“Through creative partnerships we shape and develop the workforce for the benefit of health and wellbeing for all”
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Introduction

I would like to take this opportunity on behalf of the School of Obstetrics & Gynaecology to welcome you to the Health Education Kent Surrey and Sussex, Run Through Training Programme for Obstetrics & Gynaecology.

This induction pack has been put together by the School to provide some key information which you will find useful during your time as a specialty trainee here in KSS 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 Obstetrics & Gynaecology training with us!

Alison Saunders

Medical Workforce Projects Officer
School of Obstetrics & Gynaecology
asaunders@kss.hee.nhs.uk | o&q@kssdeanery.ac.uk
Welcome from the Deputy Postgraduate Dean for Secondary Care

It is a great pleasure to welcome you to the next stage of your professional training. HEKSS intends to help make it the very best of experiences for you and your patients. To that end we will do our very best to ensure that you receive prompt and timely information to assist in your induction to your programme and posts/attachments.

We will also endeavour to communicate to you all the important information which allows you to study and achieve excellence in your curriculum coverage.

These are times of great change in the delivery of Post Graduate Medical Education and HEKSS is determined to embrace all that is progressive.

Opportunities to gain experience for Training In service have to be maximized. The business of HEKSS is geared towards this ambition for its Trainees.

We welcome feedback on all the activities we manage with you as we pride ourselves on listening to the “Trainee Voice”. This can be done through responses to targeted surveys or simply dropping an e-mail or SMS to your School Workforce Team member.

You will soon get to know all the members of the Schools/Committees who oversee your training and are there to assist you.

We hope you enjoy your experience and look forward to getting to know you.

Dr Kevin Kelleher
Deputy Postgraduate Dean for Secondary Care
Welcome from the Head of School of Obstetrics & Gynaecology

Congratulations on your recent appointment to the Obstetrics and Gynaecology training programme here in Kent, Surrey and Sussex and welcome to the HEKSS Postgraduate School of Obstetrics and Gynaecology. I hope your time with us will be successful, enjoyable and productive. As well as achieving all the competencies expected from the RCOG training programme, I hope you will gain a broad experience of our exciting specialty and be able to develop areas of your own special interest.

The School was established in 2011. Previously trainees were managed by London Deanery and we worked closely with the South London School of Obstetrics and Gynaecology. There will continue to be close links and training opportunities within London shared services. We are very keen to ensure that you are offered excellent educational opportunities and high quality educational supervision and review this regularly using local education provider visits, GMC survey and feedback at HEKSS School events. We have established a mentoring scheme for core trainees and hope you will find this supportive to your personal development. We welcome the trainees’ views on all aspects of the training programme and hope that you will give feedback either via the trainee reps or directly to the team.

I look forward to meeting you in due course and wish you an enjoyable time in HEKSS.

Miss Sarah Flint
Head of School of Obstetrics & Gynaecology
Welcome from the Training Programme Directors

Welcome to Health Education Kent Surrey and Sussex Deanery. Congratulations on choosing this programme and being successful in your application.

Our role as Obstetrics & Gynaecology Training Programme Directors (TPDs) is to work with College Tutors and Deanery/School of Obstetrics & Gynaecology staff to ensure that you have high quality educational supervision and training during your time on the programme. We arrange the programme for the regional training days and aim to map this to the areas of the curriculum which are more challenging to cover in the units or on an individual basis.

We would expect to meet most of you at Interim Reviews/ARCPs or at regional training days during your time in HEKSS. We are happy to be contacted by email to discuss any concerns you have or if you feel I can be of help with any issues around your training as a whole.

As TPDs we are keen to develop the regional training days and if you feel there are topics you wish to be covered please provide feedback via the regular electronic surveys so that we can tailor the programme to your needs.

UK Training in Obstetrics & Gynaecology takes a minimum of 7 years specialist training. Successful completion of the programme will lead to the award of a Certificate of Completion of Training (CCT) or a Certificate of Eligibility for Specialist Registration (CESR). The content and structure of the training programmes is determined by the Royal College of Obstetrics & Gynaecology and approved by the GMC. The delivery of the programme is overseen by Postgraduate Deans in conjunction with HEKSS Specialty Training Committee.

