

General Practice Specialty Training (GPST)

Faculty Handbook & Guidelines for Junior Medical Staff

*(*Content subject to change to reflect ongoing Covid-19 implications)*

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HEALTH EDUCATION ENGLAND - KENT, SURREY & SUSSEX

GENERAL PRACTICE SPECIALTY TRAINING (GPST) FACULTY HANDBOOK A GUIDE FOR POSTGRADUATE DOCTORS AND STAFF AT ROYAL SURREY NHS FOUNDATION TRUST

Introduction

Welcome to Health Education England - Kent, Surrey & Sussex (HEEKSS) and the Education Centre at Royal Surrey NHS Foundation Trust. This Faculty Handbook is written for you as a Postgraduate Doctor and all who will be working with you during your time here at Royal Surrey County Hospital. Its purpose is to give you information about how your programme works and who the key people are who will be working with you. The Handbook is updated annually based on feedback to the Faculty Group from you as a Postgraduate Doctor and from your Supervisors.

Location

During your time with us you will be based at Royal Surrey County Hospital, although we do have a few rotations that include a post at one of the following:

- *Phyllis Tuckwell Hospice, Farnham*
- *Berkeley House, Godalming*
- *Farnham Road Hospital, Guildford*
- *Guildford & Waverley CCG, Guildford*

The Education Centre is opposite the West Wing. This is where all study leave applications should be handed in.

Key People

There are several key people who will support you during your time with us:

GP Training Programme Directors



Dr Debra Harper
(Wonersh Surgery)
debraharper@nhs.net



Dr Felicity Smee
(Merrow Park Surgery)
felicity.smee@nhs.net



Dr Geoff Mayer
(Cranleigh Medical Practice)
geoffmayer@nhs.net



Dr Jane Tilley
Director of Medical Education
janetilley@nhs.net
Extension: 6420



Mrs Tracey Cookman
Medical Education Manager
tracey.cookman@nhs.net
Extension: 4379



Ms Donna Stevens
GP Manager
donnastevens@nhs.net
Extension: 4926

Appendix A gives additional useful contacts.

Context of GP Training

Postgraduate Medical Education & Training Board (PMETB) has merged with the GMC to ensure that training standards are met, approve training programmes and ensure that they adhere to twelve Domains.

The duties of a doctor and guidance on providing good clinical care are accessible on the GMC website:

http://www.gmc-uk.org/guidance/good_medical_practice/good_clinical_care_index.asp

Two summaries have been included in this Handbook (Appendices D and E). However, please familiarise yourselves with the website as throughout your training and career ensuring patient safety is of paramount concern. To support this, the Handbook includes:

- departmental handover
- how you are inducted
- the roles and responsibilities of your teachers
- processes for addressing any concerns that you may have about patient safety arising from your training and supervision.

Local Programme Administrative Arrangements

The local programme is managed by the GP Manager in conjunction with the Programme Directors. The national arrangements for the management of your programme are contained in your ePortfolio:

<https://www.fourteenfish.com/account/logon>

If you experience any local administration issues, your first point of contact is Donna Stevens at the Education Centre (donnastevens@nhs.net or extension 4926).

The GPST Curriculum

The curriculum for your GPST specialty can be found at:

http://www.rcgp-curriculum.org.uk/rcgp_-_gp_curriculum_documents.aspx

The Local GPST Faculty is responsible for ensuring that the GPST programme is such that it will enable you to meet specific competences required in any given year through your GPST curriculum. The local programme is thus mapped to the national GPST curriculum. This also includes opportunities for you to work with other healthcare professionals such as Nurse Specialists, Pharmacists, Physiotherapists, Occupational Therapists and Speech & Language Therapists.

The Aims & Objectives of the GPST Curriculum

The purpose of the curriculum is to describe the competences to be attained in specialties relevant to General Practice in terms of the specific knowledge, skills and attitudes to be acquired.

The objectives are to:

- have clinicians who are able to practice in a professional, ethical, and patient focussed manner in accordance with Good Medical Practice (<http://www.gmc-uk.org>)
- have clinicians who demonstrate an ethical stance of respect and inclusivity of race, class, culture, gender, sexual orientation, age, disability and religion.
- spend a minimum of two years in hospital in a rotation of specialties thought most appropriate and relevant to future careers in General Practice.

