

TRAINING AND EDUCATION GUIDE FOR GP TRAINEES, SUPERVISORS AND TRAINERS

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Health Education England
Working NWL SL NCEL**



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Introduction

Welcome to GP Specialty training in London.

We hope you find your time in your training programme both exhilarating and inspiring.

GP Specialty Training is subject to the criteria, requirements and guidance of the GMC, the RCGP, and those described in the MMC 'A Reference Guide for Postgraduate Medical Training in the UK' (commonly known as the [Gold Guide](#)). This is used by both trainees and educators.

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Who's Who

There are 29 GP Training Programmes in London. (see [Scheme map](#))

The schemes are led by **Training Programme Directors (TPD)** who support and facilitate the running and delivery of your training. The Programme Directors will organise your training programme placements throughout your 3-year Programme.

Your **Patch Associate Director (AD)** provides educational support for a group of programmes

During each secondary care post you will have a **Clinical Supervisor (CS)** who will be one of your hospital Consultants. Your clinical supervisor will be responsible for the appropriate clinical supervision of your day-to-day clinical work. In addition, your clinical supervisor will:

- Meet with you regularly throughout the placement
- Provide feedback which may be obtained by direct observation and from gathering the views of others working with you
- Undertake some, but by no means all of your work place based assessments.

For the duration of your programme you will also have a **GP Educational Supervisor (ES)**, who will be a local **GP Trainer or TPD**. Educational Supervisors are responsible for overseeing your clinical and educational progress. In addition, your educational supervisor will:

- Meet you regularly throughout each of your training programme
- Provide regular appraisal opportunities and completion of formal reviews
- Provide feedback on your overall progress

The local GP TPD will put you in contact with your Educational Supervisor. If you have concerns about your education and training that cannot be dealt with by your Clinical Supervisor, then your Educational Supervisor and/or TPD is there to offer help and support. If necessary, they can involve the Associate Dean (AD).

Contacts

If you have any questions or would like further information, please contact the Healthcare Education Team, (HET) via the PGMDE [support portal](#)

Health Education England working across London and South East

Faculty 3
Stewart House
32 Russell Square
London
WC1B 5DN

The HET team is normally available on weekdays from 9am to 5.30pm. Contact details can be found on our [website](#).

Some useful web-links and addresses:

The Royal College of General Practitioners (RCGP)
30 Euston Square
London NW1 2FB

Please refer to the College [website](#) for more information.

[The Royal College of General Practitioners Certification Unit](#)

Employment of GP Trainees

There are currently two lead employer organisations (LEOs) in London
They deal with all the employment issues for GP trainees throughout their training programmes, whether they are based in hospital or a GP practice.

North London LEO
South London LEO

Royal Free Hospital
St Georges.

rf.gpleo@nhs.net
gpst@stgeorges.nhs.uk

The LEOs provide a contract of employment to cover the whole period of General Practice Training.

The initial offer of employment following the allocation of a place on a training programme comes from Health Education England (HEE). Each Trainee will receive an offer of employment from the LEO before starting their first post

The LEOs will contact you with regard to completing pre-employment checks, occupational health information, the Disclosure & Barring Service (previously CRB), relevant commencement of employment forms, bank details and immigration status.

This will be followed by a contract of employment, within eight weeks of the start date, setting out the main terms and conditions of service including pay, annual leave, notice periods and the details of the out of hours work that you will be expected to carry out.

Notifying the LEO about any absence.

All absences including sick leave, maternity leave etc must be reported to the LEOs as your employer. This is your responsibility as otherwise it may lead to you being paid incorrectly.

Starting GP Speciality Training

Before starting your GP Specialty Training Programme, you must:

- Ensure your GMC Registration is current
- Register on GMC Connect with the designated body of
 - North London – Dr Gary Wares
 - South London - Geeta Menon
- Contact your Programme Directors and Clinical and Educational Supervisors
- Complete an Enhanced Form R -See guidance below
- Contact the relevant LEO

The National Performers List

All GP registrars need to be on the National Medical Performers List (NPL) to be able to see patients in General Practice.

Anyone who has not been added to the list by 12 weeks after their first day based in GP ('the grace period') has to stop seeing patients.

From August 2017, HEE will supply NHS England with details of all GP registrars who need to be added to the list each August and February.

Trainees no longer need to complete and submit an application form (NPL1).