Please take some time to read through the Obstetrics & Gynaecology section of the Deanery website which we try to keep up to date and populated with relevant/important documents.

We wish you every success during your time in HEKSS.

Ms Melanie Tipples

Mr Robert Bradley

Training Programme Directors for Obstetrics & Gynaecology
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 don’t hesitate to contact them when you need assistance.

**KSS Deanery Contacts and Responsibilities**

<table>
<thead>
<tr>
<th>Name &amp; Contact Details</th>
<th>Role &amp; Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin Kelleher</td>
<td>Deputy Postgraduate Dean for Secondary Care Is responsible for overseeing the training of all Secondary Care Specialties within HEKSS</td>
</tr>
<tr>
<td>Sarah Flint <a href="mailto:sarah.flint@nhs.net">sarah.flint@nhs.net</a></td>
<td>Head of School The head of school is responsible for ensuring delivery of training within Obstetrics &amp; Gynaecology across HEKSS from ST1 - 7.</td>
</tr>
<tr>
<td>Melanie Tipples <a href="mailto:melanie.tipples@wsht.nhs.uk">melanie.tipples@wsht.nhs.uk</a></td>
<td>Training Programme Director The Training Programme Directors are appointed by the School of Obstetrics &amp; Gynaecology and ensure that the generic training at higher Level within Obstetrics &amp; Gynaecology runs smoothly. The college tutors of each trust work directly with the TPDs, if you have any concerns about your training and would rather discuss the issues with someone outside of your trust then the TPDs would be your contact.</td>
</tr>
<tr>
<td>Robert Bradley <a href="mailto:Robert.Bradley@bsuh.nhs.uk">Robert.Bradley@bsuh.nhs.uk</a></td>
<td>Medical Workforce Projects Officer Appointed and based at the KSS deanery and works with the Head of School and all other members of the school as the non-clinical lead this is the person to contact regarding any administrative matters or when you are not sure of whom to contact regarding any issues.</td>
</tr>
<tr>
<td>Siobhan Gallagher (from 22/10/13) <a href="mailto:sgallagher@kss.hee.nhs.uk">sgallagher@kss.hee.nhs.uk</a> 020 7089 7509</td>
<td>Medical Workforce Projects Assistant Assisting the Medical Workforce Projects Officer and working with the Medical Workforce Project Administrator regarding any administrative matters and providing help and support for ePortfolio, trainee data, and Regional Training Days queries.</td>
</tr>
<tr>
<td>To be confirmed 020 7089 7509</td>
<td>Medical Workforce Administrator Works with the Medical Workforce Projects Officer and may be able to provide help and support for, Intrepid (i.e. Deanery database of trainees), ePortfolio, Regional Training Days (RTD) and the School of Obstetrics &amp; Gynaecology website.</td>
</tr>
<tr>
<td>Name</td>
<td>Role</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>Sarah Crabb ST2</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Sarag.crabb@hotmail.co.uk">Sarag.crabb@hotmail.co.uk</a></td>
<td></td>
</tr>
<tr>
<td>Iranthi Meththananda ST2</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:iranthim@googlemail.com">iranthim@googlemail.com</a></td>
<td></td>
</tr>
<tr>
<td>Naira Khan ST2</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:nailakhan786@hotmail.co.uk">nailakhan786@hotmail.co.uk</a></td>
<td></td>
</tr>
<tr>
<td>Fiona Cowan ST3</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:fiona.cowan@doctors.org.uk">fiona.cowan@doctors.org.uk</a></td>
<td></td>
</tr>
<tr>
<td>Maryam Modarres ST4</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:modarres.maryam@googlemail.com">modarres.maryam@googlemail.com</a></td>
<td></td>
</tr>
<tr>
<td>Anna Stienen-Durand</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:astienen-durand@doctors.org.uk">astienen-durand@doctors.org.uk</a></td>
<td></td>
</tr>
<tr>
<td>Sandra Bynoe</td>
<td></td>
</tr>
<tr>
<td>Renatta Hutt</td>
<td></td>
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</tr>
</tbody>
</table>
Trust Contacts and Responsibilities

