The Kent, Surrey & Sussex
School of Psychiatry

Higher Specialty Training
Trainees’ Handbook 2012/13

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# KSS School of Psychiatry HST Trainees’ Handbook

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Dear Trainees,

Welcome to the Psychiatry Training Programme in Kent, Surrey and Sussex.

We would like you to read this document, which outlines the responsibilities we have to your training, and your responsibilities to ensure that this is progressing well.

**Deanery, College and GMC Responsibilities**

If you have difficulty knowing who to contact concerning various aspects of your training, the following paragraph outlines the main responsibilities of the 3 main bodies involved in Postgraduate Education to help trainees direct their queries to the correct place. However, this list is not intended to be fully comprehensive.

**Deanery**

The Deanery is responsible for recruitment of trainees, the Annual Review of Competence Progression (ARCPs), the allocation of the National Training Number NTN (CCT or CESR numbers), the management of the training programmes, the Quality Assurance of training in Kent, Surrey and Sussex, managing trainees that are working less than full time, the approval of various Out of Programmes, managing doctors in difficulty and the management of the Speciality School.

The School of Psychiatry is led by the Head of School and supported by two Core Training Programme Directors and a Higher Speciality Programme Director. The School is administered by the Medical Workforce Project Officer and Assistant & Administrator.

From August 2011, KSS Psychiatry trainees have been given a National Training Number (NTN) from their ST4 year as core training and higher training programmes have now been decoupled. The NTN will be provided on recruitment to a higher training post (ST4+).

**Royal College of Psychiatrists**

The College is responsible for the strategic development of the speciality, national manpower planning, the development and management of the curriculum, establishing training standards, the registration of trainees and determining their projected CCT/CESR CASC dates, education initiatives and examinations. Please note that all trainees should register with the College as soon as possible after starting the Psychiatry programme and will be unable to start an ST4+ post if they have not registered with the College.

**General Medical Council (GMC)**

The General Medical Council (GMC) has a statutory responsibility for the standards of PGME, for inspection of Deaneries & Foundation Schools, for setting standards for trainers & supervisors, for curriculum approval, the prospective approval of training posts, the prospective approval of OOPs, managing and analysing the annual trainee and trainer surveys and the final award of the CCT or CESR to trainees.

We look forward to meeting you and should you need to contact us, please feel free to do so via the contact details found within this guide.

Best wishes.

*KSS Deanery School of Psychiatry*
2. School of Psychiatry

2.1 Structure and Programme Management

The School of Psychiatry is based at the KSS Deanery Headquarters in London Bridge. The School is led by the Head of School, supported by two Training Programme Directors, an Interim Higher Speciality Programme Consultant and includes the Directors of Medical Education, College and Faculty Tutors, Medical Education Managers, Academic Reps, Educational Supervisors and trainee representation at each Trust.

**Head of School** - Dr David Firth (HoS)

**Higher Speciality Programme Lead**
Dr Clare Dunkley - Higher Speciality Programme Lead for Old Age, General Adult and Forensic Psychiatry

Please see the following link for a list of the college and faculty tutors and DMEs
[http://kssdeanery.org/people/specialty-psychiatry](http://kssdeanery.org/people/specialty-psychiatry)

**Current Trainee Representatives**
Will Davies - CT3 and Margaret Ogbeide-Ihama - CT2, Kent Trainees
Lucila Altman - CT3, Surrey Trainees
James Fallon - CT3, Sussex Trainees

**Current HST Trainee Representatives**
To be confirmed
If you are interested in this role please contact the SWT via Psychiatry@kssdeanery.ac.uk

The School has been structured to ensure training within KSS is delivered in line with the RCPsych and the Deanery's expectations, to quality assure training and to equip medical trainees with the necessary skills to successfully enter higher Psychiatry training. The School Committee meets as a group every three months to agree strategic and planning functions, make operational decisions and to ensure the smooth-running of training in the region.

Each Psychiatry Trust has a Local Faculty Group for local planning and support of trainees and this feeds into the overarching Local Academic Board.

2.2 Specialty Workforce Team

The Specialty Workforce Team should be your first port of call with any queries relating to your training within the Kent Surrey and Sussex Deanery. You are required to inform the Speciality Workforce Team and Trust if there are any changes to your contact details as this will be used as part of your Form R.

The School is administered by a Medical Workforce Project Officer, Project Assistant and an Administrator, see contact details below:

**Medical Workforce Project Officer** (MWPO) - Ms Denise Mullings
Email: DMullings@kssdeanery.ac.uk Tel: 020 7415 3501

**Medical Workforce Project Assistant** (MWPA) - Miss Boskey Amin
Email: Bamin@kssdeanery.ac.uk Tel: 020 7415 3443

**Medical Workforce Administrator** (MWA) - Miss Tara-Sapphire Broe
Email: Tsbroe@kssdeanery.ac.uk Tel: 020 7415 3503
## 2.3 Trust Contact Information

### Kent and Medway NHS and Social Care Partnership Trust -
**Trust HQ:** 35 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4AX  Tel: 01732 520400 /  [www.kmpt.nhs.uk](http://www.kmpt.nhs.uk)

<table>
<thead>
<tr>
<th>DME</th>
<th>Medical Staffing Manager</th>
<th>Medical Education Manager</th>
<th>Postal Address</th>
<th>MEM Email Address</th>
<th>MEM Contact Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Aamer Sarfraz</td>
<td>Jacqueline Dixon</td>
<td>Nick Winter (SMH)</td>
<td>The Academic Centre, Maidstone Hospital Hermitage Lane, Maidstone, ME16 9QQ</td>
<td><a href="mailto:nick.winter@kmpt.nhs.uk">nick.winter@kmpt.nhs.uk</a></td>
<td>01622 222034 / 07940 582725</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Carol Atkins (SMH)</td>
<td>Education Centre, St. Martin's Hospital Canterbury, Kent CT1 1TD</td>
<td><a href="mailto:Carol.atkins@kmpt.nhs.uk">Carol.atkins@kmpt.nhs.uk</a></td>
<td>01227 812017 / 01622 224449 / 07535 644425</td>
</tr>
</tbody>
</table>

### Surrey Borders Partnership NHS Foundation Trust -
**Trust HQ:** 18 Mole Business Park, Leatherhead, Surrey KT22 7AD  Tel: 01883 383838  [www.sabp.nhs.uk](http://www.sabp.nhs.uk)

<table>
<thead>
<tr>
<th>DME</th>
<th>Medical Staffing Manager</th>
<th>Medical Education Manager</th>
<th>MEM Postal Address</th>
<th>MEM Email Address</th>
<th>MEM Contact Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Sunil Babu</td>
<td>Sally Rose</td>
<td>Elizabeth Coulson</td>
<td>Local Integrated Education Centre, Farnham Road Hospital, Farnham Road, Guildford, Surrey GU2 7LX</td>
<td><a href="mailto:elizabeth.coulson@sabp.nhs.uk">elizabeth.coulson@sabp.nhs.uk</a></td>
<td>01483 443530 / 07903 756625 / 07825 -001951</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maggie Reynolds</td>
<td>Abraham Cowley Unit, Holloway Hill, Lyne, Chertsey, Surrey, KT16 0AE</td>
<td><a href="mailto:Maggie.reynolds@sabp.nhs.uk">Maggie.reynolds@sabp.nhs.uk</a></td>
<td>01932 722469</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tarlochan Boparai</td>
<td><a href="mailto:Tarlochan.Boparai@sabp.nhs.uk">Tarlochan.Boparai@sabp.nhs.uk</a></td>
<td>01372216060 / 07557 255672</td>
</tr>
</tbody>
</table>

