

# Handbook

## Clinical Radiology



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## **1 Introduction**

I would like to take this opportunity on behalf of the School of Clinical Radiology to welcome you to Health Education Kent Surrey and Sussex, Clinical Radiology Specialty Training Programme.

This induction pack has been put together by the School to provide some key information which you will find useful during your time here in HEKSS so please take the time to read the contents carefully.

You will be asked to sign a register at induction to confirm the receipt of this induction pack.

Congratulations on your appointment and I wish you every success during your time in Clinical Radiology training.

**Deborah Thomas**

**Medical Workforce Officer**  
**School of Clinical Radiology**  
[clinicalradiology@kss.hee.nhs.uk](mailto:clinicalradiology@kss.hee.nhs.uk)

## 2 Welcome from the Interim Heads of School and Training Programme Directors

Welcome to Radiology training in HEKSS. Congratulations on being appointed and for choosing what we think, is an innovative and progressive training scheme. The HEKSS School of Radiology has now been in existence for approximately 6 years providing Radiology training across the region in a county based approach. The last two years have seen our first group of trainees CCT and I am happy to say that they all found Consultant posts in the hospital of their choice. The progression to specialty training can be a daunting prospect and many trainees will feel overwhelmed to begin with. This is a natural reaction and one which passes with time so don't panic! There is a lot to learn, and whilst the trainers that you will meet during your time with us, will endeavour to pass on as much information as possible, there is work that needs to be done behind the scenes by yourself.

The School of Radiology is here to support you throughout your training so please use it as a resource. Each of you will be allocated an Educational Supervisor who will be your main contact point, but in addition, each Training Centre has a College Tutor who reports directly to the School of Radiology at regular intervals.

The School meets every 4 months to discuss training issues and provides a good forum for feedback and reflection. Your views are always well represented there by the attendance of at least one of our three trainee representatives.

Over the last two years we have worked hard to establish and develop the School:

- We have installed iMacs into each of the main training centres with a view to integrating them across the region to provide a HEKSS Film Library. No other training scheme in the country currently has this facility.
- Last year we purchased a state of the art 3D multi-modality phantom to provide a resource for simulation training for interventional procedures. This is currently based at Brighton, but we are purchasing more equipment this year with a view to having a similar model in each county.
- Our Regional Training Day programme has been met with great enthusiasm by the trainees. Providing a monthly meeting for all trainees across HEKSS, this is a great time to learn whilst meeting other trainees.

Our aim is to provide you with the best training and support that we can, but this is a two-way process and one that you as a trainee need to be fully engaged with. I hope that you enjoy your time here in HEKSS.

**Phil Thompson, Head of School**

### 3 Important Contacts and their roles and responsibilities

It can be quite confusing knowing who to contact when you have an enquiry. Below is a list of the contacts at HEKSS with a summary of their responsibilities to guide you to the correct person. Please do not hesitate to contact them when you need assistance.

#### HEKSS Contacts and Responsibilities

Name & Contact Details	Role & Responsibilities
<p><b>Kevin Kelleher</b></p>	<p><b>Deputy Postgraduate Dean for Secondary Care</b></p> <p>Is responsible for overseeing the training of all Secondary Care Specialties within HEKSS.</p>
<p><b>Dr Phil Thompson (HOS)</b>  <a href="mailto:phil.thompson@bsuh.nhs.uk">phil.thompson@bsuh.nhs.uk</a></p> <p><b>Dr Pippa Skippage (TPD)</b>  <a href="mailto:philippa.skippage@fph-tr.nhs.uk">philippa.skippage@fph-tr.nhs.uk</a></p> <p>Nigel Marchbank (TPD)  <a href="mailto:nigel.marchbank@bsuh.nhs.uk">nigel.marchbank@bsuh.nhs.uk</a></p>	<p><b>Heads of School (HoS) and Training Programme Directors (TPD)</b></p> <p>The Training Programme Director is appointed by the School of Clinical Radiology to take a proactive and strategic role in the educational management of specialty training programmes, posts and Trainees. The College Tutors of each trust work directly with the TPD, if you have any concerns about your training and would rather discuss the issues with someone outside of your trust then the TPD would be your contact.</p>
<p><b>Deborah Thomas</b></p> <p><a href="mailto:dthomas@kss.hee.nhs.uk">dthomas@kss.hee.nhs.uk</a></p> <p><b>Direct Line:</b> 020 7415 3409</p>	<p><b>Medical Workforce Project Officer</b></p> <p>Appointed and based at HEKSS and works with the TPDs and all other members of the School as the non-clinical lead.</p>
<p><b>Stuart Morris</b></p> <p><a href="mailto:SMorris@kss.hee.nhs.uk">SMorris@kss.hee.nhs.uk</a></p> <p><b>Direct Line:</b> 020 7415 3638</p>	<p><b>Medical Workforce Project Assistant</b></p> <p>Assisting the Medical Workforce Projects Officer and working with the Medical Workforce Project Administrator regarding any administrative matters.</p>
<p><b>Virtue fern</b></p> <p><a href="mailto:vfern@kss.hee.nhs.uk">vfern@kss.hee.nhs.uk</a></p> <p><b>Direct Line:</b> 020 7415 3428</p>	<p><b>Specialty Workforce Administrator</b></p> <p>Works with the Medical Workforce Project Officer and Medical Workforce Project Assistant to provide help and support.</p>

