

East Midlands Healthcare Workforce Deanery

EDUCATIONAL AGREEMENT BETWEEN THE SPECIALTY GPSTR AND THE DERBY GP SPECIALTY TRAINING PROGRAMME

GP Specialty Training Registrar:

Training Number:

GMC Registration Number:

Commencement date:

Your Training Programme Directors are:

**Dr Jim Noble
Dr Andy Lindop
Dr John Eisenberg**

Your Associate Postgraduate Dean is:

Dr David Poll

Your Postgraduate Medical Dean
– General Practice is:

Dr Simon Gregory

Your Postgraduate Dean - Director is:

Dr Jas Bilkhu

GP TRAINING PROGRAMME EDUCATIONAL AGREEMENT

INTRODUCTION

This document is designed to explain what is expected of GP Specialty Training Registrars (GPStR's) and what they can reasonably expect from their Trainers, Training Practices and their GP Training Programmes. It attempts to clarify some issues relating to GP training and education - it makes explicit certain points that are contained within the existing East Midlands Healthcare Workforce Deanery Criteria for GP Trainer approval and re-approval and emphasises the importance of educational co-ordination between GPStR, Trainers, GP Training Programme, Training Programme Directors and Hospital Educational Supervisors and describes some of the responsibilities of each.

PART ONE: GENERAL PRACTICE ATTACHMENTS

The General Practice Postgraduate Dean will be responsible for ensuring that the following activities are provided within your educational programme whilst in a General Practice placement.

- The GP Training Programme to which you are attached will provide a half day / day release Training Programme and other training activities, including appropriate induction for new GPStR's, of at least 120 educational hours per annum related to General Practice training.
- Whilst attached to a GP training practice you will be provided with 4 hours protected teaching time per week and 4 hours for independent learning. Your education will be supervised by an approved GP trainer who fulfils the Three Deaneries GP Educational Committee criteria for the approval / re-approval of trainers.
- Your out-of-hours educational experience in General Practice will be appropriately supervised and will follow the agreed COGPED national framework.

EDUCATIONAL PLANNING

Trainer - the Trainer will develop an initial education plan with the GPStR during the first month in practice. The Trainer will support the GPStR identifying areas of both strengths and weaknesses in their day-to-day practice and this will inform the development of the education plan. Regular time-tabled reviews of educational progress according to the needs of the GPStR and appropriate forward planning taking into account the half-day release programme will occur. The Trainer will attempt to accommodate the GPStR's preferred learning style.

GPStR - the GPStR will actively contribute to the process and development of educational planning and formative assessment. The GPStR will openly discuss errors and weaknesses with their Trainer to ensure development of a relevant education plan. The GPStR will be expected to experiment with different learning styles during the course of their training.

GP Training Programme - the nominated Training Programme Director will plan and implement a half-day /day release programme that compliments the education being

undertaken in hospital and practice attachments and takes into account the identified needs of GPStR attending the half-day / day release.

NOTE: In addition the nominated Training Programme Director and Trainer agree to share feedback on the GPStR attendance and educational contribution to the half-day / day release, and practice based learning.

OUT OF PRACTICE EXPERIENCE

Trainer - agrees that if weaknesses are identified in the GPStR's knowledge that might best be strengthened by attending hospital out-patient sessions or other appropriate educational exercise, then the trainer will help liaise with hospital colleagues or others to provide this facility and release the GPStR to attend.

In addition the Trainer will discuss with the GPStR and Training Programme Directors the benefits of a formal practice exchange, and assist in making suitable arrangements.

GPStR - the GPStR will take a lead role in organising such educational sessions, attend promptly and take an active role in the learning process.

SPECIAL EXPERIENCE

Trainer - the Trainer with the GP Training Programme will help co-ordinate the practical and theoretical training necessary for GPStR to undertake Child Health Surveillance, and Family Planning.

This will involve appropriate release to undertake these activities, and to ensure that practical training in Child Health Surveillance is available in their own or another specified practice.

GPStR - the GPStR will co-operate with proposed arrangements for the purposes of training in Child Health Surveillance and Family Planning i.e. attending available local courses.

GP Training Programme- the GP Training Programme will provide access to theoretical training in Child Health Surveillance and Family Planning, and will make suitable arrangements for GPStR to obtain a resuscitation certificate.

STUDY LEAVE

Trainer – The Trainer in conjunction with the GP Training Programme will help the GPStR to organise appropriate study leave to meet identified educational needs.

