

SENT ON BEHALF OF HEALTH EDUCATION EAST MIDLANDS

From: Jamie Green [<mailto:Jamie.Green@hee.nhs.uk>]

Sent: 15 August 2019 15:29

Subject: Out of Hours (OOH) changes - Urgent and Unscheduled Care

Please can this message be forwarded to all GP StRs, along with GP Educational Supervisors, Clinical Supervisors, and Supervising Practices:

Dear GP Trainees and Supervisors,

Please can I ask that all GP trainees are aware of the current guidelines for Urgent and Unscheduled Care (UUC) for GP Training. This guidance replaces previous guidance relating to Out of Hours Care.

This information has already been issued as part of your Moodle ST1 / ST2 / ST3 induction, however there is now a video to accompany the material, and instructions on where you can access the forms.

This has been outlined in the following video:

<https://youtu.be/S0-iSV8mo1A>

The Guidelines and all forms required are available through the following short link:

<http://bit.ly/gp-uuc>

If you are not sure what I am talking about please read below:

As a GP StR you need to demonstrate competence in **Urgent and Unscheduled Care (UUC)**. The requirements and guidance were updated by COGPED and RCGP in 2019.

You are required to gain experience in UUC are while training in a Primary Care Setting.

Most of this experience will come from working in your local Out of Hours provider. This can only be arranged while you within your General Practice Placement, and not while you are on a Secondary Care Placement.

Educational Supervision of your OOH training in your GP training post will be the responsibility of your Educational supervisor who will undertake overall supervision and management of your out of hours experience.

Before you attend an Out of Hours session, you should complete the '**UUC Passport**' you're your Educational Supervisor to demonstrate the level of supervision required by the Clinical supervisor in Out of Hours. It is generally good practice to upload this to the e-Portfolio once if there is a change.

You will need to provide your trainer with portfolio evidence and formative feedback from your clinical supervisor(s) at your OOH provider.

We would recommend you do this using the '**UUC Record Sheet**' form, where the session in which you were seeing patient, and '**UUC Record Sheet – Observational**' where the session was observational. The form can be completed electronically and signed by your OOH clinical supervisor at the end of your session.

You will need to scan this completed form into your e-portfolio when making a learning log entry, as evidence for your attendance. When you create your log entry please include the duration of shift and the cumulative total of OOH done in the subject title. This makes it easier for you, your supervisor and ARCP panels to check your progression with OOH training.

It is recommended that your first session or induction session is an Observational Session and will count to your experience in UUC.

When you attend a session outside of surgery time you will take the time back from your normal 40 hour working week. Where the session was observational this will come out of educational time, and where this was clinical it will come out of your clinical time. Your contract states that this should be given back within 2 weeks. As such it is vital that you let your GP practice know when you book a shift, to allow them to allocate the time out of practice.

Your OOH **Clinical Supervision** will be undertaken by a clinical supervisor who may or may not be your own GP Trainer. Clinical supervision can be provided by another approved GP Trainer in your training programme. It may also be another GP who is not an approved GP Trainer but who has undergone a session of training to be able to supervise you. Some OOH providers in this area have some trained nurses and other healthcare professionals who have also undergone similar supervision training, and able to supervise certain aspects of your UUC experience.

Previously GP trainees have been contracted to undertake 6 hours of Out of Hours, per calendar month while in GP training. This is no longer the case, however it remains a reasonable amount of time for experience in UUC. It is also recognised that you will have opportunities to be exposed to UUC in practice hours, and although this provides good experience and evidence, it does not replace the requirement to attend sessions in an Out of Hours setting.

As well as experience in Out of Hours, you may want to gain experience in variety of other Urgent and Unscheduled Care settings. These include, but are not limited to:

- “In Hours” Urgent and Unscheduled Services in GP practices including undertaking “Duty Doctor” sessions
- GP Extended Hours where the service being provided includes provision of urgent appointments and is not limited to only encompass “routine” follow up of long-term conditions
- Urgent Care / Treatment Centres
- Primary Care services delivered within a secondary / community care provider
- Experience of NHS 111
- Acute mental health services

(Please note that unless you are being supervised by a GP, you should review this as an observational session)

Trainees are expected to provide evidence of UUC at every ST phase of training. This is done by filling in the UUC ESR Summary. In this form you will signpost the evidence of your experience in UUC to date against the curriculum statements:

1. Ability to manage common medical, surgical and psychiatric emergencies in urgent or unscheduled care setting
2. Understanding the organisational aspects of NHS out of hours care, nationally and at local level

3. The ability to make appropriate referral to hospitals and other professionals
4. The demonstration of communication and consultation skills required for urgent, unscheduled or out of hours care
5. Individual personal time and stress management
6. Maintenance of personal security, and awareness and management of security risk to others

This document will also include an area to record the number of sessions and hours to date.

Engagement and progress in UUC will be assessed by an ARCP panel at least every year.

You will normally be expected to sign an Honorary Contract with your OOH provider. Please check with your Programme Directors whether this has been agreed in your locality.

You will be responsible for arranging your own OOH sessions with your local OH provider, and details of how this can be done will be provided by your Programme Directors. Please liaise with your Programme Directors if there are any issues or problems arranging sessions.

Feel free to contact me if you feel there are any problems, mistakes, or you have any questions, and we can update the FAQ document for all trainees and supervisors.

Dr Jamie Green MB ChB, MA (Merit), MRCGP, FHEA, MAcadMED
Associate Postgraduate Dean, ARCP Clinical Lead for GP

Health Education England working across the East Midlands
Westbridge Place | 1 Westbridge Close | Leicester | LE3 5DR

M. 07834810013

E. Jamie.Green@hee.nhs.uk



GP Partner, Eleanor Cross Healthcare, Delapre Medical Centre, Gloucester Avenue, Northampton, NN4 8QF

Clinical Director, General Practice Alliance Ltd.

Honorary Senior Lecturer, College of Medicine, Biological Sciences & Psychology, University of Leicester