<p><b>Elizabeth Daniels</b>  <a href="mailto:edaniels@kss.hee.nhs.uk">edaniels@kss.hee.nhs.uk</a>  <b>Direct Line:</b> 020 7415 3504</p>	<p><b>Specialty Workforce Administrator</b>  Works with the Medical Workforce Project Officer and Medical Workforce Project Assistant to provide help and support.</p>
<p><b>Faye Cuthbert (Sussex)</b>  <a href="mailto:faye.cuthbert@doctors.org.uk">faye.cuthbert@doctors.org.uk</a></p> <p><b>Oshada Jinadasa (Kent)</b>  <a href="mailto:kanishka6582@gmail.com">kanishka6582@gmail.com</a></p> <p><b>Andreas Shekkeris (Surrey)</b>  <a href="mailto:andreas.shekkeris@gmail.com">andreas.shekkeris@gmail.com</a></p>	<p><b>Trainee Representative</b>  Represents the Clinical Radiology Trainees in HEKSS. Attends the HEKSS Committee meetings quarterly to feedback any issues raised regarding training programmes.</p>

## Trust Contacts and Responsibilities

Please ensure that you obtain contact information for the following roles at your trust induction:

Name & Contact Details	Role & Responsibilities
	<p><b>College Tutor</b></p> <p>Each Trust has a College Tutor or equivalent for Clinical Radiology. They are responsible for ensuring the quality of Clinical Radiology training within your trust and will lead on your in-house teaching. They are your first port of call for any concerns you have about your training or ARCP.</p>
	<p><b>Medical Education Managers (MEM)</b></p> <p>Each of the Trusts has a postgraduate centre which is responsible for providing training and teaching for all trainees within the Trusts, working closely with the Directors of Medical Education (DME) and College Tutors they co-ordinate training programmes and specialty specific teaching as well as Trust training and generic teaching.</p>
	<p><b>Medical Staffing</b></p> <p>Being employees of the trust, medical staffing is where you should go for all employee related issues including pay, leave, contracts and removals etc. You can usually get hold of medical staffing via your switchboards.</p>
	<p><b>Educational Supervisor (ES)</b></p> <p>This is a Consultant who is responsible for supervision and management of the education and training of named trainees. An ES may have a few trainees to supervise, but a trainee must have only one overall ES for that particular phase of training. It is possible (and preferential) for a trainee to have the same ES for the whole training programme. However this may not be possible for geographical reasons. The ES is responsible for meeting with the trainee and completing an Educational Supervisors Structured Report (ESSR) for that phase of training. However it is up to the trainee to proactively arrange these meeting and provide the information for the ESSR.</p>
	<p><b>Clinical Supervisor (CS)</b></p> <p>This is a Consultant who is responsible for overseeing the trainees who rotate through their departments Work Place Based Assessments (WPBA) and providing feedback. A trainee may have more than one.</p>

## Important information – Your Responsibilities

Below are some key information points from HEKSS and the School that you must adhere to at all times as a Specialty Trainee. Please note that this is a summary of the key points and not an extensive list. Please ensure that you also read relevant information from different sources accessed via the HEKSS website and Royal College of Radiologists Website.

[www.kss.hee.nhs.uk/education-and-training/specialty/clinrad-welcome/](http://www.kss.hee.nhs.uk/education-and-training/specialty/clinrad-welcome/)

[www.rcr.ac.uk/](http://www.rcr.ac.uk/)

You must enrol with the College of Radiologists in order for them to acknowledge and recognise your training. You will not receive access to ePortfolio until you have registered with the College. It is your responsibility to ensure you have access to ePortfolio and are able to login.

Over the next five years you will receive information either by post or email and so it is very important you keep your personal information up-to-date. In particular, you have a personal responsibility for ensuring that HEKSS has a useable email address for you at all times. The School does not accept responsibility for any problems related to your failure to receive email communications or its consequences.

As a trainee you are expected to respond to all communications sent to you by your College Tutors or HEKSS that require a response. This will include the GMC survey and the School questionnaires relating to placements.

Long term sickness, maternity leave and resignations must be reported to HEKSS in addition to your Medical Staffing department.

Trainees are not allowed to swap Trusts during the training programme. Any exceptional circumstances must be put in writing to the Head of School and Training Programme Director.

ARCPs are a compulsory part of your training programme; you must submit the appropriate paperwork, ensure that your ePortfolio is up to date in a timely fashion and attend if required.

Information about the School of Clinical Radiology and ARCPs is available on the HEKSS website [www.kssdeanery.org/current-trainees/clinical-radiology/progression/arcp](http://www.kssdeanery.org/current-trainees/clinical-radiology/progression/arcp)

#### 4 Timeline for trainees

Clinical Radiology Notable Dates/Events	Venue	Dates
Start of Training Programme / Rotation		<b>6 August 2014</b>
Clinical Radiology Induction	HEKSS – Alpha House London	<b>11 August 2014</b>
Regional Training Day – Genito - uniary	RSCH, Brighton	<b>30 September 2014</b>
Physics & Anatomy Course (FRCR Part 1)	Stewart House, London, WC1B 5DN	<b>TBC</b>
Regional Training Day –Nuclear Medicine	Kent and Canterbury Hospital	<b>13 November 2014</b>
ARCP – <i>For December starters</i>	HEKSS London	<b>TBC</b>
Physics & Anatomy Course (FRCR Part 1)	Stewart House, London, WC1B 5DN	<b>TBC</b>
Rotation Date		<b>3 December 2014</b>
Regional Training Day - Breast & Gunae	St Peter’s Hospital, Surrey	<b>11 December 2014</b>
Regional Training Day		<b>TBC</b>
Prize Day	Frimley Park Hospital	<b>TBC</b>
Physics & Anatomy Course (FRCR Part 1)	Stewart House, London, WC1B 5DN	<b>TBC</b>
Regional Training Day – Neuro	Royal Sussex County Hospital	<b>TBC</b>
Interim Review	Kent, Surrey, Sussex	<b>TBC</b>
Rotation Date		<b>1 April 2015</b>
ARCP	HEKSS London	<b>TBC</b>

The Regional Training Days, Interim Reviews & ARCPs all require your attendance. You are advised to supply the dates to your Trust and book the appropriate leave as soon as possible.

