

HEE East of England & St Helens and Knowsley NHS Trust General Practice and Lead Employer Advisory Group

Terms of Reference

Remit

The Health Education England, East of England (HEE EoE) General Practice (GP) and Lead Employer (LE) Advisory Group is a forum of expert panel members whose purpose is to ensure oversight of the complex GP trainee cases in order to ensure appropriate management and continued progression.

The panel will provide a resource for discussing and analysing GP trainee cases based on the facts received from the Medical Education Centre, Training Programme Director and, or the Lead Employer. In addition, this may include disclosure of information during a PSU review meeting (adhering to the PSU confidentiality statement), and or information received from an external source, including but not limited to the placement provider (Hospital Trust or General Practice Surgery), GMC and NHSE.

The Advisory Group will use learning and themes arising from case management in order to improve processes and reflect on support provided. The LE will take responsibility for the on-going management of employment related cases and report these to HEE EoE. In addition, HEE EoE will obtain trainee information from the Programmes. This may include, but not limited to; engagement with the training programme, difficulties with exams, significant life events, clinical performance etc.

It is the responsibility of both HEE EoE and the LE to highlight any trainees who are of particular concern and may require additional input and support from the LE Health and Wellbeing Service and/or the HEE EoE PSU Team.

The GP & LE Advisory Group will ensure that HEE EoE continues to provide appropriate training and resources for the Faculty of Educators, in order to support the school.

In this Advisory Group 'appropriate support' is defined as "support which aims to promote the individuals own wellbeing and safety, whilst ensuring that patient or trainee safety is not compromised". In certain circumstances, where the GP & LE Advisory Group believe patient or trainee safety is compromised, the Responsible Officer / Dean will be informed.

Chair

The GP & LE Advisory Group will be chaired by the HR Service Manager at the LE. However, in their absence an alternative deputy will be required to chair the meeting.

Membership

- HR Service Manager, Lead Employer (Jessica Massey)
- Postgraduate Dean for Primary and community care (Professor Vijay Nayar)
- Assessment & Revalidation Manager (Susan Woodroffe)
- Account Manager – General Practice (Robin Holland)
- Programmes Co-ordinator (Hannah Foskett) (Attends quarterly)
- Professional Support Unit Manager (Katie Bradshaw)
- Professional Support Unit Non-Clinical Case Manager x2 (Rebecca Winchester / Michaela Wee)

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Scope
<ul style="list-style-type: none">• Review and discuss GP trainee cases in relation to information received via the LE and or Medical Education Centre.• Review information received from the Medical Education Centre and highlight trainees who would benefit from PSU services. For example; trainees who have had multiple exam failures – have they been referred or self-referred to the PSU?• Review and discuss any GMC cases which require additional management and input from the Advisory Group.• Review and discuss any cases which involve Trust investigation, Employer Investigations and or probity issues.• Review and discuss all trainees named in the monthly Exception Exit Reports, reporting Fitness to Practice information on GP's in training to HEEoE in order to decide whether a PSU referral should be made.• Provide direction and actions to address concerns and or support required.• Provide advice and guidance to the Faculty of Educators in the context of supporting individuals with training concerns.
Agenda
The agenda will be circulated one week prior to the meeting, with the opportunity to add to this prior to a finalised version.
Recording and Reporting
The meetings will be recorded by the LE who will produce the discussion points and action log and circulate for approval by the group. <ol style="list-style-type: none">1. Report process to, and be held accountable by, the Postgraduate Dean.2. To communicate findings & plans to the group to provide learning opportunities.
Confidentiality
The GP & LE Advisory Group members are bound by confidentiality and the requirements of the General Data Protection Regulations (GDPR). Upon entering the Training Programme, each trainee confirms their understanding that their training journey may be shared where applicable.
Quorum
75% of membership. There should be at least one representative from GP, the LE and the PSU.
Meetings
The GP & LE Advisory Group intends to meet via Skype / phone on a monthly basis.
Review
Terms of Reference to be reviewed every two years, with any ad hoc changes in the interim period.