### Sussex Partnership NHS Foundation Trust -
**Trust - HQ:** Swandean, Arundel Road, Worthing, West Sussex BN13 3EP  Tel: 01903 843000  [www.sussexpartnership.nhs.uk](http://www.sussexpartnership.nhs.uk)

<table>
<thead>
<tr>
<th>Deputy DME</th>
<th>Medical Staffing Manager</th>
<th>Medical Education Manager</th>
<th>MEM Postal Address</th>
<th>MEM Email Address</th>
<th>MEM Contact Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Panos Argiriu</td>
<td>Carrie Murphy</td>
<td>Sam Vaughan</td>
<td>Chichester: Orchard House, 9 College Lane, Chichester PO19 6PQ</td>
<td><a href="mailto:Sam.Vaughan@sussexpartnership.nhs.uk">Sam.Vaughan@sussexpartnership.nhs.uk</a></td>
<td>Chichester: 01273 265617 / 07770-832710 Fax:01273-242182 Hove: 01243 622587 Fax: 01243 622588</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hove: Mill View Hospital Sussex Education Centre, Room 112 Nevill Avenue Hove BN3 7HY</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2.4 Local Faculty Groups, Local Academic Boards and Local Educational Provider Visits

Local Faculty Groups (LFGs)
- 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 Royal College of Surgeons,
  - 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 (LEP) Visits
- All core and selected higher specialties are visited in each LEP
- There is a 3 year cycle of visits
- KSS Deanery forms the visiting team with an external visitor on the panel. Panel can also include Lay Chair and a trainee representative from a different LEP
- In line with the GMC framework for quality assurance of training
- Areas of concern or good practice are noted and reported
- LEP Visit Reports are delivered by the LFG and LAB to the KSS Deanery Quality Management Steering Group for consideration
- Reports feed into Annual Specialty Reports (ASRs)

The LEP Visit Report is divided into nine GMC domains.

List of GMC Domains and Standards Used for LEP Visit Reporting

**Domain 1. Patient Safety**
The duties, working hours and supervision of trainees must be consistent with the delivery of high quality safe patient care.
Standard: The duties, working hours and supervision of trainees must be consistent with the delivery of high quality safe patient care.

**Domain 2. Quality Assurance, Review and Evaluation**
Postgraduate training must be quality controlled locally by deaneries, working with others as appropriate e.g. medical Royal Colleges/Faculties, specialty associations, training deliverers.
Standard: Postgraduate training must be quality controlled locally by deaneries, working with others as appropriate, but within an overall delivery system for postgraduate medical education for which Deans are responsible.

**Domain 3. Equality, Diversity and Opportunity**
Postgraduate training must be fair and based on principles of equality.
Standard: Postgraduate training must be fair and based on principles of equality.
Domain 4. Recruitment, Selection and Appointment
Processes for recruitment, selection and appointment must be open, fair, and effective and those appointed must be inducted appropriately into training.
Standard: Processes for recruitment, selection and appointment must be open, fair, and effective.

Domain 5. Delivery of Curriculum Including Assessment
The requirements set out in the curriculum must be delivered.
Standard: The requirements set out in the curriculum must be delivered and assessed.

Domain 6. Support and Development of Trainees, Trainers and Local Faculty
Trainees must be supported to acquire the necessary skills and experience through induction, effective educational supervision, an appropriate workload and time to learn.
Standard: Trainees must be supported to acquire the necessary skills and experience through induction, effective educational supervision, an appropriate workload, personal support and time to learn.

Domain 7. Management of Education and Training
Education and training must be planned and maintained through transparent processes which show who is responsible at each stage.
Standard: Education and training must be planned and maintained through transparent processes which show who is responsible at each stage.

Domain 8. Educational Resources and Capacity
The educational facilities, infrastructure and leadership must be adequate to deliver the curriculum.
Standard: The educational facilities, infrastructure and leadership must be adequate to deliver the curriculum.

Domain 9. Outcomes
The impact of the standards must be tracked against trainee outcomes and clear linkages should be reflected in developing standards.
Standard: The impact of the standards must be tracked against trainee outcomes and clear linkages should be reflected in developing standards.
3. **Key Trainee information**

- On appointment to your Psychiatry HST post you will be assigned a National Training Number (NTN example: KSS/052/299/C). Please refer to your appointment letter for your individual NTN if you are unsure; what this is.
- Please ensure you complete and return the Registration of Specialty Training Form (Enhanced Form R) annually to ensure you receive your Certificate of Completion of Training (CCT) at the end of your HST.
- Your General Medical Council (GMC) Programme Approval number is one of the following: KSS2151 (Forensic), or KSS2152 (General Adult), or KSS2154 (Old Age).

3.1 **Your Educational and Clinical Supervision**

- You will be allocated to an educational supervisor either for the whole of your rotation / for each clinical placement. The Educational Supervisor (ES) has an overview and is responsible for your educational planning and career development.
- It is your responsibility to arrange regular meetings with your ES to ensure your Personal Development Plan (PDP) and ePortfolio is reviewed. It is recommended that the ES should spend the equivalent of 1 hour per week per trainee to allow time for educational support through appraisal, assessment, teaching or support.
- As you rotate through each post you will also be supervised clinically by an allocated clinical supervisor who is responsible for your on-the-job, day-to-day clinical work.
- Please understand that completion of your required appraisals, assessments and ePortfolio record is your responsibility.

**Appraisal** = a formative process to enable trainees to develop; a system of cyclical reviews setting personal objectives and evaluating progress against them. Value is primarily for the trainee.

**Assessment** = a summative process evaluating performance against predetermined criteria; the value is both for the trainee and for regulation.

- Ensure you keep a steady update of your ePortfolio and completion of assessments; arrange appointments with your ES in a timely fashion. The more (quality) evidence you have in your portfolio the more likely the time spent with your ES will be productive in terms of addressing your PDP and educational planning.
- Your ES will seek feedback on performance from clinical supervisors.

If you have difficulty identifying or meeting with your Educational Supervisor you should approach your College/Faculty Tutor, Director of Medical Education or Training Programme Director.
3.2 ePortfolio

The online portfolio will be your main method of monitoring and recording your progression through training. It is worth ensuring that you are registered and become familiar with the curriculum and competencies as soon as possible.

You will be given a username and password - this should only be used by you.

- On the online Portfolio ensure all details on your profile are correct, in particular your email address, NTN, GMC Programme Approval Number and GMC number. The website can be found on: https://training.rcpsych.ac.uk/
- For every post you should have an educational supervisor report.
- Each competency sign off by your educational (and likely to be clinical) supervisor must be supported by evidence. Therefore you want to ensure your ePortfolio is packed full of evidence and reflects your clinical and other activities.
- This evidence will come from workplace-based assessments (WPBA), log entries, audit, teaching attendance, other educational events, your own teaching, conferences, research etc. In addition, you should complete the self-assessment for each competency and support your comments with evidence that you feel is relevant to support any sign off.
- You must ensure you do enough WPBAs - there are minimum requirements for each ARCP stage but we would advise you to do more. Completing a Clinical Leadership WPBA (LEADER form) is mandatory.
- You should ensure your WPBAs are done by the most senior doctor, preferably a consultant, or associate specialist.
- You must have your assessments done by a variety of people.
- The Multi-Source Feedback (MSF) is very important and one of the most informative tools; you must ensure at least 12 respondents for this to be meaningful, ideally 20; at least 4 of the respondents should be consultants. Please ensure the person completing the MSF understands what they are doing - saying yes to probity issues by being careless in completion can have major implications.
- You should keep a record of your teaching attendance. The educational and teaching attendance log should name the teaching session, who it was delivered by and three main things you have learnt. This applies to all teaching sessions but also other educational activity such as on-line learning.
- You should record any absences from work on your ePortfolio - this will be cross-referenced with medical staffing records. This is further mandated by your sign off of your probity and health declarations. Therefore every time you are absent for reasons of sickness/compassionate leave etc you must ensure medical staffing are informed for their records.
- You should ensure you have a PDP discussed with your educational supervisor, regularly updated and added to for changing needs.
- Audit is important, audit activity needs to be demonstrated, most importantly evidence of completion of an audit cycle yearly.
- Remember to use the online ePortfolio to demonstrate areas of excellence - quality evidence and quality documentation is important.
- The annual GMC survey is mandatory and you will need to provide evidence that you have completed this.
- Currently MRCPsych membership is required prior to your ST4 applications.
3.3 Assessments and Appraisals

There will be regular appraisals and assessment during Psychiatry training which is both formative and summative. Progress at various points in is dependent on successful assessment. The timing and format of appraisals and assessment will vary for each specialty specific module and will be in accordance with the requirements specified in individual specialty CCT programmes.