Ensure you check the website for alterations and extra dates regularly [www.kss.hee.nhs.uk/education-and-training/specialty/clinrad-welcome/clinrad-teaching-learning-ind-rtd/](http://www.kss.hee.nhs.uk/education-and-training/specialty/clinrad-welcome/clinrad-teaching-learning-ind-rtd/)

## 5 Regional Training Days (RTDs)

The HEKSS School of Clinical Radiology will be running a series of RTDs during the academic year August 2014 - August 2015, please see the timeline for a list of dates. A full list of dates and the corresponding topics can be found on our website here:

[www.kss.hee.nhs.uk/education-and-training/specialty/clinrad-welcome/clinrad-teaching-learning-ind-rtd/](http://www.kss.hee.nhs.uk/education-and-training/specialty/clinrad-welcome/clinrad-teaching-learning-ind-rtd/)

Any changes to the RTD teaching programme will be notified to you via email, please also check the website for the most up to date information.

RTDs are run regionally, based at acute hospitals and DGHs. All events are mapped to the curriculum. You should be using the 2010 version of the curriculum (revised 2012). A copy of the curriculum can be found at the following link:

<http://bit.do/RCR-Curriculum>

You will be expected to attend **at least 75% of the Training Days**. An attendance record will be kept and reviewed at your ARCP.

## **6 Interim Reviews and Annual Review of Competence Progression**

The dates for the Interim Reviews and ARCPs for the 2014/2015 academic year will be advertised to you via email and will be available on the website. Please ensure that you do not book any leave on these dates. Specific time slots will be allocated nearer the time. As you will be given advanced notice of these essential dates, any failure to attend will only be accepted in highly exceptional circumstances and must be ratified by the TPDs.

### **Interim Review**

Your Interim Review is a formal face-to-face meeting where a panel including at least one of the Training Programme Directors will review all the evidence in your portfolio partway through your training year. This allows the panel to check you are on track for a satisfactory ARCP outcome. It also allows you the time to discuss your training and experience with the Consultant who is not your assigned educational supervisor. Every Trainee will be invited to attend an Interim Review half-way through the training year. The Interim Reviews will be held at a site within your placement region.

The School of Clinical Radiology expects that a minimum number of the following assessment tools are carried out by the time of your Interim Review. The expected competencies will reflect the stage that you are at through your Training Year and if you are in Full Time or Less Than Full Time Training i.e. if your Interim Review is half-way through the year and you are a Full Time trainee you should have at least 50% of the assessments required for a satisfactory ARCP outcome.

### **Annual Review of Competence Progression**

Your Annual Review of Competence Progression (ARCP) will take place generally towards the end of the training year. Your portfolio needs to be up to date 2 weeks before the ARCP, where the panel will then review it over the weeks and meet for an ARCP meeting. Although this is an electronic process, you may be called for interview.

You will be assessed for the time you have spent in programme at that level of training. – i.e. if you are in the programme for only 3 months you will be expected to achieve competences relevant for that period of time.

The ARCP replaces the old 'RITA' process and is a mechanism of recording the review of a trainee's progression through their training programme.

The ARCP's are centrally assessed by a panel consisting of Head of School and/or Training Programme Director, Lay Chair, External Representative and Military or Academic Representative where required.

Please note that registering with your specialty college is a Gold Guide **requirement**: please ensure you have registered before your forthcoming ARCP and speak to your local training programme director / College Tutor if you have any queries.

**The following is a list of the ARCP outcomes of which you will receive one:**

ARCP Outcome	Definition
1	Achieving progress and competencies at the expected rate.
2	Development of specific competencies required - additional training time not required.
3	Inadequate progress by the trainee - additional training time required.
4	Released from training programme with or without specified competencies Released from academic programme.
5	Incomplete evidence presented - additional training time may be required.
6	Gained all required competencies.
7.1	Satisfactory progress in or completion of the LAT / FTSTA placement.
7.2	Development of specific competencies required - additional training time not required LAT / FTSTA placement.
7.3	Inadequate progress by the trainee - additional training time required LAT / FTSTA placement.
7.4	Incomplete evidence presented - LAT / FTSTA placement.
8	Out of programme experience for approved clinical experience, research or career break.
9	Top-up training (outcome indicated in one of the above areas).

## ARCP Advice

- Do not leave your assessments to the last minute!
- Ensure your portfolio and CV are regularly kept up-to-date
- Talk to your Educational Supervisor EARLY if you are having difficulties
- Keep the School informed of any changes in contact details
- If your attendance is required at your ARCP, confirm your ability to attend as soon as possible
- **It is your responsibility to know what will be assessed**
- **If you do not provide evidence by the ARCP date, you cannot be issued with a Satisfactory Outcome, without exception.**
- **If you do not provide an updated Form R you will be issued with an outcome 5**

## ARCP Requirements

By the time of your **ARCP** in Clinical Radiology, you must have completed the requirements for that year of training.

### Evidence / Documentation Required for ARCP:

Form R with revalidation	A Form R must be completed and signed annually.
A record of appraisals with your educational and clinical supervisor	This should include an induction appraisal, a mid-year/post appraisals and an end of year/post appraisal.
Educational Supervisor's Structured Report	An annual report will need to be uploaded to your eportfolio before your ARCP.
Your Workplace Based Assessment record	12 mini-IPX per year (minimum of 2 per clinical attachment), 12 RAD-DOPS per year (minimum of 2 per clinical attachment)
An MSF Summary	To include a minimum of 12 responses from multidisciplinary staff and Consultants for each year of training. The MSF Summary can only be viewed on your ePortfolio once your Educational Supervisor has released it to you.
An Audit Assessment	Required Annually.
A Leadership Assessment	RCR MDT Assessment
Teaching Observation	2 required per year.
Evidence of audit and research	1 research project (actual or theoretical) undertaken during training and discussed with your educational supervisor.
Record of attendance at the mandatory minimum of 75% of Clinical Radiology RTDs	
Evidence of FRCR examinations	
Evidence of your CCT date	
Evidence of completion of the GMC	

Survey	
Completed Log Book	Logbooks are mandatory for all interventional procedures irrespective of special interest. See below for the recommended number of films required per week from each level of training.

