Training and Operational Resources for Medical Staff

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Contents

Governance Map

Clinical Management Team - NHS	
ADMD	Dr Eddie Doyle
CD Medical	Dr Paul Eunson
CD Surgical/Anaesthetics	Dr Mary Rose
CCH CD	Dr Sarah Clegg
Operations Manager	Ms Fiona Mitchell
Service Manager	Mr Tobias Tipper
Associate Nurse Director	Ms Anne Fitzpatrick
Deputy Associate Nurse Director	Mr Peter Campbell

Leads	
Emergency Medicine	Dr Paul Leonard
ARU	Dr Mairi Stark
PICU	Dr Jillian McFadzean
ENT	Mr Alok Sharma
Plastics	Mr Ken Stewart
Surgical	Mr Fraser Munro
Child Protection	Dr Lindsay Logie
Radiology	Dr Simon McGurk
Resuscitation (Resus Officer)	Jennifer Pyper
PET	Drs Ulf Theilen & Paul Leonard
Clinical Effectiveness	Ms Jennifer Hughes
Grand Round	Dr Kamath Tallur

College & University of Edinburgh Undergraduate	
Anaesthetics	Dr Emma Dickson
RCPCH Regional Advisor	Prof Hamish Wallace
CLaH Lead	Prof Jurgen Schwarze
Undergraduate - Paediatric Module Organiser	Dr Jay Shetty
Admin	Elaine/Donna

Deanery		
GP	Training Programme Director	Dr Robbie Bolton
	Associate Advisor GP Education	Heather Peacock
Paediatrics	Training Programme Directors	Dr Ailsa McLellan & Dr Laura Jones
	Administrator	Emma McFadyen
Surgery	Associate Postgraduate Dean for Surgery	Mr Alastair Murray
	Paediatric Surgery: Training Programme Director	Miss Amanda McCabe
Foundation	Foundation Programme Director (S1)	Dr David Mitchell
Deanery Support Teams	AP Dean for performance support	Dr Alastair Leckie
	AP Dean for Careers Support	Dr Barbara Stewart

Medical Education Directorate (MED) Quality assurance & quality for Educators on behalf of Health Board	
ADME	Dr Sonia Joseph
Medical Education Coordinator/FPD Administrator	Mrs Jane McCrindle
Simulation Lead	Dr Omair Malik
Simulation Manager	Mr Nathan Oliver
Simulation Technician	Mr Euan Leinster
CLaH U/G Module Lead	Dr Ailis Orr

FY/GPST Day at a Glance

Medical Paediatrics		Start time	Location	Notes	Evening Handover	Location	Night Handover	Location
A&E	Mon			**Collect bleep 9101 from Night shift FY/GPST in H@N Room then go to A&E**	**1630hrs**	**H@N Room: 1st Specialties 2nd ARU Olds 3rd ARU News**	**2100hrs**	**H@N Room: 1st Specialties 2nd ARU Olds 3rd ARU News**
	Tues							
	Wed	**0900hrs**	**A&E**					
	Thurs							
	Fri							
ARU	Mon				**1630hrs**	**H@N Room: 1st Specialties 2nd ARU Olds 3rd ARU News**	**2100hrs**	**H@N Room: 1st Specialties 2nd ARU Olds 3rd ARU News**
	Tues							
	Wed	**0900hrs**	**H@N Room**					
	Thurs							
	Fri							
GI	Mon				**1630hrs**	**H@N Room: 1st Specialties 2nd ARU Olds 3rd ARU News**	**2100hrs**	**H@N Room: 1st Specialties 2nd ARU Olds 3rd ARU News**
	Tues							
	Wed	**0900hrs**	**GI Office, 9 Rillbank Terrace**					
	Thurs							
	Fri							
Haematology/ Oncology	Mon	**0830hrs**	**Ward 2 Doctors' Office**		**1630hrs - aim to handover 1st to keep**	**H@N Room: 1st Specialties 2nd ARU**	**2100hrs**	**H@N Room: 1st Specialties 2nd ARU**
	Tues	**0900hrs**	**Ward 2 Doctors' Office**	PNOG VC in SPHERE from 0830hrs welcome to attend				

