missing evidence at the time of the trainees next ARCP.
9. Supporting documents which outline the assessment in detail can be found below

**LTFT Application Forms**

If a trainee approaches you for help with completing their LTFT application form, please encourage them to provide as much detail as possible about what their timetable will be. This will help speed up the approval process and reduce the number of queries arising as a result of this.

As a reminder, in general practice, 28 hours should be spent on clinical work and 12 hours on education (4 hours of HDR, 4 hours of practice-based learning and 4 hours of self-directed study). This all needs to be reduced pro rata according to the % you plan to work – trainees shouldn’t just be reducing their clinical hours. For example, if the trainee would like to work at 60%, they should expect to work 24 hours overall per week with 16.8 hours of clinical work and 7.2 hours of education. It is possible to average out these hours over a period of weeks, for example, attend a whole HDR session every fortnight.

Please can you also encourage them to ask the local administrator to help them work out what their new anticipated CCT date would be. They have an RCGP approved calculator to help them provide a provisional CCT date. Ultimately, the CCT date will be approved by the ARCP panel though.
Zero Tolerance for Bullying and Undermining in the East of England

If you ever find yourself in the position where you feel you are being bullied or undermined, I would like you all to be aware of who you can contact for advice and support. If you are working in a Hospital Trust, please contact their Freedom to Speak Up Guardian. And if you are working in a GP practice, please contact the lead employer’s Freedom to Speak Up Guardian, link as below:


I would also strongly encourage you to talk to your educational supervisor and/or Training Programme Director.

Further advice can be found on rcsed.ac.uk/bullying. This website gives information on the facts and the law, advice about what you can do if you are being bullied, an online e-module and some presentations that can be used when discussing this sort of behaviour. Another useful log entry or teaching session maybe?

National Medical Indemnity Scheme

The link below provides you with detailed information about the new national medical indemnity scheme for general practice. Please may I suggest that you all make yourself familiar with what is and isn’t covered by this scheme and that you know what to do if you ever need assistance. Of particular note is the fact that if you admit liability without approval from NHS Resolution, you may not be covered by the scheme. There is of course a difference between admitting liability and our duty of candour as well as our duty to offer an apology and an explanation when appropriate. As a trainee, we would strongly advise you to seek support from your educational supervisor and/or your Training Programme Director if you ever find yourself in this situation.

https://resolution.nhs.uk/services/claims-management/clinical-schemes/clinical-negligence-scheme-for-general-practice/

Discussing the information available on this website could well form the basis for an interesting session at your half day release or for a practice tutorial as well as for a log entry on your ePortfolio.

FREE Baby Friendly GP Update Courses

Cambs & Peterborough Training Hub & RCGP East Anglia Faculty have arranged a series of FREE baby friendly GP update courses. These are open to all GPs (with or without a baby) and are especially aimed at GPs on maternity leave, career break, sick leave or those new to the area or international or I&R doctors. These relaxed events will include local clinical updates, signposting to local resources and mandatory training (CPR or child safeguarding). Each event will have a baby focused event (baby yoga or baby sensory) and a mindfulness and small group discussion group for those without babies.
National Point of Care Tool

All NHS staff in England now have clinical information at their fingertips.

Health Education England (HEE) has invested in a national ‘point of care' tool in a new partnership with the BMJ.

BMJ Best Practice is an award-winning resource. It gives healthcare professionals quick and easy access to authoritative information to underpin diagnosis and treatment decisions. Updated daily, it draws on the latest evidence-based research, guidelines and expert opinion to offer step-by-step guidance on diagnosis, prognosis, treatment and prevention.

All NHS staff can now access BMJ Best Practice online and offline via an app. It can also be integrated with electronic health record systems for fast access within clinical workflows. Please visit bestpractice.bmj.com for further information.

Access: Go to bestpractice.bmj.com. NHS staff click ‘Log In’ then select ‘OpenAthens’. Once logged in, create a personal account to download the app.

Help and support: Contact your local NHS library and knowledge service: https://www.hlisd.org or BMJ support: support.bmj.com.

Feedback: As stewards of national investment in digital knowledge resources for the NHS, HEE welcomes feedback from individuals, Trusts and partner organisations to help us understand the value and impact of this resource in practice. Please share your feedback with your NHS regional library lead: https://www.hee.nhs.uk/our-work/library-knowledge-services.

Essential Knowledge Challenge 2019

This first challenge of the year provides twenty brand new questions based on the content of Essential Knowledge Update (EKU) 2019 and offers both instant answers and a certificate.

A great way to test your knowledge and highlight your learning and service needs!

SuppoRTT (Supported Return to Training)

SuppoRTT is available to all east of England (EoE) trainees who are planning to take, or are already on, an approved period of time out of their programme for one or more of the following options:
• Parental / maternity leave exceeding 3 months
• Out of Programme for Research (OOPR) or a Career Break (OOPC)
• Global Health Fellowship
• Sick leave of more than 3 months
• Doctors who have been out of training for more than 3 months and have accepted an EoE training post.

If you know of a trainee who meets the above criteria, please do encourage them take a look at the SuppoRTT pages of the HEE, EoE website (Click Here) to access guidance, the policy, all forms relating to SuppoRTT and some really useful FAQs.

For more information, please contact SuppoRTT.eoe@hee.nhs.uk

Regional Study Days

Further information and details of how to book can be found on the webpage.

The CSA courses were quickly booked up. So, we have expanded capacity on some of the courses and added additional courses. We will expand capacity further should the need arise. If you have a ST3 trainee who would like to attend a CSA preparation course, and hasn’t already been to an alternative one, please ask them to add their name to the waiting list by contacting eanglia@rcgp.org.uk.

Veterans’ Health Study Days - We have been running these days for the last few years and they have received very good feedback. The study days are now part of the regional training programme and can be booked by accessing the link here. Trainees from Medicine, A&E, Public Health and Psychiatry are also invited to these days

If your trainees have previously attended one of these days, there is no need for them to go again. However, if they haven’t been to one of the days before, please do consider encouraging them to attend this year.

Preparing for Practice: Life after GP Training 4th June - Transitioning from being a trainee to becoming a GP can be a daunting process. HEE are hosting this training day with the aim of preparing our ST3 and ST4 trainees for practice and life after GP training.
Useful Links

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We want to ensure that we are covering content that interests you. If you have any feedback or would like us to cover anything else, please do let us know. Please note that the HEE webpages will be undergoing a much needed ‘facelift’ and refresh over the coming months, we will keep you updated with any changes.

Best Wishes,

Janet Rutherford
Head of School for General Practice