**GP FAQ**

GP.TrainingProgramme@esneft.nhs.uk

**Always email any queries to the generic inbox over personal emails! The generic inbox will always be monitored, personal inbox’s may not be due to sickness/leave.**

Starting the Programme:

**Fourteen Fish –**

Before starting your GP training, you will need to register with the Royal College of General Practitioners (RCGP), in order for them to provide you with an e-portfolio.

All the information regarding the Membership and the ‘Non-Member fees’ can be found on the following site:

[**AiT Member Package (rcgp.org.uk)**](https://www.rcgp.org.uk/join-rcgp-today.aspx)

Member Services team
Email: membership@rcgp.org.uk
Tel: +44 (0)20 3188 7400

The GP training programme administrators are able to assist with general portfolio queries i.e. adding CS/ES etc but if you experience any faults or issues with logging in/access, you will need to contact the 14fish team directly. You can do this by submitting a request via the ‘HELP?’ area on fourteen fish.

**Neurodiversity Screening:**

We acknowledge that each person’s brain is unique and that everyone interprets information very differently. Trainees are invited to complete one neurodiversity screening during their training – the outcome of this varies depending on results.

For further information, please visit: [Lead Employer - MWL | Neurodiversity](https://leademployer.merseywestlancs.nhs.uk/neurodiversity)

**Buddy Groups-**

You will be assigned a buddy group that the training programme admin will inform you of when you start.

Within this buddy group there will be a mixture of all trainee’s at different stages of the programme (ST1, ST2, ST3) as well as an appointed Training Programme Director (TPD).

While there are no set requirements for each buddy group we do encourage you to network amongst yourselves. Ask each other questions, learn from each other as those who may have been in the programme for a year or two already will have a lot of answers to your queries.

Your allocated TPD will be the person who supports you along this programme. If you have any queries regarding applying for less than full time (LTFT), placement concerns, study leave approval (when relevant) or work relationships the TPD’s will be a listening ear.

The TPD’s have dedicated time on most Wednesday if you ever need to request a meeting.

**Teaching days –** are delivered on Wednesdays. You must email the GP Training Programme generic inbox if you are unable to attend and the reason for being absent. It is important that you advise the generic email to ensure it is seen as staff’s personal emails may not be monitored due to sickness or leave. Attendance at teaching is monitored and recorded on your eportfolio.

Reminders for teaching, times and locations, will be sent via WhatsApp and email. Be sure to check your inbox.

**Parking Permit –** On the Colchester scheme we do advise that you obtain a driving licence and have access to a car due to the rural locations in our area, however parking at the hospital can be very difficult. Due to limited spaces you will need to submit a permit request to [CPP Permit System](https://www.cpppermitsystem.co.uk/eastsuffolkandnorthessexnhsfoundationtrust/login.php) and you should email Travel.Plan@esneft.nhs.uk for any further queries. We have no control over who gets a permit and are unable to assist further.

When working in your practice you will need to discuss with them about their parking.

There are many direct bus routes across Colchester that come to the hospital such as:

- S1

- S2

- 8

You can also use the park and ride which is located off of the A12 on junction 28. This service is free for staff and transport will run from 6.40am to 10am, and 2.40pm to 7.15pm Monday to Friday in 25 minute intervals. **ENSURE YOU HAVE YOUR NHS/HOSPITAL ID!**

For those of you currently without a driving licence, please note that we are unable to assist with fast tracking driving tests. Please contact lead employer if you are unsure.

**LTFT –** If you feel working less than full time would benefit you and enhance your training experience you will need to contact the generic email and we will arrange a meeting with your TPD so you can discuss the formal application process.

Further information can be found here: [How To Apply | East of England (hee.nhs.uk)](https://heeoe.hee.nhs.uk/faculty-educators/less-full-time-training-ltft/how-apply)

**Annual Leave:**

It is important that annual leave is utilised to prevent burn out as well as ensuring a good work/life balance.

Annual leave entitlement will vary from person to person depending on NHS service or contract type.

The basic allowance is 27 days per year.

Rising to:

**29 days** for staff who have between 5 and 10 years of service.

**33 days** for staff with over 10 years’ service.

We encourage you to split your leave as evenly as possible across your rotations to ensure you’re making the most out of all placements.

If you are in an Integrated Training Post (ITP) you will also need to ensure any annual leave is split evenly between the 2 parts of the post.

Please see annual leave calculator below if you have any further queries:

[AfC Calculator V3 - Final.xlsx](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fleademployer.merseywestlancs.nhs.uk%2Fmedia%2FAL%2520Calculators%2520Oct%25202024%2FAfC%2520Calculator%2520V3%2520-%2520Final.xlsx&wdOrigin=BROWSELINK)

**Study Leave:**

How do I go about getting study leave? How much am I entitled to?

For any study leave help please go to the below link – please ensure you are reading all of the available documents. They are there to help you!

 [GP Study Leave | East of England](https://heeoe.hee.nhs.uk/general_practice/gp-study-leave)

**Sickness:**

When reporting absence you will need to follow the sickness policy of the hospital departments and general practices that you are working in.

