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MESSAGES FROM THE GP DEAN TEAM

Future changes in the GP Dean Team
Dr Ian McLean will be retiring as Deputy GP Dean and Head of the GP School on 31st March 2013. We are delighted to announce that Dr Hilary Diack has been appointed as Head of School designate to take over these roles, and she will be undertaking a period of handover starting in the Autumn, when she will lead on the GP recruitment process, with support from Dr McLean and the GP Dean, Prof Tavabie. She will be remaining as the Patch Associate GP Dean for West Surrey until her replacement has been appointed, and we are now looking for suitable applicants for the PAD post. We hope you will all join with us to support Hilary in this exciting and challenging new role.

Use of simulation in GP training programmes day release
We are delighted that Programme Directors are making good use of the pool of simulators for preparing trainees and trainers to approach the CSA exam. Across the Deanery the use of SIMS has been variable, and we need PDs to consider carefully the educational benefits of any sessions they are requesting, as although the costs are now met by central funding, there is a limited amount of money available in these challenging times. With this in mind, all applications for simulators will be reviewed by the Patch Associate Dean to approve the proposals. Any educationally sound proposals will, of course, continue to be supported.

ARCP
The latest round of ARCPs have been managed successfully. In total we had 11 ST1s who were referred to the panel of which 2 received an outcome 1 (satisfactory progress) and 9 received an outcome 2 (unsatisfactory progress, no additional training time required). There were 14 ST2s referred to the panel – 3 received an outcome 1, 6 had an outcome 2, and 3 outcome 3 (unsatisfactory progress, additional training time required). There was 1 ST2 trainee who received an outcome 4 (unsatisfactory progress, release from training) and 2 ST2s received outcome 3 (extension to training)
For ST3 trainees there were 78 panels. 4 received outcome 2. 71 had outcome 3. 1 outcome 4 (who had declined an outcome 3 extension).

We would like to remind Programme Directors that should they have views about trainees progress, that they should ensure the ARCP panel are aware of these views by recording them in the e-portfolio of the trainee concerned, in the educators notes if necessary, rather than supplying additional comments after the ARCP has taken place. We welcome any PD who would like to sit on an ARCP panel to do so, as this may help them to appreciate how the system works on a practical level.

We are very grateful for the enormous hard work that has taken place in order to find the 71 CSA additional remedial training placements. We are only too aware of the extreme pressure that these placements have put on the entire network. It is obligatory for trainees to move to another GP Training Practice for their additional remedial time, and we have managed to do this without putting any trainees on a waiting list for a placement. If you are aware of any capacity from August in General practice, please make your Patch Associate Dean aware.

**CSA results**

It is apparent from this year’s CSA result feedback, that candidates from KSS are leaving it later to attempt the CSA than candidates in the rest of the country – with first attempts in February being the most common in other Deaneries. Whilst we would always support the Educational Supervisor determining with their trainee when is the best time to sit the CSA initially, we would encourage trainees to sit the CSA in February unless there is strong reason to not do so.

**Revalidation for Doctors In Training**

The national Deanery Revalidation Network have put together a powerpoint presentation which is a helpful guidance for the gp education network and for trainees [http://kssdeanery.org/gp-trainee-revalidation](http://kssdeanery.org/gp-trainee-revalidation). In addition the KSS Deanery frequently asked questions (FAQs) have been updated [http://kssdeanery.org/specialty/revalidation](http://kssdeanery.org/specialty/revalidation).

**Paramedic Practitioners Training in GP Placements - October 2012 & February 2013**

In agreement with South East Coast Ambulance (SECAmb) we are able to provide the dates for the next 2 cohorts. This will allow and support forward planning for SECAMB and GP Training practices in deciding which rotation they want/are able to participate in. This will also allow us to take full advantage of the number of GP training practices we will be able to plan and allocate paramedic practitioners for.

The next 2 cohorts of paramedic practitioner students will be placed in general practice as follows:

- **15th October 2012** – **7th December 2012** (8 Weeks)
- **11th February 2013** – **5th April 2013** (8 Weeks)

This is a great opportunity for practices to decide which rotation they want to be a part of. It is possible for practices to put themselves forward for both rotations depending on their capacity. If you have any questions or to obtain an expression of interest form contact Aaron Madzime (amadzime@gpkss.ac.uk).