Recommended film numbers (per week):

	ST1	ST2	ST3	ST4	ST5
Plain Film	50	75	100	100+	100+

The ARCP decision aid is available on the Royal College website via this link **(section 7)**  
<http://bit.do/RCR-Curriculum>

And via the HEKSS website:

<http://kss.hee.nhs.uk/education-and-training/specialty/clinrad-welcome/clinrad-progression-arcp-ir/>

The ARCP decision aid grids offer guidance on the domains to be reviewed and level of attainments suggested; to inform an ARCP panel.

## 7 Revalidation

Revalidation is the General Medical Council's new way of regulating licensed doctors to give extra confidence to patients that their doctors are up to date and fit to practice.

Licensed doctors including doctors in foundation year two and specialty training will have to revalidate, usually every five years. In addition, for doctors in postgraduate training, you will also revalidate when you receive your Certificate of Completion of Training (CCT).

We expect the vast majority of trainees to revalidate without any problems, as they are already closely supervised. The process for Revalidation for trainees is aimed at ensuring that employers and educational and clinical supervisors have a process to share information when needed, so that trainees can be best supported in their revalidation process.

The GMC has agreed that the ARCP process will be used as the vehicle by which doctors in training will revalidate and there is some new and amended paperwork to ensure all the areas required for revalidation are covered in ARCP. As part of the revalidation process you will be sent an enhanced form R which you will need to complete and sign by the time of your ARCP. This paperwork will contribute to your ARCP final outcome.

HEKSS is committed to enabling its doctors in postgraduate training to revalidate by providing as much information and support as possible and will provide you with regular updates.

For further information on revalidation please visit the HEKSS website:

[www.kss.hee.nhs.uk/education-and-training/specialty/specialty-support-welcome-page/revalidation/](http://www.kss.hee.nhs.uk/education-and-training/specialty/specialty-support-welcome-page/revalidation/)

## Enhanced Form R

Newly appointed trainees should receive an Enhanced Form R from HEKSS to register their details with us. You will then be required to complete a new enhanced Form R at each ARCP. The Enhanced Form R has two purposes; to allow trainees to register with HEKSS and Specialty Training Programme and allows trainees to self-declare for revalidation.

As part of the revalidation process you will be sent an Enhanced Form R which you will need to complete and sign by the time of your ARCP. This paperwork will contribute to your ARCP final outcome.

## 8 ePortfolio

The online portfolio will be your main method of monitoring and recording your progression through training. It is worth ensuring that you are registered and become familiar with the curriculum and competencies as soon as possible.



[www.nhseportfolios.org](http://www.nhseportfolios.org)

Completion of the Clinical Radiology ePortfolio is mandatory for all Specialty Trainees to record and store key documents for progression through training. Should you experience any problems with the ePortfolio you can contact the College directly, who will be able to assist you. Please send enquiries to: [eportfolio@rcr.ac.uk](mailto:eportfolio@rcr.ac.uk)

In order to receive log in details including your username and password to allow you to access the ePortfolio, you must register with the Royal College of Radiologists, you are required to maintain college membership; including the full payment of all applicable fees throughout your training.

Use of the ePortfolio is dependent on you being allocated to a specific post and Educational Supervisor on the system. The HEKSS speciality workforce will ensure you are allocated to your post and linked to your supervisors.

All UK trainees must also enrol or register with the Training Standards Committee and pay the annual training fee.

## 9 Curriculum

The Radiology curriculum sets out framework for the educational progression that will support professional development throughout Specialty Training in Clinical Radiology.

The purpose of the curriculum is to provide those undertaking Clinical Radiology specialty training with appropriate knowledge of the physical principles that underpin diagnostic medical imaging and of the anatomy needed to perform and interpret radiological studies. When linked with other training in Clinical Radiology, this will lead to the safe and effective application of diagnostic imaging for the benefit of patients.

It is intended that the curriculum should be delivered during the first year of specialty training. This is expected to take about 40-50 hours of formal physics teaching and 30 hours of focused anatomy teaching over a period of about 6 months. This should be supplemented by practical training and private study of material recommended by trainers.

The College has made revisions to the 2010 training curricula for Clinical Radiology and Interventional Radiology which have now been approved by the GMC. The main changes of substance are the introduction of a requirement for trainees to participate in a research activity and the addition of interventional neuroradiology.

The updated curriculum is considered as a revision to the 2010 curriculum rather than a new version. The College has previously recommended that all trainees should transfer to the 2010 curriculum and assessment system by August 2012.

The new research requirement **does not** apply to trainees who enter ST5 (or ST6 for IR) in 2012. It **does** apply to all other trainees from August 2012.

[Curriculum - Clinical Radiology 2012](#)

[Research in Clinical Radiology Training](#)

[2012 Clinical Radiology Curricula Changes](#)

[Specialty Training Curriculum for Clinical Radiology \(2010\)](#)

[Sub-Specialty Training Curriculum for Interventional Radiology](#)

This curriculum defines training in Clinical Radiology with Interventional Radiology sub-specialisation from August 2010

## 10 Examinations

The First FRCR Examination expects candidates to have gained knowledge of the physical principles that underpin diagnostic medical imaging and of the anatomy needed to perform and interpret radiological studies.

Applicants need to hold a formal Clinical Radiology training post, in which they are actively receiving Clinical Radiology training, (or to have held such a post in the past) in order to enter the First FRCR Examination. The examination is held three times a year; normally in March, June and September. The First FRCR Examination comprises two modules: physics and radiological anatomy. All candidates will need to pass both modules in order to pass the examination overall.