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

<table>
<thead>
<tr>
<th>Name &amp; Contact Details</th>
<th>Role &amp; Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>College Tutor</strong></td>
<td>Each trust has a college tutor or equivalent for Obstetrics &amp; Gynaecology appointed by the RCOG. They are responsible for ensuring the quality of Obstetrics &amp; Gynaecology training within your trust. The college tutors will assign you an educational supervisor and lead on your in-house teaching. They are your first port of call for any concerns you have about your training or ARCP.</td>
</tr>
<tr>
<td><strong>Medical Education Managers</strong></td>
<td>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 and College Tutors they co-ordinate training programmes and specialty specific teaching as well as trust training and generic teaching.</td>
</tr>
<tr>
<td><strong>Medical Staffing</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Educational Supervisor</strong></td>
<td>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 (i.e. ST1 – ST2). 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 KSS School of Obstetrics &amp; Gynaecology accepts that the ES will change when the trainee moves Hospitals. The ES is responsible for meeting with the trainee and completing an end of year review for that phase of training. However it is up to the trainee to proactively arrange these meeting and provide the information for the review.</td>
</tr>
<tr>
<td><strong>Clinical Supervisor</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Mentor</strong></td>
<td>This is a Higher Specialty Trainee at your Trust allocated to you, to help guide you with a trainee’s perspective.</td>
</tr>
</tbody>
</table>
**Deanery, College and GMC Responsibilities**

There are three main bodies involved in your training. An outline of their responsibilities to your training:

**Health Education Kent Surrey & Sussex (HEKSS)**

HEKSS is responsible for the:
- Recruitment of trainees
- Annual Review of Competence Progression (ARCPs)
- Allocation of a National Training Number (NTN) for CCT, CESR or CESR CP
- Management of training programmes
- Quality Assurance of training in HEKSS
- Management of trainees who are working less than full time
- Management of refugee doctors’ scheme
- Approval of various OOPs
- Management of trainees in difficulty
- Management of the Specialty Schools

**The Royal College of Obstetrics & Gynaecology**

The Colleges are responsible for the:
- Strategic development of the speciality
- National manpower planning
- Development and management of the speciality curriculum
- Establishing training standards
- Registration of trainees and determining projected CCT/CESR/CESR CP dates
- Specialty education initiatives and examinations

**General Medical Council (GMC)**

The GMC has a statutory responsibility for the:
- Standards of Post Graduate Medical Education
- Inspection of Deaneries & Foundation Schools
- Setting standards for trainers & supervisors
- Curriculum approval
- Prospective approval of training posts
- Prospective approval of OOPs
- Managing and analysing the annual trainee and trainer surveys
- Final award of the CCT, CESR or CESR (CP) to trainees
Important information – Your Responsibilities

You must enrol with the Royal College of Obstetrics & Gynaecology in order for them to acknowledge and recognise your training. You will not receive access to ePortfolio or a copy of the paper logbook until you have registered with the College. If there is any information that you are asked to provide on the registration form that you are unsure of please contact the Medical Workforce team as detailed on page 8. You can register with the college at the following site: http://www.rcog.org.uk/our-profession/supporting-trainees/trainees-register

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

HEKSS: http://kssdeanery.org/specialty/current-trainees/obstetrics-gynaecology
RCOG: http://www.rcog.org.uk/education-and-exams

Over the next seven years you will receive information either by post or email and so it is very important you keep your personal information up-to-date with HEKSS. In particular you have 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 Directors.

It is the trainees' responsibility to ensure they have access to and can log into ePortfolio.

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

Trainees are advised that information about the School of Obstetrics & Gynaecology and ARCPs is available on HEKSS website in the School of Obstetrics & Gynaecology section.

http://kssdeanery.org/specialty/current-trainees/obstetrics-gynaecology/progression/arcp/rita
**Curriculum**

The Obstetrics & Gynaecology Curriculum is made up of 19 Core Modules (which you will work towards for the duration of your training to increasing levels of competency), Basic and intermediate Ultrasound Modules, Advanced Training Skills Modules (ATSMs) and Subspecialty training modules.