Assessment system for the individual elements of Psychiatry:

1. Successful completion of the Psychiatry and progression to the next stage of training requires satisfactory progress in all parts of the Psychiatry elements, regardless of the intended future career pathway.
2. Each element requires a large number of assessments (typically 1-4 each month) and we strongly encourage you to complete assessments regularly throughout the programme. It is unlikely that it will be possible to complete all assessments if you leave this task until the end of your attachments.
3. The assessment system is trainee driven and you need to liaise closely with their trainers/educational supervisors regarding progress through the assessments.
4. Assessments should ideally be supervised by trainers, but may on occasion be delegated to senior trainees (ST5/6).

Speciality Specific Competencies and Assessments

There are separate competency documents that you will be required to achieve in order to successfully complete your training. These competencies and assessments are a central part of your training. The generic workplace assessments (overleaf) should be used as tools to assist in your training and to provide evidence for your portfolios.

Work Place Based Assessments

- **ST4-6 Work Place Based Assessments:**

<table>
<thead>
<tr>
<th>WPBA</th>
<th>Minimum number required per year</th>
</tr>
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<tbody>
<tr>
<td>ACE</td>
<td>3</td>
</tr>
<tr>
<td>CbD</td>
<td>3</td>
</tr>
<tr>
<td>mini-PAT</td>
<td>2</td>
</tr>
<tr>
<td>CP</td>
<td>1</td>
</tr>
<tr>
<td>JCP</td>
<td>1</td>
</tr>
<tr>
<td>DOPS</td>
<td>As the opportunity arises</td>
</tr>
<tr>
<td>DONCS</td>
<td>4 suggested ST4-6 (Pilot)</td>
</tr>
<tr>
<td>AoT</td>
<td>1</td>
</tr>
<tr>
<td>LEADER</td>
<td>1</td>
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</tbody>
</table>

You will be assessed in the workplace using a range of assessment tools to be completed by different (sometimes multi-professional) assessors. The assessment methods are described below and will be used in different ways by different specialties. The number of forms needed also varies by speciality and deanery. 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. There are also a number of WPBAs which are recommended and **12 WPBAs per year** are expected as a minimum overall.

Several WPBA tools have been developed for use in psychiatry:

- **Assessment of Clinical Expertise (ACE)** - The assessor observes a whole new patient encounter in order to be able to assess the trainee’s ability to take a full history and mental state examination and arrive at a diagnosis and management plan.
Mini-Assessed Clinical Encounter (mini-ACE) - The assessor observes part of a patient interaction, for example history taking or negotiating a treatment plan, and rates the trainee's performance.

Case-based Discussion (CbD) - The trainee selects two sets of notes of patients they have recently seen and the assessor picks one to discuss. The discussion will allow demonstration of clinical decision-making and the application of clinical knowledge.

Case Presentation (CP) - This tool can be used when trainees give clinical presentations and involve assessment of domains such as presentation skills and interpretation of evidence.

Journal Club Presentation (JCP) - This can be used when trainees present a journal article and covers domains such as analysis and critique and answering questions.

Directly Observed Procedural Skills (DOPS) - This has more limited use in psychiatry compared to other areas of medicine but can used in situations such as administering ECT.

Mini-Peer Assessment Tool (mini-PAT) - It allows co-workers to assess the trainee's attitudes and behaviours and ability to work well with colleagues.

Assessment of Teaching (AoT) - This is a new tool that is being developed after feedback from the pilot programme. It allows an assessment to be made of teaching skills and may relate to a lecture, tutorial or small group teaching session that a trainee leads.

LEADER - Clinical Leadership for Work-based Assessment - This is a mandatory assessment tool which assesses the trainees’ clinical leadership skills.

The completion of the WPBAs is your responsibility, if no documentation is produced for the ARCP it is very likely that you will fail to progress.

Who can do your assessments of competency?

- Assessors should always be a grade above you (i.e. consultant) - exceptions are where other professionals supervise aspects of your training e.g. a specialist nurse.
- Any assessor must have received training in completing WPBAs.
- It is expected at least 50% of all assessments are done by a consultant (this may not be possible in the case of DOPS).
- If this requirement is not satisfied then you may not find you have completed the required minimum number of assessments.

3.4 Clinical Leadership

- Clinical leadership is now recognised as an integral part of professional practice for doctors. Leadership skills and attitudes are now embedded within all specialty curricula.
- All trainees will need to complete a Leadership assessment of some sort which will be checked for at ARCP. The KSS School of Clinical Radiology have agreed this can take place as a Workplace Based Assessment. Examples for your level of training are listed below.

<table>
<thead>
<tr>
<th>&quot;LEADER&quot; Task</th>
<th>Higher Specialist Trainee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Leading Radiology Assignment</td>
<td>X</td>
</tr>
<tr>
<td>2  Organising Clinic</td>
<td>X</td>
</tr>
<tr>
<td>3  Rota Organization</td>
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<tr>
<td>4  Teaching Programme</td>
<td>X</td>
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<td>5  Teaching Seminar</td>
<td>X</td>
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<tr>
<td>6  Implementation of Audit</td>
<td>X</td>
</tr>
<tr>
<td>7  Patient Satisfaction Surveys</td>
<td>X</td>
</tr>
<tr>
<td>8  Speciality Quality and Safety Projects</td>
<td>X</td>
</tr>
<tr>
<td>9  Working with Managers on Specific Projects</td>
<td>X</td>
</tr>
<tr>
<td>10 Encouraged to Attend Leaderships Training</td>
<td>X</td>
</tr>
<tr>
<td>11 Mentor Academic Leaderships Training</td>
<td>X</td>
</tr>
</tbody>
</table>
3.5 Continuing Professional Development (CPD)

About CPD Online

As self-teaching and flexible working become increasingly important, a growing demand for online learning has developed. CPD Online is a high-quality interactive learning website from the Royal College of Psychiatrists, which provides learning modules using a range of multimedia techniques and with links to further resources such as journal articles, external websites and events. It can be used to acquire up to twenty five hours of core learning towards your continuing professional development (CPD) requirements.

Most modules take between thirty minutes and an hour to finish and on successfully completing each learning module you can print out a certificate for your records. Free sample modules are available and the College adds new modules and podcasts to the website regularly.

College members may use CPD Online for up to 25 CPD credits in the UK. This number changed in January 2012 from the previous limit of 10 credits. For more information about CPD, please read the College report (CR157): Good Psychiatric Practice: Continuing Professional Development: http://www.rcpsych.ac.uk/publications/collegereports/cr/cr157.aspx or visit the Continuing Professional Development area of the College website: http://www.rcpsych.ac.uk/training/cpd.aspx. For further information please go to the College website: http://www.psychiatrycpd.org/aboutcpdonline.aspx

3.6 Purpose of Annual Review of Competence Progression (ARCP)

The Annual Review of Competence Progression (ARCP) replaces the old ‘RITA’ process and is a mechanism of recording the review of a trainee’s progression through their training programme.