Please note: No exemption is granted from the First FRCR Examination on the basis of success in any other examination.

The Final FRCR Examination in Clinical Radiology is in two parts: Part A and Part B. In both parts of the Final Examination for the Fellowship, candidates will be examined on all aspects of Clinical Radiology in the curriculum. Both examinations are held twice a year: Part A is normally held in the third or fourth week of each of March and September and Part B in the second or third week of each of April and October.

### Exam dates

Below are the exam dates which were available, the full exam timetable, fees and application window is available on The Royal College of Radiologists website:

[www.rcr.ac.uk/content.aspx?PageID=2233](http://www.rcr.ac.uk/content.aspx?PageID=2233)

*Specific info to be confirmed by RCR by the end of August 2014*

<b>Module 1: Physics</b>	
Examination Date	
Application Closing Date	
Exam Fee	

<b>Module 2: Anatomy</b>		
Examination Date		
Application Closing Date		
Exam Fee		
<b>Final Part A</b>		
Examination Dates	Cardiovascular	
	Musculoskeletal	
	Gastro-intestinal	
	Genito-urinary	
	Paediatrics	
	Neuroradiology	
Application Closing Date		
Examination Fee		
<b>Final Part B</b>		
Examination Date		
fExamination Fee		

## 11 Study Leave

Please find below some information on your study leave guidance:

- Entitled to up to a maximum of 30 days in a year (which is calculated from the date of commencement of appointment or rotation)
- Leave to sit necessary examinations is allowable but does not count against the entitlement of study leave
- Trainees in locum specialty posts, those in FTSTAs and LATs exceeding three months are entitled to study leave pro rata
- There is no entitlement to study leave for LAS appointments

Using your study leave:

- Approval rests with your Local Clinical Tutor
- Applications should be received by your Clinical Tutor on the appropriate form at least 6 weeks prior to the leave
- Leave should not be taken within the first two weeks of a new appointment
- You must have an agreed personal development plan and complete Trust mandatory training before applying for Study Leave

**Study Leave Amount for Clinical Radiology£860.00**

Topsliced Study Leave is used by your specialty School to deliver centrally run training days and simulation days that you are required to attend.

HEKSS guidance are available online:

[www.kss.hee.nhs.uk/education-and-training/specialty/policies-and-procedures/study-leave-guidance/](http://www.kss.hee.nhs.uk/education-and-training/specialty/policies-and-procedures/study-leave-guidance/)

### **Study Leave Guidance for Clinical Radiology Trainees**

The following is further guidance specific to Clinical Radiology Trainees. It is recognised that the cost of even the essential courses mentioned below exceed study leave budgets available. This is unfortunate but inevitable. Regional Training Days (RTD) represent exceedingly good value for money and so have high priority.

***Study leave is divided into three broad categories:***

**A: Essential**

- Regional Training Days - You will be expected to attend at least 75% of the Training Days. An attendance record will be kept and reviewed at your ARCP

**B: Strongly Advised**

- Royal College of Radiology conferences.
- FRCR Part One Course

**C: Also supported**

- Leadership
- Specific skills competencies workshops

This list is not exhaustive and each course should be discussed with and agreed by the site College Tutor or Educational Supervisor as being appropriate for a Clinical Radiology trainee.

**Private Study**

The School of Clinical Radiology supports trainees having up to a half day a week of private study to undertake audit and/or research, in addition to time spent on training days. However, with the reduction in working hours, there is no longer an absolute requirement for trainees to have time set aside for audit and research within the rota. This is now at the discretion of the local trainers and employing Trusts and will only be granted if there is concrete evidence of the trainee actually undertaking these activities. The effective use of private study time requires personal discipline and the School recommends that this time should generally take place within the work place.

Private Study could include:

- Preparation of teaching material for use within the department.
- Completion of personal and departmental audit projects. The audit project, timeframe and objectives should be agreed with your Educational Supervisor. Potential research projects that have a formal research proposal and project plan including milestones. This should be reviewed and approved by your Educational Supervisor and by the relevant Regional Academic advisor. Deadlines for key milestones should be set in advance with the agreement of your Educational Supervisor.

Any trainee who consistently does not meet their own objectives within the audit and research proposals will lose the right to Private Study time.

Private Study time may also be used for organising a Regional Training Day.

## 12 Out of Programme Policy and Overview

This guidance covers all Specialty Trainees in the HEKSS with the exception of GP, and offers direction for all Specialty Schools and Trainees. This document indicates the HEKSS preferred methodology for implementing the Gold Guide 'Out of Programme (OOP)' guidance. The Guidance can be found online at :

[www.kss.hee.nhs.uk/education-and-training/specialty/policies-and-procedures/out-of-programme-oop/](http://www.kss.hee.nhs.uk/education-and-training/specialty/policies-and-procedures/out-of-programme-oop/)

A Trainee may take time out of their programme to undertake a period of research, gain clinical experience or other appropriate categories that is or is not available within HEKSS. Out of Programme placements are designed to accommodate this and can take place either in the UK or abroad.

All OOP requests need to be agreed by the Postgraduate Dean, so trainees are advised to discuss their proposals as early as possible. It is normally expected that a trainee would have completed one year of training before submitting an application given the short period and nature of the training. All applications for OOP that trainees wish to have contribute towards the award of their CCT/CESR (CP) must be prospectively approved by the GMC before they start in order for it to be approved for contribution.