NHS England will confirm their inclusion to Primary Care Services England (PCSE) who will then notify each GP registrar by email (by the end of October for August starters, and the end of April for February starters).

Please ensure that Health Education England London has an up to date email address for you.

Medical Indemnity

Trainees commencing in General Practice or ITP posts are required to have appropriate indemnity to work in practice and must send a copy of your certificate of medical indemnity to the email address below and this will be checked and sent on to PCSE.

Please send include your full name and GMC number and send to:

South London - GPSouth.lase@hee.nhs.uk

North London – GPNorth.lase@hee.nhs.uk

Your practice manager will ask to see the following when you start your practice placement:

- DBS with online update
- Occupational Health
- Medical indemnity
- GMC registration

It is your responsibility to inform the NPL of any changes to your circumstances such as:

- resignation/removal from training
- dismissal
- failure to achieve CCT or

- referral to the GMC

Your HEE Local Office should also inform NHS England of any of the above.

HEE local offices will update NHSE when GP registrars gain their CCT, but you must still complete an NPL3 at that time to update your status on the Performers List.

If you have any queries about joining the National Performers List please visit their [website](#).

Updates to this evolving process will be sent directly to you and will be circulated in our bulletin.

Support for Reasonable Adjustment

If you have a disability that might require adjustments to be made to support you working you must make your employer aware at the earliest opportunity. If you do not do so, the employer may not be able to make reasonable adjustments.

Registering with the Royal College of General Practitioners

The MRCGP is the licensing exam for General Practice. Without it you cannot gain your Certificate of Completion of Training (CCT) and work as a GP in the United Kingdom.

All new entrants to GP Specialty training must register with the RCGP to enable access to a portfolio in which you will record developmental progress and attainment of the mandatory assessments. Doctors in GP Specialty Training, whether in a hospital or a General Practice post, must collect evidence of their development and progression throughout and from the very start of training. This evidence will form part of the final assessment for the award of the MRCGP

Before you start you must register to get a username and password on the RCGP website. [Click here for registration](#)

Completing the Enhanced Form R

The GMC requires that all Specialty trainees must complete a Registering for Postgraduate Specialty Training (Enhanced form R) when entering training and again annually prior to each Annual Review of Competency Progression (ARCP). This form is available via your Synapse account. You will have received log ins for this at least 12 weeks before your start date.

For ST1 trainees, your National Training Number (NTN), which is also essential for you to be registered with the RCGP, will be issued by the HEE London GP School when your form R is received. It is a requirement of the RCGP for the GP School to collect Form Rs as registration for training each year.

An email reminder will be sent to you each year before this is due, with a web link to complete the form R electronically.

The Enhanced Form R now collects information required to support the revalidation process. Doctors in training are required to complete the self-declarations and provide further information on any unresolved significant untoward incidents or serious unresolved complaints. (See section on Revalidation below).

Contacting your GP Educational Supervisor (GP Trainer)

Your Educational Supervisor (ES) will provide your educational support and monitor your progress through your training. The Educational Supervisor will be a GP Trainer or TPD and your GP Programme Director will organise this for you.

If you are about to commence a GP training placement, please contact your GP Trainer.

GP placements during GP Specialty Training

Your final year (ST3) will be spent entirely in a GP placement. You will also have a GP placement in your ST1 or ST2 year, giving a minimum of 18 months in general practice. This placement may be an Integrated Training Post (ITP), in which you will be based in GP but also gain experience in an attachment to a hospital or community specialty. Post rotations and placements in GP will be organised by your Programme Director.

You will need to meet your GP Trainer/Supervisor to discuss your introduction to General Practice and to have a preliminary look at major educational needs and wants. The GP Supervisor (or practice manager) will normally give you an introductory/induction pack to provide information about your new team and practice.

An Overview of GP Training Over 3 Years

Induction

You must attend the Induction Programme arranged for new employees in the Trust. You will also be expected to undertake an induction into the department in which you are working.

London arranges a central induction afternoon for all new GP trainees and your GP Specialty Training Programme Director will also arrange a further induction locally to provide an overview of GP Specialty training, the programme, use of the portfolio and the assessment strategy.

Your GP Practice or community placement will also arrange a site specific induction.