GPStR – the GPStR will complete the necessary application forms and give adequate notice of all study leave, in accordance with local GP Training Programme policy. It is important that GPStR remember that their colleagues also have similar educational needs, so collaboration will often be required to allow their educational plans to integrate with those of their colleagues.

GP Training Programme – the GP Training Programme will provide financial support and advice regarding study leave according to the local GP Training Programme policy. GPStR should note that finance for study leave is limited, and that not all study leave will necessarily be financed.

PRACTICE BASED TEACHING

Trainer - the Trainer and training practice agree to provide 4 hours per week of protected and fully time-tabled education within the practice and allow the GPStR a further 4 hour period for independent learning (including project working) [for GPStR working less than full-time these are reduced on a pro-rata basis.] This education could include tutorials, joint surgeries, video analysis of consultations, specific practical sessions, time-tabled debriefs, sessions with other doctors and attached or employed staff in the practice and educational meetings. The content and learning objectives of the independent learning time will be monitored by the Trainer.

GPStR - the GPStR agrees to attend all time-tabled education activities unless the Trainer is given prior notice of absence. The GPStR also agrees to contribute to the planning of the education sessions, to prepare adequately for pre-agreed sessions and to participate actively in the educative process. The GPStR will agree the content and learning objectives of the independent learning time with the Trainer.

SUPERVISION OF TRAINING

Trainer - the Trainer or a named deputy will be available on-site during all surgeries (including Saturday morning surgeries, if held) and other patient contacts, and by phone for visits. Exceptional circumstances may exist where this is not possible but if so the GPStR should be appropriately informed (see below).

GPStR - the Trainer can reasonably expect the GPStR to seek assistance when in doubt about issues relating to the care of the patients in the practice, and to seek that advice when most appropriate e.g. at the time, or at the end of surgery. The process of deciding on the most appropriate timing should form part of the educative process.

PERFORMANCE REVIEW

Trainer - the Trainer will facilitate educational planning and formative assessment during the course of the general practice placement.

This will generally take place during protected educational time at regular intervals during the practice attachment.

A written or electronic record of the GPStR educational experience and assessments will be kept by the trainer and shared with Training Programme Directors

These formative assessment meetings will allow an opportunity to review progress with reference to the existing educational plan and present performance, and to amend the plan accordingly in conjunction with the GPStR.

In the event of a GPStR's performance giving rise to concern this will first be discussed with the GPStR and subsequently, if necessary, with the responsible Training Programme Director and / or Associate Postgraduate Dean. In the event of disagreement between Trainer and GPStR arbitration will be brokered by the GP Training Programme or nominated Associate Postgraduate Dean.

Formative assessment will complement the summative assessment processes required under the nMRCGP.

GPStR - GPStR will both co-operate and actively involve themselves in the educational planning and formative assessment process. In addition GPStR are expected to reflect on their own performance and to alert their Trainer and/or Training Programme Director of any problems that might adversely affect their performance e.g. illness etc. It is the GPStR's responsibility to ensure that the required documentation is submitted to the Deanery Annual Review of Competence Progression panel.

GP Training Programme - the nominated Training Programme Director will regularly review GPStR's performance in discussion with their trainer. The GP Training Programme will provide active support in the event of problems being identified during either the educational planning or formative assessment process. The GP Training Programme will provide an arbitration service in the event of dispute between Trainer and GPStR. In the event of this arbitration being unsuccessful then the GP Training Programme will refer the problem to the responsible Associate Postgraduate Dean and / or General Practice Postgraduate Dean.

OUT OF HOURS ARRANGEMENTS

Trainer - out-of-hours arrangements and experience will be monitored by the Trainer as the Educational Supervisor in line with COGPED national guidance. This will include appropriate debriefing after a period of out-of-hours work and reviewing the GPStR's portfolio / out-of-hours workbook. Trainers should ensure that working hours after a period of on-call duty are compliant with the European Working Time Directive. Clinical Supervision during Out-of-Hours shifts will be undertaken by doctors approved by the GP Training Programme.

GPStR - the GPStR will carry out on-call commitments according to the prevailing arrangements in the area to which they are attached. In line with COGPED the GPStR should complete **a minimum of 72 hours** out-of-hours experience within a twelve months GP training attachment [for GPStR working less than full-time this is reduced on a pro-rata basis].

The GPStR should diligently record their out-of-hours experience in their portfolio / COGPED workbook, to enable a reflective debrief with their Trainer.

