



**KENT SURREY AND SUSSEX POSTGRADUATE DEANERY FOR
MEDICAL AND DENTAL EDUCATION**

BRIGHTON & MID SUSSEX GP FACULTY HANDBOOK

**A guide for Postgraduate Doctors and Staff in
Brighton & Sussex University Hospitals NHS Trust**

**This handbook is mapped to the KSS Deanery's Graduate Education and Assessment
Regulations (GEAR)**

Date Revised August 2009

Brighton and Sussex
University Hospitals 
NHS Trust

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Introduction

Welcome to your GP specialty training rotation in Brighton and Mid Sussex. This is a wonderfully diverse and sought after area in which to live and work and we hope that our training programme provides you with a wide range of opportunities and experiences that will equip you in the process of becoming a competent, well-rounded and motivated GP.

This Faculty handbook includes some of the basic information that you will need to help find your feet in the first few weeks as a GP trainee and also give an overview of what is expected from you during your time with us.

In particular, we hope that you have enough information to start to understand the processes that underpin the educational component of the training rotation and the new MRCGP exam. The handbook should be read in conjunction with your GP curriculum (see Appendix A).

Location

During your time with us you will be working at a variety of sites throughout Brighton and Mid Sussex which are outlined in the section on the Training Programme. Details of the Postgraduate Centre locations and the relevant staff are given in Appendix A.

Key People & Administrative arrangements

Below is a list of some of the people who will be supporting you during your time with us. The administrative arrangements for the local management of your programme are managed by the MEM and Administrators in conjunction with your Programme Directors. If you have any local admin issues the first point of contact should be the relevant GP administrators. For queries about hospital posts please contact the Assistant Director of Human Resources. Please ensure they have your up to date contact details at all times.

GP Dean: Professor Abdol Tavabie

GP Associate Dean: to be confirmed

Programme Directors:

BRIGHTON: Dr Andrew Starling andy.starling@ntlworld.com
Dr Ali Hassas ahassas@doctors.org.uk
Dr Isla Cox islacox@hotmail.com

MID SUSSEX Dr Mandy Claiden mandy.claiden@gp-H82084.nhs.uk
Dr Lara Belle larabelle@doctors.net.uk

Medical Education Managers (MEM)

Mrs Sue Hayes (Brighton)
Mrs Norah Tester (Mid Sussex)

Assistant Director for Human Resources

Mrs Jane Burrage

GP Training Administrators:

BRIGHTON jo.smith@bsuh.nhs.uk

MID SUSSEX Hannah Lord Hannah.lord@bsuh.nhs.uk

Educational Survival Guide - The First Few Weeks

Starting a new job, on a new training programme at a new hospital can be quite daunting. The first priority is often basic 'survival' as you get accustomed to your new post and so educational activities can quickly slip down the list of priorities. This simple task list should ensure that you get the essentials done in these first few busy weeks.

Induction

At the start of your training you will have a dedicated day for induction into the Trust, your relevant Department or clinical area and the GP training programme where you will meet some of the Programme Directors. This should happen on the first working day within the department and will include a discussion on your clinical responsibilities, familiarisation with your local working environment and self assessment of your skills. You will be asked to confirm you have received a departmental induction. If you are unsure of any of the procedures please speak with your clinical supervisor as soon as possible. The Trust and the specialities have specific policies for taking consent and handover to ensure patient safety. Please familiarise yourselves with these at the start of your training.

At the start of your ST3 year you will also have a specific induction from the KSS GP Deanery.

Tasks for August

- Understand the differences between your Clinical Supervisor (CS) in each post and your Educational Supervisor (ES) for the whole programme
- Think about learning objectives in your first post
- Find the RCGP website and register as a trainee (look at AIT option)
- Activate your e-portfolio
- Arrange a start of post meeting with your Clinical Supervisor
- Speak to, and preferably meet up with, your Educational Supervisor
- Go to your relevant Brighton or Mid Sussex training programme website
 - BRIGHTON: www.brightongpvt.org.uk
 - MID SUSSEX: www.msvts.co.uk
- Find the RCGP website and register as a trainee (look at AIT option)
- Make sure you know who your Programme Directors are and how you can contact them
- Elect your Year Group Representative (see page 12)

Tasks for September

- Start using your e-portfolio learning log
- Start getting assessments recorded

The GP Training Programme

Currently the programmes are of 3 years duration. We operate a shared scheme whereby during your training you will be working at different sites throughout both Brighton and Mid Sussex. The Educational Supervisor and practice you will be attached to in your final year determines whether you are considered to be a Brighton or Mid Sussex trainee but you may rotate through posts in both areas during your ST1 & ST2 years.

