Medical Microbiology Training Programme

Wessex Deanery

Outline of the programme

This is a 5 year training programme in Medical Microbiology at ST1-ST5 aimed at doctors who can demonstrate the essential competencies to enter this level of training. The programme is designed to support training for a CCT in Medical Microbiology. The programme is based in hospitals in the Wessex Deanery including:

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<thead>
<tr>
<th>Hospital</th>
<th>Location</th>
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<tbody>
<tr>
<td>Queen Alexandra Hospital</td>
<td>Portsmouth</td>
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<tr>
<td>Southampton General Hospital</td>
<td>Southampton</td>
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<tr>
<td>Royal Hampshire County Hospital</td>
<td>Winchester</td>
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<td>Basingstoke and North Hampshire Hospital</td>
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Rotation Information

The Wessex Deanery training programme for Specialty Registrars in Microbiology is based on a rotation between the hospitals above. Winchester and Basingstoke hospitals are currently in the process of merging to become one trust. There is also a possibility of a Hampshire wide pathology consortium with two hubs for microbiology. It is important to allow some flexibility for those changes as it is difficult to fully anticipate what the effects on individual departments would be.

Trainees may start at any point within the rotation, dependent on availability of posts.

The expected date of CCT will be defined at appointment and progression to each year of the programme will be subject to passing appropriate Royal College of Pathologists examinations and satisfactory annual assessment. The date for annual assessment will be notified in advance and all trainees must attend.

The Specialty Registrar will be based at one of:

1. Health Protection Agency South East Regional Laboratory, Southampton General Hospital.
2. Department of Microbiology Queen Alexandra Hospital, Portsmouth
3. Department of Microbiology Royal Hampshire County Hospital, Winchester

Placements rotate annually between sites.
Study and Training

All posts within the training programme are recognised for postgraduate training by the Postgraduate Medical Education Training Board (PMETB) in accordance with their standards for training.

All posts have a service element and the following covers the majority of duties. There will be minor variations in different hospitals but the list is aimed at covering the majority of duties:

1. Liaise between nurses, F1 and F2 Doctors, patients, relatives and senior medical staff and document advice given.
2. Attend and participate in ward rounds as timetabled.
3. Take part in rostered emergency work.
4. Study for higher examination and maintain continued professional development.
5. Attend weekly educational and multidisciplinary sessions.
6. Undertake audit at various times throughout the rotations.
7. Teach medical students as directed.
8. Attend relevant outpatient clinics when on special attachments.
9. Co-operate with members of the personnel department when monitoring hours of work and other personnel issues.
10. Attend induction in each hospital or new department.
11. Comply with all local policies including dress code, annual and study leave.

Trust Generic/Specialty Information

Southampton University Hospitals NHS Trust

SUHT has approximately 1400 beds mainly at SGH and Princess Anne Hospital. It functions as a District General Hospital and as a Regional / Supra-regional specialist hospital. Specialist units include Paediatric Oncology and Surgery, Neonatology, Cardiothoracic Surgery (including Paediatric), Neuro Surgery, and Eye Surgery. Other specialist work includes management of patients with Cystic Fibrosis, liver diseases, malignant disease (radiotherapy and bone marrow transplants) and complicated Orthopaedic Surgery. CHST has facilities for elderly care, psychiatric and psycho geriatric patients as well as acute facilities. The trust is designated as a Cancer Centre.

Southampton Health Protection Agency Laboratory

The regional HPA Microbiology Laboratory at Southampton is part of the Regional Microbiology Network of Health Protection Agency laboratories. The laboratory provides all clinical and diagnostic infection services to Southampton University Hospitals Trust (SUHT), Community Health Services Trust (CHST) and General Practices, via a contract. It also
provides a wide range of diagnostic investigations to several hospitals in the region, including Winchester, Portsmouth, Basingstoke, Bournemouth, Jersey and the Isle of Wight. These investigations include qualitative and quantitative molecular tests such as HIV viral load (VL), HBV VL, HCV VL and genotyping, CMV VL and EBV VL as well as serological tests including those targeting blood borne viruses and syphilis. In addition, it has a wider remit to provide public health microbiology services across the South East region. This supports Health Protection Units in their management of infection outbreaks in the community and supports individual Trusts in preventing healthcare-acquired infection. Regional HPA services based in Southampton include the Lyme Referral Unit, the HPA Regional Molecular Epidemiology Unit (Including the South East C. difficile ribotyping network typing Service and the Wessex Environmental Microbiology Service.

