

# GP SPECIALTY TRAINEE PACK

## Health Education England East of England



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## Introduction

Welcome to Health Education England (HEE), working across the east of England. We hope that you enjoy the next three years.

The east of England is one of the 18 constituents of Health Education England, which were formerly known as Deaneries.

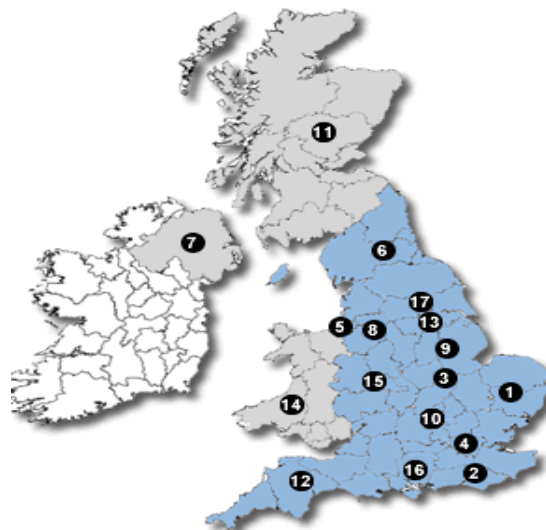
The General Practice School covers 18 Programmes and is one of the largest in Health Education England. Each county is covered by an Associate Postgraduate Dean and one of the purposes of the Induction day is for you to meet your Associate Postgraduate Dean and the General Practice Team.

Each Programme is run by Training Programme Directors. As a learner you will have regular supervision from a Clinical Supervisor, usually a consultant or GP, in each of the posts in your programme. This person will be different in each placement in your programme. In addition throughout your programme you will have an experienced GP Trainer as an Educational Supervisor who will oversee your progress and acquisition of competence to allow you to be granted a Certificate of Completion of Training (CCT) as a GP.

Postgraduate training in the UK is governed by the [Gold Guide](#).

Your programmes have all been approved by the GMC as offering good educational experience and are appropriate for your future career. If you have any concerns about the content of your programme please discuss this with your Training Programme Director.

### 1 East of England



## The Curriculum

This will be your guide over the next three years. It looks a large intimidating document but by far the most important part is the first twenty six pages called *Being a General Practitioner*.

Please read this at the start of your training as the rest of the curriculum flows from this document. It is written in such a way that it will reflect various aspects of your work in General Practice and will continue to be relevant to your work for many years.

The curriculum has been developed by the Royal College of General Practitioners and has been approved by the GMC. It defines the knowledge, skills and behaviour which you must demonstrate in order to progress towards the award of the CCT in General Practice.

The curriculum is mapped to the GMC document 'Good Medical Practice'

It is designed to assess the processes which we use in our work as General Practitioners. The various assessments through the early years are there to guide you and give you feedback about how well you are progressing. The processes that will support you in gaining the necessary competencies and standards are reflection, self-assessment, and identifying and meeting learning needs.

Your Clinical Supervisors and Educational Supervisor will help you reflect on your acquisition of skills and how you are progressing.

Ultimately, your progress is assessed by the "tripos" of the MRCGP examination, made up of the Applied Knowledge Test (AKT), Clinical Skills Assessment (CSA) and Work Place-based assessment (WPBA). You must pass each part of the MRCGP.

## Registering as a Trainee

### Registering with Health Education England

You will have completed a “Form R” which is needed to register formally for postgraduate training. You will complete a Form R annually which will form an important part of your assessment in training. You must keep the East of England Team informed of any changes in your circumstances. [This can be completed via the Intrepid database for which you will be provided a login.](#)

### National training number (NTN)

Once you have submitted your completed ‘Form R’, you will be issued with a National Training Number. You will keep the same number throughout your training. The National Training Number enables us to track your progress through the various placements in your training programme and, subject to acceptable performance and progress, is your “passport” to complete your training.

### Registration with RCGP and ePortfolio

Prior to the start of your training you must register with the RCGP to gain access to your ePortfolio. It is your responsibility to make sure that your personal information on the ePortfolio is correct. Please ensure that all information is correct at the time of your annual review.

The ePortfolio is a log of all your educational activities. You should share it with your Clinical Supervisors as it should be a reflection on your experiences and your learning. It is a live document which charts your growth and development; once you are qualified, you will need to continue reflecting in a revalidation portfolio in the same way to engage in annual appraisal as a GP.

In the ePortfolio are all the outcomes of your assessments which are reviewed by your Educational Supervisor twice a year and an east of England Annual Review of Competence Progression (ARCP) panel once a year. Please discuss with your Programme Director and Clinical Supervisor about how to use the ePortfolio.