The process is two-way and is also an opportunity for the Training Programme Director to establish whether a trainee’s requirements are being met.

Important information for RTG, FTSTA and LAT trainees in KSS posts. Please note that registering with the Royal College of Psychiatrists is a Gold Guide requirement: please ensure you have registered before your forthcoming ARCP and speak to your local Training Programme Director/College Tutor if you have any queries.

The purpose of an ARCP is to:

- Review training to date, particularly since the previous ARCP;
- Ensure that the future training will be of maximum benefit;
- Identify any deficits in knowledge and skills;
- Ensure that all requirements can be satisfied before completion of training programme;
- Know that career plans are realistic.

Within KSS, our aim is for doctors and dentists in training to be safe, to develop the habits of ‘life-long’ learning and to achieve appropriate standards of practice. By regulating the progress of doctors in training, the ARCP process protects patients and directs the training process.

The ARCP panel is usually made up of:

- PG Dean/Head of School/Training Programme Director
- Training Programme Director/Associate Postgraduate Dean
- Trust representative
- Lay member
- External Trainer
- Academic Representatives*
- Military Representative*

*this is only relevant if you are an academic/military trainee.
3.7 ARCP and Interim Review Requirements

- ARCP structured report - which includes:
  a. Portfolio Summary
  b. Educational/Clinical supervisor’s structured report for each placement
  c. Assessment & Validation form (needs to be completed by your College Tutor/Clinical Tutor/Training Programme Director)
- Educational Supervisor’s Report (one for each placement)
- CV dated
- Enhanced Form R for the year (for example: 2012/13 including annual revalidation)
- Mandatory Work Place Based Assessments plus Clinical Leadership online survey
- Current GMC certificate or licence
- College Registration/ Membership
- Relevant part of College Examination
- List of Absence (relating to sickness, Parental, Carers or Maternity Leave) taken over the year
- Evidence of audit and research (and possible publications)
- Psychotherapy long case / short case
- Letters of commendation/complaint
- NHS Appraisal (annually)
- Completion of Portfolio

Trainees must complete an ARCP Structured Report which emphasizes the learning, experience and competencies met through the training received to date. The report also acts as key information for the panel. You will be expected to update your eportfolio in advance and there may be some information which is required either beforehand or on the day of your ARCP to provide evidence of the competencies you have achieved during the year.

<table>
<thead>
<tr>
<th>Please provide the following mandatory information in advance of your ARCP / Interim Review to the SWT by post or via email: <a href="mailto:psychiatry@kssdeanery.ac.uk">psychiatry@kssdeanery.ac.uk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Notify the School of your MRCPsych Examination results as soon as you receive the outcome of any examination you take</td>
</tr>
<tr>
<td>2. Send a copy of your ARCP Structured Report to the School before your ARCP</td>
</tr>
<tr>
<td>3. Send your Enhanced Form R to the School before your ARCP</td>
</tr>
<tr>
<td>4. Give Head of School and Programme Director access to your e-Portfolio at least 5 days before your ARCP via <a href="https://training.rcpsych.ac.uk/">https://training.rcpsych.ac.uk/</a> so that they can review your work</td>
</tr>
</tbody>
</table>

Interim Review

Trainees who have completed 5/6 months of their training will be invited to attend an Interim Review instead of the ARCP (both are usually held on the same day) - please see the 'Psych June 6 month Interim Review form’ paperwork which can be downloaded from this link: http://kssdeanery.org/psychiatry/progression/arcp

The Chair of the Panel will be able to assess your progress based on the evidence you present on your e-portfolio.

If a trainee receives ARCP Outcome 3 for any reason they will usually receive 6 months remedial training and will have to attend an Interim Review to present the required competencies to the next ARCP Panel.
3.8 Possible Outcomes of ARCP

For HST / Specialty Registrar / LAT

<table>
<thead>
<tr>
<th>Outcome 1</th>
<th>Achieving progress and the development of competences at the expected rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outcome 2</td>
<td>Development of specific competences required - additional training time not required</td>
</tr>
<tr>
<td>Outcome 3</td>
<td>Inadequate progress by the trainee - additional training time required</td>
</tr>
<tr>
<td>Outcome 4</td>
<td>Released from training programme with or without specified competences</td>
</tr>
<tr>
<td>Outcome 5</td>
<td>Incomplete evidence presented - additional training time may be required</td>
</tr>
<tr>
<td>Outcome 6</td>
<td>Gained all required competences; will be recommended as having completed the training programme and for award of a CCT or CESR/CEGPR</td>
</tr>
</tbody>
</table>
| Outcome 7 | Outcome for LATs and Fixed-term Specialty Trainee (FTSTAs):
Outcome 7.1 - Satisfactory progress in or completion of the LAT / FTSTA placement.
Outcome 7.2 - Development of Specific Competences Required - additional training time not required
Outcome 7.3 - Inadequate Progress by the Trainee
Outcome 7.4 - Incomplete Evidence Presented |
| Outcome 8 | Out of programme for research, approved clinical training or career break (OOPR/OOPT/OOPC) |
| Outcome 9 | Outcome for doctors undertaking top-up training in a training post |

3.9 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. The GMC is planning to roll out revalidation across the UK at the end of 2012.

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). KSS Deanery 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.

As part of the revalidation process you will be sent an Enhanced Form R (with a revalidation section) which you will need to complete and sign by the time of your ARCP. You will find the Enhanced Form R on our website: [http://kssdeanery.org/psychiatry/progression/arcp](http://kssdeanery.org/psychiatry/progression/arcp) Please note: This form will contribute to your ARCP final outcome and must be completed annually.

Please note: Your Responsible Officer is Professor David Black.

For further information on revalidation please visit the KSS website: [http://kssdeanery.org/specialty/revalidation/FAQs](http://kssdeanery.org/specialty/revalidation/FAQs)

3.10 Annual GMC Trainee Survey

You will be asked to complete as mandatory; the Annual GMC Trainee Survey which is your feedback on your educational posts and educational process. You will need to provide evidence of completion of this survey as part of your ARCP.

For further information on how to complete the survey and see last year’s results please check the following website: [http://www.gmc-uk.org/education/surveys.asp](http://www.gmc-uk.org/education/surveys.asp)
3.11  KSS ST4+ Training Programmes and Opportunities

Opportunities available in the following programmes;

Forensic Psychiatry:
Kent & Medway NHS & Social Care Partnership Trust

Old Age, General Adult and Dual OA & GA:
Kent & Medway NHS & Social Care Partnership Trust
Surrey & Borders Partnership NHS Foundation Trust
Sussex Partnership NHS Foundation Trust

Opportunities available in the following sites and job descriptions (JDs):
Kent & Medway Psychiatry sites
Surrey & Borders Partnership Psychiatry Sites
Sussex Partnership Psychiatry Sites

For further information please see our website: http://kssdeanery.org/psychiatry/progression.

3.12  A brief guide to training in the UK

What psychiatry training routes are available in the UK and what are the eligibility requirements?