The HEE KSS GP School has developed a series of helpful e-learning packages: “Trainees Starting GP” (which is an introduction to GP Specialty Training in KSS) that can be accessed via the [e-Learning for Health \(e-LFH\) website](#). This provides you with a useful introduction to registration with the RCGP, the GP curriculum, Learning Logs & PDPs, the Educational Supervisor Review & the ARCP. You should register your details on the e-LFH site to be able to receive your certificate of evidence of course completion which you can upload to your portfolio. Further details are available on the [HEE KSS web page](#)

Guidance on the ST3 Working Week Training

The new junior doctor contract has not changed the COGPED recommended working week for ST3s.

For a full time ST3 the working requirements are 40 hours per week. The 40 hours are made up of:

- 28 hours clinical sessions
- 4 hours structured educational time (includes tutorial)
- 4 hours half-day release (HDR) specialty GP scheme
- 4 hours independent educational activity

Trainees are required to demonstrate capability in urgent and unscheduled care (UUC), and an important part of this is gaining adequate supervised experience in out of hours settings. Your GP attachments will include capacity for you to undertake up to 36 hours every 6 months in a local OOH provider and to take time off in lieu from the GP practice.

The balance of activities may have flexibility based on the individual training needs of GP trainees as identified in discussions between trainee and Educational Supervisor. Actual timings can vary each week, as flexibility is also needed to reflect education and service provisions. Educational sessions may be structured so that activity occurs over a number of activities on different days.

Attendance at the Half Day Release (HDR) is covered by study leave arrangements and accounts for 15 days of the 30 days available to trainees. During GP placement when there is not an HDR session, it is expected the session will be replaced by an agreed educational activity which may include joint surgery or special clinic according to agreed learning needs

Duties and activities that contribute to clinical sessions

1. Supervised/supported consultations within the practice, with a minimum appointment length of 10 minutes for face to face consultations. There should be adequate time provided (at the end of any consulting period) to allow a trainee to debrief with the supervising GP
2. Telephone consultations
3. Supervised/supported home visits, nursing home visits, community hospital duties including time for debriefing, and travelling
4. Administrative work that directly and indirectly supports clinical care, which includes: reviewing investigations and results, writing referral letters, acting upon clinical letters, preparing reports,

and general administration

Duties and activities that contribute to educational sessions

Educational activities should link to specified learning outcomes and such activities planned and be agreed with the Educational Supervisor

1. Time spent in activities relating to work-placed based assessment (WPBA) such as undertaking Consultation Observation Tool exercises (COTs) and Case based Discussions (CbDs)
2. Time spent analysing video recordings of consultations, such as Consultation Observation Tool (COT) exercises, where time is set aside for this purpose
3. Time spent in specialist clinics; especially where these are arranged to gain exposure to patient groups and illnesses not covered elsewhere in a trainee's programme, e.g. family planning clinics, joint injection clinics
4. Participation in clinics run by other GPs – such as minor surgery, especially where direct supervision is required in the process to get formal verification of procedural competences
5. Attendance at specialist outpatient clinics if this area is felt to be absent within the trainees coverage of the GP curriculum
6. Time spent with other members of the practice and healthcare team for the purposes of care and learning e.g. practice nurses, community nurses, nurses with a role within chronic disease management, receptionists, triage nurses, GPwSIs, other health care professionals, dispensing and pharmacy professionals gaining experience in these areas

Non-clinical activities suited to educational sessions

1. Locally organised educational events, e.g. specialty-specific educational programme run by HEE, including “half-day release” or “day-release” sessions
2. Structured and planned educational activities, such as tutorials delivered in the GP practice
3. Primary care team meetings
4. Educational supervisor meetings and other educational reviews
5. Quality improvement, audit and research in general practice
6. Independent study/revision
7. Commissioning services

For trainees on less than full time rotations the number of hours for clinical and educational events will be calculated on a pro-rata basis.

The RCGP will need evidence of the successful completion of training in all of the posts and the satisfactory completion of the MRCGP. This will enable the RCGP to issue a CCT.

The GP Curriculum

Royal College of General Practitioners (RCGP) [Curriculum Site](#)

The Royal College of General Practitioners (RCGP) has produced a comprehensive and valuable curriculum for the 3 years GP Specialty training programme, which is updated annually, and due for a major review this year. We hope that you will refer to this to establish your learning needs in each of your hospital and GP placements. Consultants will have access to the curriculum, and will be encouraged to be aware of those areas pertinent to their own specialty. It will be very helpful to discuss your specific learning needs as an intended GP, as they will be supervising trainees in their specialty as well as GP.