How You Complete the GPST Curriculum

This GPST curriculum is competency based and leads to acquisition of knowledge, skills and attitudes needed to progress to Specialty Training.

You will be supported during your time at Royal Surrey NHS Foundation Trust by your Programme Directors and allocated Educational Supervisor and Clinical Supervisors, all of whom will give you regular feedback about your progress. You should never be in any doubt about your progress and what you can do to improve this. Evidence that you have completed the GPST curriculum and achieved competence is assessed through your ePortfolio entries at ARCP.

The GPST Programme Structure

This Faculty Handbook gives you details of how the national curriculum for GPST is organised here at Royal Surrey NHS Foundation Trust.

The local programme will include:

- ward based teaching
- GP Clinical Updates during term time
- weekly Journal Club whilst in the Medicine Specialty
- monthly Journal Club in Obstetrics & Gynaecology
- weekly Internal Medical Training education on Wednesday mornings (8:30am) whilst in Medicine
- local Hospital Educational Half Days
- clinical audit and exposure to academic opportunities, including leadership
- weekly ITP day release teaching on Thursday mornings
- weekly teaching for ST3 trainees during term time
- regular General Practice specific Clinical Webinars

The programme is structured to comply with the Standards of Training of the Postgraduate General Medical Council (GMC) and:

<http://specialtytraining.hee.nhs.uk/news/the-gold-guide-sixth-edition-now-available/>

Induction, Handover & Taking Consent

The Trust provides induction for all staff on the first Wednesday in August when you start. You will then be inducted to the GP Specialty within your first month. In addition, you will be inducted to your department. Please contact your Specialty Manager for details.

To update yourself on local policies and procedures, visit the Trust's intranet at <https://roogle.royalsurrey.nhs.uk/>. Please pay particular attention to the policies on Handover and Consent.

Your GP Educational Supervisor – Roles & Responsibilities

Your GP Educational Supervisor is responsible for overseeing your training and making sure that you are making the necessary clinical and educational progress by completing Educational Supervisor Reviews (ESRs). Your Educational Supervisor will usually be the GP Trainer that you will be with in your ST3 year and should give you regular feedback about your progress. For example, they will agree your Personal Development Plan (PDP), discuss career progression and make recommendations to the GPST Faculty with regard to sign off.

One day's study leave should be taken in each 4 month post to attend a meeting with your GP Educational Supervisor at their GP practice (you will need to complete a study leave form for this). They will reinforce the connection of your hospital learning to your future GP role and curriculum. They will assist you in completing essential assessments on your ePortfolio.

GP Training Programme Directors and GP Educational Supervisors facilitate the GP Clinical Updates.

Your Clinical Supervisor – Roles & Responsibilities

Your Clinical Supervisor is responsible for your progress within each placement and for your day to day clinical progress. The Clinical Supervisor should be the Consultant you are working for in each attachment. You should have regular feedback from your Clinical Supervisor while you are in that attachment and they should complete the Clinical Supervisor's Report (CSR) on-line for your ePortfolio. Information about your progress (such as the CSR) is collated by your Educational Supervisor through GPST Faculty meetings and ARCP.

Your Role as a Learner

The Modernisation of Medical Careers model of training adopts an adult learning approach. You are responsible for your own learning within the programme with the support of key people as above. You should ensure that you have regular meetings with your supervisors, that you maintain your ePortfolio, keep up to date with assessments as required and be signed off.

The Local GPST Faculty Group

The GPST Faculty Group's remit is threefold:

- ensure that the local GPST programme is fit for purpose and in line with national GPST curriculum requirements
- quality control the local GPST programme
- ensure that trainee progression is tracked, supported and audited. Any educational concerns or targets for the trainees are handed over between Clinical and Educational Supervisors through written or telephone communication. Such handovers are shared at the GPST Faculty Group.

The Local GPST Faculty meets three times a year in November, March and June.

Your GPST Group Representative

Each trainee year group needs to elect a Group Representative and to give feedback to the Faculty about the local programme. At Guildford it has worked well when the GPST Representative has continued the role throughout their three training years. This enables the group to remember who the Representatives are and enables the Representatives to learn how to do the role most effectively.

