

# Postgraduate Handbook General Practice



**GP SPECIALTY FACULTY HANDBOOK 2019  
A GUIDE FOR POSTGRADUATE DOCTORS IN CRESH GP STS**

This Handbook is mapped to the LaSE  
Graduate Education and Assessment Regulations (GEAR)

## **Introduction**

Welcome to CRESH GP STS working at East Surrey PGEC. This Faculty Handbook is written for you as a Postgraduate Doctor and all who will be working with you during your time here. Its purpose is to give you information about how your programme works, and who the key people are who will be working with you. This Handbook contains generic information, but is specifically written to support those of you who are on CRESH GP STS programme. It should be read in conjunction with your curriculum <http://www.rcgp.org.uk/GP-training-and-exams/GP-curriculum-overview.aspx>

It also incorporates Foundation/Specialty specific information as appropriate. This Handbook is updated annually based on feedback to the Faculty Group from you as a Postgraduate Doctor and from your Supervisors.

## **Location**

During your time with us you will be based in different locations which may include East Surrey Hospital, various mental health trust sites, St Catherine's Hospice and local GP surgeries. The Postgraduate Centre is at East Surrey Hospital.

## **Key people**

There are several key people who will support you during your time with us. The Programme Lead is Dr Terry Conaty [terry.conaty@nhs.net](mailto:terry.conaty@nhs.net) who is joined as a PD by Dr Mike Waldron, Dr Pippa Woolner and Dr Anita Raina. All our PDs work in a Pastoral role to provide support for trainees. The GP Faculty Administrator is Iain Buchanan and can be reached on [iainbuchanan@nhs.net](mailto:iainbuchanan@nhs.net) & 01737 768511 ext 2936.

The Strategic Medical Education Manager, based at the Post Graduate Education Centre is Tina Suttle-Smith - [Tina.Suttle-Smith@nhs.net](mailto:Tina.Suttle-Smith@nhs.net)

Contact details of people directly involved in your Programme e.g. Educational Supervisors, Clinical Supervisors, Administrative Staff, Faculty Group, Deanery Staff, Deanery Careers and Library Knowledge Service Staff can be obtained via the GP Administrator Iain Buchanan.

## **Local programme administrative arrangements**

The administrative arrangements for the local management of your programme are managed by Iain Buchanan, GP Medical Education Officer, in conjunction with your Programme Lead. The national arrangements for the management of your programme are contained in your e-portfolio <https://gpeportfolio.rcgp.org.uk/Login.aspx>

If you experience any local administration issues your first point of contact is Iain Buchanan at the PGEC

### **The GP Curriculum**

(GEAR S 1.2; S 1.4; S1.5)

The curriculum can be found at <http://www.rcgp.org.uk/GP-training-and-exams/GP-curriculum-overview.aspx> and a hard copy is also in the PGEC or Library. The Local GP Faculty is responsible for ensuring that the GP Specialty programme is such that it will enable you to meet specific Competences required in any given year by your GP curriculum. The local programme is thus mapped to the Specialty national curriculum. The GP Curriculum also includes opportunities for you to work with other health care professionals particularly in the primary care setting.

All of you have access to 'Good Medical Practice' [[www.gmc-uk.org/guidance/good\\_medical\\_practice.asp](http://www.gmc-uk.org/guidance/good_medical_practice.asp)]. Please ensure that you are familiar with its contents.

### **The aims and objectives of the GP curriculum**

(GEAR S 1.4)

The aims and objectives of the GP Specialty curriculum are outlined in the curriculum document which marks a watershed in postgraduate training for general practice. It is the first national training curriculum for general practice and gives a unique opportunity to reshape training for our discipline. Set within a framework for a structured educational programme, it is designed to address the wide-ranging knowledge, competences, clinical and professional attitudes considered appropriate for a doctor intending to undertake practice in the contemporary UK National Health Service. The Curriculum was updated in 2012. One of the changes is the movement of the concept of leadership into the Core Curriculum statement. Leadership will be a key factor of your professional work and all doctors have a responsibility to contribute to the effective running of the NHS organisation(s) in which they work, and to its future direction.