If your Education Supervisor (who will also be your trainer in the ST3 year) is one of the Brighton trainers then you will nominally be considered one of the Brighton trainees throughout your 3 years of training. Conversely, if your Educational Supervisor is a Mid Sussex trainer then you will be considered as a Mid Sussex trainee.

The Hospitals

The majority of your hospital attachments will be based at the Brighton and Sussex University Hospitals (BSUH) NHS Trust which incorporate:

- Royal Sussex County Hospital, Brighton
- Princess Royal Hospital, Haywards Heath
- Royal Alexandra Hospital, Brighton
- Brighton General Hospital, Brighton
- Sussex Eye Hospital, Brighton
- Hurstwood Park Neurological Centre, Haywards Heath

Your psychiatry attachment may be with Sussex Partnership Trust which has several units throughout the area.

The Posts

All of your ST1 & ST2 posts last 4 months. KSS Deanery supports the move towards increasing the GP component of the training programme. The current aim is to increase this time to 20 months in General Practice by 2010 with 4 month GP posts during both the ST1 and ST2 years. In the transitional phase we will be offering rotations with a total of 16 or 20 months in General Practice comprising of one or two 4 month post in ST1 or ST2 years, and 12 months in ST3.

Our aim is to provide you with a wide range of training opportunities during your time with us. As far as we can, we try to avoid you having two hospital posts in closely related speciality areas.

Currently your ST1 & ST2 rotations may include:

General medicine	Medicine for the Elderly	Child & adolescent psychiatry
Paediatrics	Obstetrics & Gynaecology	A&E
ENT	General Psychiatry	Old Age psychiatry
Substance misuse	Genitourinary medicine & HIV	Stroke Medicine
Ophthalmology	Child & adolescent psychiatry	Learning Difficulties
Medical orthopaedics		

Innovative Training Posts (ITP)

We are also in the process of introducing some split GP/Hospital posts known as ITP. These will be 4 month posts based in General Practice with 2 days per week spent in a dedicated hospital department. Currently we offer these posts in Genitor-Urinary Medicine, A&E, Ophthalmology and Palliative Care. Due to the popularity of Brighton as a VTS scheme there is a relative shortage of GP trainers in Brighton, so several GP placements in ST1 and 2 may take place in Crawley or Worthing practices.

Who's Who?

Clinical Supervisors

In each 4 month post on your training rotation, you will have a named Clinical Supervisor (CS) who typically will be one of the Consultants on your firm. They will be providing the day to day supervision of your post and will oversee your education within each individual post - Personal Development Plans, access to the departmental teaching sessions and access to the required assessments. They also provide a report (CSR - Clinical Supervisors Report) at the end of each post which forms part of the overall assessments required to obtain your Certificate of Completion of Training (CCT). You should have regular feedback from your CS during the post.

Educational Supervisors

Your Educational Supervisor (ES) is responsible for overseeing your training and making sure you are making the necessary clinical and educational progress throughout your time with us. For all three years of the GP Specialty Training Programme your ES will be one of the local GP Trainers. The intention is that your ES in years 1 and 2 becomes the GP Trainer whose practice you join during year 3. We will do everything to ensure this is the case for as many of you as possible. Sometimes unforeseeable changes in circumstances may arise after you have embarked on the training which may mean you will have a change in Educational Supervisor.

You should have regular feedback from your ES. The responsibilities of an ES are given in the 'Gold Guide- A guide to Postgraduate Speciality Training in the UK' - accessed via the MMC website.