The role of the GPST Year Group Representative is a key part of the feedback process. They gather feedback about the local programme and present this at the thrice yearly meetings of the Local GPST Faculty Group. The feedback loop must be closed as relevant information and responses from the Local Faculty Group needs to go back to the cohort. This is the responsibility of the GPST Group Representative. If the Representative is unable to attend the meeting, they must organise a deputy to take their place.

The Local Academic Board (LAB)

There is a Local Academic Board (LAB) in each Trust whose responsibility it is to ensure that postgraduate medical trainees receive education and training that meets local, national and professional standards. The LAB undertakes the quality control of postgraduate medical training programmes.

Your Specialty School

Details of your GPST School can be found at:

<http://www.rcgp.org.uk>

How Will You Learn in this Programme?

In this programme we adopt a variety of learning approaches. These include:

- ward based clinical teaching
- exposure to outpatients and theatres at the appropriate identified level
- group learning
- private study
- web-based
- courses
- reflective practice
- audit projects
- handover
- Significant Untoward Incident (SUI)
- regular teaching specific to year and specialty, but also multi-specialty if appropriate

You will be offered an appointment at the start of your ST1 year with the GP Training Programme Directors.

Feedback

This is a crucial aspect of your programme. You can expect to receive detailed feedback on your progress from your Educational and Clinical Supervisors. This will happen during on-going review meetings with your Educational Supervisor. 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 Appraisal

In this Trust the arrangements for annual appraisal are made with your Educational Supervisor.

Learning Portfolio or eLearning Portfolio

This is a key aspect of your learning in the programme. It is your responsibility to maintain an ePortfolio. *This is an essential mandatory requirement* as it provides an audit of your progress and learning. Further information on how to manage and complete the specialty ePortfolio can be found at:

<https://www.rcgp.org.uk/training-exams/training/mrcgp-trainee-eportfolio.aspx>

There will be a session on how to use the ePortfolio with key advice at the GP Specialty Induction.

How Are You Assessed?

This programme is capabilities based. The capabilities which form the framework for Work Placed Based Assessment (WPBA) are derived from the first Curriculum Statement 'Being a GP'. The 13 capabilities are listed together with the WPBA tools in your Appendices. The assessment tools are COT, Mini-CEX, CEPS, PSQ, CBD and MSF. For further details please see:

http://www.rcgp-curriculum.org.uk/gp_eportfolio.aspx

It is important that you familiarise yourself with this and also how you are assessed. The different meanings for 'needs further development' or 'competent' are also described in Appendix C. Trainees gain competences at different rates and 'needs to progress' will be the commonest assessment outcome at the beginning of your training year.

Assessments are recorded in ePortfolios. It is your responsibility to undertake the assessment process in accordance with your specialty curriculum guidance (please see Appendix B for the checklist of required minimum evidence).

In this local programme there will be regular reviews of trainees through local ARCP process as guided by HEEKSS.

What Meetings Should You Know About Regarding Assessment?

Each trainee will go through the local ARCP process at regular intervals. The local ARCP process will be led by the GPST Faculty which meets three times each academic year. During the GPST Faculty meeting each trainee will be individually discussed with regard to their progress in training and achieving competences required taking into account feedback from their Educational and Clinical Supervisors, review of their ePortfolio, their attendance at teaching sessions and progress with exams. Each trainee will be given feedback from the local ARCP process by the Faculty Lead and advised regarding what they need to achieve prior to the next local ARCP meeting.

Outcome of the local ARCPs will be fed back to HEEKSS along with relevant information for each trainee. This will be used for the ARCP sessions held at HEEKSS level for the final decision on sign off.

Out of Hours Whilst in ITP Posts

During each 4 month ITP post you will need to gain experience to be approved by your Educational Supervisor and can include the local Out Of Hours provider, Care UK. If you chose this option, you will be supernumerary during these sessions and the aim will be to prepare you for working OOH in your ST3 year.

What is the Appeals Process?

The local appeal process is in accordance with the Gold Guide (sections 7.118–7.152) for Specialty Training.

What If You Need Help?

Sometimes doctors struggle in their jobs due to personal circumstances. In other cases it is the nature of their current specialty rotation and the demands it makes of them. Occasionally it is due to an atmosphere or culture of bullying and intimidation by other senior members of the team.