### **The RCGP domains of competence and essential features**

These provide the framework for the development of the curriculum for general practice both for the core competences of the family doctor, and also for specific content areas in general practice. These are summarised below:-

#### **The six domains of core competences**

1. Primary care management
2. Person-centred care
3. Specific problem-solving skills
4. A comprehensive approach
5. Community orientation
6. A holistic approach

#### **The essential features**

As a person-centred scientific discipline, the three essential features should be considered as fundamental. These are:-

1. **Contextual** • using the context of the person, the family, the community and their culture
2. **Attitudinal** • based on the doctor's professional capabilities, values and ethics
3. **Scientific** • adopting a critical and research-based approach to practice, and maintaining this through continued learning & quality improvement.

### **How you complete GP curriculum**

This GP curriculum is competency based and leads to the Certificate of Completion of Training (CCT) when set alongside the other requirements. You will be supported during your time at CRESH GP STS by your Programme Directors, an allocated Educational Supervisor and Clinical Supervisors, all of whom will give you regular feedback about your progress. You should never be in any doubt about your progress and what you can do to improve this.

### **The GP Specialty programme structure**

(GEAR S1.4; S 2.3)

This Faculty Handbook, however, gives you details of how the national curriculum for GP is organised here at CRESH GP STS. It gives you details of your local programme which has been devised to meet the requirements of the GP curriculum and shows how this works locally. It will include, ward based, half day local teaching, regional study days, clinical audit and exposure to academic opportunities. The programme is structured to comply with the Standards of Training of the Postgraduate Medical and Education Training Board (PMETB) and the Gold Guide or Standards for Training in the Foundation Programme.

Your assessments are as per the requirements of the ePortfolio. The teaching programme for the GP curriculum will be made available on the GP STS website at [www.creshgp.co.uk](http://www.creshgp.co.uk) Iain Buchanan monitors ePortfolio and will help with any queries you may have [iainbuchanan@nhs.net](mailto:iainbuchanan@nhs.net)

### **Training Guidance**

General Practice Training Guidance can be found at:

<http://www.kssdeanery.ac.uk/general-practice>

### **Induction/Handover/Taking consent**

(GEAR S1.7; S1.8; S1.9)

You will be inducted to the Trust, your Specialty Programme and your Specialty Department. The CRESH GP STS website will give further details about the ST3 component of the scheme at [www.creshgp.co.uk](http://www.creshgp.co.uk)

The policies for handover to ensure patient care and for taking consent will be provided by the Acute Trust as appropriate.

### **Training days and study leave**

You will be able to access and be free to attend training days, and any other courses or material that forms an intrinsic part of their training programme. Study Leave Guidance is available on the SASH Education Campus website. <https://sasheducationcampus.net/medical-education/study-leave/>

You are entitled to less than full-time working as per national guidelines. See end of Handbook for authorisation process.

### **Educational Supervision**

The KSS approach to meeting the PMETB requirements for educational supervision are outlined in Appendix 2: Educational Supervision in HEKSS, GEAR.

### **Your Educational Supervisor – roles and responsibilities**

(GEAR S1.6)

Your Educational Supervisor is responsible for overseeing your training and ensuring that you make the necessary clinical and educational progress. You should have regular feedback from your Educational Supervisor (Gold Guide or Foundation Programme). The responsibilities of an Educational Supervisor are given in the Gold Guide or Standards for Training in the Foundation Programme/or Operational Framework for Foundation.

## **Your Clinical Supervisor – roles and responsibilities**

(GEAR S1.6; S1.12; S1.14)

Your Clinical Supervisor is responsible for your progress within each placement and for your day-to-day clinical progress. You should have regular feedback from your Clinical Supervisor. You should meet with your clinical supervisor at the beginning of your placement and discuss the competencies that you wish to acquire in the placement. HEKSS has produced a guide to help you in this process.