Each module is presented in the same format to outline the:

- Knowledge criteria
- Clinical Competences
- Professional skills and attitudes
- Training support options
- Evidence and assessment requirements

As of 1\(^{st}\) August 2013 the College introduced a Single Core Curriculum. Trainees commencing in training programmes will be from this date will be expected to follow this version of the curriculum. Trainees already in the programme will be expected to transfer to the single version of the curriculum. Full details of the single curriculum including information about the changes and information regarding the implementation process can be accessed on the RCOG website via the following link: http://www.rcog.org.uk/education-and-exams/curriculum

The training matrix is also available detailing exactly what you need to complete and when here: http://www.rcog.org.uk/files/rcog-corp/Training-matrix-ST1-7.pdf

1. Structure of Obstetrics & Gynaecology Training

![Structure of Obstetrics & Gynaecology Training](image-url)
To reflect the increasing levels of competency required of you Obstetrics & Gynaecology Training is broken down into three sections:

- **Core/Basic** – ST1 – ST2 you will be expected to complete the 19 core modules to a basic level. During this time you will acquire generic skills, knowledge, understanding and competences in Obstetrics & Gynaecology practice and have a set of competences to manage acute Obstetrics & Gynaecology presentations as the resident 1st on-call doctor. In order to progress to intermediate training you will be required to provide evidence that you have demonstrated specified competences linked to the curriculum for basic training including a satisfactory ARCP and acquisition of the MRCOG Part 1 exam, you will also need to provide evidence of completion of the RCOG Basic Practical Skills in Obstetrics & Gynaecology Course.

- **Intermediate** – ST3 – ST5 you will be expected to complete the 19 core modules to an intermediate level. During this time you will develop the core competences as described in the log book to be able to carry out procedures with indirect supervision (Consultant available in the vicinity) by the end of year ST5. In order to progress to advanced training you will be required to complete a satisfactory ARCP and a pass in MRCOG Part 2.

- **Advanced** – ST6 – ST7 during this time your core skills will be developed to the point of independent practice in the specialty. In addition you will be required to complete two or more of the Advanced Training Skills Modules (ATSMs). The ATSMs you complete should be selected from those available according to your own interests and perceived future service needs. In order to progress to Consultant you will need to complete a satisfactory ARCP.
Assessments and appraisals

In order to progress from core through intermediate to advanced specialty training you will need to provide evidence of satisfactory progress in all Curriculum areas. This will be achieved by completing a number of Work Place Based Assessments and appraisals with your Educational Supervisor so that you can complete a successful ARCP.

You are strongly encouraged to complete assessments regularly throughout the programme. It is unlikely that it will be possible to complete your assessments if you leave this task until the end of your posts. 50% of your assessments should be completed by a Consultant or associate specialist. The assessment system is trainee driven and you should liaise closely with your Educational Supervisor regarding progress through the assessments.

Workplace Based Assessments (WPBA’s)

To complete Obstetrics & Gynaecology Core Training Satisfactorily you must demonstrate to the satisfaction of your educational supervisor evidence of all curriculum competences. The Training Matrix will guide you as to which WPBA’s can be used to evidence each competency can be found at:


As in the Foundation Programme you are required to use the following WPBA’s as tools to evidence meeting the competences:

- Mini-CEX (there are different forms depending on whether you are completing an assessment for Obstetrics or Gynaecology)
- CbD (there are different forms depending on whether you are completing an assessment for Obstetrics or Gynaecology)
- MSF referred to as Team Observation in Obstetrics & Gynaecology (abbreviated to TO1 for the assessment forms and TO2 for the summary of all feedback)

With the addition of the following new tool:

**Objective Structured Assessment of Technical Skills (OSATS)** – A formative assessment tool to assess technical competency in a particular technique. There are ten OSATS fundamental to the practice of Obstetrics & Gynaecology. For details of which skills require assessment using OSATS please check the Training Matrix. You will undertake several OSATs on the same procedure as you will need to demonstrate increasing levels of competence in the procedure until reaching independent practice. At least two different assessors should be involved in completing OSATs for a particular competence. Once you have reached independent practice the competence can be signed off in your log book on ePortfolio (summative assessment).

