

BY EMAIL

To: Chief Executives
CC: Medical Directors and Directors of Medical Education

East of England Office
Directorate of
Education & Quality
Victoria House
Capital Park, Fulbourn
Cambridge, CB21 5XB



19th November 2018

Dear Colleagues,

HEE EoE Guidance on Managing Postgraduate Medical Training during Winter Pressures

We are about to enter the Winter period with its associated likelihood of an increased workload in emergency medicine and those specialties involved in the acute medical take.

In order to manage this, Trusts may have to consider asking trainees working in less busy areas to provide cross cover in areas of high demand. I would therefore like to remind you of HEE EoE's guidance, which the Postgraduate Dean sent to you last Winter, on how to manage this eventuality from the training perspective.

In summary:

The decision to ask trainees to cross cover must be made by the Medical Director or relevant Clinical Director(s) and the reason(s) for this decision must be clearly explained to the affected trainees. The Trust should also inform the Postgraduate Dean (PGD) or another member of HEE EoE's Senior Leadership Team in order to (1) agree the details of the planned cross cover (i.e. which grade(s) and specialty(s) of trainees are being asked to cross cover, the area(s) in which they will be working and the anticipated duration of this arrangement) and (2) provide reassurance that:

- There are clear, accessible and effective supervision arrangements for cross-covering trainees. Supervision must be from a senior doctor (ST3 or above) in the relevant specialty, who is competent and confident to make clinical decisions and discharge patients.
- Cross-covering trainees will not be required to work beyond their competences; appropriate training will be given where necessary.
- Wherever possible, cross-covering trainees will be working in an environment with which they are familiar; for example, caring for medical outliers on their "normal" wards is preferable to be moved to another ward.
- The relevant medical team will retain responsibility and accountability for the patients being cared for by cross-covering trainees; these patients must be regularly reviewed by a senior physician (ST3 or above) from the medical team responsible for them.
- The cross-covering arrangements will not breach safe working hours or practices.

- Affected trainees will not be unreasonably burdened with educationally unproductive tasks that might frustrate the development of their required competencies.
- There is a mechanism for informing the affected trainees' usual training programme faculty including clinical and educational supervisors and training programme directors.
- Affected trainees will be allowed to attend formal timetabled teaching sessions in their own specialty unless there are truly exceptional circumstances; on a related note, formal timetabled teaching sessions will only be cancelled in truly exceptional circumstances and there should be agreed criteria for doing so.
- While trainees are cross covering, every effort will be made to allow them to develop clinical or generic capabilities which are relevant to their own curriculum and to undertake WPBAs to demonstrate them.

The Postgraduate Dean's team will endeavour to ensure that there is a senior member of the team available for advice, so that decisions can be made in a timely way during this busy time.

We understand that the Royal Colleges will also be issuing their own guidance and you should be receiving this shortly.

Yours Sincerely,



Dr Ian Barton

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