It is the responsibility of the GPStR to ensure that the required minimum experience is achieved.

GP Training Programme - the GP Training Programme will liaise with local Out-of-Hours Service Providers and Primary Care Organisations to ensure sufficient opportunities exist for the GPStR to meet the minimum hours requirement and that appropriate clinical supervision is in place, with arrangements for feedback to the Trainer.

nMRCGP ASSESSMENTS

Trainer – the practice will facilitate the GPStR's preparation for all the components of nMRCGP assessments, including the Applied Knowledge Test (AKT) and Clinical Skills Assessment (CSA) in addition to undertaking Workplace-Based Assessment (WPBA). This should include appropriate library and internet access and where appropriate practice staff support.

The Trainer will advise the GPStR on gathering the required evidence about the GPStR's developmental progress including Multi-Source Feedback and Patient Satisfaction Questionnaires.

The Trainer will advise the GPStR on maintaining and developing their portfolio and will play an integral part in completing components of the Workplace-Based Assessment and validating entries on the GPStR's e-portfolio.

GPStR - it is the GPStR's responsibility to plan and complete the required assessments for nMRCGP. This includes the AKT, the CSA and components of the WPBA.

The GPStR must be willing to videotape, and co-operate with video analysis by their Trainer or nominated deputy for the purposes of developing skills in the consultation.

GP Training Programme - the GP Training Programme will assist the GPStR acquiring appropriate audit, critical reading and research skills to prepare them for evidence-based practice.

The Training Programme Directors will liaise with the Trainer to monitor the GPStR's progress through the nMRCGP and have access to the GPStR's e-portfolio for this purpose.

BUSINESS / PRACTICE MEETINGS

Trainer - the Trainer with their practice is expected to allow GPStR access to clinical and appropriate business meetings within the practice.

GPStR - the GPStR is expected to attend all relevant practice based clinical meetings (following discussion with their Trainer) and appropriate business meetings. GPStR will treat all information covered within these meetings with due care and confidentiality.

DAY / HALF-DAY RELEASE & TRAINING MODULES

Trainer - the Trainer agrees to release the GPStR so they can punctually attend programmed GP Training Programme educational activities.

GPStR - the GPStR agrees to punctually attend all (ideally 100% attendance record, but with a minimum 80% attendance) programmed GP Training Programme half-day / day releases and training modules unless prior notification is provided to both the GP Training Programme office and the Trainer e.g. holidays, sickness etc.

GP TRAINING PROGRAMME - the nominated Training Programme Director agrees to provide a minimum of 120 hours of programmed training on the GP Training Programme per annum.

LIBRARY

Trainer - the Trainer and practice guarantee to provide easy access to adequate library facilities (see Three Deaneries GP Education Committee Trainer Approval / Re-approval Criteria), for example either two years back copies of the British Medical Journal and the British Journal of General Practice – or via on-line access. Internet access to a variety of relevant medical websites should be available (including Medline and Cochrane Databases) together with other appropriate electronic learning facilities. These library facilities will normally be available throughout surgery opening hours and, where appropriate, out of hours.

GPStR - the GPStR will respect the library facilities, assist with the development of library facilities (e.g. suggest new purchases) and notify the practice regarding book loans etc.

GP Training Programme - the GP Training Programme will provide appropriate skills training to allow GPStR to fully utilise available library facilities, in particular those library facilities that involve IT access.

CAREER GUIDANCE

Trainer - the Trainer will assist the GPStR, where appropriate, with issues relating to career guidance and support. In the main, however, such advice will be provided by the GP Training Programme.

GPStR - The GPStR will approach their Trainer and / or Training Programme Director if issues relating to their future career are causing concern, or are likely to affect the continuance of their training in its present format e.g. if a GPStR wishes to move from a whole-time training pattern to a less than full time training pattern.

GP Training Programme - The GP Training Programme and / or nominated Adviser will provide appropriate career guidance and ensure that those giving this advice are fully familiar with the career options in general practice, and are able to provide up to date information regarding these or identify other individuals within the Deanery who can provide appropriate advice.

NOTE – GPStR in hospital placements should be aware that Clinical Tutors / Directors of Medical Education are available for help and advice regarding particular hospital posts and future career intentions.

SUPPORT FOR TRAINERS

The Deanery and GP Training Programme will provide appropriate educational opportunities for Trainers through workshops, study days and courses.