During 2009/10 510,000 specimens were received of which approximately 30% were from General Practice. The population covered by the laboratory’s catchment area is 480,000. A range of microbiological services is provided including bacteriology, virology, mycology and parasitology, and food and environmental microbiology. The molecular diagnostic service offers a wide range of diagnostic PCRs and surveillance assays to assist infection control.

The trainee will be exposed to a wide range of clinical and management problems and teaching of all staff groups is encouraged. Infection prevention is a key activity and the trainee will gain considerable exposure to this. There is an active Infection Control Team and the ST will contribute on a regular basis and contribute to the development and review of policies and infection control projects. There is access to research and microbiology training facilities in the University Microbiology Department. There are close links to Communicable Disease Control based at the Health Protection Unit and secondment is recommended.

In addition to General Medicine, Surgery, Obstetrics & Gynaecology and Paediatrics SUHT offers the following specialist clinical areas that require microbiology liaison. Cardiothoracic surgery with intensive care, Cardiology, Haematology, Oncology, Bone Marrow Transplant Unit, Cystic Fibrosis Unit, Paediatric Intensive Care, Neonatal Intensive Care, General and Surgical Intensive Care, Neurosurgical Intensive Care and Wessex Neurosciences Centre, Trauma and Orthopaedics, Paediatric surgery, Hepato-biliary surgery, ENT, Maxillofacial surgery.

The training for STs consists of modular attachments lasting 2 months and cover available specialist microbiology areas. Each trainee should train in 2 specialty clinical areas as above in each module. The modular system also allows for flexibility and bespoke modules can be discussed with the local training lead. Modules such as laboratory skills and laboratory management are available and will be particularly useful for those trainees preparing for for part II FRCPath examination. Daily working within the module includes liaison of bacteraemias within the specialty (bedside and telephonic), telephonic advice for clinical enquiries, bed side consults where necessary, ward round attendance of at least 75% of consultant lead ward rounds and validation of laboratory results as well as
prioritisation of relevant sample processing within the attached specialty modules. Flexibility to initiate additional liaison service exists and can be discussed with the local clinical or educational supervisor.

For each module learning goals and objectives will be formally recorded during an initial trainee and clinical supervisor meeting. At the end of the modular attachment a clinical supervisor report will be signed by trainees and clinical supervisors. This will summarise the achievements and where necessary outline concerns and additional training requirements with a plan to address any concerns. The clinical supervisor’s report in turn will inform the local educational supervisor (ES) lead consultant in completing the ES report for the trainees’ ARCP.

A bench skills programme is in place and offers regular bench practical training. Trainees within 9 months of part II FRCPPath examination are eligible for this training. A mock practical is provided for local part II MRCPath candidates.

Tutorials cover relevant topics in microbiology and virology and are facilitated by microbiologists, virologists, biomedical and clinical scientists and, where possible, by other clinicians from relevant specialties. They are led by a trainee and should be accompanied by handouts for each session. These provide an active teaching opportunity for trainees. Other teaching opportunities include FY1 & 2 teaching sessions and lectures trainees can deliver. Furthermore there is an active undergraduate and postgraduate teaching centre at SUHT which offers further opportunities for trainees to participate in teaching.

A project & research module is available for trainees to carry out research activities on discussion with the local educational lead. Trainees who wish to discuss a potential project in advance of an SUHT placement are encouraged to contact the R&D lead at SUHT.

SUHT supports study leave to attend external educational courses, meetings and scientific conferences.

The curriculum states trainees should normally carry out one audit per annum. The department holds an audit schedule of relevant clinical, laboratory and/or patient safety audits enabling trainees to select from the schedule or alternatively generate their own audit proposal.

**Portsmouth Hospitals NHS Trust**

Portsmouth Hospitals NHS Trust provides acute health care services to a population of approximately 600,000 within the Portsmouth and South East Hampshire area. These services are provided from 1 site – Queen Alexandra Hospital in Cosham. PHT has approximately 1400 beds and provides a wide range of medical and surgical services including General Medicine including Critical Care, General Surgery including SHCU, Obstetrics, Gynaecology, Trauma and Orthopaedics, Ophthalmology, ENT, Maxillofacial
surgery, Paediatrics including NICU, Cancer Services and Renal Medicine and Transplant Surgery.