**Spreading assessments throughout training**

While completing the minimum number of assessment forms is one requirement for a successful outcome from the ARCP, it may be necessary to complete many more...
assessments in order to show competence throughout the curriculum. As new trainees the school understands that you have a lot to learn in a very short period of time. The year will pass quickly so it is advised that you commence your assessments, ePortfolio and logbook as soon as you can to ensure an even distribution of assessments throughout your training.

**Who can complete your WPBA’s**

- Assessors should always be a grade above you (i.e. SPR or consultant) - exceptions are where other professionals supervise aspects of your training e.g. a specialist nurse.
- All assessors must have received training in completing WPBAs.
- It is suggested that you satisfactorily complete a minimum of 10 mini-CEX assessments for each clinical encounter with a variety of different assessors before the competency is signed off.
- **It is expected at least 50% of all your assessments are completed by a consultant (this may not be possible in the case of OSATS).** If this requirement is not satisfied then you may not find you have completed the required minimum number of assessments.
- Please note that for a Team observation you must agree on at least 10 assessors to complete TO1 forms for you with your educational supervisor. Also at least 3 of the respondents should be senior medical colleagues.
- Please see the RCOG website for further details:
  

**Logbook**

As of August 2013 the logbook is included on the ePortfolio. You will not receive a paper version. The Logbook should be used throughout your time in the training programme to record your progress through the competences. The logbook contains a summary of all the relevant modules and allows you to record each time you have successfully completed an assessment for independent practice to the three competence levels that correlate to whether you are core/basic, intermediate or advanced. The Sign off of competences in the logbook indicates that a summative assessment has been completed and you are able to demonstrate the appropriate level of competence.

Although at ARCP you are only assessed as to the appropriate level of training, it is possible to achieve sign off for competences at an intermediate level during core/basic training years. It is recommended that for competences you are required to complete OSATS for once you have achieved sign off as competent for independent practice in your logbook you continue to demonstrate competency in the area by completing an annual OSATS assessment.

Your logbook will form part of the documentation to inform the ARCP panel of your progress through training.
Training Evaluation Form (TEF)

You should complete the Training evaluation form yourself on an annual basis prior to your Annual Assessment Review with your educational supervisor. It asks for your feedback on a variety of different aspects in relation to your training.

Annual RCOG Educational Supervisor’s Report

The Annual RCOG Educational Supervisor’s Report is a key document for your ARCP. You should make sure that your Educational Supervisor fills in the form at the end of each training year which reviews all of the placements/rotations during that training year. Please note that only the Educational Supervisor can generate and fill in this form under their own log in to ePortfolio. Your supervisor will complete the form; you should review it with them before your ARCP.

Please note that you should also complete an Induction and appraisal form at the start of each placement with your educational supervisor. The Educational Meeting form on ePortfolio is to be used for any additional meetings with your supervisor and will not be accepted in place of a proper Annual RCOG Educational Supervisor’s Report at ARCP time.
StratOG is an educational resource developed by the Royal College of Obstetricians and Gynaecologists. As an HEKSS Obstetrics & Gynaecology Trainee you are provided with login to StratOG.

StratOG provides 95 core training eTutorials which mirror the objectives of the RCOG’s core curriculum. These eTutorials can be utilised to help you prepare for the MRCOG exams. Each eTutorial consists of:

- Interactive assessments with instant feedback
- The facility to save assessment scores
- Links to guidelines and reading material
- Videos of procedures and scans
- Animations to simplify complex principles
- Discussion boards to enable relevant debate
- The facility to attach reflective notes to web pages

12 workplace videos are also available demonstrating best practice in specialty training.

The use of StratOG is monitored at your Interim Review; please ensure that you make use of this valuable resource.
Annual Review of Competence Progression (ARCP)

The Annual Review of Competence Progression (ARCP) is a mechanism of reviewing and recording your progression through the Obstetrics & Gynaecology training programme. The process is two-way and is also an opportunity for the Training Programme Director to establish whether your requirements are being met.

ARCP is a vital part of the training programme and unless an “outcome one” (i.e. satisfactory completion of training) is attained at the end of each year of training; you will be unable to progress to the next year/level of specialty training.

