General Practice Vocational Training Scheme

INDUCTION

-Black Country-

West Midlands Deanery
Aims

• Overview of GP training
• Do’s and Do not's
Areas To Be Covered

- The world or acronyms
- Escalating concerns
- Study leave
- Annual leave
- Important forms
- Performers list
- JEST survey
- E-portfoli
- ARCP
- Year planner
- Questions
- Useful resources
The trainees world

- Escalating concerns.
- Patient Safety.
- Roles of each supervisor.

TPD

Educational Supervisor

Clinical Supervisor

Junior doctors Forum

Trainees
Rotas

• All trainees need to register with RCGP. [www.rcgp.org.uk](http://www.rcgp.org.uk)

• When you have registered:
  – Your three year training will be put on to your E-portfolio.
  – Educational Supervisor information will also be available.

• Posts **CANNOT** be changed unless there are *very exceptional* circumstances.

• Transfers to another Deanery/Area.
Forms

- Forms can be found on the Deanery website:

  - ARCP Information Form – to be completed every year and sent to the Deanery.
  
  - Form R – to be completed every year and sent to the Deanery.

  - R7 Form – complete all parts and submit to Area Office at least one/two months before start of GP training. **No R7, No PAY.**

- Performers List – contact Shared Services 0845 1111200
  - option 2.
  - Why is the performers list important?

- Study Allowance Claim forms, signed by ES and TPD.
Entitlements

• **Annual Leave** - 25 days per year plus 8 bank holidays or 30 days if on Point 4 of the pay scale (Pay-scale starts at point 0).

• **Sick/Paternity** - Two weeks sick OR two weeks paternity. **NB:** Any more, could lead to an extension of your training period and a delay in CCT date.

• **Study Leave** - 30 days per year (includes 15 day VTS – attendance = mandatory, <70% = ARCP problems).

• **Out of Programme** - Sabbatical, Maternity, Unpaid Leave. Must be applied for on an Out of Programme form. Must give 6 months notice.

• **Maternity** - See guidelines. If returning less than full time need to apply to: maddie.meades@westmidlands.nhs.uk

• For any type of sick leave or change in circumstances please inform Training Programme Director and Area Administrator.
Working week

• Whilst in GP placements:
  – 40 hours per week.
  – 28 hours clinical activity and 12 hours educational.
    • 7 clinical sessions.
    • 1 self study educational session.
    • 1 session for VTS half day release.
    • 2 x tutorials per week.
    • If VTS/cluster are not running → back to the practice:
      – educational activity with ES.
Progress towards nMRCGP takes place throughout the training programme.

- **Three** components:
  - Work Place Based Assessment (WPBA).
  - Applied Knowledge Test (AKT).
  - Clinical Skills Assessment (CSA).
  - But, it’s not all just about passing the examinations!
E-portfolio

- One of the three components of nMRCGP:

- Guide to the E-Portfolio is on the login page.

- Probity - sign off contracts on your e-portfolio.

- Complete ARCP Information Form every year (available from e-portfolio - Help).

- Contact Educational Supervisor to book 6 month and 12 month review well in advance, i.e.: NOW!
ARCP

• Educational Supervisor Review (ESR) - Two per year:
  – December.
  – May/June.

• ARCP PANEL - Second ESR will be annual review:
  – Your e-portfolio is then reviewed by an external TPD, this review can result in an unsatisfactory or satisfactory outcome.
  – Interim Panels, take place if out of sink or previous unsatisfactory outcome.
  – Unsatisfactory outcome from ARCP panel.
  – Appeals: must be within 10 working days of panel decision.
ARCP – **JEST** survey

• **IMPORTANT.**

• Each year you will be sent an email to complete the JEST survey, this is usually between Feb-Apr each year.
  – Try to use a NHSmail email account.
  – Ensure the email account on your e-portfolio is correct.

• You **MUST** complete this form and log the certificate in your e-portfolio.
  – No log = unsatisfactory ARCP outcome at the end of the year.
WPBA

- Competencies (ESR) - Trainer Rating and Self Rating.

- COTs, DOPs etc - Has the correct number been done?

- **Fraud** – only senior clinicians allowed to sign off DOP’s: SpRs or Consultants (Nurses).

- Out of Hours – 108 over 18 months (or, one session for every month in GP posts. To be done during ST2 (GP post) and ST3 (due to EWTD + Indemnity).

- Acceptance and submissions on portfolio.