	Day	Start time	Location	Notes	Within hours	Location	Evening Handover	Location
	Wed	**0900hrs**	**Ward 2 Doctors' Office**	Theatre day all Registrars come in at 0815hrs	within hours	**Olds 3rd ARU News**		**Olds 3rd ARU News**
	Thurs	**0830hrs**	**Haem/Onc OPD @ 17 Millerfield Place**					
	Fri	**0900hrs**	**Ward 2 Doctors' Office**	MDT VC in RHSC Lecture Theatre from 0830hrs - welcome to attend				
Neurology	Mon	**0900hrs**	**Ward 7 Doctors' Office**		**1630hrs**	**H@N Room: 1st Specialties 2nd ARU Olds 3rd ARU News**	**2100hrs**	**H@N Room: 1st Specialties 2nd ARU Olds 3rd ARU News**
	Tues	**0900hrs**						
	Wed	**0900hrs**						
	Thurs	**0900hrs**						
	Fri	**0800hrs**						
Respiratory	Mon	**0900hrs**	**Ward 1 Doctors' Office**		**1630hrs**	**H@N Room: 1st Specialties 2nd ARU Olds 3rd ARU News**	**2100hrs**	**H@N Room: 1st Specialties 2nd ARU Olds 3rd ARU News**
	Tues							
	Wed							
	Thurs							
	Fri							

Surgical Paediatrics		Start time	Location		Notes	Evening Handover	Location	Night Handover	Location
Surgical	Mon	**0800hrs**	**Ward 4 Doctors' Office**			**1600hrs**	**Ward 4 Doctors' Office**	**2000hrs**	**Ward 4 Doctors' Office**
	Tues								
	Wed								
	Thurs								
	Fri								

Trainers

Recognition of Trainers (ROT) Process
Faculty Development Alliance (FDA)

Teaching
Clinical Educator Programme (CEP)
RHSC Grand Round – contact Dr Kamath Tallur, Admin: Ms Avril Scott
Consultant CPD

Leadership
NHSL: Courage to Manage
NHSL: Playing to Your Strengths
https://www.cmpsolutions.com/training/

National
LTFT
Current Awareness Bulletin

Management Meetings
PSG - Patient Services Group - 1st Tuesday each month 0830-0930hrs
MSC - Medical Staff Committee - Last Monday of the month; every 2nd month (Admin: Mrs Margaret McPheely)
Surgical Subspecialties Group
Risk & Clinical Governance - 1st Tuesday each month 0900-1030hrs
CMT - 1st Tuesday each month 1030-1230hrs
Resuscitation Committee - 4 times per year - either Tuesday 1000-1200hrs or Thursday 1615-1800hrs
Theatre User Group - First Monday of the month; every 2nd month (Admin: Mrs Margaret Palfrey)

RHSC Trainer Year at a Glance

August	September	October	November	December	January	February	March	April	May	June	July
Junior Doctors' Induction - all grades			FYs End of Post Clinical & Educational Supervisors' sign off	Junior Doctors' Induction - mostly FYs		Junior Doctors' Induction - GPSTs & STs	FYs End of Post Clinical & Educational Supervisors' sign off	Junior Doctors' Induction - mostly FYs	FYs & STs End of Post Clinical & Educational Supervisors' ARCP sign off	ARCPs	FY1 Shadowing programme last week in July
2 x FY Sim Workshops				2 x FY Sim Workshops		University of Edinburgh Finals - 18 February 2019 for 3 weeks		2 x FY Sim Workshops	Complete Trainees' ARCP paperwork		
2 x ST Sim Workshops						2 x ST Sim Workshops					
Cannulation Workshop				Cannulation Workshop				Cannulation Workshop			
LP/SPA Workshop						LP/SPA Workshop					

GP Trainees - Hospital Clinical Supervision
by Dr. Jenny Horne

The GP unit runs an excellent workshop, recommended for all hospital clinical supervisors of GP trainees. We aim to provide some advice for those unable to attend.

RCGP e-portfolio
All clinical supervisors have a login to e-portfolio. It is very helpful if clinical supervisors add educator notes for any meetings they have with a trainee – good, bad or just providing information about progress. This is particularly important for struggling trainees.