Portfolio

The portfolio will allow you to demonstrate your progress in achieving the competences expected in the GP Curriculum and required for your WPBA which carries equal weight with the examinations in determining progression and completion of your training

It is very important that you [register](#) with the portfolio and start using the portfolio as soon as you start your GP training programme (either in hospital or in a GP placement).

It is your opportunity to show your learning experiences, both formally and informally.

Although access to your portfolio is only available to those assessing it please remember this is a potentially public document forming part of your certification (Freedom of Information Act 2000). Recent legal precedent should remind you that all reflective entries should be very carefully anonymised to avoid potential exposure to the courts requiring access to your portfolio in cases where things have gone wrong.

If there are any incorrect details on your portfolio, then you must contact HET for these to be changed. In particular, it is very important that your rotations are correct and that any periods of extended leave are documented on your portfolio. If these details are incorrect it can affect your certificate of completion of training. Do not wait until the last minute to tell us of any inaccuracies.

It is particularly important to ensure that all posts have a Location – please advise your local administrator if any of your posts do not have a location specified – particularly those in GP or psychiatry placements.

MRCGP

The MRCGP is an integrated assessment package, made up of:

- Applied Knowledge test (AKT)
- Clinical Skills assessment (CSA)/(RCA during COVID)
- Workplace based assessment (WPBA)

The RCGP provides [information about the MRCGP](#) which you should read.

Additional Training Requirements

Additional HEE requirements that need to be completed during each training year **and need to be evidenced within the RCGP portfolio**:

- Safeguarding Children and Safeguarding Adults training every year
- CPR AED needs to be valid annually and within date at the time of CCT
- GMC Survey – all trainees in each training year are expected to take part in the GMC National Training Survey. It is a professional duty for all trainees to feedback about the quality of their training in this way, as is stated in the *Gold Guide* Para 7.32 “[doctors] must take part in systems of quality assurance and quality improvement in their clinical work and training (e.g. by responding to requests for feedback on the quality of training, such as the National Trainee Survey)”

Urgent and Unscheduled Care (UUC)

Trainees are required to demonstrate capability in urgent and unscheduled care (UUC), and an important part of this is gaining adequate supervised experience in out of hours settings. The skills developed in this are part of the capabilities that will need to be present in order for your trainer to sign the educational supervisor review.

Although your GP Trainer may not personally do sessions with you, he or she will still be responsible for monitoring your learning and experience in this area. Your GP Trainer will discuss with you your learning needs for urgent care, and will plan with you your sessions.

Educational Supervisor Reviews

Your Educational Supervisor currently needs to complete a 6-month and 11-month review in each training year (ST3 6-month and 10-month). There are planned changes for 2020/21 – see ESR on [RCGP website](#) for the most up to date information, It is your responsibility to contact your Educational Supervisor to ensure this is done. Your learning log needs to be kept up-to-date and your assessments need to be complete, these must include Clinical Supervisors reviews.

You **MUST** complete a self-assessment in the 13 capability areas before every review – the underlying theme to the MRCGP is your ability to reflect on your learning and to demonstrate a developmental progression within the capability areas. Each area must contain specific evidence to justify your comments, i.e. references to certain logs /assessments. It is extremely important that this self-assessment is done: **please note that the RCGP will reject your portfolio if it is incomplete.**

At the review, your Educational Supervisor will go through the above and then make a rating with evidence-based comments on the same 13 capability areas. They are also asked to comment on your curriculum coverage, clinical examinations, procedural skills and the quality of the evidence presented in the portfolio. Finally, they will make an overall judgement on your progress. This is then submitted to your portfolio and signed off to become available to form part of your evidence for ARCP.

The Annual Review of Competency Progression (ARCP)

Your portfolio will then be presented to the Annual Review of Competency Progression (ARCP) panel.

The panel consists of a Panel Chair and two Programme Directors and/or Educational Supervisors, who will make a decision on whether the evidence you have presented in your portfolio along with the ESR is adequate for you to progress to the next level of training, or in the ST3 year whether you can apply for your Certificate of Completion of Training (CCT). Lay members and representatives from the RCGP may also be sitting on the panel.