We strongly recommend that you join the RCGP as an AiT as this is the most economical method of accessing college benefits.

## Supervision and self-directed learning

At the beginning of each placement you will meet with your Clinical Supervisor and set your learning objectives for the placement. There is a form to record this meeting in the ePortfolio.

You will find curriculum statements for each core subject but start by reading 'Being a General Practitioner'.

A core curriculum for each speciality is available on the RCGP website [www.rcgp.org.uk](http://www.rcgp.org.uk).

You and your supervisor should review these on a regular basis to ensure that you are making satisfactory progress in your learning against the curriculum.

You should develop the daily habit of reflective practice. This means reflecting on experiences you have had in order to learn from them and so continually improve and refine your professional practice. There is a good introduction to reflection [here](#).

You should record all your reflections in the RCGP Trainee ePortfolio, detailing your experience and highlighting the evidence of your development and achievement of competencies.

## Assessment and Appraisal

The MRCGP assessment programme comprises three compulsory elements;

- Applied Knowledge Test (AKT)
- Clinical Skills Assessment (CSA)
- Workplace-based Assessment (WPBA)

You will have regular workplace-based assessments which are aimed at looking at your progress in the training programme. Competencies are evaluated and measured using multiple sources of information across a range of assessment tools. The assessments will also include judgements about your rate of progress. The results of each assessment will be recorded in your ePortfolio.

You will see further details of these [assessments](#) on the RCGP website.

The Educational Supervisor's review provides a complementary approach to the assessments. The six monthly review considers your overall progress and professional development and is intended to be constructive and supportive and will consider your learning needs for the next six months.

Your progress and your learning plan will be considered at an annual ARCP panel which formally permits progression to the next stage of training. You cannot progress and complete training without satisfactory ARCP outcomes.

**It is the trainee's responsibility to ensure that all assessments have been completed. It is very important that the Educational Supervisors report is done at the correct time.**

### ARCP Timescales

An Educational Supervisor review needs to be undertaken by the end of November and May each year.

All GPStRs' ePortfolio's are considered by the ARCP panels in June each year, and more often if you take time out of training for any reason.

As an ST1 you will need to complete the mandatory minimum number of work place based assessments for the first six months by the end of November.

### The role of the General Medical Council (GMC) in your training

The GMC is an independent UK wide body with statutory responsibility for quality assuring Postgraduate Medical Education. It is responsible for approving specialist training curricula and assessments designed by the Royal College of General Practitioners. The GMC also maintains the basic, GP and specialty register of doctors able to practise in the UK.



## What is a CCT? What is a CEGPR?

Both the CCT (Certificate of Completion of Training) and the CEGPR (Certificate of Eligibility for General Practice Registration) enable you to enter the GP Register. Without one of these certificates you cannot practice as a General Practitioner in the UK. A CCT confirms the satisfactory completion of a UK programme of training, which has only included GMC approved training posts. A CEGPR is needed by those who have not followed a traditional training programme, but have evidence that they have gained the same level of skills and knowledge as those who have trained in GMC approved programmes in the UK.

### How do I get a CCT?

When you complete your specialty training programme, having passed Workplace-based Assessment, the Applied Knowledge Test and the Clinical Skills Assessment, you will have a final ARCP. If this is satisfactory, the final ARCP form within the ePortfolio will be sent electronically to the Royal College of General Practitioners. The RCGP will then recommend you to the GMC to be considered for an award of a CCT and entry on the GMC general practitioner register. <http://www.rcgp.org.uk/>

### How do I get a CEGPR?

If you have met the requirements necessary for entry to the GP Register through an equivalent route, which includes those who have trained partly through UK educationally approved training programmes, you must apply to the GMC for a CEGPR through Article 11 of the Specialist Medical Qualifications Order. See <http://www.gmc-uk.org/>

It is also possible to enter the GP specialist register during the year after training if you have not completed one of the set exams within the MRCGP, but this route to registration – CEGPR (AP) – is only relevant at the end of your three year programme if you have completed all other requirement

## Your Employment

All trainees will be employed for the duration of their General Practice training by Southend University Hospital NHS Foundation Trust (SUHFT). This will give you consistent terms and conditions for your employment although you will need to comply with the work place policies in each post in which you work.

### Who is involved in my employment?

Southend University Hospital NHS Foundation Trust will handle your employment issues and provide you with a job description and contract of employment to cover the duration of your General Practice Training. You will receive an offer of employment from the Trust before you start your post and you should receive a contract of employment within eight weeks of your start date.

The offer of employment is separate from the allocation of a place on a training programme which you will have already received from Health Education England.