Your Annual Review of Competence progression will take place generally towards the end of the training year. Your portfolio needs to be up to date by 2nd August 2013, where the panel will then review it and meet for an ARCP meeting on 2nd September 2014. 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.

By the time of your ARCP in September 2014, you must have completed the requirements for that year of training. All documentation / evidence required including online documentation and the RCOG Annual Educational Supervisors Report, the absence from training declaration form and enhanced form R MUST be submitted / finalised two weeks prior to the ARCP date, anything after the date will not be assessed or included. It is recommended that you book a date with your Educational Supervisor in advance to avoid your consultant being on leave and being unable to complete your Review.

The RCOG training matrix gives details of the requirements of each year of the programme and can be found the RCOG website via the following link: http://www.rcog.org.uk/education-and-exams/curriculum/core/training-matrix%20 further school specific details are available on the HE KSS website pages.

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.

You will be asked to complete the Annual GMC Survey which is a mandatory requirement. Requesting Feedback on posts and educational process.
The following is a list of the ARCP outcomes of which you will receive one:

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

**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.
- If you don’t provide an updated Form R you will be issued with an outcome 5

The KSS Deanery has developed a video documenting the ARCP process. It can be viewed here: [http://kssdeanery.org/specialty/current-trainees/obstetrics-gynaecology/progression/arcp-rita](http://kssdeanery.org/specialty/current-trainees/obstetrics-gynaecology/progression/arcp-rita)

**Interim Reviews**

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.
The date of your interim review will depend on your start date; however the dates for those starting in October will be 12th June 2014. It is a mandatory requirement to attend your Interim Review.

The proposed dates for the 2014 ARCPs

Below are the months that ARCPs for the 2013 / 2014 academic year take place, the exact dates will be confirmed within your first month of starting in post. Please ensure that as soon as you receive these dates you put them in your diary and do not book any leave on these dates. Specific time slots will be allocated nearer the time. As you will be given advance notice of these essential ARCP’s any failure to attend will only be accepted in highly exceptional circumstances and must be ratified by the Head of School.

- Interim Reviews – 12th June 2014
- ARCPs – 2nd September 2014

Attendance at local teaching

Please note that as well as any teaching you have delivered, you should also record your attendance at local teaching sessions within your Trust and be able to present a succinct list of these to the panel at your ARCP in September. You can do this on your ePortfolio.

If teaching is failing to occur, or is of inappropriate quality, trainees should approach their local College Tutor and subsequently one of the Training Programme Directors, failing unsuccessful local resolution.

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.

HE KSS 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 HE KSS website: 
http://kssdeanery.org/specialty/revalidation/FAQs
Completion of the RCOG ePortfolio is mandatory for all Obstetrics & Gynaecology Specialty Trainees (ST1-7) to record and store key documents for progression through training. Should you experience any problems with the ePortfolio you can contact the College direct who will be able to assist you. Please send enquiries to:

eportfolio@rcog.org.uk

_Access to the ePortfolio_

It is mandatory that you are a member of the RCOG. You will need to apply to the Trainee Register here:

http://www.rcog.org.uk/our-profession/supporting-trainees/trainees-register

You are required to renew your membership annually paying the required fee until you have achieved your MRCOG part 2. On achieving MRCOG Part 2 you will be required to apply for full membership.

On registering with the college you will receive your ePortfolio log in details.

Use of the ePortfolio is dependent on you being allocated to a specific post and Educational Supervisor on the system. As long as your Educational Supervisor is linked to you on the system they will have access to your ePortfolio via their own log in. If the information is not accurate you will not be able to complete an ARCP. Therefore it is of great importance that you keep HEKSS and College up to date with any changes to your post and supervisor information.
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 HE KSS 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 HE KSS.

HE KSS actively promotes the trainee voice at every opportunity.
The Support network available to you - Support services for KSS Deanery trainees

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://kssdeanery.org/TraineeSupport

If you have concerns about your own progress get in touch early, don’t 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 HE KSS 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 HE KSS 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 HE KSS 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 http://kssdeanery.org/he-kss-mentoring-programme
Additional generic information can also be found on the HE KSS website: [http://kssdeanery.org/specialty/resources-and-downloads](http://kssdeanery.org/specialty/resources-and-downloads)

### 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 HE KSS 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, the London Deanery is responsible for processing all relocation Expense Claims (covering removal and excess travel expenses) for all London and KSS based trainees on a recognised training Programme.