Programme Directors (PDs) / Course Organisers

There are 3 Programme Directors in Brighton and 2 in Mid Sussex. We work with KSS GP Deanery to organise and oversee your local training programmes. Traditionally we have run the weekly VTS 'Day Release' course and worked mainly with GP Registrars in the final practice year. We now work closely with you, your Educational Supervisors and Clinical Supervisors throughout all your years in GP training. We all have an 'open door' policy and hope that you feel able to come to us if you have any concerns about your training or are experiencing difficulties.

College Tutors

In each hospital department there is Consultant College Tutor. They represent the Specialty College within the department and organise all educational activity within that department, with particular emphasis on the requirements of doctors in Specialty Training Programmes. The GP Programme Directors work closely with the individual College Tutors to develop educational programmes that reflect the needs of both Hospital and GP specialty trainees.

Director of Medical Education

Dr Janeck Nawrocki is the overall lead for medical education within Brighton & Sussex University Hospitals - from Foundation Year 1 through to the end of Specialty Training and CCT (Certificate of Completion of Training).

RCGP vs. PMETB

The roles of the Royal College of General Practitioners (RCGP) and the Postgraduate Medical Education and Training Board (PMETB) can appear confusing. In the past the RCGP had two roles - deciding on structure & content of the learning programmes and also certifying that the trainee had reached the required standards. Under the new arrangements, the RCGP still generates the curriculum and organises the assessment & examination processes. However, at completion of training, they now make a recommendation on the trainee's behalf to the PMETB. The final decision

as to whether the required standard has been achieved, and the issuing of the CCT (Certificate of Completion of Training) is now performed by the PMETB. Prior to Aug 2007 obtaining MRCGP was not a pre-requisite to practicing as a general practitioner. However since that time anyone wishing to practice as a general practitioner must be successful in the MRCGP examination process.

Your Role as a Learner

Ultimately, you are responsible for your own learning within the programme albeit with the support of other people as outlined in this handbook. You should ensure that you do have the regular meetings with your Clinical and Educational Supervisors, that you maintain your portfolio and that you keep up to date with the assessments. If you are unable to provide the evidence for the Annual Review Panel, then this could result in you losing your place on the training programme.

The GP Curriculum <http://www.rcgp-curriculum.org.uk>

The RCGP has developed a 'Curriculum for General Practice'. From the outset, we encourage you to familiarise yourself with the contents of the curriculum. This will help guide you as to what you should be putting in your e-portfolio learning log.

The curriculum is organised around 6 domains of core competences

- | | |
|------------------------------------|-----------------------------|
| 1. Primary Care Management | 4. A comprehensive approach |
| 2. Person-centred care | 5. Community Orientation |
| 3. Specific Problem Solving Skills | 6. A Holistic Approach |

GP Educational Activities in ST1 and ST2

During ST1 and ST2 years, most of your learning will be workplace-based from the clinical problems that you encounter. This will be reinforced by departmental teaching programmes and other in-house educational activities. In addition, there are several opportunities to improve the GP perspective on your learning such as 4 month GP posts for some, study leave days in GP and attendance at the ST3 Half Day Release Programme.

Half Day Release Educational Programme

In the ST3 year we run at least 30 compulsory half day release educational sessions on Thursdays. You are welcome to join us during your ST1/ST2 year if you wish and your attendance will be counted as part of your annual study leave allocation.

We ask that you only attend your own half day programme.

i.e. If you are a Brighton GP trainee please only attend the Brighton programme (even if your hospital attachment at the time is in Mid Sussex), and vice versa.

The only exception to this rule is for those who are in a 4 month GP post when you must attend every Thursday session. If you are attached to a practice outside your usual allocated training area (e.g. if you are a Brighton trainee but are in a 4 month GP attachment in Mid Sussex) then at the beginning of that 4 month block you may choose to attend the Mid Sussex programme. Once you have decided you must continue to attend there for the entire 4 month period.

Finally, please can you let us know in advance if you will be coming to the Thursday sessions.