**Authorisation for Examination of Patients as part of Examination Revision – risk for trainees**

Please be aware that there has been a recent case where a GP trainee went back into hospital in order to examine patients apparently as practice for the CSA, having asked another trainee colleague to agree this. The following guidance has been issued by Midlands and East Deanery and KSS acknowledge this is helpful advice:

“There are occasions when you will be preparing for examinations and may wish to assess patients who may not be based where you are employed. Please note you must seek permission of the consultant in charge of their care and not assume that you and/or a clinical colleague can make these arrangements. Therefore, please ensure that you have written permission from the consultant concerned agreeing to you undertaking an assessment. The GMC consider this is a patient safety issue and have taken action against doctors who have sought to assess such patients without due permission. Should you have any queries with respect to this information then please discuss this with your Clinical Tutor in the first
Safeguarding Children and Adults

All GPSTRs are required to ensure that annually their Safeguarding Children training is up to date, which means for GPs in their Practice placements the training to level 3. In addition, all trainees are being reminded of their obligations to be aware of their responsibilities for safeguarding adults, particularly those with impaired capacity, and with profound and multiple learning difficulties (PMLD). Helpful pocket guides have been produced by NHS South of England based on work done in the West Midlands, and these are available in PDF format at: kssdeanery.org/general-practice/resources-gp-trainees/forms-guidance-handbooks-amp-policies

KSS Deanery awarded Bursary – Applications welcome

The KSS Deanery has announced one bursary to support developmental projects available to specialty trainees.

We are pleased that this will be available to KSS GP trainees.

The bursary will be up to £20,000 and should be for a project that involves joint working with Higher Specialty Trainees in Hospital to explore collaborative working for patient healthcare outcomes.

Applicants must

- Have had a successful outcome from their last ARCP in GP training
- Provide robust evidence of collaborative working between primary and secondary care with Higher Specialty trainees.

Applications will be awarded through a competitive process.

Applicants should submit a carefully worded proposal of no more than 1 side of A4 to the GP School Applications should be addressed to Professor A. Tavabie with a covering letter and sent by e-mail to Kitty Randunne his PA krandunne@gpkss.ac.uk to be received by 30/9/2012

GP Programme Director Appointments

Programme Director New appointments:

<table>
<thead>
<tr>
<th>Area</th>
<th>Name</th>
<th>Sessions</th>
<th>Start Date</th>
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<tbody>
<tr>
<td>None at this time</td>
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DATES FOR YOUR DIARY:

For further details and to book on all these events and more, please access our website: kssdeanery.org/events/general-practice

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>PD Conferences:</td>
<td>27 September 2012</td>
<td>Holiday Inn Maidstone (Wrotham)</td>
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<td></td>
<td>05 December 2012</td>
<td>Holiday Inn Gatwick</td>
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<td>2nd Four Cs Conference</td>
<td>25 September 2012</td>
<td>Holiday Inn, Gatwick</td>
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<td>Programme Directors Induction</td>
<td>17 October 2012</td>
<td>KSS Deanery, 7 Bermondsey Street</td>
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<td>London SE1 2DD</td>
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<td>Sussex Trainers Day</td>
<td>18 October 2012</td>
<td>Amex Stadium, Brighton</td>
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<td>Surrey Trainers Day</td>
<td>23 October 2012</td>
<td>Hartsfield Manor, Betchworth</td>
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<td>GP Trainers Winter Workshop</td>
<td>14 - 16 November 2012</td>
<td>Cumberland Lodge</td>
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<td>GP Tutor Workshop</td>
<td>29 November 2012</td>
<td>Holiday Inn Gatwick</td>
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INFORMATION & UPDATES FROM OTHER ORGANISATIONS

RCGP Trainee ePortfolio and Workplace Based Assessment (WPBA) Code of Conduct: Statement from RCGP and COGPED

The RCGP have asked that this message be circulated to GP educators and trainees.
There has been increasing concern in recent years about substantiated evidence of misuse of the RCGP Trainee ePortfolio which clearly breaches GMC guidance about probity. In response to this, and following requests from Deaneries, we have updated and amplified the RCGP Trainee ePortfolio & WBPA Code of Conduct and the new Code with this statement.