1: CCT route
2: Certificate of Eligibility for Specialist Registration (CESR) via the combined programme (CP)

Eligibility for a Certificate of Completion of Training (CCT)

A Certificate of Completion of Training (CCT) is a UK specialist qualification listed in the EU Directive 2005/36/EC and issued by the General Medical Council, a UK regulatory body. In order to gain a CCT in psychiatry, a doctor must complete a full six-year programme of GMC approved training in psychiatry and pass all sections of the MRCPsych Examination. The training should be comprised of:

- A minimum of 3 years at specialty training or core training level in a deanery/GMC approved training programme (CT1, CT2, and CT3) or 3 years of SHO posts previously approved by the Royal College of Psychiatrists or a combination of GMC and Royal College SHO posts.
- A minimum of 3 years at advanced/higher training level in a GMC approved training programme either at ST4 - ST6 or SpR level (if appointed before August 2007).
- There are 6 advanced psychiatric specialties: General Psychiatry, Psychiatry of Learning Disability, Old Age Psychiatry, Forensic Psychiatry, Child and Adolescent Psychiatry and Psychotherapy

In order to gain a single CCT a trainee must satisfactorily complete three years of GMC approved advanced training in one of the above psychiatric specialties and have satisfactorily completed the competence assessments for their particular psychiatric specialty.

If you were appointed to CT1 level, passed all components of the MRCPsych Examination, completed three years at core training level, were appointed in open competition to ST4 level and completed three years at specialty training level, you would be awarded a CCT.

Other posts that can count towards award of a CCT:
Locum Approved for Training (LAT) posts
Fixed Term Specialty Training (FTSTA) posts

Please note a doctor cannot obtain a CCT with only Locum Approved for Training (LAT) appointments. They can, however, use LATs towards their CESR CP application.
Eligibility for a Certificate for Eligibility for Specialist Registration via a combined programme (CESR CP)

A CESR CP can be awarded to a doctor who has not completed a fully approved GMC training programme all of which has not been prospectively approved by the GMC.

This route is usually applicable in the following cases:

- Doctors appointed to a GMC Specialty Training Programme above CT1 level based on experience gained in non-training posts.
- Doctors who have the MRCPsych.
- Doctors who have undertaken any experience not prospectively approved by the GMC.
- The total amount of experience/training must be 72 months (36 at pre-specialist qualification in psychiatry level and 36 post-specialist qualifications in psychiatry level).

To be eligible for a CESR CP doctors must apply in open competition for entry into a specialist training programme in psychiatry approved by the GMC and complete a minimum of two Annual Review of Competence Progression (ARCPs), one of which MUST be the final ARCP.

Non-training posts in psychiatry that can count towards a CESR CP include:

- Staff grade posts
- Locum consultant posts
- Specialty doctor posts
- Trust grade SHO posts
- Locum Approved for Training (LAT) posts.
- Any other experience not prospectively approved by the GMC.

If any of your training was not approved by the GMC, but you passed the MRCPsych examination, you would be awarded a CESR CP on completion of 6 years training/experience.

What are the advanced training requirements for a CCT?

ALL advanced training posts are three years’ in duration. All placements, where possible, must be of 12 months duration.

(a) General psychiatry (Total duration 3 years):

The clinical experience in the Advanced Training Programme in General Psychiatry will consist of the equivalent of three years full time experience of which two years must be spent in designated general psychiatry. The three years will be made up as follows:

- Twelve months in a general psychiatry placement, i.e. a placement that can offer both inpatient and community experience or two six-month placements in inpatient and community settings. The inpatient experience must include managing detained patients under supervision.
- Twelve months in a more specialised general psychiatry setting which, in appropriate circumstances, may lead to an endorsement in one of the recognised sub-specialties of General Psychiatry (rehabilitation, substance misuse, liaison).
- Twelve months in another psychiatric specialty which can also include General Psychiatry. A doctor can only undertake training in another psychiatric specialty where the training is available, i.e., forensic psychiatry, old age psychiatry, psychotherapy, learning disability psychiatry, child & adolescent psychiatry.

Other sub-specialties of general adult psychiatry:

- Neuropsychiatry
- Peri-natal psychiatry
- Eating Disorders psychiatry
Endorsements in General Adult Psychiatry

It is only possible to obtain an endorsement if the doctor is undertaking a CCT in general adult psychiatry. An endorsement is an entry on the General Medical Council (GMC) Specialist Register and this can only be obtained if a minimum of 12 months is spent in Rehabilitation Psychiatry, Liaison Psychiatry or Addiction Psychiatry.

(b) Old Age Psychiatry (Total duration three years):

The clinical experience in the Advanced Training Programme in Old Age Psychiatry will consist of the equivalent of three years full time experience of which two years must be spent in designated old age psychiatry. The three years will be made up as follows:

- Twelve months in an old age placement, i.e. a placement that can offer both inpatient and community experience or two six-month placements in inpatient and community settings. The inpatient experience must include managing detained patients under supervision.
- Twelve months in another old age psychiatry setting.
- A third twelve months may be spent in general psychiatry (or one of its sub-specialties) or in any other psychiatric specialty where the training is available, i.e., forensic psychiatry, old age psychiatry, psychotherapy, learning disability psychiatry, child & adolescent psychiatry.

(c) Child and Adolescent Psychiatry (Total duration three years)

All three years must be spent in child and adolescent psychiatry.

(d) Psychiatry of Learning Disability (Total duration three years):

The clinical experience in the Advanced Training Programme in Psychiatry of Learning Disability Psychiatry will consist of the equivalent of three years full time experience at least two years of which are within designated Psychiatry of Learning Disability posts. This would comprise experience of:

- In-patients; acute treatment and management of People with Learning Disabilities (PWLD) and their mental health and behavioural problems;
- Working in multidisciplinary community teams;
- Seeing patients and their carers in a variety of out-patient and community settings.

One year of this could be within designated Psychiatry of Learning Disability services for children.

The third year could comprise either further community-based experience as above, perhaps with an emphasis on:

- Neuropsychiatry,
- Neurodevelopmental disorders,
- Brain injury;
- Experience within designated Psychiatry of Learning Disability posts in Forensic Psychiatry;
- Experience within designated posts in a relevant psychiatric specialty: e.g. General Psychiatry or one of its subspecialties;
- Old age psychiatry.

(e) Forensic Psychiatry (Total duration three years):

All three years must be spent in forensic psychiatry.

(f) Psychotherapy (Total duration three years):

All three years must be spent in psychotherapy.
Will I need to register with the General Medical Council (GMC) before I can apply for a basic or advance training post in the UK?

Yes, in order to obtain a licence to practise all applicants must either pass the GMC’s Professional and Linguistic Assessments Board (PLAB) test or submit evidence to the GMC that they have obtained MRCPsych or equivalent.

http://www.gmc-uk.org/doctors/plab.asp

I have a degree in psychiatry and / or have completed more than 1 year’s psychiatric training. What level of training in the UK would I be eligible to apply for?

If you have completed less than 3 years training but more than 1 year you could apply in open competition for a CT2 or CT3 post via the CESR (CP) route.

If you have completed 3 years or more you could apply for the College’s MRCPsych Examinations or MRCPsych Equivalence route.

Further details can be found at the following links.

http://www.rcpsych.ac.uk/exams.aspx

http://www.rcpsych.ac.uk/training/howtoapplyforcesr,cct,cp/applyingforcctcesrcp/assessmentofoverseasqual.aspx

I have a degree in psychiatry and have a few years’ experience as substantive International consultant. How do I apply for recognition of past and current experience in order to practice as a consultant in the UK?

If you have more than 5 years’ experience and or training you could apply for a Certificate of Eligibility for Specialist Training (CESR). The CESR route enables doctors to apply to the GMC for their training and experience to be assessed in order to apply for a substantive consultant post in the UK. This route requires that you present evidence of your training and experience to date to the General Medical Council which will then be passed to the College for assessment. Please also refer to the College’s curriculum advanced module in the specialty of your choice for information on advanced trainee criteria which you will need to demonstrate in order to be successful.