The e-Portfolio

The e-Portfolio is the tool you will need to collect & collate your evidence of learning and performance for the MRCGP assessment. It has several key sections that you will complete over the course of your training programme:

1. Personal Development Plan

You should all be used to drawing up a PDP and reviewing it regularly (once/ twice per post). Try and include of short-term goals (2-3 goals for this post) and 1-2 longer-term goals Keep the entries 'SMART' (Specific, Measurable, Achievable, Relevant, Time bound)

2. Learning Log

This is the record of your educational activities used to demonstrate that you are covering the breadth of the GP curriculum. Try and get in the habit of recording educational activities on a regular basis (1-2/week). These could include teaching sessions, courses, reading, reference to websites, referrals, interesting patients you have discussed.

These entries are viewed by your ES, who is able to log into your e-portfolio

3. Assessments (Evidence)

All of the standard WPBA's (see below) are entered directly into your e-portfolio. The person performing the assessment can access the forms directly from the login page without their own password.

Others assessments: - Patient Satisfaction Questionnaire (ST3)
- CS report at end of every 4 month post

4. Reviews

Structured templates for the regular reviews with your ES

5. Messaging System

There is an in-built messaging system/audit trail within the portfolio - you are notified via email when messages arrive.

MRCGP Assessment / Achieving CCT

Your completion of training examination is the MRCGP. You **must** familiarise yourself with the RCGP website and keep a regular eye on developments.

The MRCGP exam has three components. In your first two years, you need only be concerned with the WPBA, but bear in mind that this is one third of your final exam

1. Workplace Based Assessment (WPBA)

This amounts to an evaluation of progress in your performance over the 3 years.

The main threads are:

- i) continuous cycle of standard assessments via the
 - CBD (Case Based Discussion)
 - Mini-CEX (Consulting Skills assessment)
 - DOPS (Direct Observation of Procedural Skills)
 - MSF (Multi-source 360° feedback)
 - COT (Consultation Observation Tool)

ii) maintaining a learning log

iii) regular educational reviews with your Educational Supervisor

Progress is assessed and signed off annually by the Deanery

2. Applied Knowledge Test (AKT)

MCQ & EMQ examination, three sittings every year

Content of exam reflects learning in all years and we advise not taking this exam until ST3

3. Clinical Skills Assessment (CSA)

OSCE / simulated surgery examination. Thirteen 10 minute consultations based on a routine surgery. Three sittings every year. We advise taking this component after the mid-point of ST3 to ensure you have had adequate exposure to a wide range of clinical scenarios in GP.

Understanding the mini-CEX

Mini-CEX is a 15 minute snapshot of doctor/patient interaction, within a secondary care setting. It is designed to assess the clinical skills, attitudes and behaviours of trainees essential to providing high quality care.

You will need to undertake six observed encounters during 12 months. Each of these encounters should represent a different clinical problem and you should sample from a wide range of problem groups within the year.

Immediate feedback will be provided after each encounter, by the observer. You will need to identify and agree strengths, areas for development and an action plan for each encounter with your supervisor.

Assessors: May be staff grades, experienced specialty registrars (ST3 or above) or consultants.
Estimated time required: 20 minutes (15 min for assessment, 5 min for feedback)

Understanding DOPS

DOPS are designed to provide feedback on procedural skills essential to the provision of good clinical care. You will be asked to undertake observed encounters during your 3 years. You will choose the timing, procedure and observer. You may be asked to repeat DOPS assessment of Foundation procedural skills.

8 mandatory procedures (need 1 of each)

Breast examination	Male genital examination
Female genital examination	Rectal examination
Prostate examination	Cervical cytology
Application of a dressing	Testing blood glucose

11 optional procedures:

Cryotherapy	Curettage/shave excision
Cauterisation	Incision and drainage of abscess
Aspiration of effusion	Excision of skin lesions
Skin mycology samples	Joint and peri-articular injections
Proctoscopy	Skin suturing
Hormone replacement implants of all types/any types	

Assessors: Hospital: experienced SpRs, staff grades, appropriate nursing staff or consultants
GP: any GP or appropriate nurse

Estimated time required: 10 - 20 minutes (5 - 15 min for assessment, 5 min for feedback)

Understanding CBD

Case-based discussion is a structured interview designed to explore professional judgment exercised in clinical cases which you have presented for evaluation to your Clinical Supervisor.

