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Who are the
School of
Primary Care?

Central Team – Who we are



Head of School – Dr Simon Newton (From 01/10/2020 - Dr Lizzie Eley)



GP Education Programme Officers – Clare Whittle, Kirsty Weaver, Rachel Williamson and Sarah Phillips



GP Education Programme Administrator – Jackie Pullin



GP Business Placement Trainee – Sophie McCarron



IGPR Programme Manager – Helen Stredder



IGPR Programme Support Administrator – Jessica May Balfour and Lucy Turriff

Patch Programme Managers

- **Bath:** Paula Cain paulacain@nhs.net
- **Bristol:** Mandy Price
Mandy.Price@nbt.nhs.uk
- **Gloucestershire:** Hilary Carter-Thompson
hilary.carter-thompson@nhs.net
- **Somerset:** Penny Bridges
Penny.Bridges@YDH.NHS.UK
- **Swindon:** Siobhan Timms/ Michala King
s.timms@nhs.net/ michala.king1@nhs.net

When to send an e-mail:

- Study Leave queries
- Teaching and VTS queries
- Adding hospital Clinical Supervisors to E-portfolio
- Questions regarding specific posts
- Change Forms/ LTFT Applications/ OOP Applications

What do the
School of
Primary Care
do?

Changes to your Training Programme

Sometimes it is necessary to take time away from training, e.g. parental leave, sick leave, approved time out of programme (e.g. OOPE and OOPC).

Every time you need to take time away from training (even for just one day!) please complete a CHANGE FORM and send this to your Patch Manager.

We can then use this information to determine whether this will affect your CCT date (last day in training) or your next ARCP date. We will e-mail you with this information.

Each trainee is able to take up to 14 days away from training for sick leave, maternity/paternity leave, compassionate leave, etc. in each ST year before any time needs to be made up.

The clock stops with regards to ESRs and ARCPs when you are out of training. This means that if you take 1 month away from training, your next ESR date and ARCP date are likely to also be deferred by 1 month.

Less than Full Time Training



LTFT training is available for doctors in the training grades for whom full-time training is not practical for “well-founded individual reasons”, e.g. childcare/carer responsibilities and health issues.



All trainees who wish to be considered for LTFT training in the Severn Deanery should complete the online application form on this website in the first instance and return it to their Patch Manager:

<http://primarycare.severndeanery.nhs.uk/training/trainees/less-than-full-time-training/>

ARCP Panels

ARCP dates are available on the E-portfolio:

After your first ARCP Panel (please see below for dates) the date for your next ARCP Panel will be added to your E-portfolio.

For trainees starting in Aug 2020 – first ARCP is likely to be held in:

- **January 2021** for those applying for ATCF (reduction of 6 months in ST1 for transferable competencies)
- **March 2021** for those applying for ATCF (reduction of 4 months in ST1 for transferable competencies)
- **July 2021** for those completing a standard 36-month GP programme, both full time or part time

After this ARCP panels will be held every 12 months

unless there is a change to your training programme that necessitates an extension e.g. maternity leave or sick leave

ARCP Panel Process

ARCP Checklist for GP Trainees (updated July 2019)

Colour code:
 = needs to be completed for all ARCPs
 = only required for final ST3 ARCP

Form #	Y/N	
Have you uploaded a new Form R?	Y/N	A new version of the Form R was released in Spring 2017. Please ensure that this version is used as the old version is no longer accepted by Revalidation: http://www.silverdaisy.nhs.uk/about-us/for-education/show-our-panels-and-guidance
Have you completed the Time Out of Training (TOOT) section of the Form R?		This section is very important for calculating any necessary changes to CCT dates. Please complete it carefully. You need to include all days of TOOT, not just working days. If you have not taken any TOOT, we still need a 0 in every box, especially the total box. For longer periods of TOOT, this website can be useful for working out the number of days: www.klineo.co.uk
Work place based assessments	Y/N	
Have the correct number of COTs/CSOs etc been done?		See www.rcgp.org.uk/gp-training-and-examinations/2019/2019-workplace-based-assessment-website.aspx regarding the requirements
Have the MSP's enough responses?		5 for each MSP in ST1 and 10 for each MSP in ST2
Have the MSP's and FSQ been released by the supervisor and committed (and to them a CSR for each clinical attachment)?		Unless the MSP/FSQ are released, they cannot be seen by the panel and will not be counted as evidence
Clinical Examination and Procedural skills (CEPs)		This includes each 4 month attachment and is required by the ARCP panel A reminder that to fulfil GMC requirements for satisfactory completion of training, the final ARCP panel for ST3s will require to see evidence that trainees are competent in all intimate examinations (female breast, male and female genital, rectal and prostate) Trainees should therefore document in their final CEPs self-rating the location of evidence for each of these areas so that their supervisor can verify it Evidence may include old DOPS assessments, CEPs forms, mini-Cex, COTs, CSR, Learning Log entries. Note that Log entries alone cannot provide sole evidence of competence, as there needs to be objective verification by a suitably qualified observer see: http://www.rcgp.org.uk/training-research/2019-workplace-based-assessment-website.aspx#top