Further details can be found at the following links.

http://www.rcpsych.ac.uk/training/howtoapplyforcesr,cct,cp/applyingforcctcesrcp/cesr.aspx

http://www.gmc-uk.org/doctors/cesr_cct_page_1.asp

http://www.rcpsych.ac.uk/training/curriculum2010.aspx

3.12 Timeline for Trainees

- ST1/ new trainees to attend Induction & Training Day September & February
- 1st Educational Supervisor report or Initial Meeting August 2012 & February 2013
- ARCP Structured Report sent to SWT 31st May 2013 (mandatory)
- 2nd Educational Supervisor report June 2012 for ARCP
- Attend ARCPs when invited * KSS June 2013 / January 2014
- 3rd Educational Supervisor report or Final Meeting At end of each training year
- Calman & Regional Training Days (throughout year) Check KSS Deanery School Website:
  http://kssdeanery.org/psychiatry/teaching-and-learning

*June 2013 for August 2012 starters and January 2014 for February 2012 starters
4. **Policies and Documents**

4.1 **The Gold Guide**

The Gold Guide is published with revisions each year and you need to refer to the Gold Guide for the year you were recruited into training. This version will remain relevant for the length of your training within KSS -


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 Deanery guidance for standards relating to:

- The role of statutory bodies
- Supervision
- Less Than Full Time Training, Maternity Leave, OOP, Inter Deanery Transfer (IDT)
- Deferral
- Appraisal, assessment and annual planning

4.2 **Out of Programme Policy and Overview**

This guidance covers all “Core” (i.e. the first years in an uncoupled specialty) Specialist and Specialty Registrars in the KSS Deanery with the exception of GP, and offers direction for all Specialty Schools and Trainees. This document indicates the KSS Deanery preferred methodology for implementing the Gold Guide out of Programme (OOP) guidance. The full Gold Guide can be found online at [http://kssdeanery.org/gold-guide](http://kssdeanery.org/gold-guide)

A Core Trainee or Specialist Registrar or Specialty Training Registrar may take time out of their programme to undertake a period of research, gain clinical experience or other appropriate categories 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. Please find our paperwork and further information about taking OOP during your time in KSS Deanery here: [http://kssdeanery.org/OOP](http://kssdeanery.org/OOP)

**Types of OOP**

There are four types of OOP which may be considered, the details of which are explained later in this document:

- **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.

- **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.

- **OOPR - Out of Programme for Research**
  Where a trainee is undertaking a period of research.

- **OOPC - Out of Programme for Career Break**
  Where a trainee is taking a planned career break from the specialty training programme.

**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.
4.3 Withdrawal from Programme

If you are considering withdrawing from the Psychiatry Core Training programme you must consult your Educational Tutor within your trust.

If you decide to resign from the Programme you must notify both Trust and Deanery. You will be required to submit your resignation letter and complete a Confirmation of Withdrawal from Speciality Programme document detailing the reasons for withdrawal.

You must provide as much notice as possible so that the Trust and Deanery can arrange for appropriate service cover. Reports fed into Annual Specialty Reports

4.4 Study Leave Guidance

Please find below some information on study leave:

- Entitled to up to a maximum of 30 days in a year (which is calculated from the date of commencement of appointment or rotation)
- For training days please see College website: http://www.rcpsych.ac.uk/eventsandcourses/courses.aspx and KSS website: http://kssdeanery.org/current-trainees/psychiatry/teaching-and-learning for further details.
- Leave to sit necessary examinations is allowable but does not count against the entitlement of study leave
- Trainees in locum specialty posts, those in LATs exceeding three months are entitled to study leave pro rata
- There is no entitlement to study leave for LAS appointments

Using your study leave:

- Approval rests with your Local Clinical Tutor/Director of Medical Education
- Applications should be received by your Clinical Tutor on the appropriate form at least 6 weeks prior to the leave
- Leave should not be taken within the first two weeks of a new appointment
- You must have an agreed personal development plan (PDP) before applying for Study Leave

STUDY LEAVE AMOUNT

Initial Study Leave Budget: £860
Amount retained by your specialty school: £114 (Known as ‘Topslice’)
Total remaining for local use: £746

Top-sliced Study Leave is used by the specialty school to deliver training days.

* It should be noted that the majority of the study leave budgeted for Psychiatry trainees is used to pay for the running of the Calman Training Days which trainees are required to attend.

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

4.5 Trainee Absences

- Please note that you must be aware of each Trust’s process on who to notify when absent, in particular for any unplanned absence (i.e. other than annual, professional or study leave)
- You must enter all unplanned absences on your ePortfolio record and ensure your Educational Supervisor is aware of any unplanned absences
- Unplanned absences are taken very seriously by the Trusts and the Deanery
- Any recurrent unplanned absences, particularly from night or weekend shifts will be reviewed
- If you have more than one unplanned absence from work this will be reviewed with you by your Educational Supervisor and/or College Tutor
- For repeated unplanned absence you may be referred to Occupational Health, for counselling, to the Careers Development Unit or for disciplinary procedures
4.6 LTFTT and Maternity Leave, Adoption or Parental Leave

Less Than Full Time Training (LTFTT)

The LTFTT Team:

- **Dr Subir Mukherjee** - Lead Dean for LTFT Training
- **Karen Allman** - Head of HR
- **Angela Fletcher** - Head of Specialty Workforce
- **Lisa Freedman** - LTFT Training Advisor (Surnames A-I) - Telephone: 020 7089 7522
- **Eleanor Gosnell** - LTFT Training Advisor (Surnames J-Z - Telephone: 020 7415 3464

Postal Address: KSS LTFTT Training Team, Specialty Workforce Department, KSS Deanery, Alpha House, 100 Borough High Street, London, SE1 1LB.

For all LTFTT enquiries please see their KSS website: [http://kssdeanery.org/ltft-training](http://kssdeanery.org/ltft-training) or email: lessthanfulltimetraining@kssdeanery.ac.uk

**LTFTT can work in a range of ways:**

1. **Reduced Sessions in a Full-time Post**
   A trainee occupies an established full-time post but works reduced hours. No additional funding is required from KSS Deanery as the full-time post is already funded from the educational contract. However, the trainee would still need to complete the less than full time training application and approval forms, and the LEP would need to confirm their approval to fund and support this arrangement, as well as clarifying that the post was secured in open competition.

2. **Slot-sharing**
   Slot-sharing works on the basis that two trainees share one full-time post and the out-of-hours is managed between them. Each doctor is paid as an individual trainee. Whilst it may be possible to review existing applications in order to identify potential slot-share partners for trainees, it is more likely that the trainee will be better placed to identify a suitable partner who has similar experience and ability with whom s/he feels s/he could share a post.

3. **Supernumerary Placements**
   KSS Deanery may fully fund trainees in supernumerary placements gained in open competition (subject to funding availability). Once a post has been secured and the employing LEP has agreed to accommodate the less than full time trainee, a new post is created in addition to the full-time post, which can be filled by the LEP. The programme for a trainee working less than full time should contain all the same elements as that of a full-time trainee, including departmental meetings, audit, research and teaching.

In KSS Less than Full Time training is currently limited to ‘Category 1’ applicants; that is those trainees who are:

- a. disabled or in ill-health (this includes those on in vitro fertility programmes);
- b. caring for an ill/disabled partner, relative or other dependent;
- c. personally providing care for young children.

There are three stages to a successful less than full time training application, as follows:

1. **Initial Enquiry**
   This can be done by telephone, e-mail or letter. Details of the correct LTFTT Advisor to contact are based on your surname (see above team details).

Foundation Year 1 and 2 trainees and applicants for KSS Core specialty training programmes Psychiatry (up to ST3) should contact KSS Deanery.