The laboratory currently offers a wide range of bacteriological, virological, mycological and parasitological investigations. The laboratory undertakes a wide range of molecular diagnostic tests, including HIV and Hep C viral loads, Chlamydia and respiratory viruses. The current annual workload is approximately 510,000 tests of which acute hospital diagnostic work accounts for about 60%, work for General Practitioners about 30% and work for other trusts about 10%.

As a former Public Health Laboratory, the department is a Health Protection Agency Collaborating Laboratory. The Consultant Virologist is HPA employed and lead for HPA activities, though all the medical microbiologists are expected to support this role. The laboratory also provides some of the more complex investigations to other local laboratories including Southampton, Basingstoke, Winchester, Chichester and the Isle of Wight.

The department maintains a library of up-to-date textbooks and subscribes to a number of leading journals. It participates in all relevant external quality assessment schemes and has active internal quality assurance and audit programmes. There is a close relationship with the Infection Control Department of PHT and with staff of the HPA. The laboratory is fully CPA accredited for its clinical work.

There are currently 1 full time and 2 part time Consultant medical microbiologists (2.5 WTE) and 1 locum consultant microbiologist (0.8WTE). There is also a full time consultant virologist.

Portsmouth offers the trainee a broad experience in clinical, laboratory, management and infection control issues. Trainees will be expected to become familiar with all aspects of routine clinical microbiology including bench work (3 month induction period) and clinical liaison. Day to day work will include dealing with positive blood cultures and other important isolates, advising clinical colleagues, including GPs, on all aspects of infection management, and authorising of lab results. There is ample opportunity for trainees to attend multidisciplinary antibiotic ward rounds with consultant supervision, and time is allocated for training in virology and Infection Control. There are opportunities for teaching and audit which are encouraged. Trainees are expected to participate in local tutorials and the monthly Wessex training programme. Study leave for attendance at external courses is supported. There is an active Postgraduate Centre at QAH and weekly Grand rounds.

**Royal Hampshire County Hospital, Winchester**

RHCH has about 400 acute beds including community and elderly care beds at the Andover War Memorial Hospital. RHCH services include general medicine, general surgery, accident and emergency, obstetrics, gynaecology, paediatrics (including a SCBU), orthopaedics, ophthalmology, ENT, vascular surgery, urology, limited oncology (outpatient chemotherapy
The microbiology department is sited at the RHCH and serves the Winchester and Eastleigh Health Care Trust (RHCH, Andover Hospital), the mid Hampshire PCT (GPs in Andover, Winchester), GP’s in Eastleigh and rural areas and two Local Authorities. The department serves a population of about 230,000 and offers the following services:-

1. Diagnostic: Full range of bacteriology, mycology and virology. The laboratory process 219,000 tests annually. trainees will be able to gain knowledge of specialist areas for medical microbiology − infection control, virology, mycology, parasitology and public health in a DGH.
2. Infection Control: 3 WTE infection control nurses with work including surveillance, audit & training and environmental microbiology. Trainees are able and encouraged to attend weekly Infection Control Team, Infection Control Committee and outbreak meetings, and to get involved with root cause analyses as part of clinical governance and patient safety.
3. Clinical: There is a daily ward round of patients with infectious diseases. All patients with positive blood cultures are reviewed. ITU is visited daily. Other patients are referred by other specialty teams. There is a weekly antibiotic ward round with microbiology consultants and antimicrobial pharmacist. A small outpatient clinic sees patients with a variety of infections, most commonly soft tissue infection, Lyme disease, travel-associated infection.
4. Training opportunities for trainees in microbiology at RHCH include general practice, general medicine, surgical infections, infections in pregnancy, genitourinary tract infection, infection prevention/ control and infection in travellers.

Trainees will be encouraged to develop their presentation and communication skills and there are opportunities for trainees to become a part of the teaching team which teaches medical students. The trainees will also be involved in supervising and training of Foundation year 2 doctors in microbiology. There are opportunities for trainee involvement in pathology and NHS management.