1. Trainees are notified six weeks in advance of their ARCP date by the central admin team via email.
2. If you think you are not due to have an ARCP please contact the central admin team. Do not ignore the notification.
3. During the six-week preparation period, trainees are to use our checklist to ensure they have completed the necessary ARCP requirements.
4. ARCP panel (made up of APDs, TPDs and a lay rep) sit. They review each portfolio in detail and agree an outcome based on the evidence in each trainee's portfolio.
5. Post-panel, the central admin team will contact any trainees who have received an unsatisfactory outcome to outline next steps. We will also complete satisfactory ARCP forms.

How to complete a Form R

- You need to complete a new Form R each time you have an ARCP Panel.
- We send a guidance document with the 6-week ARCP notification e-mail to help you complete this form. We hope that this will make the process much easier for you.
- You will need to upload the Form R to your Learning Log in your E-portfolio before your ARCP Panel.

Form R (Part A)
Trainee registration for Postgraduate Specialty Training

IMPORTANT:
If this form has been pre-populated by your Deanery/HEE local team, please check all details, cross out errors and use the pre-arrangements. By signing this document you are confirming that ALL details are completed as outlined by your supervisor. It remains your own responsibility to keep your Deanery/HEE and the GMC informed as soon as possible of any change to your contact details. Your Deanery/HEE local team will be responsible for updating your information. You can update your Deanery/HEE local team's account under 'My Specialisation'.

Forename:	GMC registered surname:	
GMC Number:	Deanery / HEE local team:	
Date of Birth:	Gender:	Immigration Status:
Primary Qualification:		
Date awarded:		
Medical School awarding primary qualification (name and country):		
Home Address:		
Contact telephone:		
Contact mobile:		
Preferred email address for all communications:		
Programme Specialty:		
Please tick only one of these options:		
<input type="checkbox"/> I confirm I have been appointed to a programme leading to award of CCT.	<input type="checkbox"/> Specialty 1 for Award of CCT (if applicable):	
<input type="checkbox"/> I confirm that I will be seeking specialist registration by application for a CESR.	<input type="checkbox"/> Specialty 2 for Award of CCT (if applicable):	
<input type="checkbox"/> I confirm that I will be seeking specialist registration by application for a CESR CP.	<input type="checkbox"/> Royal College/Faculty assessing training for the award of CCT:	
<input type="checkbox"/> I confirm that I will be seeking specialist registration by application for a CESR CP.	<input type="checkbox"/> Anticipated completion date of current programme, if known:	
<input type="checkbox"/> I confirm that I am a core trainee, not yet eligible for CCT.	<input type="checkbox"/> (if undertaking full postgraduate approved programme)	
Training Grade:	Date started:	Post Type or Appointment:
Full time or % of Full Time Training:		
By signing this form, I confirm that the information above is correct and I will keep the Deanery/HEE and the GMC informed as soon as possible of any change to my contact details.		
Trainee Signature:		
Date:		
FOR DEANERY/HEE USE ONLY		
National Training Number/Deanery Reference Number:		GMC Programme Approval Number:

Form R (Part A) Page 1 of 4

The training grade for new starters will be ST1, date started will be your first official day of training, post type will be 'Run Through' and finally unless you have applied for LTFT training, the last box will be Full Time.

Most trainees will need to tick this box if you are on the standard 36m WTE GP training programme. Only trainees who have specifically applied to shorten their training programme by way of the CEGPR or CEGPR (CP) process will need to tick anything else.

Enter 'RCGP' here.

You can find this from your ToP.


Remember to sign and date this page.

WPBA Requirements for ST1 (From August 2020)

<https://www.rcgp.org.uk/training-exams/training/new-wpba/assessment-requirements.aspx>

GP specialty training year one (ST1)

minimum requirements prior to 12-month review	4 x mini-CEX (if in secondary care) / Audio COT/COT (if in primary care) 4 x CbD/CAT 1 x MSF (with a minimum of 10 responses) CEPS as appropriate Clinical Supervisors Report (CSR) for each post Placement Meeting for each post Learning Logs – 36 case reviews (3 per month) 1 x Learning Event Analysis 1 x QIP in GP 1 x mid-year review and 1 x Educational Supervisor Report (ESR)
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What is
changing in
Primary Care
education?

Changes to Adult and Child Safeguarding Requirements for GP Training

The key changes are as follows:



- All trainees at the beginning of their ST1 period must undertake training in both child and adult safeguarding. This non-participatory learning may be online or face to face training and must be documented in the ePortfolio.