The contract of employment sets out the main terms and conditions of service including pay, annual leave, notice periods and the details of the out of hours work that you will be expected to carry out along with appropriate pay banding.

### NHS Networks

As your employer we want to make sure you can access all the information you need from the Trust and keep in touch with developments and the benefits open to you as an employee. To this end we have set up an NHS Networks group 'East of England GPs Employee Network' on <http://www.networks.nhs.uk/>. Here you will be able to find all our employment policies, details of staff benefits and other important news and information. You will shortly receive an email invitation to join the group. We will use the group to post general information updates but please remember it is your group – if you have questions please post them, if you have ideas, feel free to share them with others in the group. It is one of the ways we want to communicate and engage with you as employees of the Trust.

### Out of Hours Experience

The duration and frequency of sessions worked by a GP Trainee will vary but the contractual requirement is 6 hours per month when working in general practice. This equates to 108 hours for 18 months in General Practice posts. However, your trainer may ask you to do more, if they think you have not met the competences in that amount of time. We expect you to gain the competencies described for out of hours work in the GP curriculum. Evidence that you have gained those competences and that you have fulfilled the contractual requirement is necessary for sign off at the end of your training.

### **Inter-deanery Transfers**

It is sometimes possible to move between areas within Health Education England – known as Inter-deanery Transfers – but there is no automatic entitlement to this. There is a national process for Inter-deanery transfers operated by the Health Education England London. For further information on this process, please visit our website [https://heeo.ee.nhs.uk/Inter\\_Deanery\\_Transfers](https://heeo.ee.nhs.uk/Inter_Deanery_Transfers)

### **Maternity Leave / Paternity Leave**

Maternity / paternity leave and maternity / paternity pay is managed by the Southend University Hospital NHS Foundation Trust. Trainees should notify Southend University Hospital NHS Foundation Trust so their contract can be extended to cover their maternity leave, providing they are eligible.

The BMA has helpful information about maternity leave for NHS medical staff on its website. <http://www.bma.org.uk/>

With regard to paternity leave please see the BMA website for up to date details.

### **Curriculum Statements for Secondary Care**

To comply with RCGP new Curriculum, Health Education England must ensure that our GP learners have achieved the core competencies while in the Secondary Care. Locally and nationally it has become apparent that there have been difficulties in making these assessments within the Secondary Care environments.

As such, Dr Krish Radhakrishnan, Former Associate Postgraduate Dean, Cambridgeshire, led a team of enthusiastic GP educators (EoE Multi-professional Deanery GP Curriculum Group) to produce "10 learning outcomes" based on the new GP Curriculum which a GP trainee should learn during their attachment in a Secondary care specialty. These are not post specific but they are specialty specific.

We hope these documents will give a quick reference guide to the respective specialties to focus on a GP Trainee's learning needs during their attachments in the specialties and also guide them during their preparation for assessments to become an efficient independent Practitioner. Each specialty document created here is not exhaustive and should only be used as a reference guide which would facilitate at least 90% of the curriculum coverage.

This is the link to the documents on the website:  
[https://heeo.ee.nhs.uk/gp\\_curriculum](https://heeo.ee.nhs.uk/gp_curriculum)

### **Less than Full Time Training (LTFT)**

Doctors who wish to train less than full time should read the GP Less Than Full Time Training Section available on the East of England website:  
[https://heeo.ee.nhs.uk/less\\_than\\_full\\_time\\_training](https://heeo.ee.nhs.uk/less_than_full_time_training)

## Sick leave and other periods of absence

You should inform your employer about any periods of absence, this also includes your GP Administrator at your Medical Education Centre. If there are prolonged periods of absence you may need to have an extension to your training. Therefore in a 12 month post, trainees are 'allowed' to take 14 working days sickness leave/sabbatical leave etc. without it affecting your end date.

## Performers List

It is your responsibility before starting work in General Practice to make sure that you are placed on the National Performers List (NPL). We strongly recommend that you apply immediately, even if your first placement is in hospital. To apply for entry onto the Performers List please visit <https://www.performer.england.nhs.uk/> and complete the application. Please follow the instructions embedded in the form which tell you about the other documentation you need to provide.

Please discuss your application with Southend as they will be able to provide the Area Team with the required supporting documents to streamline this process for you. You must ensure you are on the Performers List prior to starting any post in general practice. Failure to join the NPL **WILL** result in you not being able to see patients or work in a general practice environment.

## Study Leave Allowance

Study leave allowance is granted under the terms of the employment contract with the agreement of the Educational Supervisor. At present the entitlement is £300 per 6 months of GP training. It is not permissible to claim exam fee expenses.