### Types of OOP

There are four types of OOP which may be considered:

- **OOPT – Out of Programme for Approved Clinical Training**  
This is where a trainee is undertaking GMC prospectively approved clinical training which is not part of the trainee's specialty training programme.
- **OOPE – Out of Programme for Clinical Experience**  
Where a trainee is gaining clinical experience which is *not approved by* GMC but which may benefit the doctor or help support the health needs of other countries.
- **OOPR – Out of Programme for Research**  
Where a trainee is undertaking a period of research.
- **OOPC – Out of Programme for Career Break**  
Where a trainee is taking a planned career break from the specialty training programme.

## Notifying HEKSS

Trainees should give their Postgraduate Dean as well as current and next employers a *minimum* of six months' notice, but preferably as much as possible. This is to ensure that service issues and the needs of patients can be properly addressed. In exceptional circumstances notice of three months may be acceptable.

## 15 HEKSS Key Policies and Documents

### The Gold Guide

The 2010 Gold Guide replaces all previous versions and is relevant for the length of your training.

The Gold Guide provides overarching guidance and standards as to the arrangements for Specialty Training in the UK.

Refer to the Gold Guide together with HEKSS guidance for standards relating to:

- The role of statutory bodies
- Supervision
- LAT and LAS
- Less Than Full Time Training, Maternity Leave, OOP
- Deferral
- Appraisal, assessment and annual planning

### Relocation expenses

From 1 April 2009, Shared Services (the London Deanery) is responsible for processing all Relocation Expense claims (covering removal and excess travel expenses) for all London and HEKSS based trainees on a recognised training programme.

The objective will be the timely reimbursement of a trainee's verified entitlement to expenses. However, before incurring any expenses for which you anticipate submitting a claim, please complete a relocation eligibility form and return it by post for authorisation, without which a claim will not be processed. You can find this form on the Shared Services website:

[www.lpmde.ac.uk/training-programme/training-matters/relocation-and-excess-travel-claims/relocation](http://www.lpmde.ac.uk/training-programme/training-matters/relocation-and-excess-travel-claims/relocation)

Completed forms should be returned by post (emails will not be accepted) to:

**The Relocation Department**

**Shared Services,**

**Stewart House,**

**32 Russell Square,  
London, WC1B 5DN**

## **Inter - Deanery Transfers**

If you are a trainee within the HEKSS area and wish to be considered for an inter-deanery transfer to another Deanery then you would need to apply through the new national inter-deanery transfer central application system that is managed by Shared Services. The purpose of the inter-deanery process is to support medical trainees who have had a significant unforeseen change in circumstances since their appointment to training, enabling consideration to be given to a possible transfer to another deanery.

Further information can be found at: [www.specialtytraining.hee.nhs.uk/inter-deanery-transfers/](http://www.specialtytraining.hee.nhs.uk/inter-deanery-transfers/)

## **Flexible Training**

Less than Full Time (LTFT) Training in the Health Education Kent, Surrey and Sussex area allows doctors and dentists to work less than full-time in posts that are fully recognised for training. HEKSS supports access to Less than Full Time Training through slot sharing and, if this is not feasible, trainees may need to train on the basis of reduced sessions in a full time placement.

The intention of flexible training is to keep doctors in training where full-time training is not practical for well-founded individual reasons. SpR training supports doctors who wish to train part-time, while remaining as close as possible to the arrangements for doctors working full-time.

Further information on flexible training can be found at the following site:

[www.kss.hee.nhs.uk/education-and-training/specialty/specialty-support-welcome-page/lftt-aboutus/](http://www.kss.hee.nhs.uk/education-and-training/specialty/specialty-support-welcome-page/lftt-aboutus/)

## **Time out of Training**

Absence from training, and its effects on CCT dates, has always been monitored by ARCP panels; a recent statement from the GMC has sought to bring all speciality training programmes into line with the amount of time out of training that can be “counted” towards training. This approach will also enable ARCP panels to make a reasoned assessment of progression and ensure that any support that may be required by the doctor is put in place.

The GMC have stated that any absence of 14 days or over in any 12 month period must trigger a CCT date review. This does not mean that your CCT date will automatically be extended, however it does mean that a conversation about the effect that your time out of training will likely take place during your ARCP/RITA.

The statement covers **all** absence from programme other than annual leave, study leave, or prospectively approved OOP(T). All forms of statutory leave are covered including sick leave, maternity/paternity/adoption leave, carers leave, and jury service. Doctors in training will be asked to declare the number of days absence they have had in the previous year at their ARCP/RITA, this will then be reviewed by the panel, this will need to be countersigned by their Educational Supervisor.

### **Maternity / Parent Leave**

Each Trust will have a Maternity Policy which **must** be referred to and read in conjunction with the HEKSS document. Please email the School if you wish to have a copy of this document.

### **Blood Borne Virus**

There is a requirement for a Trainee to report via Occupational Health-OH at the outset of employment, matters relating to certain BBVs.

This is a Potential Patient Safety issue and the Trainee may also require specific adjustments to be made to their working practices.

For further details contact your OH Department

### **Taking Consent**

#### **Patient Safety and Informed Choice.**

1. Follow best guidance in consent summarised by DH and GMC.
2. Familiarise yourself with local guidance and consent paperwork at the outset of your post.
3. Consult with your Educational and Clinical Supervisor for queries relating to consent.

### **Library and Knowledge Services**

Library and Knowledge services form part of HEKSS, known as LKSDT.

They manage a collaborative network of NHS libraries, offering a variety of services that support evidence-based practice, and the skills to use them.

[www.kss.hee.nhs.uk/education-and-training/library-and-knowledge-services/](http://www.kss.hee.nhs.uk/education-and-training/library-and-knowledge-services/)

## YOU CAN:

Search a wide range of regional resources, including:

- Books
- Journals
- Local and linked libraries

Sign up for an Athens account and gain access to:

- Databases
- eBooks
- Specialist Libraries
- Current awareness services

## 16 The Support network available to you

HEKSS is committed to supporting doctors in training who are in difficulty or need some extra support. Aside from this ALL trainees are monitored for satisfactory progress, not just those experiencing difficulties.