Scotland Deanery website
GPST area
- The super-condensed GP curriculum guides provide a guide to your specialty
    - Clinical supervisor roles and responsibilities
    - Advice regarding completion of the clinical supervisor's report (CSR)
    - Case-based discussion guidance and template
    - Confidence rating scale (can be completed prior to placement and used to monitor progress)
    - Learning opportunities diagram, identifying key areas for learning
- Educational opportunities area
    - Contains dates for hospital-based group learning. Expected to attend 5 days over 18 months. Each day runs twice per year.

Challenges in developing generic capabilities
It is recognised that hospital posts can be a challenging environment in which to develop the generic capabilities expected of a GP. The following opportunities are considered helpful.
- Ensure balance of acute and chronic patient contact
- Encourage the trainee to manage and maintain relationships with patients and families
- Consider the GP/hospital interface
    - Involve the trainee in triage of outpatient referrals
    - Assessment of discharge and letters

Study leave
During a 6 month post, a GP trainee can request up to 15 days study leave, used for:
- 2-3 GP attachment days, to meet with GP trainer and complete reports (eg prior to ARCP)
- Hospital-based group learning (5 days over 18 months)
- Other educational days
- Examinations
- Up to 5 days may be requested for exam preparation, but these are given dependent on unit staffing

Performance Support
Transfer of Information occurs specifically for those with performance or health issues
- Gives advance warning of support or adaptations required
- Information in clinical supervisor's report
- A trainee may be attending the performance support unit – mandatory release to attend 6 half day sessions over 6 months
- Performance support can be accessed via the relevant Training Programme Director (via Scotland Deanery website above)

o Generic email - gp.unit@nes.scot.nhs.uk
- Heather Peacock (heather.peacock@nes.scot.nhs.uk) works closely with all TPDs and Assistant Directors. She is happy to help if there are performance support issues.

Appraiser and Trainer resources

Medical Staff Corporate and Clinical Mandatory CPD resource

Doctors' learnPro

Medical Team HR Policies

Includes leave, expenses, whistle blowing and wellbeing policies
http://intranet.lothian.scot.nhs.uk/HR/hrpolicy/MedicalandDental/Pages/MedicalandDental.aspx

Quality Improvement resources and training

Lothian Quality
Scottish Patient Safety Programme
Turas Learn Quality Improvement Zone
Institute for Healthcare Improvement

Leadership and Management

National leadership programme with free online skills tool
Leading for the Future (LTFT)
Transformational change and leadership
Prof Keith Grint: 3 types of problems - Tame, Critical and Wicked (YouTube video)
U Process theory - https://www.youtube.com/watch?v=7lUyGBBcdJY
Project Lift

Recognition of Trainers

Completing Form 3 for Your Appraisal

WHAT FORM 3 SAYS:	WHAT IT MEANS...	...& DME ADVICE

Roles, e.g.:
  1. *Educational Supervisor*
  2. *Clinical Supervisor*
  3. *XXXXX*
	These are your current recognised roles on TURAS.	

	If you don't agree with what's there, please contact the MED team on RoT@nhslothian.scot.nhs.uk	
Section A: Educational Governance Requirements [√] **1)** *I have a GMC Licence to practise* [√] **2)** *I have completed equality and diversity training as required by my employer.* *I am currently practising within the field(s) relevant to my training role(s)* [√] **3)** *I have appropriate time allocated within my role*	Section A requirements are 'self-declared' [√] Provide evidence that Equality & Diversity training is up-to-date (within three years).	
	You can complete an E & D Course with LearnPro, STAR or CEP - please upload your certificate to this section. If you feel you don't have enough time allocated for training, discuss initially with your Clinical Director /AMD. If the situation remains unchanged, discuss with the Associate Medical Director for Medical Education (ADME) or DME.	
Section B: Role-specific requirements [√] **By ticking the checkbox you confirm the following:** **4)** *I understand the requirements of my role and how it fits with other educational and clinical role* **5)** *I know how to get support if needed* **6)** *I understand the curriculum and career stage of my students/trainees*	Section B criteria are 'ticked' & require evidence of completion (an introductory Trainer's Course or update in the past five years).	
	This needs to happen before you start your role. Options include: STAR modules or CEP or FDA workshops that cover your role(s). You can also use a SCOTS course if you completed it in the last 5 years. You should also have a discussion with your TPD/ FPD/ medical school lead to make sure that you understand your role(s) and responsibilities. Upload confirmation that you have completed this onto Form 3.	
Section C: Generic Trainer Skills **You must provide evidence of an appropriate level of teaching development. For most trainers this will involve providing supporting information mapped to the GMC's framework areas.** [√] **By ticking the checkbox, you confirm that you can meet the GMC framework areas and have uploaded supporting information:**	Section C lists the <u>roles of a trainer</u> – all 7 are for an ES: 1 - 4 + 7 are for a CS (most in Lothian are both). *Simplified, these are –* *1. Close supervision* *2. Learning environment* *3. Teaching* *4. Assessment* *5. Appraisal & e-portfolio* *6. Providing guidance* *7. Maintaining your own skills as a trainer*	