- You need to select cases, organise the CbD & ensure the paperwork is completed
- You must ensure that a balance of cases are represented in a variety of clinical settings
- For each CbD, you will select two cases and present copies of the clinical entries and relevant records to the assessor **one week before the discussion.**
- The assessor selects one of the cases for discussion.
- The assessor should decide on several questions to ask ahead of the CbD and should select questions that challenge you in the .competency areas. of the GP Curriculum

Estimated time required: 30 minutes (20 min for assessment, 10 min for feedback)

Work Placed Based Assessment Cycle for GP ST Programme

You need to gather various assessments on a weekly basis and these are formally reviewed

1. Every six months in a meeting with your Educational Supervisor
2. Annually by the Deanery (who sign-off the year's work)

ST1 Year

6 month review

Based on evidence of
 3x mini.cex (COT*)
 3x CBD
 1x MSF
 1x PSQ*
 DOPS**
 Clinical supervisor report**

12 month review

Based on evidence of:
 3x mini-CEX (COT*)
 3x CBD
 1xMSF
 1x PSQ*
 DOPS**
 Clinical Supervisor report**

Deanery Panel if unsatisfactory

* if GP post
 ** if appropriate

ST2 Year

18 month review

Based on evidence of
 3x mini.cex (COT*)
 3x CBD
 1x PSQ*
 DOPS**
 Clinical supervisor report**

24 month review

Based on evidence of:
 3x mini-CEX (COT*)
 3x CBD
 1x PSQ*
 DOPS**
 Clinical Supervisor report**

Deanery Panel if unsatisfactory

* if GP post
 ** if appropriate

ST3 Year

30 month review

Based on evidence of
 6x COT (mini-cex)*
 6x CBD
 1x MSF
 DOPS**

34 month review

Based on evidence of:
 6x COT (mini-cex)*
 6x CBD
 1xMSF
 1x PSQ
 DOPS**

Deanery Sign off or panel review

* if hospital post
 ** if appropriate

An example of how this could all fit in during a non-GP post is given below:

Month	Post 1				Post 2				Post 3			
	1	2	3	4	5	6	7	8	9	10	11	12
Assessment	Mini-CEX		Mini-CEX		Mini-CEX		Mini-CEX		Mini-CEX		Mini-CEX	
	CBD		CBD		CBD		CBD		CBD		CBD	
			DOPS		MSF		DOPS				DOPS	
CS	Meet at start PDP for post	Day-to-day supervision/ Doing assessments		Meet at end CSR	Meet at start PDP for post	Day-to-day supervision/ Doing assessments		Meet at end CSR	Meet at start PDP for post	Day-to-day supervision/ Doing assessments		Meet at end CSR
ES	Meet month 1 General PDP	? Study Leave Day in GP		Meet at end / start PDP RV	? Study Leave Day in GP		Meet at end / start Month 6 Review	Meet at end / start PDP RV	?Study Leave Day in GP		Meet at end / start Month 11 Review	Meet at end / start
PD	Intro session E-portfolio	Educational meetings & VTS		Post Feedback	Educational meetings & VTS		Post Feedback	Educational meetings & VTS				ANNUAL RV

Understanding the Clinical Supervisor assessments

What to do at the 'Start' meeting

1. Look at your PDP:
 - look at the longer-term goals within your PDP
 - develop learning objectives for the post.
2. Discuss the educational opportunities in the post and how to make the most of these
3. Discuss the required assessments (2 CBD, 2 Mini-CEX, relevant DOPS)
4. Discuss study leave attachment with Training Practice

What to do at 'End Meetings'

1. Give feedback about the post
2. Review of PDP goals
3. Make sure that the 'Clinical Supervisors Report' is completed

What about the 'Clinical Supervisors Report'

1. Has a sign-off for satisfactory completion of post.
2. Has a table where the CS has to rate the ST against our GP competencies

These competencies form the basis for the progress discussions every 6 months with the Educational Supervisor (GP Trainer). They are finally signed off towards the end of year 3 when the ES / Trainer completes the workplace-based assessment for the MRCGP qualification.

