The Nottingham General Practice Training Programme Registrar’s Guide

2015
Preface
The purpose of this short guide is to provide you with information that will let you get the most out of the Nottingham GP Specialty Training Programme (GPSTP). Please note that much invaluable information is available on the Nottingham GPSTP Moodle pages which you should already be enrolled on.

The Nottingham GPSTP is one of the largest in the UK with over 150 GP Registrars all of whom have a wide range of skills and experience. When you read through this guide try to keep in mind what you feel you need from the Programme and how best you might obtain it. Also, please remember the Programme only becomes effective if we get constructive suggestions from you.
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1. **Who’s who and where!**

**The Programme Directors**

At present there are 5 Programme Directors. Each Programme Director has responsibility for different parts of the Programme. All the Programme Directors “look after” a number of training practices. The Programme Directors also act as “mentors” to the GP Registrars. If there are problems with the training you feel you can’t sort out with your Trainer or the practice, the Programme Directors can be contacted at any time (well almost). In practise this needs to happen very rarely.

**The Programme Directors are:**

- **Dr Phil Rayner - Lead Programme Director**
  The Surgery, St. Wilfrid’s Square, Calverton, Nottingham. 0115 9657801

- **Dr Nigel Cartwright**
  Orchard Surgery, The Dragwell, Kegworth, Derby. 01509 672419

- **Dr Jenny Redferne**
  Gresleydale Health Care Centre, 1 Glamorgan Way. Swadlincote. Derby. DE11 9JT. 01283 227870

- **Dr Debbie Hapgood**
  St George's Medical Practice, 93 Musters Rd., W Bridgford, NG2 7PG. 0115 9143200

- **Dr Ani Gavrilovic (Interim PD)**
  The Valley Surgery, 81 Bramcote Lane, Chilwell, Nottingham, NG9 4ET. 0115 943 0530
The Programme Manager

Name: Nicola Ogden
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The Admin Team

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2. **Starting at a practice** - *If you have not attended a Performers List Drop-In Session*

*The Performers List is now regional- however you MUST make sure you are registered, contact [clare.simpson12@nhs.net](mailto:clare.simpson12@nhs.net) or check the [www.england.nhs.uk](http://www.england.nhs.uk) website*

Checklist for GP Registrars before joining a GP attachment:

1. Make contact with the Trainers no later than 4 weeks before starting the attachment.

2. Ask for relevant information about the practice if this has not already been done e.g. timetable, rota, on-call arrangements etc.

3. Remember to show your Trainer –
   a) GMC certificate as evidence of registration
   b) Current certificate of defence organisation. *Remember your defence status changes from hospital to general practice.* The cost of this is reimbursable, ask your Trainer.
   c) P45 – if you want to be paid

4. Remember to send the following to the GP office if you want to be paid!
   a) K4 Form
   b) Payslip

5. Clarify ‘doctor’s bag’ – who provides what?

6. Communications within the practice – these may be documented in the Registrar’s guide for the practice.
3. **Holidays, Rotas, Timetables and Study Leave**

**Study Leave**

Please refer to the guidelines on Moodle. All Study leave is now booked through intrepid, to get a log on please contact [heem.csl@nhs.net](mailto:heem.csl@nhs.net) or the [vtsadministrator@nuh.nhs.uk](mailto:vtsadministrator@nuh.nhs.uk) with questions.

You are entitled to 30 days per year (pro rata). The GPTP whole day release uses approximately 20 in the year, leaving you 10 days a year bookable study time. Working at home for exams etc. is not permissible.

**Holidays**

This is the same as for hospital posts. Usually five weeks per year pro-rata. [http://www.nhsemployers.org](http://www.nhsemployers.org)

You must use your allotted holiday within each rotation, you cannot carry any holiday over.

- Remember to discuss your holiday and study leave plans with the Practice / Hospital Department as soon as you can as some dates may not be available.
- The GP Training Programme Office – **MUST** be informed of holidays by email or phone call.

**Sickness**

If you are unable to work due to sickness – **YOU MUST INFORM:**

- The department or GP Surgery you are working at
- The GP Training Programme Office; for every day of your sickness.
- HEEM Administrator Ryan Kerry – [ryan.kerry@nhs.net](mailto:ryan.kerry@nhs.net)
4. **Out of hours work**

**Introduction**

It is vital that during your Nottingham GPTP attachment you should gain experience of the provision of OOH care. This is a rapidly changing field but you may be interested to know that your pay, whilst in General Practice, is made up of an allowance for OOH care of 45%, yes **45%**, of your basic salary.

