

Dear ST1 Trainees

Please take the time to read this 2 page document carefully as it contains lots of important information.

Welcome to the Bolton GP ST Programme. The purpose of this email is to give you some information about the structure of the Training Programme now that you have commenced your first post.

The Programme has its own Website: www.boltongptraining.org.uk

I have confirmed to you individually about your tracks and training practices. If you cannot find this information then please look on the website and contact Carole Kennedy at the Education Centre if you cannot find the information you need. Carole helps manage the allocations to posts, coordinates the teaching programmes and keeps the up-to-date spreadsheets of where you all should be and when and much more.

Clinical Supervisors

You should have a named Clinical Supervisor (a consultant) in your current post and in each post you do in ST1 and ST2. **You should arrange to meet with your Clinical Supervisor early on in your post, in the middle, and at the end of the post.** The Clinical Supervisor will be able to conduct some of the assessments you need for the eportfolio as well as completing the Clinical Supervisors Report (CSR) at the end of your placement.

The eportfolio

We will be running a session about the eportfolio on the ST1 Teaching Programme. The first session of ST1 teaching is on the afternoon of Thursday 20th August - Dr Julian Page runs the ST1 Programme. I run the teaching programme in ST2 but will be in attendance at the first ST1 session to introduce myself to you. We record attendance at teaching.

Study Leave

There is information about study leave on the Deanery website here:

<http://www.nwpgmd.nhs.uk/general-practice/gpst-study-leave>

I have also attached some guidance written from former Trainees to help you with this.

The Lead Employer

Annual leave, sick leave, absences and pay are all dealt with by the Lead Employer at Pennine Acute Trust. They should have corresponded with you prior to starting the post.

Educational Supervisors

Please arrange to meet your Educational Supervisor soon. They will (usually) also be your GP Trainer in ST3. Your Educational Supervisor will assess and document your progress throughout ST1 - ST3 using the assessments you do and the CSRs done in your hospital placements. Your Educational Supervisor will be able to offer guidance about when you should take your AKT (applied knowledge test) exam and your CSA (Clinical Skills Assessment) exam. You can visit your training practice for the equivalent of one day a month this can be in blocks of several days at a time as your rota allows.

Important – action needed

Your Clinical and Educational Supervisors will need to be linked to you on the eportfolio. The Deanery admin team prefers it if you each contact them individually as it is too big a task to link all the Trainees across the North West at once. The contact for linking your supervisors to you on the eportfolio is maureen.duckworth@nw.hee.nhs.uk I suggest you tell Maureen your current post, your Educational Supervisor based in GP and your current Clinical Supervisor. Each time you move post you will need to do this process so that your eportfolio is kept updated and your supervisors can access it.

Teaching in Years 2 and 3

As mentioned above, the ST2 Teaching Programme is run by myself and runs alongside a series of communication skills sessions run by Dr Julian Tomkinson at Crompton Health Centre. You attend the communication sessions during your GP Plus Post in ST2 (formally known as ITP post). The ST3 Day Release Course and Residential is organised by Julian Page with support from myself and others from the local educational community.

Pastoral care and support through Training

Throughout your training I need to know if you are having any problems, personal or professional that could affect your training. Please get in touch and we can arrange to meet. I tend to be in the Education Centre on Tuesdays. Additionally I usually offer an opportunity for new ST1 Trainees to meet me individually during August, so if you would like to do this please let me know.

I look forward to meeting each of you in due course. I do hope you enjoy your GP Training and have a positive educational experience on your journey to becoming an excellent GP.

Best wishes

Nick

Dr Nick Pendleton

Bolton GP ST Programme Director

Health Education North West