<http://kssdeanery.ac.uk/general-practice/resources-gp-trainees/forms-guidance-handbooks-amp-policies>.

The process by which information about your progress is collated by your Educational Supervisor from your Clinical Supervisor is through the e-portfolio and regular meetings throughout the 3 years.

## **Your role as a learner**

You are responsible for your own learning within the programme with the support of key people as above. You should ensure that you have regular meetings with your supervisors, that you maintain your portfolio, keep up to date with assessments as required and be signed off.

## **Local Faculty Groups**

Local Faculty groups (LFGs) hold a Quality Control remit within the system of educational governance operational in HEKSS.

## **The Local GP Faculty Group**

(GEAR S 6.1-6)

The GP Faculty Group's remit is threefold: to ensure that the local GP programme is fit for purpose and in line with GP curriculum requirements, to quality control the local GP programme and to ensure that trainee progression is tracked, supported and audited. The Local GP Faculty meets three times a year, usually but not always in March, June and November. The Local Faculty's work is quality controlled by the HEKSS Standards for the Local Faculty GEAR.

## **Your Year Group**

(GEAR S6.10)

Each Foundation/Specialty group needs to meet as a Year Group three times a year, to elect a Year Group Representative and to give feedback to the Faculty about the local programme.

## **Your Year Group Representative**

(GEAR S 6.10)

This is a key part of the feedback process. This is a member of your cohort who will undertake to consult with the whole cohort (either face-to-face or by e-mail) to gather feedback about the local programme and to give this feedback at the thrice yearly meetings of the Local GP Faculty Group. The feedback loop must be closed as relevant information/responses from the LFG need to go back to the cohort. This is the responsibility of the Year Group Representative.

## **The LAB**

There is a LAB in each Trust whose responsibility it is to ensure that postgraduate medical trainees receive education and training that meets local, national and professional standards.

The LAB undertakes the quality control of postgraduate medical training programmes. It receives Annual Audit and Review Reports from LFGs.

## **Your Specialty School**

Details of your GP School can be found at <http://kssdeanery.ac.uk/gp-dept-contacts>.

## **How will you learn in this programme?**

In this programme we adopt a variety of learning approaches. These include web-based, CDs, ward-based clinical teaching, exposure to outpatients and theatres at the appropriate identified level, group learning, private study, courses, reflective practice, audit projects, regular teaching specific to year and Specialty, but also multi-Specialty if appropriate.

## **Curriculum development**

Postgraduate Doctors are entitled to a voice in the implementation of national curricula and can actively contribute to its development at local and national levels. If there are changes to your curriculum regulations and requirement during your training these will be highlighted by the Programme Directors.

## **Feedback**

(GEAR S1.10; S1.11)

This is a crucial aspect of your programme. You can expect to receive detailed feedback on your progress from your Educational Supervisor and from your Clinical Supervisor. This will happen during on-going review meetings with your Educational Supervisor. You should have a clear idea of your progress in the programme at any given time and what you have to do to move to the next stage.

### **Annual appraisal**

In this scheme the arrangements for annual appraisal are via the Educational Supervisors reviews along with voluntary appraisal from the PDs.

### **Learning Portfolio or eLearning Portfolio**

(GEAR S1.17)

This is a key aspect of your learning in the programme. It is your responsibility to maintain an e-portfolio. This is an essential mandatory requirement as it provides an audit of your progress and learning.

### **How are you assessed?**

(GEAR S 1.16; 18)

This programme is competency based and competencies are assessed as work based place assessments, Written Exam (AKT) and Practical Exam (CSA). The assessment tools are detailed in the e-portfolio. For further details please see the HEKSS website. The assessments are recorded in your e-portfolio. It is your responsibility to undertake the assessment process in accordance with your specialty curriculum guidance.

### **What meetings should you know about regarding assessment?**

You should have regular (4 monthly) meetings with your Educational Supervisor (ES) who will discuss with you the mechanisms for signing off your reviews.

