

Current Format - Objectives "Management" issues that a new Emergency Medicine consultant might encounter Not expected to know everything Sensible and logical approach Show they care for patients and staff When and who to ask for help

Current format

- Total time -35 mins
- 5 mins to read in tray papers
- 15 mins short cases (5-6)
- Then long case 15 mins (1 2mins reading time)
- 40 marks in total need to score a min of 23 to pass



From Aug 2018

- No Viva
- Successfully complete management portfolio as a work place based assessment
- Current ST5's (Started as a ST4 from Aug 2016)



Requirements

- Minimum of four assessments
 - One of four must include working with other specialties
 - Two mandatory
 - Managing a complaint
 - Managing a critical incident

Management - Assignment

- Assignment need to be completed in <u>four weeks</u>
- Each assignment need to have an assignment record
- The record should be uploaded to portfolio and linked to the curriculum item



Sign off – Each Assignment

- After each assignment
 - Trainer goes through portfolio
 - Evidence of the work is checked by going through uploaded files in portfolio
 - Checks timeline of completion
 - Then completes the sign off form
 - Should include evaluation and discussion of the activity documented
 - Should include trainees part in assignment and their learning

Assignment Example – Trg day

- Emails to speakers as an evidence of organisation
- Programme timing or confirmation
- Feedback
- Attendance register
- Thankyou letters for organisation, etc
 - Uploaded to portfolio in your personal folder and link to curriculum items

Trg day – Sign off

- Trainer goes through your evidence
- Discusses about the event, feedback, attendance register, etc
- Trainee learning experience and feedback documented
- Trainer documents trainees level of engagement or activity in their assignment
- Provides feedback and may sign-off for the particular assignment or may suggest organising another activity

Complaints

- Nature of complaint (eg Complex involving varying staff groups/ specialties or straight forward which only involves medical side of it)
- Not to go into foregone conclusion before collating all the evidence or statements
- Notes checked and speaking to individuals who have been involved or named in the complaint
- Obtaining statements from individuals within set timeline

Complaints - Continued

- Formatting a draft reply
- Appropriate apology or other in your reply
- Actions you have taken to mitigate further complaints of similar nature
- Timeline of your completion of action
- · Providing feedback to the person involved in the complaint
- Notifying relevant personnel, eg trainees supervisor, legal services, comms team, etc.

Complaints -Assignment

- Emails to relevant team requesting notes, statements, etc.
- Timeline of events clearly marked
- Action points from complaint and time line for completion
- Notifying relevant personnel
- Reflection in investigating and answering the complaint
- Learning points

Do not include any form of patient identity in your library or reflection. Simple high profile / unusual case can be easily identified.

RCEM - Recommendation

- One assignment per year
- Starting from ST3 level
- Assessed at ARCP regarding compliance
- If not complete then RCEM recommends outcome 5 or an outcome 2 at ARCP
- If not completed one assignment then need to to complete two for the following year

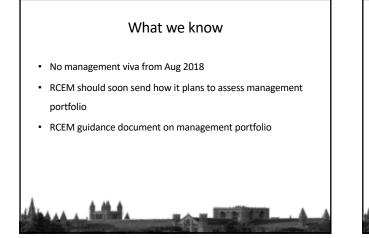
	Trainee name:					
	Training number:					
	indining noniber.					
	Domain	type of project	Details	Date of completion	1	
	Human	Rota management			1	
	resources/people					
	management					
		Recruitment including interview				
		Appraisal				
	Financial	Write a business case				
		Contribute to a cost				
		improvement plan				
		PBR/management of information			1	
	Project management	Introduce a guideline			4	
		Introduce a new piece of				
		equipment				
		Develop a new service				
	Medicolegal	Handle a complaint	Mandatory			
		Write a report for the coroner or				
		solicitor				
	Confidentiality and	Teach trainees about data				
	data protection	protection				
		Review a guideline				
	Risk management	Investigate an incident- root	Mandatory			
		cause analysis				
		Draw up/review the				
		departmental risk register				
		Evidence of attendance and				
		contribution to clinical				
		governance meetings over a period of 6 months				
		Produce/review a procedure to			1	
		reduce risk ie xrav results audit				
		Introduction and implementation				
		of induction programme				
	Management	Evidence of attendance at			1	
	training	management courses with				
	noming	reflective notes				
All the second s		Leadership courses attended				
		with reflective notes			X - 1	
And the second se		Equality and diversity training				
Contract of the second s		Other relevant training courses				
- C. 875		omenter an haining courses			and the second s	

ARCP

- At present it is their in your ARCP checklist
- We expect for the current ST3, ST4 and 5's to complete one assignment per year
- ST6 (finishing after Aug 2018) who are planning to do management portfolio instead of viva need to show their four assessments and sign off at final ARCP
- ST6 who are unsuccessful at mgt viva before Aug 2018 need to complete four assessments required by RCEM

What we don't know yet

- Quality control of management portfolio?
- Is there going to be an assessor from RCEM going through your management portfolio at ARCP for final sign off?
- Guidance for trainer in assessment /sign off relevant sections of management portfolio?
- Anymore guidance / worked examples of management portfolio from RCEM?



Suggestions

- Attend root cause analysis and complaints handling training at your local trust
- Go through the structure of complaint management at your local trust before commencing complaint management
- Leadership courses
- Review a guideline and present it
- Recruitment including interview
- Data protection teaching Eg Information governance

Suggestions

- Create folder named Management in your personal folder
- Create Subfolders in your management folder for each
 management topic to attach the proof of your assignment
- Although you need to complete four as a minimum, there is nothing stopping you to do more.
- I would suggest doing more, if you can and would give you more widespread experience