1) *Ensuring safe and effective patient care through training* 2) *Establishing and maintaining an environment for learning* 3) *Teaching and facilitating learning* 4) *Enhancing learning through assessment* 5) *Supporting and monitoring educational process* 6) *Guiding personal and professional development* 7) *Continuing professional development (CPD) as an educator*	**All require evidence to be uploaded (with all required areas to be covered before your next revalidation). Examples of good evidence are provided below, or refer to the Scottish Trainer Framework:** *www.scottishtrainerframework.org* **See also the attached Learning Resources list (pp.3-4) for on-line options or courses to develop your training year-on-year.** **The MED team can always offer advice on what constitutes good evidence, or on anything else! Please e-mail queries to:** RoT@nhslothian.scot.nhs.uk

In summary, your uploaded evidence on Section 3 should include:

EQUALITY & DIVERSITY CERTIFICATE (within past 3 years);
INTRODUCTORY COURSE CERTIFICATE (within past 5 years), or updated Course/modules;
EACH FRAMEWORK AREA which applies to your role should have at least one item of evidence (see over).

Feel free to discuss any of this with us prior to your Appraisal.

NES will review the evidence in Scottish educational appraisals – 20% 'quality reviewed' each year

Examples of Suitable Evidence for the Seven Framework Areas*

1. **Safe and Effective Patient Care:**
   - *Analysis of any critical incidents from your practice which involved students or trainees*
   - *Rotas/timetables indicating supervision*

2. **Learning Environment:**
   - *Teaching plans showing how you cater for diverse learning needs*
   - *Records of departmental meetings where teaching is discussed*
   - *Anonymised records of meetings with students/trainees to discuss improvements*
   - *Ratings and/or comments from student or trainee feedback*
   - *Your responses to student or trainee feedback*

3. **Teaching and Learning:**
   - *Teaching plans and evaluations*
   - *Feedback from observations of your teaching by a peer or mentor*
   - *Multi-source feedback on your performance as a teacher/trainer*
   - *Ratings and/or comments from student or trainee feedback*

4. **Assessment:**
   - *Examples of any assessments you have devised for use in your area*
   - *Anonymised examples of assessments you have conducted* (you can retrieve these from the e-Portfolio)

5. **Supporting and Monitoring Progress:**
   - *Examples of any methods you use to establish learning needs*
   - *Examples of educational objectives you have set*
   - *Anonymised examples of records relating to a learner in difficulty*
   - *Anonymised examples of agreed education plans*

6. **Guiding Personal and Professional Development:**
   - *Examples of any printed or electronic materials you provide to students/trainees seeking guidance*
   - *Anonymised examples of instances where you have provided advice or support*

7. **Own Professional Development as an Educator:**
   - *Notes from your observation of a peer/junior delivering teaching*
   - *Multi-source feedback on your performance as a teacher/trainer*
   - *Records of agreed actions following teaching performance observations*
   - *A personal development plan indicating key educational objectives and actions*

For any of the above, **further evidence** can be provided by any training you have attended in each area (e.g. a STAR or CEP module, see pp. 3 -5) or you could compose a half-page 'reflective account of practice', (e.g. how you dealt with an anonymised trainee in difficulty, or dealt with service pressures to promote training).

* This is from the STF website, where there are further examples & Courses relevant to each framework area
www.scottishtrainerframework.org

Useful Resources for Trainers in Scotland

1. SCOTTISH TRAINER FRAMEWORK (STF)
http://www.scottishtrainerframework.org

This web-site has all you need to know about educational appraisal, evidence required for SOAR, training courses, etc.

