

## Who's Who & Important Contacts

### 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.

HEEKSS Team	
 <p><b>Primary Care Dean &amp; Deputy Postgraduate Dean</b> Professor Chris Warwick <a href="mailto:christopher.warwick3@nhs.net">christopher.warwick3@nhs.net</a></p>	<ul style="list-style-type: none"> <li>• Manages the KSS Department of General Practice Education</li> <li>• Acts as Deputy to the KSS Postgraduate Dean Director</li> <li>• Manages recruitment and quality assurance processes for GP training programmes</li> <li>• Manages recruitment, retention and quality assurance processes of GP education network</li> <li>• Is responsible for quality assurance processes of GPs with performance problems</li> <li>• Contributes to GP education at Deanery and national level</li> </ul>
 <p><b>Head of School &amp; Deputy Primary Care Dean</b> Dr Liz Norris <a href="mailto:liz.norris3@nhs.net">liz.norris3@nhs.net</a></p>	<ul style="list-style-type: none"> <li>• Communicates with all stakeholders, DoH, Strategic Health Authorities, Medical School, Universities, Local Medical Committees and Royal College of General Practice, PMETB</li> <li>• Also Vice-Chair of the COGPED (GP Deans' Forum nationally)</li> <li>• Programme Director Development</li> <li>• Quality assurance of all training practices in West Surrey and the ongoing development of trainers</li> <li>• Appraisal and support of Programme Directors GP and PC Tutors in the patch</li> <li>• Quality assurance of GP run-through training in West Surrey</li> <li>• Support the development of Foundation and GP run-through programmes.</li> </ul>
<p><b>Associate GP Dean (West Surrey)</b> Dr Felicity Smee <a href="mailto:f.smee@nhs.net">f.smee@nhs.net</a></p>	<ul style="list-style-type: none"> <li>• Support HEKSS processes surrounding recruitment to training posts, Programme Director, GP Retainer and Flexible GP Career Schemes and GP Returner scheme</li> <li>• Co-ordinator and Lead Tutor for KSS GP Modular Teaching in General Practice programme and PG Certificate course.</li> </ul>
Medical Education Team	



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)

### **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 Hiro Khoshnaw  
[hiro.khoshnaw@nhs.net](mailto:hiro.khoshnaw@nhs.net)  
Extension: 6420

### **Director of Medical Education (DME)**

Hiro 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.



Tracey Cookman  
[tracey.cookman@nhs.net](mailto:tracey.cookman@nhs.net)  
Extension: 4378

### **Medical Education Manager (MEM)**

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



Donna Stevens  
[donnastevens@nhs.net](mailto:donnastevens@nhs.net)  
Extension: 4926

### **GP Manager**

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

Donna works Monday-Friday, 8:00am-4:00pm.



Mr Matthew Solan  
[matthewsolan@nhs.net](mailto:matthewsolan@nhs.net)  
[rsch.gosw@nhs.net](mailto:rsch.gosw@nhs.net)  
Extension: Contact by e-mail preferred

### **Guardian Of Safe Working Hours (GoSWH)**

Matt is available to support you in ensuring that issues of compliance with safe working hours are addressed appropriately and provide assurance that doctors' working hours are safe. He is the primary contact for any exception reporting concerns.

Please see Appendix F for Exception Reporting guidance.



Dr Louisa Chrisman  
[rsch.ltftsupport@nhs.net](mailto:rsch.ltftsupport@nhs.net)  
Extension: Contact by e-mail preferred

### **LTFT SupportRTT Champion**

Louisa provides additional support to doctors training 'Less Than Full Time' (LTFT). She can also help those going or who have been Out Of Programme (OOP) in devising a structured, systematic process to enjoy a successful return to training.



Dr Vicki Scott  
[rsch.connect@nhs.net](mailto:rsch.connect@nhs.net)  
Extension: Contact by e-mail preferred

### **Junior Doctor Wellbeing Champion**

Vicki heads 'Team Connect', a new service to enhance the working lives of junior doctors during challenging times and provide support to help get the best out of a Royal Surrey placement.

Please see Appendix H or the link below for more information.

<https://roogle.royalsurrey.nhs.uk/junior-doctors-connect>



Janet Whitehorn  
[janet.whitehorn@nhs.net](mailto:janet.whitehorn@nhs.net)

**Study Leave Administrator**

Janet works Wednesday & Thursday, 9:00am–5:00pm and can assist with all study leave and expense claim queries.

Vacant

**Statutory & Mandatory Training Administrator**

Our Statutory & Mandatory Training Administrator (currently vacant) is available to help with MaST and MyLearning related issues.