You will therefore be expected to attend and/or be involved doing this delivery. The areas that need to be covered are:

1. NHS Walk-In Centre – 1 x 3 hour shift allowable over 3 years
2. Nottingham Emergency Medical Service (NEMS)

Personal involvement in OOH care and the keeping of a clinical log by recording the shift on the E-portfolio and attaching the shift sheet as evidence on the E-portfolio

120 OOH hours have to be undertaken in the 3 year programme –

Year 1 – 24 hours
Year 2 – 24 hours
Year 3 – 72 hours.

This may seem like a lot but breaks down into 6 hours per month for each month you are in GP.

**Amount and frequency of on call**

Before the GP Registrar commences their first shift on call the Trainer should satisfy himself that his/her GP Registrar is competent as well as comfortable in handling on call duties.
Equipment

All practices should provide a well-equipped GP Registrar’s bag, this should have appropriate drugs, equipment and stationery.
NEMS –
All GPRs will attend an ADASTRA training session at NEMS before beginning their 1st GP post.

All of out of hours work in training practices is now done based at the out of hours centre at NEMS (Nottingham Emergency Medical Service) on Platform 1, Nottingham train station. The timing of starting these sessions should be discussed with your Trainer who will look at defined competencies and be able to discuss with you when you are ready to start at NEMS.

Book online via NEMS website, you will need a password which will be provided by NEMS.

On attending NEMS you will need to take with you your NEMS log sheets which can be gotten from http://www.nottinghamgptraining.co.uk/gpr-information/#nems. These will need to be completed during the course of the session and then signed off by the supervisor for your shift and debriefed with your own Trainer at the next available opportunity. Whilst at NEMS a supervisor will be allocated to you and this will mostly likely be a Trainer or a partner in a training practice or a doctor who has been trained in the supervising process. On occasions it may also be a nurse or non-clinical member of the NEMS team.

Before commencing at NEMS they will ask you to send your current MPS/MDU certificate. Until this has been provided, you will not be able to book shifts!
5. **Financial Considerations**

As GP Registrars you are still employed and therefore receive a salary commensurate with your level of experience. This is supplemented by an out of hours allowance to recognise that you are responsible for some emergency work.

There are a number of sources of information that will help you through this financial maze:

**Shared Business Services (SBS)** - The Payments team, NHS Share Business Services, Finance Dept, Cardinal Square, East Wing, Third Floor, 10 Nottingham Road, Derby DE1 3QT – 01332 868978.

Denise Menzies – denise.menzies@nhs.net

They actually pay your salary and reimburse various expenses which include;

- **Defence Union** – a large proportion of your MDU or MPS subscription is reclaimable.
- **Travel expenses** - contact the above SBS Denise Menzies
- **Telephone** – only the rental charges are reimbursable. However if you need to have an extra phone extension line this can be reimbursed from SBS. Keep all receipts and this is claimed via your Trainer.

- **Excess daily travelling expenses** – Whole of mileage to/from work if you have done a home visit (up to 20 miles per day)

- **An Accountant/Tax Inspector** - These characters can certainly help with your tax liability. However, it is probably worth speaking to the accountant first as they are probably more on your side. It is important to keep the following details-

  - Medical Equipment – any medical equipment required absolutely for use in medical practice should be allowable when offset against tax. You may have to discuss with the tax inspector.
Professional Subscriptions – this is a grey area when employed, it is worth checking with your local tax inspector.

Your Trainer/Practice Manager - Hopefully they will be able to point you in the right direction!
6. **When it is best to do the following**

GP Registrars are also expected to increase their knowledge and skills by participating in the following activities during their time on the Nottingham Programme.

**DFSRH** – online module in year 1 part of WDR (Course of Five)

**Immediate Life Support** – Please contact Helen Terrington and Georgia Mulholland at Nottingham University hospitals on [Georgia.mulholland@nuh.nhs.uk](mailto:Georgia.mulholland@nuh.nhs.uk) explaining you are a Nottingham GP trainee and they will book you on to a course, the courses cost £125 and Study Leave can be used for this.