**Pay & Reimbursements:**

Any pay related queries, please go straight to lead employer.

[Lead Employer - MWL | Payslip and Payroll FAQs](https://leademployer.merseywestlancs.nhs.uk/payroll-faqs)

You will find information regarding reimbursements on: [GP Study Leave | East of England](https://heeoe.hee.nhs.uk/general_practice/gp-study-leave)

Please scroll to the bottom of the page to view the information.



**OOH**

One of the requirements during GP training is to demonstrate your capabilities in Urgent and Unscheduled care. This includes delivering safe patient care, showing effective communications skills, maintain continuity for patients and colleagues, coordinating across services and enabling patient self-efficacy.

OOH is vital to obtaining your Certificate of Completion of Training (CCT)

The RCGP curriculum and the supporting guidance document on Urgent and Unscheduled care do not specify the number of hours needed to meet the capabilities within this setting, nor a specific number of log entries. However, both the RCGP and the Primary Care School recommended that you must experience some time in traditional OOH setting in order to gain full competence in UUC.

You will need to attend an OOH Induction prior to booking shifts. These are planned by the teaching administrator for those nearing the end of ST2 and predominantly those in ST3. There are usually 2 sessions per academic year, one in September and a further in February. If it has been over 3 months since induction you will not be eligible for shifts and will need to wait until you have attended a new induction.

**DO NOT LEAVE ATTAINING YOUR SHIFTS TILL THE END OF TRAINING!!**

This is super important to remember. If you leave it too late and find shifts are unavailable we are **NOT** able to create shifts for you. Your training is your responsibility!

We work with the OOH provider ‘’Practice Plus’’ who facilitate your induction and therefore provide shifts. Your shifts can be worked in Colchester or Clacton. We find that the Clacton site have the greatest capacity for booking shifts so book early!

**Red Shifts: Knows / Knowledge**

**Amber Shifts: Knows How / Understands**

**Green Shifts: Shows How / Does**

Experience of and learning from individual cases in UUC / OOH should be recorded in your learning log to demonstrate progression and achievement of capabilities, as it is for all other settings.

A UUC/OOH form needs to be completed by the UUC/OOH supervisor and yourself after each session. We encourage you to share completed forms with your Educational Supervisor.

These forms must also be attached to the UUC section of your learning log and provide evidence of attendance and experience in OOH.

These forms are added as evidence of attendance and experience in OOH.

You are supernumerary in your surgeries and you will get time back in lieu for OOH shifts worked, please discuss your plans for attending OOHs with you ES and practice manager in advance.

While Practice Plus is our local partner for OOH, you are not bound to do OOH with them. You are allowed to go to any other OOH providers approved as learning sites especially if your CCT date is close.

 Please see alternative OOH provided contact details below:

Tel: *0345 241 3313*

Email: info@suffolkfed.org.uk

Southend: *01702 463333*

**ESR- Educational Supervisors Report**

Educational Supervision is a positive process to chart your continuing progress and to identify development needs, your educational supervisor (ES) is there to support you but also to provide some challenge to ensure that you are making good progress across all the GPST training requirements. It is also a formative process – where the ES will help you discover further educational needs and develop a plan for the next training period, essentially resulting in a Personal Development Plan.

**What types of things will be reviewed in an ESR?**

* Your learning log entries (checking for the number of entries and a meaningful level of reflection)
* Workplace Based Assessments –i.e. COTs, CBDs, Mini-CEXs, MSFs, PSQs and CEPS.
* The 13 Professional Capabilities – making sure you are gradually gathering more evidence for each
* Checking your engagement in Urgent Unscheduled Care and how you’re performing in relation to the Capabilities.
* Checking what your Clinical Supervisor has to say in their report (the CSR).
* Making sure you’ve engaged in a Quality Improvement Programme, Leadership Activity and Prescribing Assessment.
* Checking your previous year’s PDP and ARCP outcome (where relevant) and whether you have achieved any plans and recommendations

**How many meetings and are these important?**

There will be one ES meeting every 6 months. If you’re an ST1 in your very first post, we expect you to have TWO ES meetings during that post – an initial “handshake” at the beginning and a more formal one at the end.

**An interim ESR is now allowed during each phase of training, but you must have a FULL ESR prior** toyour ARCP. This is a mandatory requirement and the ARCP cannot happen without it. *Please note: it is the trainee’s responsibility to get in touch with their Educational Supervisor and arrange a meeting (not the other way around).*

We recommend ensuring a meeting is booked in advance and not last minute, this gives yourself and your ES clear timelines. Reminders are also sent out a few weeks before by the admin team. However, we do understand how life gets in the way and can be very busy causing delays to the meeting, if you experience or anticipate any delays please ensure the GP Admin are kept updated to the date of your ESR.

**ARCP – Annual Review of Competence Progression**

What, where, when?

