



Royal Surrey  
NHS Foundation Trust

# **General Practice Specialty Training (GPST)**

## **Faculty Handbook & Guidelines for Junior Medical Staff**

<https://gp-training.hee.nhs.uk/guildford/>

**August 2024 (Version 1)**

## 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*
- *Surrey Heartlands 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](mailto:debraharper@nhs.net)



Dr Felicity Smee  
(GP Locum)  
[felicity.smee@nhs.net](mailto:felicity.smee@nhs.net)



Dr Hannah Field  
(Haslemere Health Centre)  
[hannah.field7@nhs.net](mailto:hannah.field7@nhs.net)

## Medical Education Team



Dr Hiro Khoshnaw  
Director of Medical Education  
[hiro.khoshnaw@nhs.net](mailto:hiro.khoshnaw@nhs.net)  
Extension: 6420



Tracey Cookman  
Medical Education Manager  
[tracey.cookman@nhs.net](mailto:tracey.cookman@nhs.net)  
Extension: 4379



Donna Stevens  
GP Manager  
[donnastevens@nhs.net](mailto: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](http://www.gmc-uk.org/guidance/good_medical_practice/good_clinical_care_index.asp)

A summary has been included in this Handbook (Appendix D). 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](mailto:donnastevens@nhs.net) or 01483 571122 extension 4926

## **The GPST Curriculum**

The curriculum for your GPST specialty can be found at:

<https://www.rcgp.org.uk/mrcgp-exams/gp-curriculum>

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 one year in hospital 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:

<https://www.copmed.org.uk/images/docs/gold-guide-9th-edition/Gold-Guide-9th-Edition-August-2022.pdf>

## **Induction, Handover & Taking Consent**

The Trust provides a local Doctors' Induction 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 or Rota 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 four-month post to attend a meeting with your GP Educational Supervisor at their GP practice*** (you will need to complete a study leave application 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 shared between Clinical and Educational Supervisors through written or telephone communication and also with the GPST Faculty Group.







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

The dates this year are: **14<sup>th</sup> November 2024**, **6<sup>th</sup> March 2025**, and **5<sup>th</sup> June 2025** and rely on trainee feedback.

### **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 Trainee Representative. If the Representative is unable to attend the meeting, they must organise a deputy to take their place.

GP Trainee Representatives 2023-2024		
 <p>Sonum Bathia (ST1) <a href="mailto:s.bathia@nhs.net">s.bathia@nhs.net</a></p>	 <p>Katie Hickinbottom (ST1) <a href="mailto:katiehickinbottom@outlook.com">katiehickinbottom@outlook.com</a></p>	 <p>Avinash Valand (ST1) <a href="mailto:avinash.valand@nhs.net">avinash.valand@nhs.net</a></p>
 <p>Jessica Davies (ST2) <a href="mailto:jessica.davies6@gmail.com">jessica.davies6@gmail.com</a></p>	 <p>Sinthuja Shanmugarajah (ST2) <a href="mailto:s.sinthuja@hotmail.co.uk">s.sinthuja@hotmail.co.uk</a></p>	
 <p>Ranya Derrick (ST3) <a href="mailto:ranyadeenaderrick@hotmail.co.uk">ranyadeenaderrick@hotmail.co.uk</a></p>	 <p>Susan Shiel-Rankin (ST3) <a href="mailto:susan.shielrankin@nhs.net">susan.shielrankin@nhs.net</a></p>	

### 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

### **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>

### **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 **Appendix C**. The assessment tools are COT, Mini-CEX, CEPS, PSQ, CBD and MSF. For further details please see:

<https://www.rcgp.org.uk/mrcgp-exams/wpba>

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 ePortfolio. 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 four-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, Practice Plus Group. 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 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, GP Manager, a Freedom To Speak Up Guardian or Team Connect 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 GP Manager and Educational/Clinical Supervisors should be informed. You must also provide the GP Manager with self-certificates for episodes of less than seven days or a Med3 for longer absences. Dates should also be uploaded to HealthRoster and as Time Out Of Training (TOOT) on Fourteen Fish. 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.

There are some useful Well-being resources on the training website:

<https://gp-training.hee.nhs.uk/guildford/wellbeing/>

### **How Can You Access Career Support?**

Information about the HEEKSS Career Service and the Professional Support and Wellbeing Service (PSWS) 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.

Weekly Half-Day Release schedule (ST3s) and weekly Clinical Update (ST1-3) are on the website calendar:

<https://gp-training.hee.nhs.uk/guildford/whatson>

### How About Study Leave?

The GP training programme is a continuing period of learning and development over three full-time years. The aim of Study Leave within the GP Specialty Training Programmes is to facilitate trainees in achieving full coverage of the GP Curriculum and success in the MRCGP assessment. Therefore, trainees are allocated 30 days study leave per year of training to pursue courses and activities related to the core GP curriculum, as well as attend local educational half days and GP practice days during hospital rotations.

- (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.* Each term there are Educational half days on a Thursday for which study leave will need to be applied for. The provisional dates for these will be released at the beginning of the academic year. As soon as the dates are confirmed the trainee will 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 (1-2pm) during term time in the Education Centre. Completion of study leave application forms is not necessary *but 70% attendance is mandatory.*
- (d) *GPST3 Specific Guidance.* GP Specialty Training Half Day Release (formerly VTS) uses 15 of the 30 day allocation in ST3. Trainees are invited to participate in two Residential Educational Workshops at Cumberland Lodge 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. For up-to-date information including aspirational study leave requests, see the Training website:

<https://gp-training.hee.nhs.uk/guildford/other/studyleave/>

### 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?**

For further information around Less Than Full Time Training (LTFT) please see our website:

<https://gp-training.hee.nhs.uk/guildford/other/ltft/>

Please also 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](mailto:donnastevens@nhs.net).

## **Useful Names & Numbers**

Local, regional and national names and numbers can be found in **Appendix A**:

HEEKSS Website: <https://kss.hee.nhs.uk/>

HEEKSS GP School: <https://kss.hee.nhs.uk/primary-care/>

HEEKSS GP Training: <https://kss.hee.nhs.uk/primary-care/gp-recruitment/gp-training-with-kss/>

Guildford GP Training Website: <https://gp-training.hee.nhs.uk/guildford/>

Gold Guide: <https://www.copmed.org.uk/images/docs/gold-guide-9th-edition/Gold-Guide-9th-Edition-August-2022.pdf>

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

Further useful information are found in the Appendices such as Exception Reporting information (**Appendix F**), Staying safe on night-shift (**Appendix G**), and the Hospital Connect service for Junior Doctors (**Appendix H**).