



## Dear New Trainee

Congratulations on joining the Bradford GP Training Scheme, we're looking forward to meeting you and hope you're excited about the training journey ahead of you. We also appreciate, however, that some of you may be feeling apprehensive, overwhelmed or even worried at this particular moment.

In order to ease the stress and help things go more smoothly for you, we've put together this little handout for you. Please take a moment to read it. In it you will find details of the forthcoming induction which is mandatory for you to attend. We've also pulled together some of the most important things to get your head around at this stage (which we will cover at induction too).

As for anything else - try not to worry too much; it will all make sense when the time is right. And don't forget that we (the Training Programme Directors – TPDs for short) are here to help you. Feel free to drop us a line. We hope you find this guidance helpful and that it makes the transition easier for you.

We look forward to meeting you all.

Regards,

*Lucy Clark, Hasna Begum, Gareth James, Jess Keeble & Abid Iqbal*

Bradford GP Training Scheme  
Field House Teaching Centre  
Bradford Royal Infirmary  
Duckworth Lane  
Bradford BD9 6RJ  
Tel: 01274 383 102

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## The Induction Programme



There are two types of induction programmes you will go through when you join the scheme. The first is the induction programme that we (the scheme) run. Then there is the induction programme your hospital department or GP post will run (and will happen every time you move to a new post). The departmental inductions usually cover the basic essentials that you need to get you working in that post. Our scheme induction is different – it helps orientate you for what you are ultimately trying to achieve (despite the individual requirements of each post). It helps bring the focus back onto you becoming a GP! Both types of induction are important and attendance at them is mandatory.

## Aims

- Get an overview of the GP Specialist Training Scheme.
- Identify how to make the most of the learning opportunities throughout the scheme.
- Get to know your peers, the Training Programme Directors and Scheme Administrator.
- Have a good time!

## Is there anything I need to bring with me?

- Please bring an object, picture or photograph to the session on 13<sup>th</sup> August 2020 of something that says something about you – where you come from or your journey to date and why you have chosen GP training.

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## The Bradford GP Training Scheme



The Bradford scheme has five Training Programme Directors (TPDs for short) supported by one Administrator. We hope you find all of us approachable - please don't hesitate to get in touch with us if you are experiencing difficulty - the earlier the better.

- **Lucy Clark** has been doing the job since 2009 and her main area of responsibility is QA, the design of the schemes induction and supporting intending, new and established Trainers.
    - Looks after clinical posts: Psychiatry and Palliative Care
    - Lucy's email address is: [ljmcgurn@hotmail.com](mailto:ljmcgurn@hotmail.com)
  - **Hasna Begum** has also been doing the job since 2009. Hasna has the difficult job of sorting out your post rotations and dealing with any less than full time training applications. Hasna also organises the Educational Supervisor and TPD Advisor allocations.
    - Looks after clinical posts: Obstetrics & Gynaecology
    - Hasna's email address is: [hasna.a.begum@gmail.com](mailto:hasna.a.begum@gmail.com)
  - **Gareth James** has been a TPD since 2015. He looks after Wednesday Tutorial, Practice Managers and Trust HR liaison, the schemes finances and innovative/new posts.
    - Looks after clinical posts: ENT and Ophthalmology
    - Gareth's email address is: [Gareth.James@bradford.nhs.uk](mailto:Gareth.James@bradford.nhs.uk)
  - **Jess Keeble** joined the TPD team in 2017 and is responsible for organising the HDR and modular course programme.
    - Looks after clinical posts: A&E and Paediatrics
    - Jess' email address is: [Jessica.keeble2@bradford.nhs.uk](mailto:Jessica.keeble2@bradford.nhs.uk)
  - **Abid Iqbal** also joined the TPD team in 2017 and is responsible for OOH liaison, overseeing ARCP panels, exams and assessments and IT development.
    - Looks after clinical posts: Oncology, Rheumatology and Care of Elderly
    - Abid's email address is: [drabidiqbal@gmail.com](mailto:drabidiqbal@gmail.com)
  - **Gemma Hudson** is our scheme Administrator who joined the programme in 2016. She oversees all the day to day admin tasks associated with the programme and will usually be your first point of contact.
    - Gemma's email address is: [Admin.GP@bthft.nhs.uk](mailto:Admin.GP@bthft.nhs.uk)
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## Five Things You Need to Do Now



