

What every trainee needs to know

1 What's the system & how does it work?

- Attendance at HDR or equivalent GP-relevant education sessions (which link to the GP curriculum & assessments) is a compulsory part of my training
 - I will try and ensure 80% attendance
 - I will try and get there on time
- The learning opportunities delivered by my posts, my teachers, HDR and courses, are regularly monitored via the feedback I give to my C.S and E.S, and P.D
 - most learning opportunities will be mindful of the GP curriculum
- I am responsible for recording my progress in assessments & log my learning experiences in a timely manner. I am aware that different people (e.g. CS, ES, PD, Deanery, RCGP) can access different levels of my portfolio
 - www.nhseportfolios.org:8080/
 - If I don't fill my e-portfolio in a timely manner, I understand this could prevent me from successfully completing my training
- I can feed back positive info about my experience, and similarly address any concerns by speaking with the PD, or my E.S

ASSESSMENTS
 Every 6 months, (for first 2y of training) need to have done:
 3x COT or mini-CEX (COT if any post is in GP eg 4th post)
 3 x CbD
 1 x MSF (ST1 only)
 and some DOPs (hospital posts only)
 +/- 1 x PSQ
 A Clinical Supervisor's Report (hospital posts only)

Every 6 months, (for last 1y of training; ie GP posts) need to have done:
 6x COT
 6 x CbD
 1 x MSF
 +/- 1 x PSQ

2 What is expected of me?

- I need to understand about how to join the college as an AIT and how to apply for a CCT at the end of training
 - I need to INITIALY register with the college (RCGP) as soon as I join a training scheme; details on www.rcgp.org.uk
 - thereafter, I need to register annually details of my respective ST year (ST1, ST2 or ST3) so that an e-portfolio for that year can be generated and activated
 - e-portfolio should guide this once up and running, and E.S can also address it
 - I need to familiarise myself with the GP curriculum available at www.rcgp.org.uk
 - in hospital: CbD, DOPs, Mini-CEX, MSF
 - in GP: CbD, COT, CSA, MSF, PSQ
 - more info at www.rcgp.org.uk
 - I need to know how to organise and complete the require no of assessments using the e-portfolio - **this is my responsibility to arrange with my C.S**
 - I will need to know about what the assessments are, and how they tie in with the curriculum
 - HDR, RCGP updates, mock CSA etc
 - both curriculum and assessments at www.rcgp.org.uk
 - I will need to know what learning opportunities are available, and plan my study leave time in advance i.e deanery courses
 - study leave should relate to the GP curriculum
 - Part of E.S meetings
 - I need to attend an E.S meeting TWICE in every 6 months. **I understand these are compulsory.**
 - if I am having any serious difficulties
 - if there are concerns about me 'being on the right track',
- I will probably have a face to face ARCP panel (Annual Review of Competency Progression)

3 How am I doing?

- Progress in my assessments is fed back via e-portfolio and E.S meetings
- My HDR sessions are a forum to cross-fertilise ideas with colleagues and form study groups
- regular useful feedback from my C.S, relating to the assessments, but also to my general performance day-to-day
- validated eLearning - often useful to map my performance to my peers
- I can talk to my Programme Director, or contact them via e-mail with any concerns
 - any concerns should be flagged up EARLY

KEY
 ARCP = Annual Review of Competency Progression
 CbD = Case based Discussion
 COT = Consultation Observation Tool
 CS = Clinical Supervisor
 CSA = Clinical Skills Assessment
 DOPs = Directly Observed Procedures
 ES = Educational Supervisor
 GPStR = GP trainee
 Mini CEX = Mini Clinical Evaluation Examination
 MSF = Multi Source Feedback
 PD = programme director (course organisers)
 PSQ = Patient Satisfaction Questionnaire
 WPBA = Work Place Based Assessment

WEBSITES TO LOOK AT REGULARLY
 RCGP: www.rcgp.org.uk (eg nMRCGP, GP curriculum, cert)
 PMETB: www.pmetb.org.uk (eg certification)
 MMC: www.mmc.nhs.uk (eg gold guide)
 Yorkshire Deanery: www.yorkshiredeanery.com (local stuff)