Royal Surrey's Medical Education Team and HEEKSS are not prepared to tolerate bullying or intimidation in any context. Where this is found to be occurring, we take firm fair action in collaboration with the appropriate bodies (Royal Colleges, HEEKSS, GMC).

We operate an 'open door' approach and at the Education Centre you can find information about local Trust policies, e.g. Grievance, Bullying & Harassment and Equal Opportunities. You can speak confidentially to the Director of Medical Education, Medical Education Manager or GP Manager at any time.

HEEKSS also offers support for Trainees in Need (TiN). Details of the HEEKSS Trainee in Need Guide can be found on the HEKSS website.

If you are on sick leave, the Trust's Human Resources Department, the GP Manager and both your Educational and Clinical Supervisors must be informed. If sick leave exceeds 2 weeks, HEEKSS must be notified via your GP Trainer and you will be asked to provide a sick certificate signed by a registered GP. Your GP Trainer should alert the Medical Education Manager for referral to Occupational Health who will need to assess you and your level of support before you can return to work.

How Can You Access Career Support?

Information about the HEEKSS Career Service can be accessed at:

<https://kss.hee.nhs.uk/workforce-transformation/careers/>

Personal Job Description

Medical Human Resources will issue you with a copy of the GP job description on starting with the Trust, which includes a section on each specialty that the GP rotations include. Please check your service commitment, job description and rotas to ensure that training time has been given.

How Do You Access Other Educational Opportunities?

Notices are circulated electronically by the GP Manager where possible. There is also a noticeboard at the Education Centre displaying posters for educational events that you can apply to attend.

How About Study Leave?

The GP training programme is a continuing period of learning and development over three years. The aim of Study Leave within GP Specialty Training Programmes is to facilitate GPStRs in achieving full coverage of the GP Curriculum and success in the nMRCGP assessment whilst the framework for all learning should reflect the overall intentions of the three year programme and support successful achievement of nMRCGP and a Certificate of Completion of Training (CCT) in GP.

It is therefore important that any Study Leave activity is congruent with these aims.

(a) GP Practice Days for GPStRs in Substantive Hospital Posts.

There should be a minimum one day in every four month substantive hospital post spent with the GP Educational Supervisor, normally in that Educational Supervisor's GP Practice for ST1/ST2s. Whilst these GP Practice days have a number of aims, a principle one is to increase trainees' understanding of General Practice and Primary Care during their hospital based ST1/ST2 years.

(b) Organising Educational Days in GP.

The dates for GP placements will be arranged as far in advance as is practically possible. Following liaison with other Faculties, potential dates will be identified by the GP Programme Directors and GP Faculty Administrative Team. These dates will then be made known to the GPStRs.

Dates will then be finalised by the GPStR on direct communication with their Educational Supervisor. As soon as the dates are confirmed the GPStR will then need to complete a Study Leave Application Form for submission to the Medical Education Team.

(c) Clinical Updates.

At the Royal Surrey there are weekly GP Clinical Updates led by GP Practices. These take place at Thursday lunchtime during term time in the Education Centre or virtually. Completion of Study Leave forms is not necessary *but 70% attendance is mandatory*.

(d) GPST3 Specific Guidance.

GP Specialty Training Half Day Release (formerly VTS) uses 15 days of the 30 day allocation in ST3. Trainees are invited to participate in two Residential Educational Workshops during their ST3 year. The costs for overnight accommodation involved should be personally covered by the trainees, whilst individual Study Leave budgets can be used for the educational components of these courses.

You must be able to link all educational activity to one of the course codes as outlined in Appendix E. Any Study Leave you request where one of these codes is not applicable may be rejected.

How Do You Apply For Annual Leave?

Your annual leave entitlement must be divided equally between your three rotations. To apply for annual leave you must liaise with your team and the Specialty Manager. You will need to complete the relevant annual leave application form as obtained from your department which will need to be agreed and signed by your Supervising Consultant and Specialty Manager and all educational activity. Please also keep a personal record of your leave which must be shared with your GP Educational Supervisor at each four month meeting.

GMC Ethical Guidelines

Please refer to the GMC website:

<http://www.gmc-uk.org>

Please also see The Context of GP Training above (page 3) and Appendix D.