## Specialty Contacts

### Emergency Medicine

College Tutor:

Dr Rachel Vivian  
[rachel.vivian1@nhs.net](mailto:rachel.vivian1@nhs.net)

Specialty Management:

Susan Palmer  
[susan.palmer10@nhs.net](mailto:susan.palmer10@nhs.net) or extension 4353

Rota Manager:

Juhi Arun  
[j.arun@nhs.net](mailto:j.arun@nhs.net) or extension 4352

### ENT

College Tutor:

Mr Matthew Solan  
[matthewsolan@nhs.net](mailto:matthewsolan@nhs.net)

Specialty Management:

Denise Moore  
[denise.moore3@nhs.net](mailto:denise.moore3@nhs.net) or extension 4267

### Geriatrics

College Tutor:

Dr Cai Neville  
[cai.neville@nhs.net](mailto:cai.neville@nhs.net)

Rota Manager:

Shannon Perfect  
[shannon.perfect1@nhs.net](mailto:shannon.perfect1@nhs.net), extension 6486 or 07790 986430

### Neurology

College Tutor:

Dr Cai Neville  
[cai.neville@nhs.net](mailto:cai.neville@nhs.net)

Rota Manager:

Shannon Perfect  
[shannon.perfect1@nhs.net](mailto:shannon.perfect1@nhs.net), extension 6486 or 07790 986430

### Obstetrics & Gynaecology

College Tutor:

Dr Brendan Gallagher  
[brendan.gallagher@nhs.net](mailto:brendan.gallagher@nhs.net) or extension 4439 (Secretary)

Specialty Management:

Jessica Roots  
[jessica.roots@nhs.net](mailto:jessica.roots@nhs.net), extension 3081 or 07495 743607

Rota Manager:

Opium Laurel  
[opium.laurel@nhs.net](mailto:opium.laurel@nhs.net) or extension 3287

### Paediatrics

College Tutor:

Dr Natasha Njenga  
[n.njenga@nhs.net](mailto:n.njenga@nhs.net)

Specialty Management:

Natasha Charan  
[natasha.charan@nhs.net](mailto:natasha.charan@nhs.net) or extension 3838

Jessica Roots  
[jessica.roots@nhs.net](mailto:jessica.roots@nhs.net), extension 3081 or 07495 743607

### Palliative Care

Clinical Supervisor:

Dr Amanda O'Flaherty

[amanda.o'flaherty@pth.org.uk](mailto:amanda.o'flaherty@pth.org.uk) or 01252 729400, extension 412

Medical Director:

Dr Cate Seton-Jones

[cate.seton-jones@pth.org.uk](mailto:cate.seton-jones@pth.org.uk) or 01252 729400

### Psychiatry

Deputy Medical Education Manager:

Tish Cooper

[letitia.cooper@sabp.nhs.uk](mailto:letitia.cooper@sabp.nhs.uk), 01483 443504 or 07766 538889

Locality Tutor:

Dr Vimal Mannali

[vimal.Mannali@sabp.nhs.uk](mailto:vimal.Mannali@sabp.nhs.uk) or 01483 443551

### Urology

Specialty Management:

Helen Blocke

[helenblocke@nhs.net](mailto:helenblocke@nhs.net) or extension 2725

### Surrey Heartlands CCG

Clinical Supervisor:

Hannah Yasuda

[hannah.yasuda@nhs.net](mailto:hannah.yasuda@nhs.net) or 07747 767985

### **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 Monday-Friday, 9:00am-5:00pm to provide support with literature searches.

E-mail: [rsc-tr.Library@nhs.net](mailto:rsc-tr.Library@nhs.net)

## 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 (GMC)

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](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	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) For trainee use only	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	General Practice	All international events	International Guidance Applies from 7th August 2019 (see PGMDE Support Portal)	Aspirational	One per stage of training (maximum 1 every three years)			
General Practice	General Practice	Leadership courses	Guidance on leadership courses applies from 28th April 2021 (see PGMDE Support Portal)	Aspirational (if not LEEP or Edward Jenner)	<a href="#">See FAQ here</a>			
General Practice	SRTT only	SRTT0001	Courses to support return to training (only to be used by trainees who have been approved for SRTT funding)	n/a	n/a			

## Exception Reporting Guidance

### **What is 'Exception Reporting'?**

Exception reporting is the mechanism that a Trust doctor can use to inform their employer when their day to day work varies significantly and/or regularly from the agreed rota template

Exception reporting is done in 'real time'.