If you have completed the required elements of WPBA, have submitted an Enhanced Form R and have a satisfactory ES Review you will not usually be required to attend the ARCP. If you have an unsatisfactory review or incomplete portfolio you will be required to attend panel. If you have an unresolved complaint, a Serious Untoward Incident or capability or conduct issues reported by yourself, your ES, or your employing Trust or The Local Area Office (for complaints occurring in general practice) you may be required to attend the ARCP so that more information can be obtained relating to the issue concerned. The ARCP will not make a judgement on this information. If the information is inadequate you will be invited to the Panel for feedback and plans for how these areas can be corrected will be discussed.

For information on ARCP requirements please visit [RCGP website ARCP page](#)

Certification & Revalidation for Doctors in training

From December 2012 the GMC set out requirements for all doctors in training to be revalidated:

- If your training lasts less than five years, your first revalidation will be at the point of eligibility for CCT.
- If your training lasts longer than five years, you will be revalidated five years after you gained full registration with a license to practice, and again at the point of eligibility for CCT.

The ARCP process is the vehicle for obtaining evidence for Fitness to Practice from which the Responsible Officer will make a recommendation to the GMC for revalidation.

This national process requires HEE to collect data in two parts - information from GP Trainees and from the employer(s). The employer will be supplying information to HEE in order to inform the revalidation process through the ARCP. The Area Team will also be required to supply information relating to GP Trainees, who have undertaken a placement in general practice (and thus been registered on the National Performers List).

This information will be provided under three headings: -

- Conduct/capability investigation
- Serious Untoward incident
- Complaints

The Process of Certification with the RCGP

Guidance is available via the [RCGP website](#)

Six months before you finish GP Specialty training

- You must think about certification with the RCGP.
- If you have transferred into HEE London as part of an inter-deanery transfer, you should check that these are recorded on your portfolio and you have the appropriate evidence from any ARCP done in a previous HEE area.
- Are all your workplace-based assessments up-to-date?
- Have you applied for AKT and CSA via the RCGP?
- In the coming 4 months you must complete the remaining WPBA. These must be undertaken so that your portfolio is complete at 9 months into your ST3 year.

Other Qualifications

The MRCGP is the only assessment process in GP training and will provide both developmental and summative assessment during the whole of the 3-year programme. It is intended that this will cover all that is needed during training for General Practice, and thus no other certificates, diplomas or higher qualifications will be needed. The Study Leave support is primarily to ensure that the GP curriculum is covered and that the CCT is achieved within the normal timeframe.

You may want to undertake additional training, e.g. for contraception and IUCD training (Diploma of the Institute of Family Planning) and if so you should discuss this with your Educational Supervisor and Programme Director.

Study Leave

The London Study Leave Guidance can be found on the [LPMDE website](#) this document is updated annually..

It is important that all GP Trainees plan their study leave at the beginning of each training year with their GP Programme Director. Trainees should read the Study Leave Guidance. The GP School provides a number of free facilitated learning and training events, a study leave allowance, as well as e-learning training to support GPSTRs.

All GPSTRs will need to have their requests for study leave approved by their Educational Supervisor and GP Programme Director.

Supported Return to Training

Supported Return to Training (SuppoRTT) aims to support all trainees to safely and confidently return to training after a sustained period of absence. Trainees are eligible if absent for 3 months or more, regardless of the reason. Those absent for a shorter period may also opt in.

SuppoRTT aims to provide a bespoke, individualised package for each returning trainee, rather than a single “one size fits all” approach. This consists of:

- A structured and systematic process for planning absence and return to training, and maintaining contact while on leave;
- A menu of options that can be built into an individualised return-to-training package, agreed between a trainee and their educational supervisor, including supervised clinical sessions, refresher courses and coaching.

For more information on the support available and how to access it, please visit our website: <https://london.hee.nhs.uk/professional-development/supported-return-training>.

For peer-to peer advice and support, please join the HEE Online Support Community (HOSC): <https://www.facebook.com/groups/HEEOnlineSupportCommunity/>. This community has been set up by GP trainees, for GP trainees across London to support any LTFT, OOPE trainees, those on leave or due to return.

Problems During Training

Anyone can experience personal, educational or professional issues. Remember, you are not on your own; there will always be someone to turn to for advice. Please do not hesitate to ask for help.