This document seeks to give examples of misconduct and the sanctions that are likely to be taken by Deaneries and the RCGP should such misuse of the Trainee ePortfolio be confirmed after investigation. We would like to stress that the vast majority of both trainees and trainers undertake assessments and use the Trainee ePortfolio entirely appropriately and it is to support the majority who adhere to GMC standards and guidance that we wish to highlight the Code of Conduct for the small numbers who do not.

Full details can be found on the RCGP web site:

The Revised RCGP Curriculum – Message from RCGP
You will know from previous communications that the revised GP curriculum has been approved by GMC and is being implemented on 1 August. From 1 August you will be able to access the revised statements at http://www.rcgp-curriculum.org.uk/rcgp_-_gp_curriculum_documents/gp_curriculum_statements.aspx

There are also new resources including an 'Introduction and User Guide', a glossary, and FAQs. The main changes that have been made to the curriculum are:
- The statements have been re-grouped into the core statement, four contextual statements, and 21 clinical examples
- The ten statements in the previous sections 2, 3 and 4 (the GP Consultation, Personal and Professional Responsibilities, and Management) have been revised into four new ‘contextual statements’
- Each of the contextual statements and clinical examples now includes a case illustration with questions for reflection
- The leadership element of the curriculum has been developed by adding a number of new learning outcomes drawn from the Medical Leadership Competency Framework. The sustainability aspect has also been developed by adding a number of new learning outcomes. These new learning outcomes occur mainly in statement 2.03 The GP in the Wider Professional Environment
- The statement on Care of people with cancer and palliative care has been re-named Endoflife care, and learning outcomes on cancer have been incorporated in other relevant statements Apart from the additional leadership and sustainability learning outcomes, there are very few changes to the content of the learning outcomes, though some have been rewritten to improve understanding. The July issue of RCGP News includes an article ‘Introducing the revised curriculum for general practice training’ which will give you more information about the revision http://www.rcgp.org.uk/PDF/RCGP_News_July.pdf page 3.

The ePortfolio
Version 7 of the Trainee ePortfolio was released on 30 July. This version has been changed to reflect the revised curriculum:
- Any Learning Logs created before the update will maintain their association with the previous curriculum statement headings.
- Learning Logs created or edited after the update will only be linkable to the new curriculum statement headings (if the entry had previous curriculum statement headings chosen, they will be removed and displayed to the user for reference purposes only in order to provide a guideline for selecting from the updated values).
- The curriculum statement headings summary table (counting log entries) will appear twice where a trainee has validated logs against both versions.
- Hyperlinks to the RCGP curriculum website have been updated to point to the updated guidance documentation.

The RCGP Website
The College will shortly be introducing a brand new website which will include the curriculum and assessment pages. This will mean that the links to curriculum and assessment information will change, but as far as possible we will redirect links to the appropriate point or document on the new site. The new site has been designed from scratch to meet users’ needs. Everything from the design to the writing is being tightened up, and it will be much easier to find the information you need. Thank you for all your work in
educating and training the GPs of the future. We hope that you will find the changes that have been made assist you in your work and look forward to continuing to work in partnership with you.

The RCGP have also given guidance about the number of attempts at CSA and AKT and mitigating circumstances.

Message from RCGP - As you will remember we decided to relax the rules on the limitation of attempts at CSA early this year for a temporary period only which is now drawing to a close.

The regulation applying to the limitation of (four) attempts at CSA will be enforced from 1 August 2012 for those who made their first attempt at the CSA after 1 August 2011.

The regulation applying to the same limitation of attempts at AKT will continue to be applied for those who started in GP Specialty Training on or after 1 August 2010.

It should be noted that the limitation to four attempts includes any attempt made with Deanery approval within the six months after exiting GPST.

With this letter I am attaching a short paper detailing our policy on mitigating circumstances. I would be grateful for your help in circulating this notice and the accompanying paper about mitigating circumstances, to your trainees and trainers so they are aware of the policy. We will also be putting a similar notice on the RCGP website shortly.