The 12 areas of competence are mostly self-explanatory and the report does include some explanatory notes. These competency areas should have been discussed when using the CbD tool. Your rating should be based on information from any of the assessments and also from your CS's experience when working with you.

Remember you are being assessed in relation to what is expected by the end of your training and so 'Needs further development' is OK to use - you must achieve competence by the end of the 3-year programme. 'Excellent' is a level that qualified GPs in practice aspire to and represents expert practice in that area.

ARCP

You will be given the date of your ARCP two months before it takes place and your Educational Supervisor will be asked to complete their report and make it available to you for discussion. This report and your e-portfolio will be reviewed at the ARCP before you meet with the panel and you will be informed of the outcome at that time. At the time of the ARCP any trainee receiving an adverse outcome will be given a document with the agreed outcome.

The Appeals Process

Specific guidelines exist about the procedure for appealing against decisions affecting your educational progress. You can access information via the 'Gold Guide for Specialty Training 7.127 – 7.147' on the KSS Deanery and MMC websites. Alternatively you can contact your Programme Directors.

Quality management and governance arrangements for the KSS Deanery's ARCP is available also via the KSS Deanery website : www.kssdeanery.ac.uk/resources

Feedback

This is a crucial aspect of your training programme. You can expect to receive detailed feedback on your progress (hopefully not lack of progress) both from your Clinical Supervisor (in each post) and also in the 6-monthly review meetings with your Educational Supervisor. In addition, the Programme Directors will monitor overall progress in the e-portfolio / WPBA. 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 Leave

Your contract will give full details of your annual leave entitlements. Current-day rotas are extremely complex and there are wide variations from department to department as to how and when annual leave requests are accommodated. Please discuss any special requirements as soon as possible to avoid disappointment. It is a jigsaw puzzle to fit in all requests without destabilising the service and it is imperative that annual leave is distributed evenly across the posts each year. In the ST1/2 years requests within a post for more than 1/3 of the annual leave will not normally be approved. Currently the recommended allowance is up to 28 days in ST1 & ST2 years (including time spent in GP placements) and 33 days in ST3.

Study Leave

In your hospital posts it is intended that you use your study leave in activities directly relating to GP training. This can provide the opportunity to fulfil some of the MRCGP educational processes but, more importantly, allows you to focus on GP aspects of your post as well as getting to know your future training practice.

In addition to the RCGP courses, the GP Deanery will be running specific courses to meet some of the Curriculum outcomes which may be difficult to meet in other ways. We would encourage you all to work with the GP Curriculum from the outset and to use your PDP to reflect both general and focused educational aims. Your ES will then be able to discuss with you how these aims can best be achieved. Courses that are outside KSS may not be refunded.

1. In ST1/2 you should plan to meet with your ES at least twice per year and expect to spend the equivalent of 4 extra days at dedicated GP study days.
2. Your Programme Directors can tell you how much you may be entitled to per year.
3. All requests must be signed off by a Programme Director as well
4. The current suggested allowance is 25-30 days/year (depending on your ST increment). The Medical Education Manager at each site will have exact details.
5. Leave must be consistent with, and appropriate to, basic GP training
6. Non-GP courses (e.g. ALS) only considered if specifically relevant to service delivery in hospital posts
7. In ST3 year the compulsory Half Day Release programme counts as 15 days of your study leave allowance.

There is a specific GPST Study Leave form that you **MUST** complete at least six weeks in advance of leave (including time spent in GP attachments in ST1/2). This is available from the Study Leave Office, Postgraduate Centre, AEB, Brighton.

For further clarification of Study Leave allowance & procedures please contact the Study Leave Administrator at the Postgraduate Centre in Brighton. You can also refer to the KSS Deanery regional guidance which is available on their website. www.kssdeanery.ac.uk/resources.