Please see full guidance available online:

[www.kss.hee.nhs.uk/education-and-training/specialty/specialty-support-welcome-page/trainee-support/](http://www.kss.hee.nhs.uk/education-and-training/specialty/specialty-support-welcome-page/trainee-support/)

If you have concerns about your own progress get in touch early, do not wait! Talk to:

- Educational Supervisor (in the first instance), or
- Clinical Tutor
- HEKSS School Team

Doctors who may need additional help are discussed by the Training Support Group to ensure all routes of support are explored.

If your ability to progress is at risk, your Head of School and the Training Support Group will be kept informed of your progress. They are able to offer additional support if required.

Should you need support due to an exam failure, HEKSS will endeavour to provide you with additional training time. You do however need to demonstrate that you have attempted the exam and have been proactive in your training throughout the year.

Trainees will always be fully informed and involved at all stages of support.

The aim of additional support is to get you 'back on track' and for training to continue successfully.

## **Mentoring**

We believe the huge potential of HEKSS Specialty Schools' network lies in its trainees and the benefits they could get from interacting with each other during the mentoring programme.

The purpose of the Peer to Peer Mentoring Programme is to unleash this positive energy by linking up Mentors and Mentees who share similar professional interests and could help each other get the best out of themselves. This will not happen in a set way, and each mentoring relationship will be unique. We believe that each Mentor and Mentee pairing should, with support from HEKSS Specialty Schools, set their objectives and agree what they want to get out of the relationship. Mentors should facilitate a process of self-reflection and help Mentees understand their professional ambition and the steps they need to take to achieve their aspirations.

The Mentoring Programme is designed to become an integral part of the culture in HEKSS Specialty Schools to help Junior and Senior Trainees to realise their potential. It is intended to enhance the personal and professional development of Specialty Trainees, their well-being and their working relationships. It will also be valuable in helping mentees with relationships in the workplace, reflection on criticism in the workplace, discussing any feelings about undermining and bullying.

Further details can be found at

[www.kss.hee.nhs.uk/education-and-training/specialty/specialty-support-welcome-page/mentoring/](http://www.kss.hee.nhs.uk/education-and-training/specialty/specialty-support-welcome-page/mentoring/)

## Careers Support at HEKSS

Who to contact:

- Joan Reid – Head of Careers
- Lisa Stone – Senior Careers Adviser
- Margaret Holbrough – Careers Adviser
- Kathleen Sullivan – Teaching Fellow

What the Careers team do:

- Careers – 3 tiers of support
- Referrals – trainee in difficulty guide
- 4 stage model – career planning
- Faculty development – career support workshops and PG cert Managing Medical Careers
- Information evenings and support career fairs
- ROADS – career planning book
- KSS careers website
- Medical careers website – [www.medicalcareers.nhs.uk](http://www.medicalcareers.nhs.uk)
- Other guides e.g. to accompany Peninsula/AGCAS DVD

[www.medicalcareers.nhs.uk](http://www.medicalcareers.nhs.uk)

## 17 Trainee Representatives and their roles

The Trainee Representatives are elected or chosen and work with the LFG, LAB and Specialty School. They are there to ensure views, opinions and experiences of trainee doctors are taken into account at every level of decision-making. They may also work with Medical Education Managers, Academic Registrar, Doctors' Liaison Officer or Trust Education Advisor.

### *The various trainee representatives' responsibilities are:*

- Attends the open section of the Specialty Training Committee (STC) meeting.
- Represents the views and interests of all trainees including those who may not be specialty specific i.e. Foundation or GP trainees training in specialty posts.
- Provides feedback to the trainees on developments in varying processes.
- Canvasses colleagues for opinions on issues relating to specialty training within a unit or across the region
- Disseminate good aspects of training.
- Attends training committees
- Attends Local Faculty Group Meetings within the Trust

### *Trainee representative's skills:*

- Time management
- Presentation and communication
- Networking
- Self-confidence and assertiveness
- Leadership and diplomacy
- Organisational and administrative
- Initiative, motivation, responsibility
- Commitment to activity outside your programme of study
- Potential managerial skills

All new trainees who are representatives at STC level will be invited to participate in a training session and will become a member of the HEKSS Trainee Forum, which has been set up to bring trainees together to raise issues and share good practice from across region and different specialties. This forum is chaired by our lead trainee representatives who pull together all the issues raised by the trainee representatives and ensure that they are raised at the highest level within HEKSS.

HEKSS actively promotes the trainee voice at every opportunity.

Sussex Trainee Representative

**Faye Cuthbert**

[faye.cuthbert@doctors.org.uk](mailto:faye.cuthbert@doctors.org.uk)

Surrey Trainee Representative

**Andreas Shekkeris**

[andreas.shekkeris@gmail.com](mailto:andreas.shekkeris@gmail.com)

Kent Trainee Representative

**Oshada Jinadasa**

[kanishka6582@gmail.com](mailto:kanishka6582@gmail.com)

## 18 Quality Management

The HEKSS School of Clinical Radiology is committed to improving and maintaining the quality of its training. There are a number of mechanisms to monitor this quality and trainees are required to participate in this process. Each trainee is required to complete and return the annual GMC trainee survey. In addition there will be Specialty School specific surveys about training posts that trainees will be required to complete.

Any unresolved issues or on-going difficulty, whether in relation to training or other matters which have not been solved locally, should in the first instance be raised with the Training Programme Director.

### Feedback on posts and educational process

You will be asked to complete the Annual GMC Survey which is a mandatory requirement.