**Child Health Surveillance Course** – this has now been incorporated into the whole day release course in year 1. As a result all GP Registrars who join the Programme will have an opportunity to undertake the training as part of whole day release (WDR)

**Residential Course** – this is a mandatory 2-day residential course held in August for all new GP Registrars starting ST1 in August.

**Attendance at various specialist out-patient clinics at the hospitals** – there are opportunities to attend out-patient clinics in various specialties. GP Registrars are encouraged to discuss their needs with their Trainers.

**ITP’s – (Innovative Training Post)**

In the second year of your training, there is a possibility to undertake an ITP role whilst you are in your 4 month GP placement.

What this means is that you may have the possibility to work within a speciality for 50% of the working week whilst in the GP post. The Nottingham Programme currently has posts:

- 2 x Trauma and Orthopaedic
- 2 x Family Planning
- 2 x Palliative Care
- 4 x Academic
- 1 x Community Paediatrics
You are able to undertake one ITP placement during your training on the Nottingham Programme and each of the roles have to be applied for with the consent of your Educational & Clinical Supervisors. You can apply through the Admin office.
**Nottingham GPTP Teaching**

The Nottingham whole/half day release course is most probably unique. It runs throughout your entire time on the Programme with 2 x afternoon sessions and 1 whole day session per month on Wednesdays held at the Postgraduate Centre at the City Hospital.

**Teaching Timetable:** through Moodle (you can download the teaching programme straight to your Smart Phone). Or find it at [www.nottinghamgptraining.co.uk](http://www.nottinghamgptraining.co.uk)

The course is modular the contents of which are published at the beginning of each term.

Attendance is expected and monitored. You should have no problems getting to the teaching release during your GP attachments nor *should* you have problems during your hospital jobs, but problems have been known to arise. If you are finding it consistently difficult to get away during a particular attachment please let the Nottingham GPTP Administrators know. **Conversely, if you do not attend the whole day release you are expected to notify the admin team as to the reason you are unable to attend PRIOR to the day**

Please remember to sign the attendance Register in order to achieve the 80% attendance required yearly at teaching for your CCT information.

**Moodle (Virtual Learning Environment)**

We currently use Moodle as our VLE ([http://www.vle.eastmidlandsdeanery.nhs.uk/](http://www.vle.eastmidlandsdeanery.nhs.uk/)). All learning materials, updates and resources are uploaded onto Moodle. As well as being a great place for resources, we also have various discussions and quizzes. We expect all trainees to engage with Moodle as it is highly valuable resource. The LETB will automatically send you your log in details once you have started
7. **GP Registrar Representation**

The R.C.G.P.

*The Royal College of General Practitioners* - [http://www.rcgp.org.uk/](http://www.rcgp.org.uk/)

GP Registrars can be influential within the College by representing the views of their peers at the local (Vale of Trent) faculty meetings which are usually held at the Medical School. This representation can now be continued at a more national level by attendance at College Council meetings.

**GPTP Year Reps** – In previous years GP Registrars have constructively represented the views of their peers. Indeed these have resulted in significant improvements to the Programme. Also GP Registrars are encouraged to give their ideas for topics that would be of special interest to their peers at the teaching. The Year Reps are also involved in the social aspect of the programme and arrange annual Balls, and other social events on a regular basis.

If you wish to become involved please let any of the Programme Directors know.

**Regional GP Education Sub-committee** – this body has representations from the LMC (Local Medical Council), Trainers, Course Organisers, Adviser in General Practice, Postgraduate Deans, University representatives etc. It is extremely influential and theoretically has 3 places for GP Registrar representatives from the Programmes in the region. If you have yearnings to enter the heady world of medical politics please let one of the Programme Directors know.

8. **End Point Assessment**

From August 2008, the end-point of GP training is the single qualification, the nMRCGP (new MRCGP), replacing Summative Assessment and the older MRCGP examination.
To be awarded nMRCGP, GP Registrars will be required to successfully complete three components:

- Applied knowledge test (AKT) – Usually done in ST2/ST3
- Clinical skills assessment (CSA) – Can only be sat in ST3
- Work based practice assessment E-Portfolio or (WBPA) – Continually!!!

The RCGP will require the following evidence (as well as the successful completion of the nMRCGP examination)

1. Details of current GMC registration.
2. E-portfolio – Evidence of successful approval of ARCP Panels throughout the three year training.