NHS Constitution

As part of the NHS, we aim to uphold the values set out in the NHS Constitution and advise you to familiarise yourself with this important document which establishes the principles and values of the NHS in England:

<https://www.gov.uk/government/publications/the-nhs-constitution-for-england/the-nhs-constitution-for-england>

How About Flexible Training?

Please refer to the HEEKSS website:

<https://lasepgmdesupport.hee.nhs.uk/support/solutions/7000006974>

The Trust no longer receives HEEKSS funding for Less Than Full Time (Flexible) Training (LTFT). We do have a LTFT rota which we organise locally and, where available, we will find a 'slot share'. For further information please, contact the GP Manager on extension 4926 or at donnastevens@nhs.net.

Useful Names & Numbers

Local, regional and national:

HEEKSS Website: <https://www.hee.nhs.uk/hee-your-area/kent-surrey-sussex>

HEEKSS GP School: <http://www.kssdeanery.ac.uk/gp-trainees>

HEEKSS Careers: <http://www.ksseducation.hee.nhs.uk/about-careers/>

Gold Guide: <http://specialtytraining.hee.nhs.uk/news/the-gold-guide-sixth-edition-now-available/>

Specialty Links: <http://www.jrcptb.org.uk>

The Education Centre Team..... Who's Who

Medical Education Team



Dr Debra Harper
(Wonersh Surgery)
debraharper@nhs.net



Dr Felicity Smee
(Marrow Park Surgery)
felicity.smee@nhs.net



Dr Geoff Mayer
(Cranleigh Medical Practice)
geoffmayer@nhs.net

GP Training Programme Directors

The GPST Programme Directors oversee all aspects of General Practice training from ST1 to ST3 including Flexible Training (LTFT). They are responsible for Half Day Release Teaching, Integrated Training Post (ITP) weekly tutorials, co-ordination of the Thursday GP Clinical Updates (formerly ST1 and ST2 Learning Sets) and management of all GPST rotations.



Dr Jane Tilley
janetilley@nhs.net
Extension: 6420

Director of Medical Education (DME)

Jane is based at the Education Centre and is available to help you deal with any problems that concern your career. Contact is by e-mail or through the Medical Education Administration Office.



Mrs Tracey Cookman
tracey.cookman@nhs.net
Extension: 4378

Medical Education Manager (MEM)

Contactable Tuesday, Wednesday, Thursday and Friday, Tracey works closely with Medical Human Resources, the DME and Programme Directors.



Ms Donna Stevens
GP Manager
donnastevens@nhs.net
Extension: 4926

GP Manager

The GP Manager is responsible for disseminating key information from HEEKSS to GPST trainees and communicates details of the teaching programme to trainees and educators. The GP Manager also gives administrative advice regarding trainees' ePortfolios.

GPST Faculty

The GPST Faculty is lead by the GPST Faculty Lead with the support of the Patch Associate Dean and has representation from various Specialties. It is responsible for overseeing the local implementation of the GPST curriculum and monitoring the progress of trainees. The Faculty also organises Annual Review of Competence Progression (ARCP) for GPST Trainees.

Study Leave Administrator

Mrs Janet Whitehorn

Extension: 4378

janet.whitehorn@nhs.net

Janet works Wednesday & Thursday, 9:00am–5:00pm.

RSCH Library

The Library is located in the Education Centre and is accessible 24 hours with a pass card (deposit required). Resources include an IT suite providing access to the Hospital network and internet. Library staff are on hand between 9:00am-5:00pm to provide support with literature searches.

HEEKSS Team



Head of School & Deputy Primary Care Dean

Dr Liz Norris

liz.norris@hee.nhs.uk



Associate GP Dean (West Surrey)

Dr Andrew Cochrane

andrew.cochrane@hee.nhs.uk

- Manages the KSS Department of General Practice Education
- Acts as Deputy to the KSS Postgraduate Dean Director
- Manages recruitment and quality assurance processes for GP training programmes
- Manages recruitment, retention and quality assurance processes of GP education network
- Is responsible for quality assurance processes of GPs with performance problems
- Contributes to GP education at Deanery and national level
- Communicates with all stakeholders, DoH, Strategic Health Authorities, Medical School, Universities, Local Medical Committees and Royal College of General Practice, PMETB
- Also Vice-Chair of the COGPED (GP Deans Forum nationally)
- Programme Director Development
- Quality assurance of all training practices in West Surrey and the ongoing development of trainers
- Appraisal and support of Programme Directors GP and PC Tutors in the patch
- Quality assurance of GP run-through training in West Surrey
- Support the development of Foundation and GP run-through programmes.
- Support HEEKSS processes surrounding recruitment to training posts, Programme Director, GP Retainer and Flexible GP Career Schemes and GP Returner scheme
- Co-ordinator and Lead Tutor for KSS GP Modular Teaching in General Practice programme and PG Certificate course.