- **YOU** are responsible for your E Portfolio.
• How many of you have booked a holiday this year?
• How many of you used trip advisor?
• If so....why...?
  – What hotel?
  – What attractions?
  – Where to eat?
  – What not to do?
  – The pit falls?

• So why not plan your three year VTS year by year?
  – You’ll be less stressed.
  – There are a lot of hurdles to jump over the three year period!
• We’ve put together a month by month calendar of hurdles that come up during your three years
  – When to file forms.
  – When to apply for lists.
  – When to meet ES.

• It’s not exhaustive, but a starting point.
<table>
<thead>
<tr>
<th>POST</th>
<th>Month</th>
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<tbody>
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<td>Hospital -POST 1</td>
<td>August</td>
<td>E-portfolio logs/DOPS/CBD’S/COTs</td>
<td>Register with RCGP – get E-portfolio</td>
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| Hospital -POST 1 | September    | E-portfolio logs/DOPS/CBD’S/COTs | Attend VTS inductions.  
Start making log entries  
Meet ES – arrange December meeting date. |          |
| Hospital -POST 1 | October      | E-portfolio logs/DOPS/CBD’S/COTs |                                                                      |          |
| Hospital -POST 1 | November     | E-portfolio logs/DOPS/CBD’S/COTs |                                                                      |          |
| Hospital -POST 1 | December     | E-portfolio logs/DOPS/CBD’S/COTs | -Complete self rating for 6 month review with ES.  
-Complete 6 month ESR with ES. |          |
| Hospital -POST 1 | January      | E-portfolio logs/DOPS/CBD’S/COTs |                                                                      | ARCP -Interim |
| Hospital -POST 2 | February     | E-portfolio logs/DOPS/CBD’S/COTs |                                                                      |          |
| Hospital -POST 2 | March        | E-portfolio logs/DOPS/CBD’S/COTs |                                                                      |          |
| Hospital -POST 2 | April        | E-portfolio logs/DOPS/CBD’S/COTs |                                                                      |          |
| Hospital -POST 2 | May          | E-portfolio logs/DOPS/CBD’S/COTs | If first GP rotation in ST2 in GP:  
-apply for performers list.  
-complete self rating for ESR.  
Meet with ES for annual ESR.  
=Complete form R7 for GP placement |          |
<p>| Hospital -POST 2 | June         | E-portfolio logs/DOPS/CBD’S/COTs | - Apply to OOH for induction if next rotation is GP. | ARCP     |
| Hospital -POST 2 | July         | E-portfolio logs/DOPS/CBD’S/COTs |                                                                      | ARCP     |</p>
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<td>Arrange December ESR dates with ES.</td>
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<td>-Apply for performers list for next GP post. Complete form R for GP placement. Complete 6 month ESR with ES.</td>
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| GP Placement       | January      | logs/DOPS/CBD’S/COTs/OOH |                                                                      | ARCP     |
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| GP Placement       | April        | logs/DOPS/CBD’S/COTs/OOH |                                                                      |          |
| GP Placement       | **May**      | logs/DOPS/CBD’S/COTs/OOH | -complete self rating for ESR.  
Meet with ES for final ESR. |          |
| GP Placement       | June         | logs/DOPS/CBD’S/COTs/OOH |                                                                      | ARCP     |
| GP Placement       | July         | logs              |                                                                      | ARCP     |

**AKT + CSA**
Key points

• Register with RCGP for E-portfolio and keep up to date throughout.

• Get on to the Performers List.

• When in general practice, policies e.g. annual leave, compassionate leave, disciplinary procedure are the same for ALL staff.

• Make sure you sign an employment contract with the practice.

• Agree your working hours on day one and sign employment contract.

• Make sure everything is completed/applied for well in advance.

• Check posts on E-Portfolio – dates and places.
Question

• Any Questions?

• What to do next......?
  – Register with RCGP.
  – ST2’s/ST3’s performers list.
  – Contact your Educational supervisor – ST1’s.
Resources

• GP Training FAQs:  [www.westmidlands.nhs.uk](http://www.westmidlands.nhs.uk)

• RCGP website.

• Contact your Training Programme Director (TPD).

• Contact Patch Administrator (based at the Deanery):
  • **Anita Powell** for the Black Country.

• E-Portfolio FAQs or You can call 020 3188 7655 between 9.00am and 5.00pm Monday to Friday.

• Queries re: Transfers and Out of Programme email Deanery - gpdeanery@westmidlands.nhs.uk