Applicants will be sent a less than full time training enquiry pack, which contains an application form to be completed and returned to the Deanery. Once eligibility to train flexibly has been established, KSS will send the applicant:

2. **Eligibility confirmation from the Deanery**
   This confirms that the applicant meet the criteria for less than full time training. The Eligibility confirmation letter includes a:
3: Less than full-time training approval form
Once a suitable post has been secured (it is essential that posts are gained in open competition and
the employing organisation will be required to confirm this), this form must be completed in
conjunction with the organisation and signed by the Chief Executive and Finance Director (and
where appropriate the Foundation School Director) before being returned to the Deanery.

Maternity Leave, Paternity or Adoption Leave
Each Trust will have a Maternity, Paternity or Adoption Policy which must be referred to and read in
conjunction with the KSS Deanery Parent Leave document. Please email the school if you wish to
have a copy of this document otherwise you may read it on our website:
http://kssdeanery.org/ParentLeave

In particular you may find it helpful to download the NHS junior doctor’s terms & conditions of
service document and refer to the guidance on ‘Maternity Leave & Pay’. You can do this via this link:
http://www.nhsemployers.org/PayAndContracts/JuniorDoctorsDentistsGPReg/Pages/DoctorsInTraini
ng-JuniorDoctorsTermsAndConditions150908.aspx.

As of the 3rd April 2011 the additional paternity leave policy was introduced. Eligible partners are
now entitled to a period of additional paternity leave from 2 – 26 weeks. Please ensure that you are
familiar with the full details of this policy via the Direct Gov. website,
http://www.direct.gov.uk/en/Parents/Moneyandworkentitlements/WorkAndFamilies/Paternityright
sintheworkplace/DG_190788

Please let the School know if you have applied for or intend to apply for or extend:

Less Than Full Time Training (LTFTT) or Maternity, Paternity or Adoption Leave by emailing
psychiatry@kssdeanery.ac.uk

4.7 Relocation

London Deanery is responsible for allocating the reimbursement of relocation expenses and
associated expenses, such as excess travel costs, for all junior doctors on a recognised KSS or London
training programme in Primary and Secondary Care (expect KSS GP Registrars in General Practice
Posts), whilst they are employed by a London or KSS Trust.

First Step
Fill and return the ‘Relocation Eligibility Form’
Refer to the ‘How to Claim’ relocation expenses page for further guidance on how to claim
reimbursement of your relocation expenses.
Please note that some relocation expenses are subject to tax and national insurance. This is
definitely the case when claiming excess travel and continuing commitments expenses. The London
Deanery will clarify whether your expenses are taxable in your eligibility letter.

Second Step
Once you have completed the eligibility process please refer to the ‘Approved Expenditure Claim
Forms’ page for the necessary forms.

If you have any questions or queries please contact the
Relocation Department at relocation@londondeanery.ac.uk

The Relocation Team consists of Tracie Russell, David Pardue and Carol Wells.
All forms should be posted to:
Relocation Department, London Deanery, Stewart House, 32 Russell Square, London WC1B 5DN
Please note that the Relocation Department does NOT reimburse travel related to:
  o on call commitments
  o clinical travel
  o interview related travel
If you want to claim travel related to on call commitments or clinical travel please contact your
medical staffing officer at your employing trust.

For further information: http://www.londondeanery.ac.uk/var/relocation
4.8 Blood Borne Virus

There is a requirement for a Trainee to report via Occupational Health (OH) at 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 the Occupational Health Department within your Trust.

TAKING CONSENT

Patient Safety and Informed Choice
- Follow best guidance in consent summarised by DH and GMC
- Familiarise yourself with local guidance and consent paperwork at the outset of your post
- Consult with your Educational and Clinical Supervisor for queries relating to consent

5. Support Services

5.1 Support Services for KSS Deanery Trainees

KSS Deanery is committed to ensuring the welfare of its trainees, and wants to ensure that all trainees studying with the Deanery have the best possible chance of success during their training.

We maintain and run a number of programmes and services which aim to ensure trainees are supported at all stages - these pages provide information about our main services including special agreements:

- Less Than Full-Time Training & Parental Leave (see section 4.6)
- Out-of-programme (see section 4.2)
- Deferring the start of specialty training - For Uncoupled specialties requests can be made for statutory grounds (e.g. maternity leave, ill health) only. Trainees appointed to FTSTAs and core/uncoupled programmes cannot defer the start of their fixed term appointment for the purpose of undertaking a higher degree. Section 6 of the Gold Guide contains a section on deferring. (v3 p34)
- Study leave (see section 4.4)
- Support for trainees in difficulty (see section 5.2)
- Inter-Deanery transfers - It is possible for Core, SpRs/StRs/GPStRs to be helped to move between Deaneries or within the UK. The arrangements for this apply to both full-time and less than full time (LTFT) trainees. Movement is at the discretion of the Postgraduate Dean/Director of Postgraduate General Practice Education and trainees will be expected to show that they have well-founded reasons for wishing to move from their current Deanery. Further information go to this link: [http://kssdeanery.org/IDT](http://kssdeanery.org/IDT)
- Careers Support (see section 5.8)
- Generation E - mentors (see section 5.4)
- Trainee representatives (see section 5.5)
- Relocation expenses (see section 4.7)
- Bursary Award (financial support subject to renewal of funding annually - see section)
5.2 Trainee Support

KSS Deanery is committed to supporting trainees who are in difficulty or at risk of being in difficulty through the Trainee Support Group Forum. Dr Yousreya Amin is the School lead and attends the Trainee Support Group monthly meetings.

Guidance available online: http://kssdeanery.org/TraineeSupport

Trainees must be fully aware and involved at all stages. If you have concerns about your own progress get in touch early, don’t wait! Talk to:

- Educational Supervisor - ES (in the first instance), or
- Clinical Tutor
- Deanery school administration team

With help from your Educational Supervisor, develop a plan. If your ability to progress is at risk, the Head of School and the Trainee in Difficulty Committee will be kept informed of your progress via the KSS Trainee Support Group Forum. They are able to offer additional support if required.

The aim is to get you ‘back on track’ and for training to continue successfully.

Trainee Support
Categories include:

- Inadequate performance
- Inadequate/Mismatch of training post
- Health issues
- Employment Issues
- Examination failures

A. Local Mechanism for Problem Solving
1. Discussion between Educational Supervisor (or Clinical Supervisor) of Local Faculty and the Trainee. Ideally MEM/Trainee advocate present
2. Written report (Trainee Action Plan) signed by Trainee, with ES. Trainee keeps a copy
3. Satisfactory resolution - recorded in LFG minutes
4. Not resolved - referral to KSS School of Psychiatry with Trainee’s knowledge

B. School of Psychiatry Mechanism for Problem Solving
1. Head of School (HoS) or Training Program Director (TPD) assigned
2. Meeting with Trainee - documented on Trainee Action Plan with Trainee agreeing to the Action Plan with the assigned HoS/TPD
3. Action Plan reviewed at Trainee Support Group (TSG) Forum
4. Trainee, TSG Forum, via HOS or delegate, informed of progress monthly until resolution or closed
5. Feedback the Action Plan to Local Faculty Group

5.3 Library Services

Library and knowledge services form part of the KSS Deanery, 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.

For further information go to: http://kssdeanery.org/education/lks

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
5.4 Generation E

As part of an exciting pilot project, Generation ‘E’, KSS is offering the opportunity for current trainees to be mentored by retired Consultants with a wealth of experience. In order to launch the project we will be hosting an event which all the Volunteers will be attending along with Heads of Schools, Training Programme Directors and other trainees across the region.