Firstly, consult your Educational Supervisor and/or your GP Programme Director. Issues in hospital posts can be discussed with your Clinical Supervisor and/or the Director of Medical Education within the Trust. Problems which are not resolved at this level can be referred to the Patch Associate GP Director responsible for your area. Further support is available via the [Professional Support Unit](#)

Peer support

The GP Specialty Trainee Registrar Committee has a GPSTR representative from each GP Specialty training programme. The Committee reports to the Heads of GP School

Health concerns

For health concerns, you can of course see your own GP. All GPs in London also have access to the confidential services of the [Practitioner Health Programme](#).

What Happens If a Trainee Does Not Make the Expected Educational Progress?

The GP School will seek to identify educational concerns as early in training as possible, so specific support can be given. Any trainee who thinks they may be struggling should discuss this with their local educators.

If educational progress is not as satisfactory as expected any trainee may be referred to an ARCP panel by their educational supervisor. A referral can be made at any point, even if a panel would not normally be due.

If such a referral is made, the patch AD will meet with the trainee, review the concerns, and provide a report for panel, which will be face to face. The panel may decide that further targeted learning needs to take place within the normal time frame of training, or that a discretionary extension to the training programme is required for educational purposes. This is most usual at the end of the ST3 year when any or all of the components of MRCGP, (AKT, CSA or WPBA) have not been passed. However extensions can be given at an earlier point.

While it is an unusual outcome, continuing failure to make educational progress in spite of support and extended training will lead to the trainee being released from training, as set out in the [Gold Guide](#)

Important note:

Additional periods of training for remedial reasons are not a right and will be given at the discretion of HEE. Opportunities for this will depend on the training capacity of the GP School at any one time. GPSTRs who are offered a remedial extension may need to go on a waiting list and/or undertake remedial training with reduced weekly sessions. Posts may be in general practice or in hospital.

Less Than Full Time Training (LTFT)

Information about LTFT training can be found on the [LPMDE website](#)

There is also information on LTFT training on the [BMA website](#)

Maternity or extended leave leading to short (less than 4 month) placements – portfolio evidence

Any trainee who ends up working less than 4-months whole time equivalent in any specialty post should bear in mind the need for sufficient evidence in their portfolio in order to ensure that short posts count towards their GP training. This decision is ultimately made by the RCGP, depending on the views of ARCP panels, but would be looking for adequate assessments and learning logs, and a CSR, in order to count the post towards a training programme. It is wise to be pro-active about this, as learning you have to repeat a hospital post at the end of your 3-year programme causes enormous disappointment.

Posts below 2 months (WTE) are very unlikely to count without significant effort on the part of the trainee.

UK Training For Overseas Doctors

- Enquires or questions relating to your employment status in the UK should be directed through the [UKBA website](#)

Contractual & Administrative Information

Employment contracts:

For contract information including terms and conditions of employment please refer to [NHS employers](#)

Relocation Expenses

Doctors relocating to another area in order to undertake a programme of specialty training may be eligible for relocation expenses. For information about relocation expenses please visit the [LPMDE website](#)

Parental Leave

Before taking a period of family leave it is important that your educational supervisor undertakes the ES review and you tell HET when this has happened as you will need an ARCP. This is a requirement for revalidation. Trainees are entitled to take up to 52-weeks maternity leave.

You should inform your LEO and the GP School by the end of the 15th week of your expected week of childbirth (EWC), of your pregnancy of the date you wish your maternity leave to start. You will also be required to provide a MatB1 from your midwife or doctor. HR/Medical will be able to inform you of any entitlements.

When returning from maternity leave the LEO, the Programme Directors, Healthcare Education Team and Educational supervisor will need to be informed no later than 28 days before you intend starting back at work.

When returning to GP Specialty training following maternity leave the Healthcare Education team will organise your next placement in an appropriate post, and will seek to take your wishes into account. Your training will be extended to take into account the time missed.

GP Trainers will occasionally have space for their GPSTR's to return back to training in the same Practice, it must be noted that this is not a right for the trainee, and is not always possible to organise.

For further information please refer to the NHS guidance to maternity leave regulations.

Educational Supervisor Reviews and ARCP

It is extremely important just before you go on maternity leave / extended leave/ sick leave that your ES completes a review through your portfolio, putting you out of programme. This effectively suspends your portfolio until your return.

Sickness Absence

If you are off sick, your LEO must be informed. Periods of sickness for up to 7 days should be covered by the production of a self-certificate to be given to your employer. Sickness lasting longer than that period will require a formal Medical Certificate which can be obtained from your own GP. You should give a copy to your LEO. Most episodes of sickness are fortunately for short periods, and do not generally interrupt the progress of the training. For longer periods of sickness, the LEO may request you to attend Occupational Health prior to your return to work, to ensure that you are fit to return to working and training. Occupational Health referrals will be organised by the LEO.