1. Have you **booked Study Leave to attend our scheme's mandatory training Modular courses**? If you are in a hospital post, you need to let the Rota Co-Ordinator know as well as the hospital department you will be working in.
2. **Register with the RCGP as an AIT – THIS IS REALLY IMPORTANT AND YOU NEED TO DO THIS BEFORE YOU START THE SCHEME.** Once registered, you are then called an “Associate in Training” (AiT). Registration is online with an initial registration fee which is confirmed by email. Your ePortfolio will be activated between 24 and 48 hours after registration with a welcome pack sent approximately 10 days after. To register online, go to:

<https://www.rcgp.org.uk/about-us/membership.aspx>

There is an enquiry line for AiTs (email [ait@rcgp.org.uk](mailto:ait@rcgp.org.uk) or telephone 020 7344 3078) for any registration queries; information is also available on the College website ([www.rcgp.org.uk/ait](http://www.rcgp.org.uk/ait) under the *What's New* section).

3. Make sure your **defence union subscription** is all up to scratch. Professional Indemnity Insurance is compulsory. Please make sure you have extra cover for being a GP Trainee.
  4. Join the **(British Medical Association) BMA**. Some of you will experience employment problems at some point and the BMA can be incredibly helpful (and protective of you). The BMA can't help you if you get in bother and then decide to join them *afterwards*. The number of Trainees we have had who have had this happen to them always say that they wished they had subscribed beforehand. It's a relatively small price to pay (compared to all the other MRCGP stuff).
  5. IF YOUR FIRST POST IS IN **GENERAL PRACTICE**
    - Speak to the **Practice Manager** for the practice you are going to in order to arrange your practice based induction. If you don't know the details of the Practice Manager, then contact our Administrator on [Admin.GP@bthft.nhs.uk](mailto:Admin.GP@bthft.nhs.uk).
    - And finally, if you are starting in GP, you will be expected to engage in **Out of Hour (OOH) sessions** (i.e. on-call sessions for General Practice). You are required to complete a total of 36 hours per six months. These are compulsory. There are two types of OOH sessions.
      - a) Surgery OOH sessions are held at Eccleshill Hospital, Harrogate Road, Eccleshill, Bradford BD10 0EP (Tel: 01274 623000).
      - b) Mobile OOH sessions (where you go out in a car to visit patients) at Westbourne Green Hospital, 50 Heaton Rd, Bradford BD8 8RA; Tel: 01274 322093. If the mobile car hasn't arrived, please call 01484421806.
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When you attend an OOH session you will need to take your doctor's bag AND something called a SmartCard which allows you access to the computer system. Email the Rota Team on [rota@lcdwestyorks.nhs.uk](mailto:rota@lcdwestyorks.nhs.uk) IN ADVANCE OF YOUR SESSION to get one.

**Key links and contacts:**

- Dedicated AiT site: [www.rcgp.org.uk/ait](http://www.rcgp.org.uk/ait)
- AiT registration helpline: [ait@rcgp.org.uk](mailto:ait@rcgp.org.uk) Tel: 020 7344 3078
- ePortfolio: [MRCGP@rcgp.org.uk](mailto:MRCGP@rcgp.org.uk) Tel: 020 7344 3075

## [www.bradfordvts.co.uk](http://www.bradfordvts.co.uk)

This is the scheme's website and holds a wealth of information expressed in a simple and readable way. There's information about the whole MRCGP training pathway, resources to help you with the CSA and AKT exams and even more clinical/educational material under 'Online Resources'. We strongly recommend that you familiarise yourself with this website. Nearly everything about GP training is on there somewhere. If you're ever unsure of anything, check it out on here first.

Other websites to access:

- <https://gp-training.hee.nhs.uk/bradford/>
- <https://www.bradfordvts.co.uk/bits-n-bobs/new-trainee/> - direct link to the new Trainee section of the Bradford VTS website
- [www.yorksandhumberdeanery.nhs.uk](http://www.yorksandhumberdeanery.nhs.uk) – click on general practice section
- [www.rcgp.org.uk](http://www.rcgp.org.uk) – the Royal College website provides updates on exams and things
- [www.pennine-gp-training.co.uk](http://www.pennine-gp-training.co.uk) – another great website with good CSA resources
- [www.bma.org.uk](http://www.bma.org.uk)

We also use something called GoogleDrive which allows you access to the HDR, Modular Course and Wednesday Tutorial programme (for those in a GP post). You can edit the Wednesday tutorial rota on GoogleDrive to book your tutorial. Please refer to the GoogleDrive user guide for assistance in accessing this.