**Date:** Wednesday 17th October  
**Time:** 10am - 4pm  
**Venue:** Hilton Brighton Metropole Hotel, King’s Road, Brighton, East Sussex, BN1 2FU

This is the first project of its kind in the UK and will provide your specialty training experience at KSS with a new dimension of support cultivated in years of experience. Please follow the attached link [http://kssdeanery.org/GenerationE](http://kssdeanery.org/GenerationE) to find out about this project.

You can also view the profiles of the Volunteers that will be in attendance and what they are offering in terms of support to you here: [http://kssdeanery.org/generation-e/volunteer-educators](http://kssdeanery.org/generation-e/volunteer-educators)

There are two Consultant Psychiatry Generation E - Mentors please feel free to read their individual profiles via their website link.

**Dr Denise Bound**  
Website: [http://kssdeanery.org/generation-e/volunteer-educators/denise-bound](http://kssdeanery.org/generation-e/volunteer-educators/denise-bound)

**Dr Michael Rosenberg**  
Website: [http://kssdeanery.org/generation-e/volunteer-educators/michael-rosenberg](http://kssdeanery.org/generation-e/volunteer-educators/michael-rosenberg)

If you are interested in having a mentor, please email generatione@kssdeanery.ac.uk

5.5 Trainee Representatives and Their Roles

**Current HST Trainee Representative(s):**  
Mike Apio (ST5) - [tomaps@doctors.org.uk](mailto:tomaps@doctors.org.uk)

If you are interested in this role please contact the SWT via Psychiatry@kssdeanery.ac.uk

The Trainee Representatives are elected or chosen to:

- Work with either the LFG/LAB or a Specialty School
- Ensure views, opinions, concerns and experiences of trainee doctors are taken into account at every level of decision-making (i.e. support you)
- May also work with Medical Education Managers, Academic Registrar, Doctors’ Liaison Officer or Trust Education Advisor

The various trainee reps responsibilities are:

- Attend the open section of the STC meeting
- Represent the views and interests of the trainees
- Provide feedback to the trainees on developments in the RITA & ARCP processes
- Canvass colleagues for opinions
- Disseminate good aspects of training
- Attend Training Committees
- Attend Local Faculty Group Meetings

**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
5.6 HST School Bursary Award

The School of Psychiatry is pleased to announce the introduction of a School Bursary Award which is to be made available to all KSS managed trainees working in Higher Specialty Programmes at ST4+. Applications from individual trainees will be considered up to the value of £5,000 and funding is to be utilised to explore different educational opportunities which enhance their learning and development within each respective medical higher specialty.

Examples of different learning opportunities which may be explored are listed below but are not restricted to:
- Any Master level course, including MSc
- Simulation courses
- Specialty attachments or placements (OOPT)
- Specialty Skills opportunities

There will be a minimum of 4 Bursary Awards of up to £5,000 each; available for KSS managed Higher Specialty Trainees. All funding assigned to trainees must be spent before March 31st.

A bursary review panel will award the bursaries based on competitive application and agreed against the merit of the training opportunity as well as the funding implications involved. Where there are more applications than available bursary, the panel may request to interview potential recipients.

Application Criteria:
- You must be a trainee who is currently managed by KSS Deanery
- You must complete the attached application form
- Identify the amount which you are applying for (up to a maximum of £5,000)
- Secure written support from your Training Programme Director
- Provide a statement outlining the training opportunity you wish to explore; identifying the educational objectives, your career goals, how such a training opportunity links to your current training programme, and what benefit this opportunity would bring you professionally and/or personally.
- You must have completed the required competencies of your training to date and have achieved a satisfactory outcome at your last ARCP.

If a grant is awarded, the recipient will work with the Medical Workforce team at the Deanery to assign funding and pay for the educational opportunity. This must be within the current financial year, and all the claims and invoices must be received by 1st March.

i) Payment upon the grant recipient will be based on re-imbursement or invoicing to the maximum value of £5,000.
ii) If you withdraw from the course, training opportunity, or no longer have use for the funding you will be asked to reimburse the School and your funding will be reassigned.

To apply for a bursary award trainees complete an application form and send it to:

School of Psychiatry, NHS Postgraduate Deanery for Kent, Surrey & Sussex, Alpha House, 100 Borough High Street, London SE1 1LB

Application Deadlines and Award Dates (cycle already completed for this financial year):
- Application opens 1st week of July (to include new KSS ST4+ trainees)
- Application to be submitted by 2nd week in August
- Application Award Date 1st week of September (to be confirmed)

Please note:
This financial support is subject to the continued funding of the School of Psychiatry Bursary Award by the KSS Deanery.
5.7 Careers Support at the Deanery

Who to contact at the Deanery:

- Joan Reid - Head of Careers
- Jason Yarrow - Senior Careers Adviser
- Lisa Stone - Careers Adviser
- Kathleen Sullivan - Teaching Fellow
- Gill Sharp - Consultant Careers Advise

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 - [http://www.kssdeanery.org/careers](http://www.kssdeanery.org/careers)
- Medical careers website - [www.medicalcareers.nhs.uk](http://www.medicalcareers.nhs.uk)
6. Useful Information and Websites

For news about the KSS Committee for Psychiatry can be found at:
http://kssdeanery.org/specialty/current-trainees/psychiatry

KSS NHS Postgraduate Deanery  
Psychiatry Specialty Workforce Team  
5th Floor, Alpha House  
100 Borough High Street  
London  
SE1 1LB

There are a number of people who are able to provide support to you whether it is pastoral or career advice:

- Educational Supervisor
- Clinical Supervisor
- College Tutor
- Locality Tutors
- Directors of Medical Education
- Medical Education Managers
- Head of Psychiatry Committee - David Firth - David.Firth1@nhs.net
- Kent Training Programme Director - Yousreya Amin - Yousreya.Amin@kmpt.nhs.uk
- Surrey & Sussex Training Programme Director - Phil Hall - philip.hall@sabp.nhs.uk
- KSS Higher Speciality Programme Lead for Old Age, General Adult and Forensic Psychiatry - Clare Dunkley - clare.dunkley@kmpt.nhs.uk
- SWT - Denise Mullings / Boskey Amin / Tara-Sapphire Broe - Psychiatry@kssdeanery.ac.uk
- Trainee Representatives on the School Committee (see page 25)

Useful information and websites:

- Royal College of Psychiatrists - http://www.rcpsych.ac.uk/
- Online Portfolio - https://training.rcpsych.ac.uk/
- GMC - http://www.gmc-uk.org/
- CPD Online - http://www.psychiatrycpd.co.uk
- Modernising Medical Careers - http://www.mmc.nhs.uk

- BMJ Careers Fair - to register go to their website:  
  http://careersfair.bmj.com/en/1/national.html
  Date: 19 and 20 October 2012. Location: Business Design Centre in Islington 52 Upper Street N1 0QH. The fair is not just a place to get fantastic careers advice and networking opportunities, but there will be clinical representation and trainees from various specialties who can tell you first hand why training in KSS is a great career move as well as lots of great guidance about making your applications for specialty training and less than full time training. Come down and see why our stand has won the award for best stand two years running!
- KSS HST Recruitment Network Evenings:
  - Wednesday 16th January 2013 Time: 6pm - 9pm  
    Address: Audrey Emerton Building, Brighton
  - Wednesday 23rd January 2013 Time: 6pm - 9pm  
    Address: Kings College London, Guys Campus (New London Venue)  
    Map: http://www.kcl.ac.uk/campuslife/campuses/guys/Guys.aspx
- Follow us on Twitter at http://twitter.com/KSSspecialty  follow us on twitter @ KSS Speciality where we will tweet all the latest 2013 recruitment news, facts and upcoming events!