The RCGP require all GP trainees to have completed 36 months of training, less statutory and study leave, to be eligible for a CCT. Sickness for duration of more than 14 calendar days in any one year will need to be made up in time. If you are ill for a total of less than 14 calendar days in your training year, your training is not affected.

If you are sick for more than 14 calendar days but less than 3 months in the year, your training will need to be extended by the relevant time period. You are responsible for keeping your LEO (and GP trainer if in a GP placement) informed about your progress during this time, and you should provide appropriate sickness certificates.

It is important to say that all GP trainees should be registered with a GP, but you should not be registered as a patient within your Training Practice.

There is more information on sickness leave on the [BMA website](#)

Again, if you have a period of extended sickness absence you will need to be marked as 'Out of Programme' on your portfolio, if you are absent when you are due an Educational Supervisors review.

Changes to your Circumstances

It is very important for the GP School to know how to contact you during your training. You must inform the GP HET team if there are any changes in your circumstances, and complete and return the 'Changes in Circumstances' form which you can obtain from the HET team and the website. Similarly, if your posts change from the planned training programme, please ensure this is kept up to date and report any changes that need to be made.

HEE Guidance on Social Media

The use of social media by doctors in training is increasing, particularly in areas that enhance learning, sharing of knowledge and developing professional relationships. The ethical principles that apply in your

professional interactions also apply to social media. Many people may see what you post, and not necessarily those you intended to see it. Once posted, content can be very difficult to remove.

The GMC provides guidance on the use of Social Media based upon the principles of Good Medical Practice (2013). This guidance sets out the principles of maintaining boundaries and confidentiality, respect for colleagues and patients and issues of privacy and anonymity. Further guidance has also been produced by the British Medical Association that references the GMC guidance and has further information about protecting yourself online. Both sets of guidance are attached to this statement for information.

HEE London expects doctors training within the region to follow these principles in their use of social media. Doctors in training should not use publicly accessible social media to discuss individual patients or their care with those patients or anyone else. It should not be used to discuss colleagues, supervisors or placements where there may be negative comments. In addition, most employers will have a social media policy to which you will be contractually compelled to adhere, as well as a process for escalating concerns about incidents that are witnessed in working environments.

The Trainee Voice

Feedback

HEE considers the giving of feedback a necessary professional obligation for all doctors in training and places great importance on the feedback received from our trainees about the placements that they have experienced.

There is an opportunity to feedback on placements online (see more details below).

In addition, your GP Trainer will have an *Exit Interview* with you at the end of your GP placement to undertake a final reflection on the placement.

GMC National Trainee Survey (NTS)

HEE KSS invites trainees to attend the annual “The Sound of the Student Voice” workshops and GP trainees will be welcome to attend.

GPSTR Committee

There is an active committee of GP trainees that draw representation from every training area, and provides direct and close communication with the Head of Primary & Community Care Education and Head of the GP School.

Out of Programme Experience (OOP)

GP trainees in London may be eligible to undertake negotiated OOP experience provided this satisfies the guidance and criteria. This is best taken between the end of the ST2 year and the beginning of the ST3 year.

Further information on this is available on the [LPMDE website](#).

Transfer Process

Whilst we would hope that trainees appointed to the training programme in London will remain in that programme, we are aware your individual circumstances may change.

There are two types of transfer that may be considered:

- An inter-programme transfer (IPT) to another area within London
- An inter- deanery transfer (IDT) to a different GP School in Health Education England

In all cases you need to be aware that transfers are not considered within the first year of joining the training programme nor considered beyond this when there have been no material changes in circumstances to those that existed at the uptake of your employment offer

Inter-Deanery Transfers are coordinated nationally by HEE South London. There are two windows for applications: in February and August.

Criteria to be considered for an inter-deanery transfer are:

- new personal disability as defined by the Equality Act 2010 *or*
- a significant change to caring responsibilities *or*
- a significant change to parental responsibilities *or*
- a significant change to circumstances relating to a committed relationship.

Trainees also have to obtain a satisfactory outcome (outcome 1) at their ARCP to be considered eligible. There is detailed guidance available on the [Specialty Training Website](#)

Information on Inter-Programme Transfer including the application form can be found on the [LPMDE website](#).