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## Half-Day Release (HDR)

This occurs every Tuesday afternoon from 2pm until 4.45pm at Bradford Royal Infirmary's Field House Postgraduate Centre. We expect all GP Trainees to attend (hospital and GP). Hospital Consultants will be aware of how important it is for you to attend. We cover a whole range of areas, not just clinical. In particular, we explore skills and attitudes in some significant detail because these things change very little with time and are difficult to find in books (compared with knowledge - which becomes out of date pretty soon and is always available online). Half-Day Release is a good place for developing your teaching skills and you may want to contact Jess to help out. Some Trainees find our HDR sessions a bit woolly. This is because exploring attitudes and skills can appear 'fluffy' at times compared with discrete packets of clinical knowledge. But remember – having the right skills and attitudes are central to the General Practice consultation. Of course, knowledge is important too – all three contribute to the making of a good GP. If you think that a HDR session is a little woolly, you may want to stop for a moment to reflect and look deeper at trying to understand what the session is about and is trying to do; you might then experience a 'Eureka' moment.



If you work less than full time please ensure you factor in Tuesday afternoon to your timetable so that you can attend regular HDR teaching.

## Wednesday Tutorials

These happen every Wednesday from 13:30 pm until 14:45 pm at either The Ridge Surgery in Bradford (postcode: BD7 3JX) or Shipley Health Centre (postcode: BD18 3EG). These sessions are for Trainees in a GP post and you will be allocated a tutorial nearest to your GP Surgery. Wednesday tutorials are usually knowledge focused – furnishing you with things like the latest guidance, clinical scenarios, practical management and so on. Some sessions will be orientated towards the CSA exam. Every week, a different GP Trainee runs the session with input from their Trainer if necessary. This will help build on your teaching skills which GPs are required to have nowadays.

## Educational Supervision (ES) Meetings

During your training, you will have an Educational Supervisor and a Clinical Supervisor – and you will have mandatory meetings with both. Trainees often get confused between the two. So let's try and clear this up for you.

A Clinical Supervisor is usually the senior doctor that you are working for – this will be the Consultant in a hospital job and a GP Trainer for a GP post. Their role is to support you during that job, help you get some knowledge and skills, and then carry out the necessary training assessments on you. Therefore your Clinical Supervisor will change every time you change your post.

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An Educational Supervisor is a senior doctor (in Bradford, a GP Trainer) who looks after you for the *entire* 3 year GP training programme. They will help you keep on track for GP training (especially during your hospital posts) – after all it is a GP that you are trying to become!

Educational Supervision is often defined as ‘a positive process to chart an individual’s continuing progress and to identify development needs. It is a forward-looking process essential for the development and educational planning needs of an individual. Please don’t be scared of these meetings. Their purpose is to help you along your training journey in order to make it as smooth as possible. For that to happen though, there has to be a good relationship between you and your Educational Supervisor – one which is based on honesty, integrity, respect and trust.



Its educational aims are to

- Encourage reflection.
- Identify your educational/development needs.
- Formulate an educational plan
- And thus facilitate your personal and professional development.

All ST1s in their very first post will need two ES meetings. The first of these is an INFORMAL one that should happen somewhere near the start of your post. The last one should happen in month four. In subsequent posts, you are expected to have ONE ES MEETING towards the end of every post. Again, the best time for this meeting is in month four of a six month post (and not any later). You will need to do some significant preparation for these meetings, but don’t worry about that for now, you will be given more details nearer the time.

## What are ARCP panels?

ARCP is short for Annual Review of Competency Progression: in other words, these panels assess each Trainee annually to make sure they’re progressing at a good enough rate. They are held in January (for the February cohort) and June (for the August cohort). They assess you through your ePortfolio and what is written in it, as well as other things like the Educational Supervisor’s Report, the Clinical Supervisor’s Report and so on. That is why you need to make sure that your Educational Supervision meetings happen (at around month four of your post) and that you do the necessary preparation for them as well as making regular use of your ePortfolio and keeping it up to date.