The Deanery’s objective will be the timely reimbursement of a trainee’s verified entitlement to expense. However, before incurring any expenses for which you anticipate submitting a claim to the Deanery, please complete a relocation eligibility form and return by post for authorisation, without which a claim will not be processed. You can find this form on the London Deanery website: [http://www.londondeanery.ac.uk/var/relocation](http://www.londondeanery.ac.uk/var/relocation)

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

The Relocation Department  
London Deanery Shared Services  
Stewart House  
32 Russell Square  
London  
WC1B 5DN
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. HE KSS 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. LTFT 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: [http://kssdeanery.org/less-than-full-time-training](http://kssdeanery.org/less-than-full-time-training)

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 London Deanery. The purpose of the inter-deanery transfer process is to support 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: [http://www.londondeanery.ac.uk/var/idt](http://www.londondeanery.ac.uk/var/idt)

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 has had will likely take place during your ARCP/RITA.

The GMC 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 day’s absence they have had in the previous year at their ARCP/RITA by completing an ‘absence declaration form’. This will then be reviewed by the ARCP panel, and a decision made as to any extension is required.
Out of Programme Policy and overview

This guidance covers all Specialty Trainees in the HE KSS Schools with the exception of GP, and offers direction for all Specialty Schools and Trainees. This document indicates the KSS Schools preferred methodology for implementing the Gold Guide ‘Out of Programme (OOP)’ guidance. The Guidance can be found online at http://kssdeanery.org/specialty/trainers/specialty-training-guide/recruitment-specialty-post/out-programme

A Trainee may take time out of their programme to undertake a period of research, gain clinical experience or other appropriate training that is or is not available within KSS. 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 contributed 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. The time will contribute towards the award of a CCT/CESR (CP)

- **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. This will not normally contribute to the award of a CCT/CESR (CP).

- **OOPR – Out of Programme for Research**
  Where a trainee is undertaking a period of research, this may/may not contribute towards the award of a CCT/CESR (CP) depending on the content of the programme.

- **OOPC – Out of Programme for Career Break**
  Where a trainee is taking a planned career break from the specialty training programme. This will not contribute towards the award of CCT/CESR (CP).

**Notice**

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.
Acting Up

In the final 6 months of your training pre-CCT, you may consider an 'Acting up' Consultant post. You will need to apply for prospective GMC approval and must complete an OOPT form. Therefore, you must plan at least 3 months ahead, even for short-term acting up posts. It is also important that you seek formal support from the Postgraduate Dean at an early stage and clarify with the RCOG and Deanery the maximum time that will be supported as OOPT in acting up post.

Further information can be found here: http://www.rcog.org.uk/files/rcog-corp/Acting-up-May-2011.pdf

Maternity/ Parent Leave

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

Blood Borne Virus (BBV)

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 employing Trusts 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.

Careers Support at HE KSS

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
• Other guides e.g. to accompany Peninsula/AGCAS DVD

www.medicalcareers.nhs.uk

Study Leave
Please find below some information on your study leave guidance. Please note HE KSS currently has one of the most generous study leave allowances nationally

• 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
• The study leave budget is topsliced by the HE KSS School to deliver centrally run training days and simulation events that are mandatory to attend.

Using your study leave:
• Approval rests with your Local Trust
• Ensure that you follow local Trust policy to make an application for study leave. Applications should usually be received on the appropriate form at least 6 weeks prior to the date of 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

Study Leave Budget Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Study Leave Budget:</td>
<td>£860</td>
</tr>
<tr>
<td>Amount retained by your specialty school:</td>
<td>£241</td>
</tr>
<tr>
<td>(Known as ‘topslice’)</td>
<td></td>
</tr>
<tr>
<td>Total remaining for local use:</td>
<td>£619</td>
</tr>
</tbody>
</table>

HE KSS guidance is available online: http://kssdeanery.org/study-leave

HEKSS has generic study leave guidelines in place. The following is further guidance specific to Obstetrics & Gynaecology 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
- Basic practical skills ST1
- Regional Training Days
- Mandatory trust teaching (e.g. CTGs and skills drills) ST1 & ST2
- ALSO/PROMPT
- Basic Ultrasound ST2

B: Strongly Advised
- Perineal Repair
- Bereavement
- Forensic Gynae

C: Also supported
- Part 1 MRCOG Course, ST1
- Theory eDFRSH, ST2
- Specific courses required as per curriculum to confirm basic competences if not covered within regional training days programme

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 an Obstetrics & Gynaecology trainee. An example being meetings of the Royal Society of Medicine (RSM), Obstetrics & Gynaecology Section.