Workplace Based Assessment Requirements for GPSTs

	ST1	ST2	ST3
<i>Mini-CEX/COT /Audio-COT</i>	4	4	7 COT/ Audio-COT
<i>CBD/CAT</i>	4 CbDs	4 CbDs	5 CATs
<i>MSF</i>	1 (with 10 responses)	1 (with 10 responses)	2 (1 MSF, 1 Leadership MSF)
<i>CSR</i>	1 per post	1 per post	1 if relevant
<i>PSQ</i>	0	0	1
<i>Learning Logs</i>	36 Case Reviews	36 Case reviews	36 Case Reviews
<i>Placement Meeting</i>	1 per post	1 per post	1 per post
<i>CEPs</i>	Ongoing	Ongoing	5 intimate plus range of others
<i>ESR</i>	1	1	1
<i>Mid-Year Review</i>	1	1	1
<i>QIP</i>	1 in GP	0	0
<i>Significant Event</i>	If relevant	If relevant	If relevant
<i>Learning Event Analysis</i>	1	1	1
<i>Prescribing Review</i>	0	0	1
<i>Leadership Activity</i>	0	0	1

GPST Capabilities Areas & Outcomes for Reviews

1. Communication & Consultation Skills (communication with patients and the use of recognised consultation techniques)
2. Practising Holistically, Promoting Health and Safeguarding (operating in physical, psychological, socioeconomic and cultural dimensions, taking into account feelings as well as thoughts)
3. Data Gathering & Interpretation (clinical judgement, choice of physical examination and investigations and their interpretation)
4. Making a Diagnosis & Making Decisions (a conscious, structured approach to decision making)
5. Clinical Management (recognition and management of common medical conditions in Primary Care)
6. Managing Medical Complexity & Promoting Health (aspects of care beyond managing straightforward problems, including management of co-morbidity, uncertainty, risk and focusing on health rather than just illness)
7. Organisation, Management & Leadership (an understanding of the use of computer systems to augment the GP consultation and Primary Care at individual and systems levels, the management of change and the development of organisational and clinical leadership skills)
8. Working with Colleagues & in Teams (working effectively with other professionals to ensure good patient care, including sharing information with colleagues)
9. Community Orientation (management of the health and social care of the practice population and local community)
10. Maintaining Performance, Learning & Teaching (maintaining performance and effective CPD for oneself and others)
11. Maintaining an Ethical Approach to Practice (practising ethically, with integrity and a respect for diversity)
12. Fitness to Practise (the doctor's awareness of when his/her own performance, conduct or health, or that of others, might put patients at risk and taking action to protect patients)
13. Clinical Examination & Procedural Skills (competent physical examination of the patient with accurate interpretation of physical signs and the safe practice of procedural skills)

Rating	Explanation
Insufficient Evidence	From the available evidence, the doctor's performance cannot be placed on a higher point of this developmental scale
Needs Further Development	Rigid adherence to taught rules or plans. Superficial grasp of unconnected facts. Unable to apply knowledge. Little situational perception or discretionary judgement.
Competent	Accesses and applies coherent and appropriate chunks of knowledge. Able to see actions in terms of longer-term goals. Demonstrates conscious and deliberate planning with increased level of efficiency. Copes with crowdedness and able to prioritise.
Excellent	Intuitive and holistic grasp of situations. No longer relies on rules or maxims. Identifies underlying principles and patterns to define and solve problems. Relates recalled information to the goals of the present situation and is aware of the conditions for application of the knowledge.