Trainees should develop coherent and relevant study leave plans early on in training and request leave in accordance with these plans. Any courses undertaken must have the specific approval of Clinical Tutor in hospital placements and your GP Trainer when in practice.

## Representation

There is a representative from each year of Specialty Training and Academic Trainees on the GP School Board. If you have any concerns about policies or processes please discuss these with the representative for your year. Their names can be found on the School website.

## Out of Programme: Global Health

There is the chance for trainees to take a year out of training, usually at the end of ST2, to gain experience in South Africa. Our website has full details [here](#).

## Clinical Commissioning Fellows

Every year there are a small number of posts which develop commissioning skills as part of an additional year of training. Details are available on the website and will be sent to you if relevant in ST3.

### **Academic Clinical Fellows**

There may also be opportunities to have an extra year to develop academic research skills through the ACF programme. See the website for details.

There are from time to time other opportunities which are available on the east of England website.

## What does the Acute or Primary Care Trust require me to provide before taking up my post?

By now you should have been contacted by Southend University Hospital NHS Foundation Trust with regard to completing pre-employment details – occupational health information, the Disclosure & Barring Service (previously CRB), relevant commencement of employment forms, bank details, immigration status and a registration form for a Smart Card.

### Performers List

Those of you whose post starts in Primary Care will also need to apply to be included on the Performers List. Please refer to Page 12 of this booklet for further information and the link to download the application form.

### Medical Indemnity

Those starting in Primary Care also need to provide proof of membership of a medical defence organisation. This is a mandatory requirement and you will not be able to see patients without it. We have arranged and paid for this on your behalf for your full three year training period; this will ensure adequate and appropriate indemnity is in place for your entire programme whether in hospital or general practice. The east of England Team have arranged your professional indemnity with MDDUS see <http://www.mddus.com/> for further information.

### Emergency telephone number

Most hospitals keep a record of telephone numbers for emergency, major accidents and other purposes. Please provide a landline as well as a mobile telephone number as mobile networks are vulnerable when emergencies or major incidents occur.

### Pay scales

Southend University Hospital NHS Foundation Trust will send your contract of employment along with terms and conditions and pay scales. Further information can be found on <http://www.nhsemployers.org/>

### Disclosure & Barring Service (previously CRB)

From June 2013 changes to the CRB system were introduced. The details can be found at [Criminal record and barring check standard](#). The Department of Health issued a statement saying that doctors in training should have a DBS check as a minimum once every three years - see - [Disclosure and Barring Service \(DBS\) checks for doctors in training](#). Part of the new system is the ability for an individual to subscribe to the DBS update system. This means that a doctor on a longer training programme can apply once in their training programme and the check will be portable and indeed updated for no extra cost throughout the rest of the programme.

The new service has significant benefit for the employee. The Disclosure and Barring Service (DBS) update service lets trainees keep their DBS certificates up to date online and allows employers to check a certificate online. There is no reimbursement for the fee paid for the update service. Applicants are charged £56 admin fee for a new DBS application by way of completing a payroll deduction form.

## Frequently Asked Questions

### How do I know which job I am starting?

When all offers have been made and accepted, the Training Programme Directors are informed about new Trainees starting on their programme. You will be contacted by the relevant Training Programme Director or their administrator to be advised of your placements within the programme.

### Who is my Training Programme Director?

These are the people who are responsible for the Training Programme. Each Programme has two or more Training Programme Directors. You can find their names on our [website](#).

### How do I get my National Training Number (NTN)?

You will be contacted by the east of England's Programme & Information Team to request the completion of your Form R. Once you have completed and submitted your 'Form R', your National Training Number will be sent to you. You can contact the team at [heee.edit@nhs.net](mailto:heee.edit@nhs.net)

### How will my performance be appraised?

All Trainees must have an Educational Supervisor who should provide feedback on performance and assistance in career development through constructive and regular dialogue.

You are responsible for getting your workplace based assessments and clinical supervisor reports done. Your Educational Supervisor will want to see and discuss them at your Educational Supervisor Review every 6 months. This means by the end of November and May each year.

### How will my progress be assessed?

The Annual Review of Competence Progression (ARCP) is a formally defined process within the Gold Guide to postgraduate training in which your progress in the training programme is assessed and measured. It results in an Outcome which can confirm that the required competences, including those around patient safety, are being achieved or not. It is your responsibility to make sure you provide sufficient evidence for this process. The outcome of an ARCP panel should not be a surprise to anyone.

### What is the BOS survey?

The BOS survey is a GP specific survey which you will be required to complete. This will relate to the end of your post and also the end of your training.