### **When should an exception report be raised?**

You should raise an exception report as soon as possible after the exception takes place. Once raised on Allocate, the exception report will be sent directly to your Educational or Clinical Supervisor. Examples of exceptions to raise are:

- difference in hours of work (i.e. staying late beyond your shift end time)
- difference in pattern of hours worked (i.e. being asked to work 08:00 – 16:00 as opposed to your rota'd shift of 09:00 – 17:00)
- difference in educational opportunities/support (i.e. missed SPA time) *(NB: Trust Doctors can only submit exception reports of this type for missed SPA time)*
- difference in support for doctor during service commitments
- insufficient natural breaks (i.e. missed lunch break)
- insufficient rest (e.g. between shifts)
- immediate Safety concern - enables you to flag whether you feel the episode resulted in an immediate and substantive risk to the safety of patients or to yourself.

In addition, you will need to submit exception reports for the following:

- if you worked less hours than expected due coming into work late or going home early
- you have been awarded time off in lieu (TOIL) as a result of previously agreed exception reports
- you were awarded TOIL because of a breach of the 48 hour limit

### **Timescales to raise exception reports**

Exception reports are meant to be raised in real time

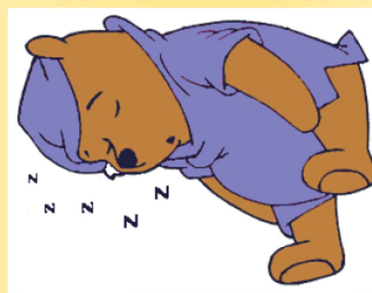
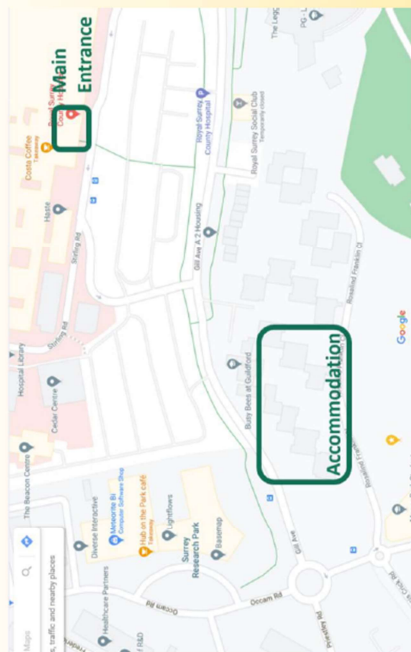
Must be raised in 7 days if claiming additional pay

Must be raised in 14 days in all other cases

Immediate Safety Concerns must be raised immediately at the time (orally) with the responsible clinician and then electronically within 24 hours

## Junior Doctors: Stay Safe Post-Nights

- **Too Tired to travel home after a nightshift?**
- **Accommodation**
  - Available for all junior doctors finishing a night shift
  - Free to use
  - First-come-first-served basis
- **Keys available to sign out from main reception**
- **Please also email [e.monem@nhs.net](mailto:e.monem@nhs.net) with your name and contact details**
- **If you have any queries in hours, please contact 01483 459 559**
- **For any further queries please contact [guildford.office@a2dominion.co.uk](mailto:guildford.office@a2dominion.co.uk)**





# Connect

**NHS**  
Royal Surrey  
NHS Foundation Trust

Connect is a service to enhance the working lives of junior doctors

We run a range of projects to help you get the best out of your time. When things are extra stressful we can ensure you have access to the right support.

Please get in touch if you would like to run a project, if you would like support for yourself or if you are concerned about a colleague.

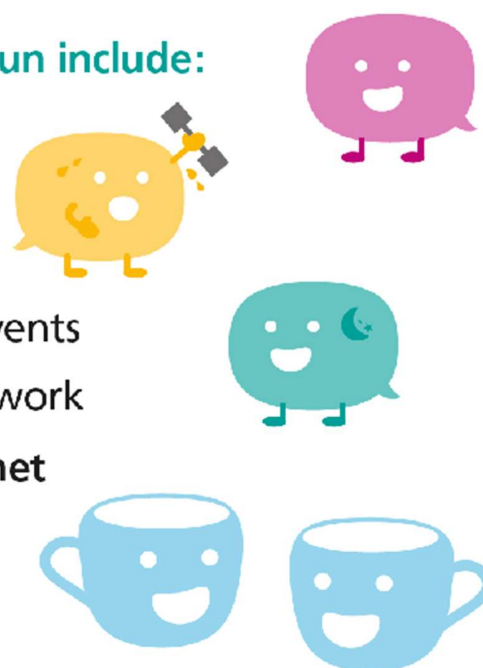
### Some of the projects we run include:

- Exercise clubs
- Hot drinks stations
- Nightshift focus
- Support after difficult events
- International doctor network

**Email:** [rsch.connect@nhs.net](mailto:rsch.connect@nhs.net)



WORLD CLASS CARE  
FOR OUR COMMUNITY



Assets: Illustration 011937