Private Study
The School of Obstetrics & Gynaecology 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 workplace.

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.
Occasionally trainees may be involved in organising or presenting at Regional Training Days, Private Study time can be used in this instance.

**Regional Training Days (RTD)**

**ST1 & ST2 Trainees**
The KSS Deanery School of Obstetrics & Gynaecology holds Regional Training Days for all ST1 & ST2 trainees bi-monthly. These rotate around the KSS Trusts. Please check the Regional Training Days page on the Obstetrics & Gynaecology area of the KSS Deanery website regularly as dates and venues may be subject to change. We will also be using the Downloads section to advertise the RTD programmes and display presentations from previous training days. The page can be found at:

http://kssdeanery.org/specialty/current-trainees/obstetrics-gynaecology/teaching-and-learning/core-training-days

Please note that attendance is mandatory and you are required to have attended a minimum of 4 out of 6 RTD’s for the training year to achieve an outcome 1 at ARCP.

You are required to confirm your attendance via email to:

O&G@kss.hee.nhs.uk

Further dates may be added please check the website as above regularly for details.

http://kssdeanery.org/obstetrics/teaching-and-learning/core-training-days

**ST3 + Trainees**
ST3 and above trainees are currently expected to attend London Shared Services Higher Specialty Regional training Days.

Please see the following link for details: http://kssdeanery.org/current-trainees/obstetrics-gynaecology/teaching-and-learning/st3-regional-teaching-days

**Subspecialty Training (ST6 and ST7)**

There are five subspecialties in Obstetrics & Gynaecology. The subspecialties occur in special centres and deal with complex Obstetrics & Gynaecology cases that require a tertiary level of expertise. You will have the opportunity to apply in open competition to enter into one of the three year subspecialty programmes. Each subspecialty programme follows its own detailed curriculum and logbook.
Library and Knowledge Services

Library and Knowledge services form part of the HE KSS 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.

http://kssdeanery.org/education/about-library-knowledge-services-development-team

- 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

Step 2: Search for national, regional and local resources via the catalogue at:
- 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
Quality Management

The HEKSS School of Obstetrics & Gynaecology 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 ongoing 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. If the trainee wishes to discuss the matter further, he/she should contact the Chair of the Specialty Training Committee, and if necessary, the Head of the School of Obstetrics & Gynaecology.

Local Faculty Groups, Local Academic Boards and Local Educational Provider visits

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,’
  - 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 KSS
- 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
Useful Web Links

KSS Deanery Obstetrics & Gynaecology Website
http://kssdeanery.org/specialty/current-trainees/obstetrics-gynaecology

ARCP Information and Guidelines
http://kssdeanery.org/specialty/current-trainees/obstetrics-gynaecology/progression/arcp-rita

Leadership Assessment form
http://kssdeanery.org/sites/kssdeanery/files/7.%20LEADER%20Assessment%20Form.doc

Enhanced Form R
http://kssdeanery.org/sites/kssdeanery/files/EnhancedFormR_Revalidation_1.doc

ePortfolio
http://www.nhseportfolios.org

Royal College of RCOG Registration
http://www.rcog.org.uk/our-profession/supporting-trainees/trainees-register

Relocation Expenses
http://www.londondeanery.ac.uk/var/relocation

Royal College of Obstetrics & Gynecology 2010 Curriculum
http://www.rcog.org.uk/education-and-exams/curriculum

KSS Regional Training Day Schedule
http://kssdeanery.org/specialty/current-trainees/obstetrics-gynaecology/teaching-and-learning/core-training-days

Gold Guide