It is a professional duty for doctors to participate in giving feedback in order to improve services. We are making this survey a requirement for a satisfactory ARCP at the end of the training year, so I would strongly encourage you to complete it when you are sent the link.

## GP School Contacts

Health Education East of England, GP School, 2-4 Victoria House, Capital Park,  
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Associate Postgraduate Dean:  
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Email: [john.kedward@nhs.net](mailto:john.kedward@nhs.net)

### Norfolk

Associate Postgraduate Dean:  
Dr Mark Attah  
Email: [mark.attah@nhs.net](mailto:mark.attah@nhs.net)

### Essex

Associate Postgraduate Dean:  
Dr Roger Tisi  
Email: [rtisi@nhs.net](mailto:rtisi@nhs.net)

### Suffolk

Associate Postgraduate Dean:  
Dr Janet Rutherford  
Email: [janet.rutherford1@nhs.net](mailto:janet.rutherford1@nhs.net)

### GP School Contact

Telephone: 01223 597652  
Telephone: 01223 599676

Email: [HEEE.communityschools@nhs.net](mailto:HEEE.communityschools@nhs.net)



## Useful Links

British Medical Journal	<a href="http://www.bmj.com">www.bmj.com</a>
The Lancet	<a href="http://www.thancetancet.com/">http://www.thancetancet.com/</a>
The Health Service Journal	<a href="http://www.hsj.co.uk">www.hsj.co.uk</a>
Quality and Safety in Healthcare	<a href="http://qualitysafety.bmj.com/">http://qualitysafety.bmj.com/</a>
Hospital Medicine	<a href="http://www.hospitalmedicine.co.uk">www.hospitalmedicine.co.uk</a>
Hospital Doctor	<a href="http://www.hospital-doctor.net">www.hospital-doctor.net</a>
The General Medical Council	<a href="http://www.gmc-uk.org">www.gmc-uk.org</a>
The British Medical Association	<a href="http://www.bma.org.uk">www.bma.org.uk</a>
The NHS	<a href="http://www.nhs.uk">www.nhs.uk</a>
The Department of Health	<a href="http://www.dh.gov.uk">www.dh.gov.uk</a>
NHS Employers	<a href="http://www.nhsemployers.org/">http://www.nhsemployers.org/</a>
ePortfolio	<a href="https://gpeportfolio.rcgp.org.uk/Login.aspx">https://gpeportfolio.rcgp.org.uk/Login.aspx</a>

## Abbreviations

AAO	Annual Assessment Outcome forms
AD	Associate Dean
AiT	Associate in Training
AKT	Applied Knowledge Test (exam taken around ST2)
ARCP	Annual Review of Competence Progression
AT	Associate Trainer (please note could also be Area Team)
BMA	British Medical Association
BOS	Bristol Online Survey
CbD	Case-based Discussions
CCT	Certificate of Completion of Training
CEGPR	Certificate confirming Eligibility for GP Registration
COGPED	Conference of General Practice Educational Directors
COPMed	Conference of Postgraduate Medical Deans in the UK
COT	Consultation Observation Tool
CS	Clinical Supervisor *
CSA	Clinical Skills Assessment (exam taken in ST3)
DBS	Disclosure & Barring Service (previously CRB)
DOPS	Direct Observation of Procedural Skills
ES	Educational Supervisor **
EWTR	European Working Time Regulations
FY1	Foundation Year 1
FY2	Foundation Year 2
GMC	General Medical Council
GPSTR	GP Specialty Training Registrar (AKA GP Trainee)
HEE	Health Education England
IDT	Inter Deanery Transfer
LTFT	Less than Full Time Training
MDDUS	Medical and Dental Defence Union of Scotland
MEC	Medical Education Centre (previously Postgraduate)
Mini-CEX	Mini Clinical Evaluation Exercise
MRCGP	Member of the Royal College of General Practitioners
MSF	Multi-source Feedback
NTN	National Training Number
OOH	Out of Hours
OOP	Out of Programme
PMETB	Postgraduate Medical and Education Training Board
PSQ	Patient Satisfaction Questionnaire
PSU	Professional Support Unit
RCGP	Royal College of General Practitioners
SAC	Selection Assessment Centre
SBS	Shared Business Services
SLA	Service Level Agreement
STA	Specialist Training Authority
TeP	Trainee ePortfolio
TPD	Training Programme Director
WPBA	Workplace Based Assessment

*\*A Clinician who is competent in their own area of professional practice and is capable of assessing the learner's performance.*

*\*\*Appropriately trained individual who holds the educational overview and monitors the progress of the learner towards independent practice.*