

# School of Anaesthesia

## Core Trainee Induction Handbook

2015 Edition

We are the Local Education and Training Board for Kent Surrey and Sussex

## Welcome from Head of School

Welcome to HEKSS Core School of Anaesthesia in Kent, Surrey and Sussex.

We hope that you find your time in HEKSS Core Training programme enjoyable and educationally stimulating and that you will progress successfully to complete your Core Training and obtain an ST3 post.

We expect you to take responsibility for your training, with the help of your Educational Supervisors and College Tutor who are there to guide you. Comprehensive information is available on the websites of the Royal College of Anaesthetists, the Intercollegiate Board for training in Intensive Care Medicine and our own school.

Over the next two years, you should expect to achieve all your training goals as set out in the Royal College of Anaesthetists' Basic Level Training Curriculum and pass the Primary FRCA exam. You will also be expected to complete and present at least one high quality audit project during this time.

The School hold Interim Reviews which takes place in January or February. You will meet your training programme director (TPD) at a hospital within your region (Kent, Surrey or Sussex) to discuss your progress, placement and career.


The Annual Review of Competence Progression (ARCP) will assess everything that you have achieved throughout the year and takes place at the end of June and beginning of July. You will need to maintain a portfolio detailing your assessments and training modules that have been completed, a logbook and evidence of attendance at local and external educational events. Information from the ARCP will be used for GMC revalidation of all trainees every 5 years.

Your Educational Supervisor and College Tutor will help you and the School will provide you with all the information you need to complete your ARCP successfully. Please ensure that you hold regular meetings with your Educational Supervisor throughout the year to ensure that you are prepared. You will need to keep a logbook downloadable from the Royal College of Anaesthetists (RCoA) website and a separate logbook of your experience in Intensive Care Medicine downloadable from the Faculty of Intensive Care Medicine (FICM).

Occasionally, any Doctor may experience difficulties or problems during their career and should you have any concerns, do not hesitate to contact the person whom you feel is most appropriate. We also have a trainee programme director lead, Dr Ed Pickles, who you can speak to if you need help at any stage.

The Training Committee wish you every success and happiness in the School. We look forward to working with you and helping you to achieve your ambitions for a successful career.

With best wishes,



**Chris Carey**  
Health Education KSS - Head of School of Anaesthesia



## Trainee Information

Trainees appointed to HEKSS core training programme **must** do the following:

Complete the RCOA Programme registration form & send it to RCOA – if you do not do this it will *significantly* delay your award of CCT (all forms & documents are available from <http://www.rcoa.ac.uk/tags/form>)

- Familiarise yourself and engage with the RCOA 2010 curriculum <http://www.rcoa.ac.uk/node/230/>
- **You must maintain an up to date training e-Portfolio which will be reviewed regularly.**
- You must complete an Anaesthetics Logbook and insert the summary on your e-Portfolio. This can be downloaded from the following website: <http://www.logbook.org.uk>
- Complete an **Audit** at CT1/2 which will be required at your Annual Review of Competence Progression (ARCP)
- That you have a record of successful completion of **FRCA** Primary exams. It is strongly advised for you to get on with this as soon as you are appointed to our CT1 post because you will need to have a successful completion prior to application of ST3 posts which usually happen approximately 6 months before start dates.
- Ensure that the RCOA assessments of competence for any basic Anaesthetic training and complementary specialty training are completed and are kept in your e-Portfolio
- Remember to use your e-Portfolio to demonstrate areas of excellence - quality evidence and quality documentation is important.
- The **annual GMC trainee survey** is mandatory and you will need to provide evidence that you have completed this and place a copy on your e-Portfolio
- Attend your **interim review**
- Submit all evidence for **ARCP** review on request.

### 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: <http://kss.hee.nhs.uk/education-and-training/revalidation/>

## Reviews of Progression

Throughout your training you will have to receive an **Annual Review of Competency Progression (ARCP)** satisfactory outcome 1 for each year of training to enable you to progress to the next training year. HEKSS School of Anaesthesia also holds an **interim review** which is a formal face-to-face interview where a panel including at least one of the Core Programme Directors will review all the evidence in your portfolio or RCOA e-portfolio to ascertain your progress. At the Interim review you may be asked to attend a face-to-face ARCP in June or July 2016. Please be check the dates before you book your annual leave.

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.
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

- Don't 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 don't provide evidence by the ARCP date, you cannot be issued with a Satisfactory Outcome, without exception.**

## **ARCP Requirements**

**The below is a list of all evidence that must be presented at the Annual Review of Competency Progression (ARCP) to achieve a satisfactory outcome 1 or 6 upon completion of Core training;**

1. Educational Supervisor review form
2. Form R completed Both parts A and B
3. A current curriculum vitae (dated)
4. Training Competencies
  - a. Initial Assessment of Competency (if applicable)
  - b. Initial Assessment of Obstetric Competency (if applicable)
  - c. Your work based assessment record, with DOPs, CBDs & Anaes-CEXs
  - d. Multi-source Feedback Summary (1 for ICM/Anaesthetics per year)
5. A summary of your log books for RCOA & ICM
6. Evidence of passing Primary FRCA (if applicable)
7. Evidence of leadership training undertaken (Leader form)
8. Evidence of attendance at simulation training
9. A summary sheet listing internal & external courses/meetings/teaching attended during the year
10. Evidence of completion of GMC trainee survey
11. A summary of any audit completed (1 in CT1/2)
12. A summary of any publications and research projects undertaken
13. List of Sick, Parental, Carers or Maternity Leave taken over the year (this should be completed on the form R – part B)
14. Completed Child Safety and Vulnerable Adult training
15. Letter of thanks/commendation/complaints/grievances
16. Obstetrics/ICM Module Progress (if applicable)
17. Modules completed (Basic Level General Units of Training (16) for CT1/2) These modules are liable for change so please always check the RcoA website for the most up to date information
  - 1) Airway
  - 2) Obstetrics
  - 3) Child Protection
  - 4) Orthopaedics
  - 5) Critical Incidents
  - 6) Paediatrics
  - 7) Day Surgery
  - 8) Pain medicine
  - 9) General, urological & Gynaecological surgery
  - 10) Regional
  - 11) ENT, maxillofacial, dental
  - 12) Sedation
  - 13) Intensive Care Medicine
  - 14) Transfer
  - 15) Non-theatre
  - 16) Trauma and stabilization