- There needs to be further knowledge updates documented in the ePortfolio at the beginning of both the ST2 and ST3 years.



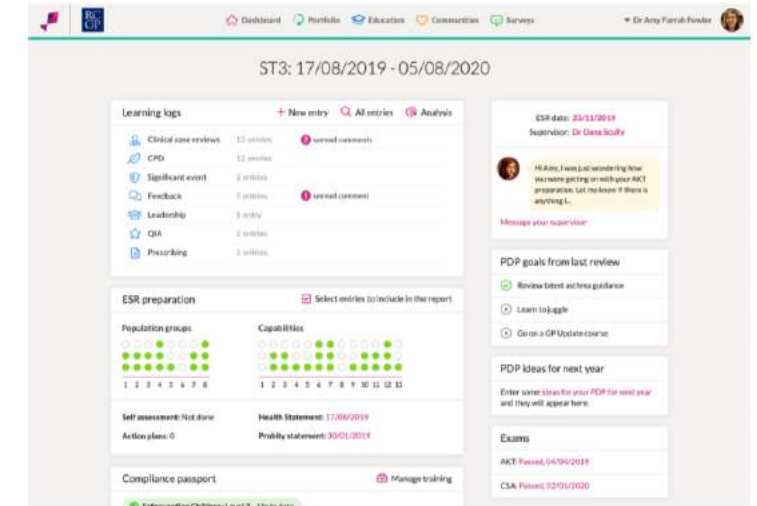
- There needs to be evidence of at least one piece of participatory learning documented in the ePortfolio for both child and adult safeguarding in each ST year.



Further information can be found on the RCGP website:
<https://www.rcgp.org.uk/training-exams/training/mrcgp-workplace-based-assessment-wpba/cpr-aed-and-child-safeguarding/child-and-adult-safeguarding.aspx>

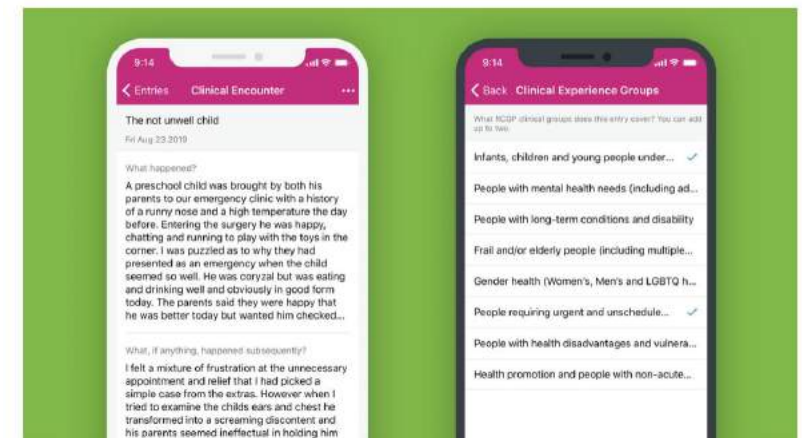
New E-portfolio from August 2020

- From w/c 14/09/2020 Severn GP trainees will move to using the new FourteenFish e-portfolio.
- FourteenFish is built around a modern Portfolio platform that is used by thousands of GPs across the UK.
- All GP trainees starting in August will use the current RCGP e-portfolio for their first 1.5 months.
- All information entered into RCGP e-portfolio will be automatically transferred over to the FourteenFish platform.
- More information is available on the RCGP website: <https://www.rcgp.org.uk/training-exams/training/mrcgp-trainee-eportfolio/new-trainee-eportfolio-landing.aspx>



Mobile app

Record learning logs and review existing entries on the go. Even if you don't have an internet connection.



Urgent and Unscheduled Care (UUSC)

Urgent and Unscheduled Care GP Specialist Trainee Competency Record -												
Competency	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	
	Evidence	Type	Date	Type	Date	Type	Date	Type	Date	Type	Date	
3												
4												
5												
6												
7												
8												
9												

- Move away from counting hours to a competency-based system.
- We have an UUSC passport for keeping a track of competence evidence in UUSC settings. This needs to be completed before each ARCP panel which covers a primary care placement.
- We have UUSC log sheets that need to be completed for each shift as evidence for your portfolio.
- In ST1/2 GP posts, trainees need to demonstrate some UUSC competency evidence.
- By the end of ST3, trainees must demonstrate multiple examples of evidence across all six UUSC competencies. Trainees will find it difficult to do this by completing less than 72 hours in UUSC settings.
- More info and UUSC FAQs on our website.

Central Team Email

[SEVGPSupport.SW@
hee.nhs.uk](mailto:SEVGPSupport.SW@hee.nhs.uk)

Please ask us about:



E-PORTFOLIO



ASSESSMENT, ESRS AND
WPBAS, UUSC



CHANGES TO YOUR
TRAINING PROGRAMME
AND CCT DATES