The Brighton & Mid Sussex GP Faculty

The local training programme is co-coordinated by the GP Faculty. The faculty has several roles:

1. To ensure that the training programme is fit for purpose & in line with the GP Curriculum
2. To quality control the local training programme
3. To ensure that each individual trainee's progress is tracked, supported and audited The GP Faculty Group meets formally three times per year (November, March and June). The members consist of the GP Programme Directors, KSS Deanery Associate Dean, BSUH Director of Medical Education, Medical Education Managers, GP Trainers, Specialty Tutors, Consultant representatives and a trainee representative from each year group. The Faculty's work is quality controlled by the KSS Deanery Standards for the Local Faculty Graduate & Education Assessment Regulations.

Your Year Group

You need to liaise as a Year Group three times per year, to elect a representative and to give feedback to the Faculty about the local programme

Year Group Representative

Identifying a good trainee representative for your year is very important and the elected person will be given information on the expectations of the role. This representative will undertake to seek feedback from the whole year group (face-to-face or by email) about the training programme ahead of each of the three meetings of the GP Faculty Group. The loop must then be closed by the representative and information / responses from the GP Faculty being passed back to the year group. You should aim to elect your year group representative as soon as possible and whoever takes on this role will be encouraged to attend the KSS Deaneries ½ day workshop for new trainees. This will take place locally within the AEB RSCH and these sessions called 'Hearing the doctors Voice' will be held on 15th September and 6th October 2009. Contact the Medical Education Manager, Sue Hayes if you have been elected as a trainee representative.

Local Academic Board

The Local Academic Board within this Trust is responsible for ensuring that postgraduate medical trainees receive education and training that meets local, national and professional standards. The LAB meets three times each year and through various processes undertakes the quality control of postgraduate medical training programmes within the Trust. It receives Annual Audits and Reports from all the Local Faculty Groups, and acts as a point of contact between the KSS Deanery Schools and Local Faculty Groups. It is also responsible for the co-ordination and administration of PMETB specialty visits. A PMETB/Deanery inspection visit will take place on 19th November 2009 and you will be expected to be available to discuss the training which has been provided for you locally.

What if you are experiencing difficulties?

We greatly value all our trainees and aim to support you throughout your GP training. We welcome your comments at any stage and hope you can approach your Educational Supervisor or Programme Director for support over any matter that is affecting your work. The Postgraduate Centre has an open-door, and here you can access the formal trust policies on grievances, bullying and harassment. The KSS website has details on the support that the Deanery offers.

Even if you just want an informal chat about an issue over a cup of tea please come and see us. Talk to the Postgraduate Centre staff, talk to your Clinical or Educational Supervisor or contact your Programme Directors.

Small problems that are ignored can become big issues. So please don't ignore them.

If you feel your problems cannot be handled by a member of the educational team you may choose to approach the Occupational Health Department in the Trust. Alternatively approach MedNet which is a confidential counselling service for doctors working in London and KSS Deaneries. <http://www.stfs.org.uk/resources-MedNet.php>

Chaplaincy Services and contact details of all religions can be found on the Trust's Intranet

Career Support

Career advice is available for all trainees. You can discuss the options for your future in General Practice with the Programme Directors. The KSS Deanery also offers a Careers Service (details available from the KSS website : www.kssdeanery.ac.uk)

The Department of Health has also recently launched a new website which provides information on all medical careers: www.medicalcareers.nhs.uk

Library and e-learning Resources

There are multi-professional libraries on both sites adjacent to the Education Centres. They have a superb range of educational resources for you to access on a 24-hour basis. These include printed and electronic resources covering a wide range of books, journals and exam questions. The staff in the libraries are extremely knowledgeable and will help you access training material which if not available on site can be obtained online or through the system of inter-library loans and literature searches. Both libraries have access to the internet and relevant databases. Library Services also offer a training programme which covers literature searching, finding evidence based resources and critical appraisal. Computers with internet access are widely available in both departments. Full details of the library opening times and services are can be found on the library's website at:

www.bsuh.nhs.uk/library

Below are details of printed and electronic resources which are available specifically for General Practice trainees.