Resignation from the GP Training Programme

This is very likely to be a rare event, as the vast majority of GP trainees are committed to GP training and thoroughly enjoy the process. However, there may be a number of reasons, that a GPSTR feels that they need to resign their training post. Should this be the case it is very important that the GPSTR discusses their decision with their GP Training Programme Director. If they do leave the GP Training Programme, they must give at least three months' notice. Trainees will need to send a letter of resignation to the Head of the GP School and their LEO, and copy to the Programme Director who will need to complete a 'Confirmation of Withdrawal from Training' form. This form needs to be returned to the HET team. There will also need to be a final ARCP panel, which will normally give an outcome appropriate for the level of progress achieved by the trainee at that point.

National

There are a number of awards administered through the RCGP, notably the Great Expectations GP Registrar Bursaries for whom applications are invited in the form of a research protocol. Please contact the [RCGP](#) for their booklet. The RCGP also organises the International Travel Scholarships, details of which are available on the international section of the RCGP Website. A number of charitable bodies support individual proposals, such as the PPP Health Care Medical Trust, further information can be obtained by writing to the Chief Executive: 13 Cavendish Square, London, W1M 9DA or phone for further details on 0207 307 2622; and also the Wellcome Trust whose contact details are: Grant Administration, Wellcome Trust, Wellcome Buildings, 183 Euston Road, London, NW1 2BE.

What's Next?

On completion of training

On award of a CCT in General Practice, former trainees must notify both the GMC (for revalidation) and NHS England (as holders of the National Performer's List, of their change in status to qualified GP. The relevant current links for these are:

[GMC](#)
[PCSE England](#)
[PCSE change of status](#)

Glossary and Common Acronyms

AKT	Applied Knowledge Test. This will be a machine marked test of knowledge as one of the 3 integrated and triangulated components of the MRCGP [RCGP]
APD	Accredited Professional Development
APEL	Accreditation of Prior Experiential Learning
ARCP	Annual Review of Competency Progression
BMA	British Medical Association
CbD	Case Based Discussion
CBD	Case Based Discussion
CCT	Certificate of Completion of Training
CEGPR	Certificate of Eligibility for the GP Register
CEPS	Clinical Examination and Procedural Skills
COT	Consultation Observation Tool; as part of the WPBA will largely be based on MRCGP video performance criteria
CPD	Continuing Professional Development
CS	Clinical Supervisor
CSA	Clinical Skills Assessment. One of the 3 integrated and triangulated components of the MRCGP
DRS	Doctors Retainer Scheme
ES	Educational Supervisor
FGPR1	Finance Payment GPR form
FTSTA	Fixed Term Specialty Training Appointment [MMC]
FY1	Foundation Year 1
FY2	Foundation Year 2
GMC	General Medical Council
GP	General Practice/General Practitioner
GPC	General Practice Committee
GPSTR	General Practice Specialty Training Registrar
GPT	General Practice Tutor
HDR	Half Day Release scheme (formerly known as Vocational Training Scheme)
HEI	Higher Education Institutes
HET	Healthcare Education Team (HEE central admin team supporting the GP School)
ILT	Institute of Learning & Teaching
IMAP	Interim Membership by Assessment of Performance
KSS	Kent, Surrey & Sussex
LAB	Local Academic Board
LFG	Local Faculty Group
LLA	Lifelong Learning Adviser
LMC	Local Medical Committee
LTFT	Less than Full Time
MCQ	Multiple Choice Question papers

Mini-CEX	Clinical Evaluation Exercise
MRCGP	Membership of Royal College of General Practitioners
MSF	Multi-source Feedback
NHS	National Health Service
NRO	National GP Recruitment Office
PAD	Patch Associate Dean
PD	Programme Director (GP) (formerly known as VTS Course Organiser)
PDP	Personal Development Plan
PSQ	Patient Satisfaction Questionnaire
QAWG	Quality Assurance Working Group
RCGP	Royal College of General Practitioners
RTG	Run Through Grade
SEAT	Single Employer Acute Trust
SEGPR1	Finance Form for trainees employed by Single Employer Acute Trust
TSC	Trainer Selection Committee
WPBA	Workplace Based Assessment, the evaluation of a doctor's progress over time in their performance in those areas of professional practise best tested in the workplace
WTE	Whole Time Equivalent