Sue Rendel
Chief Examiner

Eligibility for MRCGP examinations, number of attempts permitted, and consideration of mitigating circumstances

The following statement has been prepared to clarify the regulations regarding eligibility for the AKT and CSA elements of MRCGP with effect from 1 August 2012.

The regulations (6.6 and 6.11 respectively) themselves read as follows:

Applied Knowledge Test
With effect from 1 August 2010 eligibility for the AKT is limited to those in the Specialty Training Years 2 and 3 (ST2 and ST3) stages of the training programme. This regulation applies equally to both full time trainees and those training flexibly. A maximum number of four attempts will be permitted for those entering GP Specialty Training on or after 1 August 2010.

Clinical Skills Assessment
The CSA may be attempted when a trainee is in Specialty Training Year 3 (ST3) stage of the training programme. This regulation applies equally to full time trainees and those training flexibly. A maximum number of four attempts will be permitted for those who entered year ST3 on or after 1st August 2010 and are sitting the CSA for the first time after this date.

During the period January to May 2012 there was a temporary relaxation of the regulations limiting the number of attempts at the CSA to four. These temporary arrangements have now concluded and the maximum number of attempts that can be made at both the AKT and CSA is once again limited to four.

We would suggest that trainees should plan carefully for the optimum time in their training programme prior to sitting examinations, taking advice as necessary from their educational and/or clinical supervisors. They should in particular avoid sitting examinations before they are ready to do so.

Consideration of mitigating circumstances

All trainees should familiarise themselves with the Examination Regulations before applying for the AKT or CSA and in particular section 10 concerned with mitigating circumstances.
The regulations are clear around the issue of mitigating circumstances, and those that are accepted may result in examination candidate being eligible for a further attempt at an examination.

The following are examples of possible mitigating circumstances and the supporting documentation required in order for them to be accepted and another attempt permitted.

1. Exceptional personal circumstances which might have lead to underperformance in an examination e.g. bereavement or immediate family illness.

These events do not usually occur on the day of the examination, but within a short period beforehand. In most circumstances the trainee would be expected to have withdrawn and the need to request another attempt would therefore not arise.

Therefore only in exceptional circumstances would the request be considered and there would need to be evidence of the personal circumstances, such as might be provided by a screen shot from the trainee’s ePortfolio documenting an event and its educational impact. Copies of death certificates and travel documents confirming travel which had disrupted preparation may also be required.

2. Personal illness that was not severe enough at the time of the examination to make the candidate withdraw but which in retrospect could have had a serious adverse affect on performance.

In these instances confirmation by a medical attendant will be required. Occasionally if the condition is one that might affect performance but which does not preclude normal attendance at work additional evidence may be required and requested.

All reports of mitigating circumstances must be submitted to the RCGP no later than two working days after the examination has taken place. It should be noted however that candidates presenting for either the AKT or CSA will be deemed fit to take the assessment and required to sign a declaration to that effect as part of the registration process on the day.

Candidates should note that most practitioners suffer adverse personal circumstances at one time or another during their working lives, and it is part of demonstrating fitness to practice when an individual makes an assessment about how much an event might have affected their performance.

If a circumstance is likely to have affected performance in an examination we would expect there to be contemporaneous documentation in the ePortfolio of discussions with the educational supervisor about fitness for work.

The General Medical Council’s guidance *Good Medical Practice* and *Duties of a Doctor* cover presenting for work, educational activities and training (including implicitly attendance at postgraduate medical examinations) and fitness to practice is implicit in the guidance. Doctors are expected to recognise and work within the limits of their competence.

All candidates are asked to note that that the granting of an additional attempt beyond the maximum number permitted does not confer any right to additional training.

26 July 2012

**RCGP Trainee ePortfolio Version 7.0 Pre-Release Notes 30 July 2012**

The RCGP is pleased to announce that Version 7.0 of the Trainee ePortfolio was released **Monday 30 July 2012**. This release includes the following updates:

**RCGP Curriculum Update –**
Any Learning Logs created before the update will maintain their association with the previous curriculum statement headings.