### Local Faculty Groups (LFG)

- Established and maintained by Local Education Providers (LEPs)
- One for each specialty within the LEP
- Responsible for ensuring LEPs deliver high quality postgraduate medical education
- Ensure systems are developed, implemented and evaluated.
- Must comply with:
  - -the approved curriculum of the appropriate Royal College or Faculty
  - -the GMC's 'Good Medical Practice,' and Relevant GMC publications
  - -the NHSLA Risk Management Standards for Acute Trusts, CQC, Primary Care Trusts and Independent Sector Providers of NHS Care.

### Local Academic Board (LAB)

- Meets In each Local Education Provider (LEP), established by HEKSS
- Receive information from Local Faculty Groups (LFGs)
- Fulfil the educational governance function
- Monitor and oversee the quality of training
- Centralised conduit of communication
- Meet 3 times a year
- Review and consider reports from LFGs
- May initiate LEP internal review of programmes
- Host and manage visits to LEPs
- Detailed remit is contained in GEAR

### Local Educational Provider Visits (LEP)

- All core and selected higher specialties are visited in each LEP
- There is a 3 to 5 year cycle of visits
- HE KSS forms the visiting team with an external visitor on the panel
- In line with the GMC framework for quality assurance of training
- Areas of concern or good practice are noted and reported
- Reports are delivered by the LFG and LAB to the HE KSS Quality Management Steering Group for consideration. Reports feed into Annual Specialty Reports

## 19 Policies and documents

Additional generic information can also be found on the HEKSS website:  
[www.kss.hee.nhs.uk/education-and-training/specialty/policies-and-procedures/](http://www.kss.hee.nhs.uk/education-and-training/specialty/policies-and-procedures/)

## 20 Useful Web Links

Royal College of Radiologists - [www.rcr.ac.uk](http://www.rcr.ac.uk)

e-Portfolio - [www.nhseportfolios.org](http://www.nhseportfolios.org)

Society of Radiologists in Training (SRT) - [www.thesrt.org.uk](http://www.thesrt.org.uk)

RITI Radiology Integrated Training initiative - [www.e-lfh.org.uk/projects/radiology/index.html](http://www.e-lfh.org.uk/projects/radiology/index.html)

Aunt Minnie Imaging resource - [www.auntminnie.com](http://www.auntminnie.com)

NICE - [www.nice.org.uk](http://www.nice.org.uk)

### Brighton and Sussex University Hospitals NHS Trust sites:

The Royal Sussex County Hospital  
[www.bsuh.nhs.uk/hospitals/our-hospitals/royal-sussex-county-hospital/](http://www.bsuh.nhs.uk/hospitals/our-hospitals/royal-sussex-county-hospital/)

The Royal Alexandra Children's Hospital  
[www.bsuh.nhs.uk/hospitals/our-hospitals/royal-alexandra-childrens-hospital/](http://www.bsuh.nhs.uk/hospitals/our-hospitals/royal-alexandra-childrens-hospital/)

Princess Royal Hospital  
[www.bsuh.nhs.uk/hospitals/our-hospitals/princess-royal-hospital/](http://www.bsuh.nhs.uk/hospitals/our-hospitals/princess-royal-hospital/)

Hurstwood Park, Neurosciences Centre  
[www.bsuh.nhs.uk/hospitals/our-hospitals/hurstwood-park-neurosciences-centre/](http://www.bsuh.nhs.uk/hospitals/our-hospitals/hurstwood-park-neurosciences-centre/)

Lewes Victoria Hospital [www.esht.nhs.uk/hospitals/lewes/](http://www.esht.nhs.uk/hospitals/lewes/)

### Royal Surrey County Hospital NHS Foundation Trust

Royal Surrey County Hospital [www.royalsurrey.nhs.uk/](http://www.royalsurrey.nhs.uk/) and  
[www.royalsurrey.nhs.uk/Services/Radiology](http://www.royalsurrey.nhs.uk/Services/Radiology)

### East Sussex Hospitals NHS Trust

Conquest Hospital [www.esht.nhs.uk/hospitals/conquest/](http://www.esht.nhs.uk/hospitals/conquest/)

Eastbourne District General Hospital [www.esht.nhs.uk/hospitals/eastbournedgh/](http://www.esht.nhs.uk/hospitals/eastbournedgh/)

**Frimley Park Hospital NHS Foundation Trust**

Frimley Park Hospital [www.frimleypark.nhs.uk/](http://www.frimleypark.nhs.uk/)

**Surrey PCT - NHS Surrey**

Jarvis Breast Screening and Diagnostic Centre, Guildford

[www.breast-screening.surrey.nhs.uk/userhome.aspx](http://www.breast-screening.surrey.nhs.uk/userhome.aspx)

**Ashford and St. Peter's Hospitals NHS Foundation Trust**

St. Peter's Hospital [www.ashfordstpeters.nhs.uk/travelling-to-st-peters](http://www.ashfordstpeters.nhs.uk/travelling-to-st-peters)

**Maidstone & Tunbridge Wells Hospitals NHS Trust**

Maidstone Hospital [www.mtw.nhs.uk/your-visit/maidstone2.asp](http://www.mtw.nhs.uk/your-visit/maidstone2.asp)

**East Kent Hospitals University NHS Foundation Trust**

Kent and Canterbury Hospital

[www.ekhuft.nhs.uk/patients-and-visitors/kent-and-canterbury-hospital/](http://www.ekhuft.nhs.uk/patients-and-visitors/kent-and-canterbury-hospital/)

Queen Elizabeth the Queen Mother Hospital (Margate)

[www.ekhuft.nhs.uk/patients-and-visitors/queen-elizabeth-the-queen-mother-hospital/](http://www.ekhuft.nhs.uk/patients-and-visitors/queen-elizabeth-the-queen-mother-hospital/)

William Harvey Hospital (Ashford)

[www.ekhuft.nhs.uk/patients-and-visitors/william-harvey-hospital/](http://www.ekhuft.nhs.uk/patients-and-visitors/william-harvey-hospital/)