Supporting Clinical Teachers and Trainers

Welcome to the Scottish Trainer Framework (STF), an online resource designed to support all medical teachers and trainers working in Scotland, both undergraduate and postgraduate, whether working in primary, other community or secondary care settings.

The Framework is built around a number of competency statements mapped to various clinical and educational roles, which aim to help teachers and trainers to plan their personal and professional development as educators, whatever their role or career stage.

It also provides specific guidance for secondary care trainers requiring formal GMC recognition in Scotland.

Academic staff and GP tutors who have been told by their medical school that their role requires recognition should also consult the trainer recognition section.

2. CLINICAL EDUCATOR PROGRAMME (CEP)
http://sefce.net/cep

SEFCE is a partnership between the three regional Health Boards in SE Scotland [Lothian, Fife, Borders], the SE Scotland Deanery of NHS Education for Scotland and the University of Edinburgh.

The Clinical Educator Programme (CEP) is recommended for clinicians wishing to fulfil the GMC requirements for Recognition and Approval of Trainers across South East Scotland. The Clinical Educator Programme (CEP) fulfils the GMC requirements for Recognition and Approval of Trainers and is aligned to the 7 Framework Areas.

Level 1 completion is recommended for named CS and Level 2 for named ES.

For further information access the above link to the website - no login is required to view.

3. SUPPORTING TRAINING APPRAISAL & REVALIDATION (STAR)
https://www.mystar.org.uk/site/start/login.asp

Another NES site which offers a range of useful modules which can augment basic training.

Modules available include:
- *Appraisal and Feedback: 1 & 2*
- *Careers Coaching*
- *Doctors in Difficulty*
- *E-portfolio - a supervisor's guide to a NES portfolio*
- *Equality and Diversity*
- *Handover and referrals*
- *Induction - arranging this for trainees*

- *Supervised Learning Events -an introduction*
- *Supervision: the 'Named Clinical Supervisor'*
- *Teaching - Small Group*

4. LONDON DEANERY TRAINING MODULES
http://www.faculty.londondeanery.ac.uk/e-learning

LondonDeanery

Interesting, more advanced e-learning modules. You can register (free!) and print off a certificate of completion. Included are modules on:
- *Appraisal*
- *Assessing Educational Needs*
- *Careers Support*
- *Diversity, Equal Opportunities and Human Rights*
- *Effective Feedback*
- *eLearning in Clinical Teaching*
- *Facilitating Learning in the Workplace*
- *Improve Your Lecturing*
- *Managing the Trainee in Difficulty*
- *Setting Learning Objectives*
- *Simulation in Health Professions Education*
- *Small Group Teaching*
- *Structured Assessments of Clinical Competence*
- *Supervision*
- *Teaching Clinical Skills*
- *Workplace Based Assessment*