## Responsibilities

The Royal College of General Practitioners say that it is the Trainee’s responsibility to ensure all assessments are done in a timely way. That includes CBDs, COTs, MiniCEXs, Educational Supervisor meetings, Clinical Supervisor meetings and so on. Please do not expect Educational and Clinical Supervisors to be chasing after you. You will need to chase them. And chase them well in advance – Supervisors have lives too and may be on holiday at a time when you want to meet them.

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## If you run into problems...

If you find yourself in difficulty, please talk to us sooner rather than later. Remember that there are a number of people who will be available to you...

- Your **hospital Consultant** if you are in a hospital post
- Your **GP Trainer** if you are in a GP post
- Your **Educational Supervisor** (this will be confirmed to you once you have started on the scheme)
- Your **TPD Advisor**. Each Trainee is assigned to one of the five TPDs (this will be confirmed to you once you have started on the scheme)
- Join the **BMA** now – they can help with employment problems.
- There is a confidential **counselling service** free for Trainees:
  - [https://www.yorksandhumberdeanery.nhs.uk/learner\\_support/policies/trainee\\_support](https://www.yorksandhumberdeanery.nhs.uk/learner_support/policies/trainee_support)
- Here are **two websites** designed for GP Trainees experiencing difficulty:
  - [https://www.yorksandhumberdeanery.nhs.uk/learner\\_support/policies/trainee\\_support](https://www.yorksandhumberdeanery.nhs.uk/learner_support/policies/trainee_support)
  - <https://www.bradfordvts.co.uk/teaching-learning/trainee-in-difficulty/>



## Leave entitlement

You are entitled to **27 days' annual leave**, increasing to 32 days after 5 years' service.

**Study leave** is 30 days per year (this includes Half Day Release while in GP). Please refer to our study leave policy for further guidance.

If you take over two weeks' other leave in a year (maternity, paternity, sick or compassionate leave), this means you have to **extend your training** at the end, by the same amount of time.

You must record all leave on your ePortfolio on the form on the Y&H website.

**Maternity leave** entitlement treats you as in continuous NHS employment even if you have changed employer.

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## Representation

Before starting in GP you'll get a letter asking if you want to **opt into being represented by the LMC** (Local Medical Committee). We strongly recommend that you do - it represents the interests of GPs locally; you may not see the relevance now, but you will in future.

There is a **GP Trainee representative on a Yorkshire & Humberside Deanery committee**, and also one nationally on the General Practice Committee of the BMA. You should receive information about this (and might like to do it yourself later on).

There is a **Trainees' Committee at Bradford Royal Infirmary**. We send one representative from each year of the GP scheme – you'll get an email about this in the next few weeks.

## Fitting the scheme in with your life

- **Holidays in June** may be a bad idea because the ARCP panels are held then and many Trainees find they need to do a lot of work on their ePortfolios immediately before.
- **Long holidays** – if you want a long holiday (e.g. for your honeymoon, or to visit people in distant parts of the globe), please do not book it before talking to the Rota Co-Ordinator (hospital) or Trainer/Practice Manager (GP) for the post you'll be in when you want to go. In most hospital posts the rota won't work if you take more than two weeks, and in some cases it's hard for them to work round more than one week. In General Practice it may be difficult if several doctors are away at the same time.
- **Less than full time working** – if you are likely to want to work part-time, it will be much easier to arrange in General Practice. For hospital posts, we can try and arrange job shares but if there is no one to share your post you may not be guaranteed a place in Bradford. Supernumerary part time posts are now only considered on health grounds (we hope this will change, but that is the current policy):



[https://www.yorksandhumberdeanery.nhs.uk/general\\_practice/how-your-school-works/gp-school-policies-and-organisation](https://www.yorksandhumberdeanery.nhs.uk/general_practice/how-your-school-works/gp-school-policies-and-organisation)

- **Out of Programme Experience** – This may be granted after one year on the scheme, with a view to obtaining clinical or research experience in a different setting, or a career break. Requests must be individually approved by the TPDs and the Deanery. The deadline is 31<sup>st</sup> July for OOPE the following August! So, in practice only usually possible at the end of ST2:

[https://www.yorksandhumberdeanery.nhs.uk/general\\_practice/how-your-school-works/gp-school-policies-and-organisation](https://www.yorksandhumberdeanery.nhs.uk/general_practice/how-your-school-works/gp-school-policies-and-organisation)

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