### **What is the appeals process?**

(GEAR S2.14)

This is a formal process that can be accessed if you feel that your assessment or professional progress has been hampered by circumstances outside your control.

### **What if you need help?**

(GEAR S 2.4; 2.11; 2.12; 2.13)

Most Postgraduate Centres operate an 'Open Door' approach and here you can find information about local Trust policies, e.g. Grievance, Bullying and Harassment and Equal Opportunities

Good examples are included in the Operational Framework for Foundation HEKSS also offers support for trainees in difficulty. Details of the HEKSS Trainees in Difficulty Guide can be found on the HEKSS website.



### **How can you access career support?**

(GEAR S3.1; 3.2; 3.3. 3.4)

Information about the HEE KSS Career Service can be accessed at <https://www.healthcareers.nhs.uk/>

The Foundation Faculty has a designated Faculty Careers Lead. Specialty Schools are nominating a careers lead. Local careers information and support can be accessed through the Programme Directors.

Personal job description Service commitment, confirm that job description and rotas all comply and ensure that training time has been given.

### **Using educational resources**

Library, educational resources, IT and computer access are available in the Library at East Surrey Hospital. Application for additional study leave should be cleared with both your Clinical Supervisor as well as a Programme Director (2/12 in advance) in order to clarify whether funding will be approved. The GP Deanery provides significant financial support to the study leave process to allow GPSTRs to attend 30 study days in general practice during each of ST1 and ST2 as well as the local and Deanery wide learning sets. In addition the Deanery will organise study days, CSA preparation, communication courses and any other special events, free of charge. It is very important that study leave needs are planned at the beginning of the training programme with the involvement of the GP Programme Director and Educational Supervisor. These can be appropriately amended as the programme proceeds and details of the application process, and what courses are suitable, can be found on the SASH Education Campus website Study Leave section here <https://sasheducationcampus.net/medical-education/study-leave/>

### **How do you access other educational opportunities?**

Information about other courses will be emailed to you from the PGEC office.

### **How about study leave? (GEAR S1.13)**

Allowance is detailed above and will only be granted once the online induction modules have been completed. Application for study leave funding should be obtained by following the processes as laid out on the following web pages <https://sasheducationcampus.net/medical-education/study-leave/>

Details of Statutory and Mandatory Training requirements for Medical and dental Staff at Surrey and Sussex Healthcare NHS Trust can be found on page 9 of the Trust Statutory and Mandatory Training Procedure available at: <http://intranet.sash.nhs.uk/department-directory/support-services/education-and-training/>

### **How do you apply for annual leave?**

Approval should first be gained from your Educational Supervisor in the first instance and if in a hospital placement this must also be requested through the Clinical Supervisor and authorisation obtained. If in GP Practice, the approval should be via that Practice Manager.

### **GMC Ethical Guidelines**

(GEAR S1.19)

These can be accessed online through the GMC website via [www.gmc-uk.org/guidance/good\\_medical\\_practice.asp](http://www.gmc-uk.org/guidance/good_medical_practice.asp)

### **How about less than full time training?**

(GEAR S1.15)

This should be discussed with Programme Lead (Dr T Conaty) and Medical Staffing.

### **Useful names and numbers**

Local, regional and national

HEKSS Website – <https://ksseducation.hee.nhs.uk/>

HEKSS Careers – <https://www.healthcareers.nhs.uk/>

PMETB Generic standards for training (July 2008) – [www.pmetb.org.uk](http://www.pmetb.org.uk)

Gold Guide – <https://www.copmed.org.uk/gold-guide-7th-edition/>

National Patient Safety Agency – [www.npsa.nhs.uk](http://www.npsa.nhs.uk)

Care Quality Commission – [www.cqc.org.uk](http://www.cqc.org.uk)

CRESH GP STS website – [www.creshgp.co.uk](http://www.creshgp.co.uk)

### **Faculty Group educational support**

The HEKSS offers a range of educational support/programmes  
For details please go to the HEKSS website.