Journals	Online	Print
British Journal of General Practice	1952 -	1990 -
Education for Primary Care	2001 -	2002 -
General Practice Update		2008 -
Primary Care: Clinics in Office Practice	1996 -	
Primary Health Care	2003 -	2001 -
Pulse	2002 -	6 months
Quality in Primary Care	2003 -	2003 -

***Access full list at: <http://www.bsuh.nhs.uk/work-and-learn/library-services/journals/>**

Electronic Books		
Oxford Handbook of General Practice – 2 nd edn	Simon	
Fitzpatrick's Dermatology In General Medicine	Wolff	2008
Providing Diabetes Care in General Practice: A Practical Guide to Integrated Care	Hall	2007
Textbook of Primary Care Medicine	Noble	
Primary Care Medicine	Gorell	
The Doctor's Communication Handbook	Tate	2007
The Complete MRCGP Study Guide	Gear	2006

***Access full list at: <http://www.bsuh.nhs.uk/work-and-learn/library-services/books/electronic-books/>**

Selection of recent general practice books for doctors in training		
100 cases in general practice	Stephenson	2009
General practice : clinical cases uncovered	Storr	2009
Hot topics in general practice	Kilburn	2009
Choosing general practice : your career guide	Hastie	2008
Churchill's pocketbooks : general practice	Cartwright	2008
The fifteen minute hour : therapeutic talk in primary care	Stuart	2008
General practice specialty training : making it happen	Mohanna	2008
Emergencies in primary care	Simon	2007

***Access full list at: <http://www.bsuh.nhs.uk/work-and-learn/library-services/books/>**

Other electronic resources (Contact the library for passwords and guidance)	
123Doc - online questions for exam preparation	www.123doc.com
BMJ Learning - CPD/postgraduate training website for doctors	learning.bmj.com
Clinical Evidence - best evidence on the effects of common interventions	Clinicalevidence.bmj.com
E Learning for Clinical Teachers - series of open access short modules on core topics in clinical teaching and learning, developed by the London Deanery	www.faculty.londondeanery.ac.uk/e-learning
NHS Medical Education England (MEE) - provides independent expert advice on training, education and workforce planning for pharmacists, dentists, doctors and healthcare scientists	http://www.mee.nhs.uk/

Appendix A

Queries regarding Hospital Posts:

Contact: Jane Burrage Tel: 01273 664895
Acting Assistant Director of HR Email: jane.burrage@bsuh.nhs.uk
(Medical Personnel & Education)
BSUH

Brighton GP Admin Team

The Medical Education Manager and GP Administrator are based at:

Postgraduate Medical Education Centre Tel: 01273 523354
Audrey Emerton Building Email: jo.smith@bsuh.nhs.uk
Royal Sussex County Hospital
Eastern Road
Brighton BN2 5BE

Mid Sussex Admin Team

The Medical Education Manager and GP Administrator are based at:

Postgraduate Medical Education Centre Tel: Hannah Lord 01444 441881 Ext. 8020
Princess Royal Hospital Email: hannah.lord@bsuh.nhs.uk
Lewes Road
Haywards Heath
West Sussex
RH16 4EX

Useful Websites

RCGP

www.rcgp.org.uk

Useful pages about the MRCGP exam, e-portfolio and GP curriculum. There are good "user guides" for the e-portfolio, for completing reviews with ES etc.

GP Curriculum

www.rcgp-curriculum.org.uk

KSS

www.gpkss.ac.uk

Deanery website . pretty comprehensive. Includes forms for claiming expenses etc and details of courses. Look particularly at "GP Specialty Training Info" and at "Downloads"

GP VTS

BRIGHTON VTS: www.brightongpvts.org.uk

MID SUSSEX VTS: www.msvts.co.uk

GMC

www.gmc-uk.org

Useful information on Ethical guidelines, Good Medical Practice, Duties of a Doctor & consent procedures

PMETB

www.pmetb.org.uk

KSS Deanery Careers

www.careers.kssdeanery.org

Department of Health Medical Careers new website : www.medicalcareers.nhs.uk

Gold Guide accessed via MMC website: www.mmc.nhs.uk

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