Local ARCP panels take place yearly when GP’s move from:

* ST1 to ST2
* ST2 to ST3
* ST3 to CCT

The local panel will consist of a TPD (who chairs the panel) and 2 other members – usually other TPD’s or ES’s. The local panel will review all the evidence in the E-portfolio and take into account the educational supervisors report. The panel will decide if you have enough evidence to demonstrate satisfactory progress in your training, and in ST3 the competencies have been achieved to complete training.

Your Form R part b is your self-declaration to your Responsible Officer on your whole scope of practice as a doctor, you submit this at the start of training and then provide an up to date form at each ARCP and revalidation point.  This needs to be dated within 6 weeks of your ARCP so that the information provided to the panel and your Responsible Officer is correct.

For ARCP purposes you need to declare how many days ‘Time Out Of Training’ (TOOT) you have had since your last submission, this will be recorded on your ARCP outcome form.  Form R is submitted via TSS and you can then download a copy and upload this to your eportfolio for the ARCP panel to review.

Navigate to [https://trainee.tis.nhs.uk](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftrainee.tis.nhs.uk%2F&data=05%7C02%7CGP.TrainingProgramme%40esneft.nhs.uk%7C21b22724bbc94f7b74d308dd0891cfc7%7C791ac8e786fb461ab6594202c7887efb%7C0%7C0%7C638676144556120153%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=QdLnnZ3qv1j2oKHW83Fpx2rpUiGkwcWP7kWpmtVbNmY%3D&reserved=0) you can then sign in and update your form R part b.

**Useful Websites to note**

* NICE CKS - [CKS | NICE](https://cks.nice.org.uk/)
* GPNotebook - [GPnotebook](https://gpnotebook.com/)
* Dermnet - [Dermatology Resource](https://dermnetnz.org/)
* PCDC - [Training Courses - PCDC](https://www.pcdc.org.uk/services/training-courses/)
* Bradford VTS - [Bradford VTS – A site for GP trainees, their trainers and other health professional learners and their educators in primary care.](https://www.bradfordvts.co.uk/)

**Placements on the Colchester Scheme**

Hospital

While in hospital posts we understand the demands of wards can be overwhelming and lead to very busy days, we are more flexible with not attending teaching while in these posts however we always encourage you to attend if you can! If you are unable to attend, please email the generic GP inbox: GP.Trainingprogramme@esneft.nhs.uk

The following is a list of the hospital departments that host GPSTs (please also take a look at our website for more information of what to expect and the learning opportunities in these placements. [Colchester & Tendring GP Training Scheme | East of England](https://heeoe.hee.nhs.uk/general_practice/colchester)

* Care of the Elderly
* Paediatrics
* Obstetrician and Gynaecology
* Accident and Emergency
* Oncology
* Psychiatry
* ENT
* EAU
* Palliative

Integrated Training Posts

ITPs are designed so that you can experience more time in the primary care of community facing service.

While in an ITP post your week will be split 50/50 in a community post and at a GP.

For a full time trainee you will work 2 days in an ITP and 2 days in a GP surgery. Each ITP post is 6 months long and your days will swap if you are doing an additional ITP in the second half of ST2.

The list below are our current ITP rotations:

* Palliative
* Psychiatry
* Dialysis
* Urgent Treatment Centre
* Community Paediatrics
* Perinatal Psychiatry
* MSK
* Cardiology
* Urgent Treatment Centre Clacton
* NEECS Community Nursing

General Practice

Please note the Colchester VTS covers the whole North East Essex footprint. We aim to ensure that trainees have experience in an out of town practice (not in Colchester directly) as well as a Colchester practice.

The following is a list of our current practice’s that host GPSTs:

* The Hollies, Great Bentley
* Mersea Island Medical Practice
* Dedham Road, Ardleigh
* Colne Medical Centre, Brightlingsea
* Elizabeth Courtald
* St. James
* Constable
* Pump House Surgery, Earls Colne,
* East Hill, Colchester
* Creffield Medical Practice, Colchester
* Turner Road
* Abbey Fields
* Tolgate
* CMP Parsons Heath & Castle Gardens
* Mill Road
* Ambrose
* Mayflower
* Highwoods Surgery

Allocating rotations for all trainees is an arduous and time consuming job – while we try our best to cater to any requests, they cannot always be done due to many reasons.

**Exams**

You must attempt both exams in normal training time:

* Applied Knowledge Test (AKT) is a computer marked multiple choice assessment of 200 questions ~ trainees can sit from ST2
* Simulated Consultation Assessment (SCA)should be attempted in ST3

While you most likely will be taking the AKT in your second year on the programme and SCA in your final year, feedback from previous trainee’s states that they would recommend starting to prep sooner rather than later.

This enforces pre-planning as well as ensuring you have that time set aside for study which is crucial.

There will be frequent AKT sessions during teaching which we try to encourage to be trainee led. Even after passing AKT these sessions are important for your growth as a GP and to always continue learning and applying knowledge.

Any additional helpful links:

[Lead Employer - MWL | NHSE Mental Health Toolkit](https://leademployer.merseywestlancs.nhs.uk/nhse-mental-health-toolkit)