**Please note that by the end of CT1, trainees are expected to have completed at least 5 units of training.**



## **The Royal College Of Anaesthetists (RCOA) Examination Information**

Please click on the following link for the RCOA Exam Syllabus

<https://www.rcoa.ac.uk/exam-syllabus-and-regulations/examination-syllabus>

**The Primary FRCA examination is taken in two sections on separate days:**

- Primary FRCA MCQ
- Primary FRCA OSCE/SOE

For information regarding exam dates, fees and applications please click:

<https://www.rcoa.ac.uk/examinations/dates-fees-and-applications>

For further information email: [exams@rcoa.ac.uk](mailto:exams@rcoa.ac.uk)

## **Remedial Training**

Trainees can have remedial training time (CT2+) which would be in an approved training post. Once the full Primary FRCA is obtained you will receive an ARCP outcome 6 (providing all other areas of the curriculum have been completed successfully). At that point you will in effect become a LAS trainee (Locum Appointed for Service) and can remain in the same post. This is to ensure that your remedial time is restricted to what you actually need. You will then be eligible for an ST3 post leading to a CCT.

Trainees who remain within training as a CT2+ are eligible for 6 months of additional training.

Trainees can leave the training programme (issued Outcome 3 or 4) and subsequently pass the Primary (OSCE/VIVA) in a non-training post and, as long as they re-enter training within 7 years of completing the examination and complete the remainder of the training programme in its entirety whilst in possession of a NTN (i.e. in an approved training post), they will be eligible for a CCT.

Trainees are still eligible to sit the Primary exams whilst in non-training posts but the College has an obligation to examine UK trainees, so they are booked straight onto the exam. However, non-trainees are placed onto the waiting list for the OSCE/Viva until the closing date and applicants are placed onto the list in order of date they apply. This is a very important consideration so please think carefully.

## **Training Study Day Programme**

Please check KSS SOAN Website regularly for up to date details:

<http://kss.hee.nhs.uk/specialty/anae/teaching-learning/>

As a Core trainee there are several mandatory training days that you are required to attend and will need to arrange study leave in advance these include the following:

**Before you start or during your ICM block:** - Basic ITU Introduction Course.

## **CT1**

Novice study days

Transfer

Ultrasound Study Day

## **CT2**

Basic competency level obstetric anaesthesia study day

ARCM Simulation Day

The School is currently in the process of creating an MCQ exam revision course. Further information will be circulated once agreed.

## **Trainee Representative Information**

The Trainee Representatives are elected or chosen and work with the Local Faculty Group (LFG), Local Academic Board (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.

## **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

Using your study leave:

- Approval rests with your Local College Tutor
- Applications should be received by your College Tutor on the appropriate form a minimum of 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 before applying for Study Leave
- Your Study Leave is top sliced and used by your specialty school to deliver centrally run training days that you are required to attend.
- You may apply to use your remaining Study Leave budget to attend training days of your choice with advance approval from your Trust.

#### **STUDY LEAVE AMOUNT**

- *Initial Study Leave Budget:* **£860**

## **Trainee Support Networks**

### **Trainee Support**

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: <http://kss.hee.nhs.uk/specialty/support/>

If you have concerns about your own progress get in touch early, don't wait! Talk to:

- Educational Supervisor (in the first instance), or
- College Tutor
- Claire Mearns, TPD, Training support lead
- 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.

### **Occupational Health**

All trainees will need to have clearance from the Occupational Health Department in every trust where they work during their training programme. Trusts have local protocols regarding OH clearance before commencing a post, the management of needle stick injuries and other health issues which may arise.

Please ensure that you follow all local protocols and procedures in each placement during your training.

## **Library and Knowledge Services**

Library and Knowledge services form part of the 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.

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

## GETTING ACCESS

Step 1: Join your local Library & Knowledge Service search at [www.hlisd.org](http://www.hlisd.org)

Step 2: Search for national, regional and local resources via the catalogue at: [www.southeastlibrarysearch.nhs.uk](http://www.southeastlibrarysearch.nhs.uk)

Step 3: Sign up for an NHS Athens account to access a wide variety of electronic resources. Apply at:

<https://register.athensams.net/nhs/nhseng>

Step 4: Search for national, regional and local electronic content at NICE Evidence Services: [www.evidence.nhs.uk](http://www.evidence.nhs.uk)

## **HEKSS Key Policies and Documents**

Health Education Kent Surrey and Sussex (HEKSS) has produced a number of policies and procedures that assist both the trainee and HEKSS with managing education and training for doctors. This section covers those policies and procedures that cover all trainees currently undertaking training in Kent Surrey and Sussex and managed by HEKSS .

The policies reflect the principles set out in the Guide to Postgraduate Specialty Training (Gold Guide). They apply to all trainees in the region unless otherwise stated.

Further information can be found: <http://kss.hee.nhs.uk/policies-and-procedures/>

## **School Contact Details:**

Tel: 0207 089 7505

Email: [anaesthetics@kss.hee.nhs.uk](mailto:anaesthetics@kss.hee.nhs.uk)

Website: <http://kss.hee.nhs.uk/specialty/anae/>