- Learning Logs created or edited after the update will only be linkable to the new curriculum statement headings (if the entry had previous curriculum statement headings chosen, they will be removed and displayed to the user for reference purposes only in order to provide a guideline for selecting from the updated values).
- The curriculum statement headings summary table (counting log entries) will appear twice where a Trainee has validated logs against both versions.
- Hyperlinks to the RCGP curriculum website will be updated to point to the updated guidance documentation.
- For more information about the updated curriculum, please visit the curriculum website.

Learning Logs Locking –
- Learning logs will be locked from editing once they are ‘marked as read’ – all validation should be completed by the Trainer before this point.
- Comments can continue to be made against a locked entry by the Trainee and Trainer as before but not inserted directly into the entry.

Single Sign On –
- AiT's will be able to navigate between the College ‘members area’ in the main website and Trainee ePortfolio without the need to sign in twice.

Personal library –
- File storage allowance has been increased from 30Mb to 50Mb.

General –
- Added information regarding cookies in the website.
- Updated security protocols on the web server.
- Bug fixes.

Message from RCGP Revalidation Team

The RCGP Revalidation Team were made aware last year that a number of GP trainees in the final stages of their training were being encouraged by their Deaneries to participate in a mock "NHS type" appraisal in order to learn about the process and to generate a Personal Development Plan (PDP) for their first post CCT year.  
In response to this, we have made the RCGP Revalidation ePortfolio available to Associates in Training (AiTs) should they wish to use it for these purposes. They can log into the Revalidation ePortfolio using their RCGP credentials, and export the contents of their portfolio at any time in summary PDF format accompanied by any documents which have been uploaded. It won't be possible for an Appraiser to access an AiT's Revalidation ePortfolio directly, but AiTs will be able to use the tool's full appraisal functionality after the completion of their training, as long as their Primary Care Organisation (PCO) has registered on the tool.  
It is important to note that AiTs should not use the Revalidation ePortfolio in place of the Trainee ePortfolio, and information uploaded to the Revalidation ePortfolio will not contribute to the Annual Review of Competence Progression (ARCP) process. Similarly, AiTs will not use the Revalidation ePortfolio for trainee revalidation in future. However, AiTs are encouraged to familiarise themselves with the Revalidation ePortfolio. The tool has been designed by GPs for GPs and it is free to College members as a membership benefit. The tool, as well as a range of support materials, can be accessed here:  
https://gpeportfolio.rcgp.org.uk/Login.aspx

If AiTs experience any problems or have any questions about the Revalidation ePortfolio, they can contact the Revalidation ePortfolio Service Desk on gpeportfolio@rcgp.org.uk / 020 3188 7667.

Many thanks,

Mat Lawson
Revalidation Programmes Manager | Revalidation
Tel: 020 3188 7608

ACADEMIC POST OPPORTUNITY FOR ST2/3 in NHS MIDLANDS EAST
COGPED have been asked to circulate this information. The post is for an ST3-entry GP trainee to train in Primary Care Clinical Pharmacology. The trainee would enter the programme in ST3 and complete their GP training over two years as an academic trainee (50% university based). They would then work in a local academic training practice but continue to train as a consultant clinical pharmacologist over another 2 years. We would negotiate starting dates but trainees would be in ST2 at present or just entering ST3. (If successful and from another Deanery they would resign from their existing post having accepted a post in open competition). We would anticipate an October start but this is flexible.

The advert can be found on our website at:
Or NHS Jobs at:  http://www.jobs.nhs.uk/cgi-bin/vacdetails.cgi?selection=912913755

AWARDS REMINDER

Please note below deadlines for the following Awards. We would be grateful for any publicity you can give these. Application details of all College Awards are also available on the website:
www.rcgp.org.uk/prizesandawards

Rose Prize Deadline: 4 January 2013
Award for original work in the history of British General Practice. Joint prize with Worshipful Society of Apothecaries of London.

KSS GP Specialty Training e-Bulletin
Please send any comments regarding this Bulletin, or suggestions for inclusion to Sue Smith ssmith@gpkss.ac.uk We hope you find it helpful.

Sent on behalf of:
The Kent, Surrey & Sussex Deanery Department of Postgraduate GP Education
Tel: 0207 415 3630 / Fax: 0207 415 3687
Web: www.kssdeanery.org/general-practice