CONTRACTUAL ISSUES

- The General Practice Postgraduate Dean will authorise Salary and Fees & Allowances for the GPStR and a Training Grant for the Trainer as notified at the start of the training period.
- The Trainer will provide a Contract of Employment conforming to the UK Directors Model contract, to be issued within four weeks of starting employment.

FURTHER GUIDANCE ON SPECIALTY TRAINING FOR GENERAL PRACTICE

For further guidance regarding the regulatory framework for specialty training you should refer to '**The Gold Guide – A Guide to Postgraduate Specialty Training in the UK**'

We the undersigned agree to do our best to fulfil the commitments as outlined in these educational guidelines.

Signature

Date:

Specialty GPStR

Signature

Date:

GP Training Programme Director

On behalf of the General Practice Postgraduate Dean

Signature

Date:

GP Trainer

Training Practice

PART TWO: HOSPITAL SPECIALIST TRAINING POSTS

The PMETB and the local Postgraduate Dean will have approved your hospital posts for general practice training experience.

During your hospital posts the individual Trusts are committed to provide support for your training. You will have a designated Consultant who will be responsible for the clinical supervision of your training in that post. The post will also have an approved Educational Supervisor. Should you feel there are any problems with your post you can approach:

- The Educational Supervisors for that specialty
- The GP Training Programme Training Programme Director
- The Associate Postgraduate Dean in Postgraduate GP Education or General Practice Postgraduate Dean.

During your hospital posts you will be expected to attend at least 80% of the educational programme organised by the GP training Programme.

If it has been previously agreed by a hospital specialty and the GP Training Programme that the specialty provides an educational programme specifically orientated to general practice, which is a suitable alternative to the GP Training Programme's half day release programme, it may be agreed that this programme fulfils your educational requirements for that post, but you will still be expected to attend at least 80% of that educational programme.

You will be expected to undertake elements for the Workplace Based Assessment component of the nMRCGP and maintain your portfolio of evidence during your hospital placements.

ASSESSMENT AND MONITORING PROCESSES

The Royal College of General Practitioners have provided the following template for nMRCGP assessments and review. It is anticipated that GPStR who are undertaking four monthly placements will have meetings with their Educational Supervisor at four-monthly intervals when progress against the RCGP template will be reviewed. It is the **joint responsibility** of the GPStR and Clinical Supervisor to ensure that the assessments are undertaken.

ST1 Assessments

| 6 month | 12 month |
|--|--|
| <p>Interim review Based on evidence:</p> <p>3x COT or mini-CEX 3x CBD 1x MSF 1x PSQ (in GP post) DOPS (if appropriate)</p> <p>Clinical Supervisor's Report (if appropriate)</p> <p>Monitoring Review With Trainer To ensure satisfactory progress and agree training needs</p> | <p>Interim review Based on evidence:</p> <p>3x COT or mini-CEX 3x CBD 1x MSF 1x PSQ (in GP post) DOPS (if appropriate)</p> <p>Clinical Supervisor's Report (if appropriate)</p> <p>Monitoring Review With Trainer To ensure satisfactory progress and agree training needs</p> |

ST2 Assessments

| 18 month | 24 month |
|---|---|
| <p>Interim review Based on evidence:</p> <p>3x COT or mini-CEX 3x CBD 1x PSQ (in GP post) DOPS (if appropriate)</p> <p>Clinical Supervisor's Report (if appropriate)</p> <p>Monitoring Review With Trainer To ensure satisfactory progress and agree training needs</p> | <p>Interim review Based on evidence:</p> <p>3x COT or mini-CEX 3x CBD 1x PSQ (in GP post) DOPS (if appropriate)</p> <p>Clinical Supervisor's Report (if appropriate)</p> <p>Monitoring Review With Trainer To ensure satisfactory progress and agree training needs</p> |

ST3 Assessments

| 30 month | 34 month |
|---|---|
| <p>Interim Report Based on evidence:</p> <p>6x COT 6x CBD 1x MSF DOPS (if appropriate)</p> <p>Monitoring Review With Trainer To ensure satisfactory progress and agree training needs</p> | <p>Interim Report Based on evidence:</p> <p>6x COT 6x CBD 1x MSF DOPS (if appropriate) PSQ</p> <p>Monitoring Review With Trainer To ensure satisfactory progress and agree training needs</p> |

The Deanery Annual Review of Competence Progression panel reviews the training records of every trainee at the end of each year in training. Face-to-face meetings may be requested at these points.

The Trainer makes a recommendation as to whether the trainee has achieved competence in all the 12 necessary areas at the end of training.