5. FACULTY DEVELOPMENT ALLIANCE (FDA)
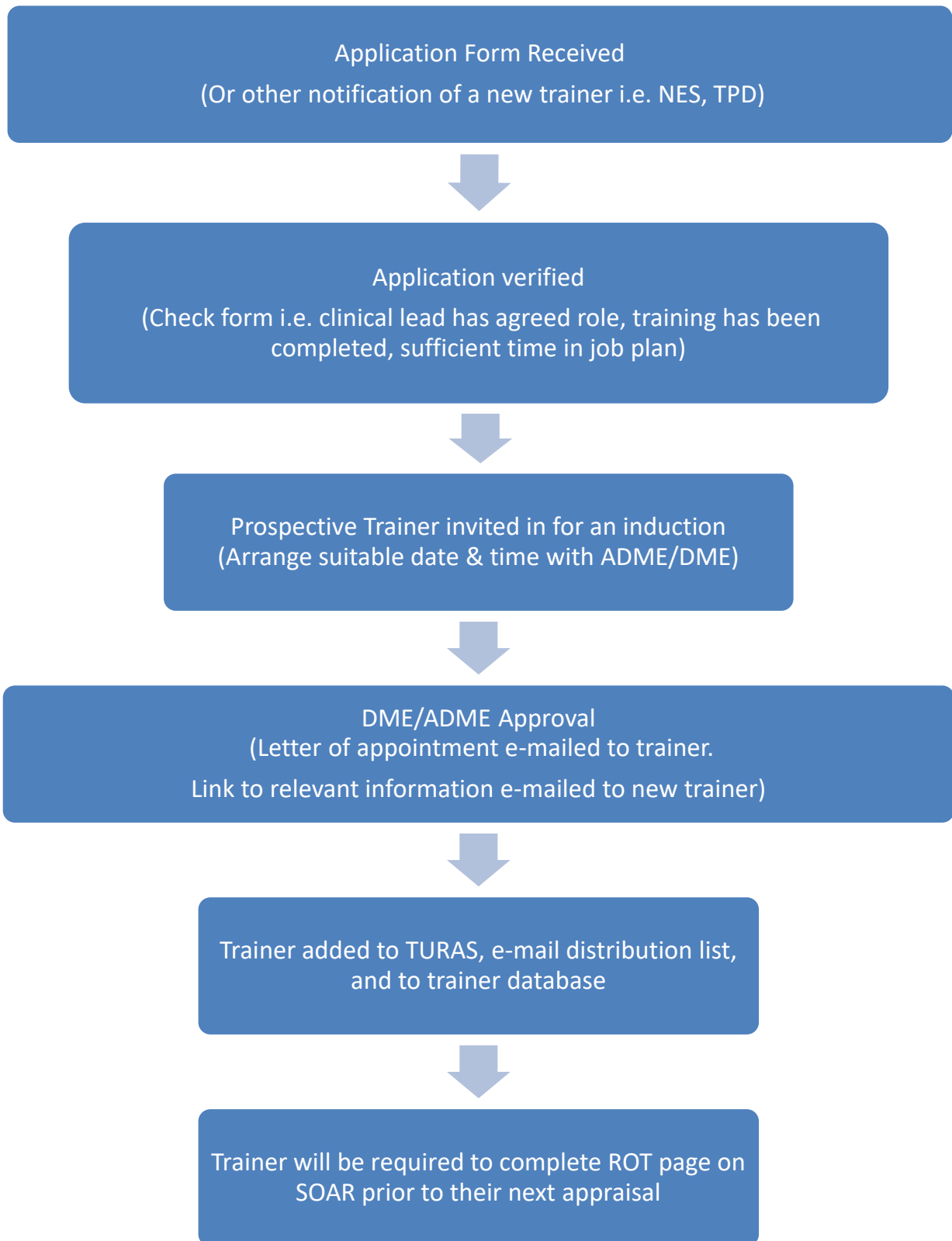
Faculty
Development
Alliance
Training for Trainers

http://www.scotlanddeanery.nhs.scot/your-development/faculty-development-alliance/
A NES site, accessible through the Scotland Deanery website.
The FDA has responsibility for the development and delivery of training for trainers in both primary and secondary care. Beyond the entry-level Trainer Workshop, it offers "Build on Your Skills" resources include courses, workshops, and e-learning.

New Trainer – Protocol

Application Form Received
(Or other notification of a new trainer i.e. NES, TPD)

Application verified
(Check form i.e. clinical lead has agreed role, training has been completed, sufficient time in job plan)

Prospective Trainer invited in for an induction
(Arrange suitable date & time with ADME/DME)

DME/ADME Approval
(Letter of appointment e-mailed to trainer.
Link to relevant information e-mailed to new trainer)

Trainer added to TURAS, e-mail distribution list, and to trainer database

Trainer will be required to complete ROT page on SOAR prior to their next appraisal

Resilience Tools

Natural responses after a traumatic incident in the first few weeks are sadness, guilt, shame, anger and fear. Teams may experience flashback or recurring memories and should seek help if experiencing this. Consider: Support from line management, Occupational Health, Chaplaincy Service, own GP, GMC, RCN and helplines for support.

Useful links
Links for wellbeing, support and after a traumatic event from www.psa-ltd.com

Bereavement
Sleep
Stress and Mental Health
- www.breathingspace.scot
- www.stepsforstress.org
- www.mind.org.uk
- www.samh.org.uk
- www.seemescotland.org
- www.samaritans.org

The art of conversation, NHS Health Scotland, reducing stigma of suicide

Others:
www.dsn.org.uk
www.crazysocks4docs.com.au
www.idealmedicalcare.org
Medically induced trauma support services
International Future Forum (cultivating a culture of kindness)
- www.iffproxis.com/ti-resources