Good Medical Practice - Duties of a Doctor

The Duties of a Doctor Registered with the General Medical Council

Patients must be able to trust doctors with their lives and health. To justify that trust you must show respect for human life and you must make sure your practice meets the standards expected of you in four domains:

Knowledge, Skills & Performance

- Make the care of your patient your first concern
- Provide a good standard of practice and care
 - Keep your professional knowledge and skills up to date
 - Recognise and work within the limits of your competence

Safety & Quality

- Take prompt action if you think that patient safety, dignity or comfort is being compromised
- Protect and promote the health of patients and the public

Communication, Partnership & Teamwork

- Treat patients as individuals and respect their dignity
 - Treat patients politely and considerately
 - Respect patients' right to confidentiality
- Work in partnership with patients.
 - Listen and respond to their concerns and preferences
 - Give patients the information they want or need in a way they can understand
 - Respect patients' right to reach decisions with you about their treatment and care
 - Support patients in caring for themselves to improve and maintain their health
- Work with colleagues in the ways that best serve patients' interests

Maintaining Trust

- Be honest and open and act with integrity
- Never discriminate unfairly against patients or colleagues
- Never abuse your patients' trust in you or the public's trust in the profession

You are personally accountable for your professional practice and must always be prepared to justify your decisions and actions.

Information taken from the General Medical Council website 05.08.2016
http://www.gmc-uk.org/guidance/good_medical_practice/duties_of_a_doctor.asp

Study Leave Course Codes for GPSTs

This curriculum list is not intended to be restrictive. It demonstrates possible events and activity that aligns to the curriculum. The lists are designed to facilitate local sign off by supervisors and Trusts. Where a trainee wishes to undertake career enhancing events that are not on the list then the aspirational approval process should be utilised.

School	Specialty/Programme	Code	Event Title	Internal/ External	Mandatory/ Optional	ST1	ST2	ST3
General Practice	General Practice	GP0001	Exam preparation course relevant to level of training	External	Optional	x	x	x
General Practice	General Practice	GP0002	Clinical Leadership and Management Course	Internal	Optional	x	x	x
General Practice	General Practice	GP0003	Developing skills for educational supervision	External	Optional	x	x	x
General Practice	General Practice	GP0004	National Conference attendance related to curricular progression	External	Optional	x	x	x
General Practice	General Practice	GP0005	Regional Training Days and GP Residentials (excluding subsistence costs)	Internal	Mandatory	x	x	x
General Practice	General Practice	GP0006	GP Registrar Course in Dermatology (2 days, annual at BSUH)	External	Optional	x	x	x
General Practice	General Practice	GP0007	Cervical Cytology - HEEM Online Theory Module	External	Optional	x	x	x
General Practice	General Practice	GP0008	Child Health Surveillance	External	Optional	x	x	x
General Practice	General Practice	GP0009	Courses and events relating to management of Mental Health Problems	External	Optional	x	x	x
General Practice	General Practice	GP0010	Courses and events relating to management of Sexual and Reproductive Health	External	Optional	x	x	x
General Practice	General Practice	GP0011	Courses and events relating to management of Chronic Disease	Internal	Optional	x	x	x
General Practice	General Practice	GP0012	National Courses and Events for Critical Appraisal Training	External	Optional	x	x	x
General Practice	General Practice	GP0013	National Courses and Events relating to Human Factors Training	External	Optional	x	x	x
General Practice	General Practice	GP0014	End of Life Care	Internal	Optional	x	x	x
General Practice	General Practice	GP0015	Minor Surgery Training	Internal	Optional	x	x	x
General Practice	General Practice	GP0016	Veterans' Health	External	Optional	x	x	x
General Practice	General Practice	GP0017	AKT revision for GP trainees via PSU in London, internal KSS	Internal	Optional	x	x	x
General Practice	General Practice	GP0018	Clinical Skills Assessment (CSA) course	Internal	Optional			x
General Practice	General Practice	GP0019	Basic Life Support to include AED competencies	Internal	Mandatory	x	x	x
General Practice	General Practice	GP0020	Safeguarding Level 3 (for trainees in practice placements)	Internal	Mandatory	x	x	x
General Practice	General Practice	GP0021	Courses relating to meeting curricular development	External	Optional	x	x	x
General Practice	General Practice	GP0022	Courses recommended for training progression	External	Optional	x	x	x
General Practice	All international events	Aspirational	International Guidance Applies from 7th August 2019 (see PGMDE Support Portal)	Aspirational	One per stage of training (maximum 1 every three years)			