Trainees are encouraged to develop a life-long habits of reading, literature searches, consultation with colleagues, reflective practice, attendance at scientific meetings and the presentation of scientific work are promoted as essential for continuing professional development (CPD). We participate in the weekly medical education unit meetings and microbiology trainees are encouraged to present case reports and audits. RHCH has a very active postgraduate centre and library. A clinical skills room has been be opened as part of the medical school.

**Basingstoke & North Hampshire Foundation Trust:**

**The Hospital:** has 500 beds in total for acute medical, surgical, orthopaedic, maternity, gynaecology and child health patients. It has a very busy accident and emergency department and a treatment and diagnostic centre attached to the main building. The
treatment centre is fully equipped to provide day surgery and endoscopy and has a short stay ward.
The surgical unit includes tertiary referral centres for pseudomyxoma and liver resection surgery. There is also a large haemophilia centre.
There are two community hospitals in Basingstoke and an in patient psychiatric unit. The laboratory covers all three

**Department of Microbiology:** The laboratory at Basingstoke is CPA accredited and is equipped to a high standard with BACT/ALERT 3D system including automated TB culture, a VIDAS and T4 for automated serology, a COBAS Amplicor for chlamydia screening and Vitek for identification and antibiotic sensitivity testing.
The Department currently receives approximately 300,000 requests per year covering a full range of investigations in bacteriology, mycology, serology, parasitology, virology and PCR based testing through its in-house facilities and links to referral centres.
It provides a 24 hour, 7 day urgent service for rapid clinical decision making.
There are three consultant microbiologists in the department, a senior biomedical scientist (BMS) who is also the lab manger, 10 BMS, 4 medical laboratory assistance and 4 office/clerical staff.
The microbiology consultants provide a full clinical service for primary care and hospital staff. There are daily ward rounds to ITU and Acute admissions unit, weekly orthopaedic and elderly care rounds and twice weekly antibiotic rounds. Consultants participate in MDTs including Haematology and TB and are actively involved in all aspects of antibiotic prescribing and infection control with nominated leads. The department is actively involved in audits and service improvement projects and currently undertaking trials of procalcitonin use in guiding antibiotic therapy, MSSA eradication in elective orthopaedics, HAP related mortality audit and ESBL patterns in the community. There are designated leads for each project and the department is looking to expand clinical services further by setting up an OPAT service and orthopaedic infection out patients’ clinics.

**Infection prevention and control:** The infection control team is linked to the microbiology department and has daily meetings with the microbiologists. The team consists of two nurses, surveillance officer, senior i.v nurse specialist, the antibiotic pharmacist and two HCAs. They have formal meetings every two weeks and there are quarterly infection control committee meetings.

The department has close links with RHCH microbiology department with shared on call and the two trusts are in the process of merging.

**Training opportunities:**
In the lab there is an opportunity for wide exposure to a full range of microbiology samples as well as access to training resources and access to training organisms. Due to the relatively small size of the department there is a close working relationship between lab and consultant staff. The lab deals with complex surgical cases from the tertiary colorectal unit as well as DGH type samples.
There are good opportunities for liaison with primary care and hospital staff.
Postgraduate Medical Education

During each part of the rotation scheme, Specialty Registrars will be required to further their education both personally and collectively. There will be opportunities for attending courses subject to Study Leave being granted by the employing Trust. Regular training days occur twice/months for all trainees within the region and all trainees are expected to attend.

Study leave

The employer is expected to offer study leave in accordance with paragraphs 250 – 254 of the TCS. Local policy and procedure will be explained at induction.

Educational supervisor

Educational supervisors are chosen by the educational lead for each department. A system of one educational supervisor per placement is currently being trialled instead of one educational supervisor for the duration of specialist training.

Managing curriculum implementation

The STC agreed in June 10 to convene a sub group of educational leads, the specialty manager, trainee representative and the Programme director to map the curriculum to the rotation within this programme. The finished document will be submitted to the STC for approval.

The curriculum outlines the minimum medical microbiology and virology training requirements for delivery in a regional training programme. It guides educational supervisors and trainees as to what is required to deliver the curriculum in the learning and assessment methods required for satisfactory completion of training. However, it is not detailed enough and doesn’t account for rotation between different placements. This document is designed to bridge those gaps.

It is the responsibility of the educational lead of a particular placement or attachment within the programme to ensure that the training delivered in their post meets the requirements of the relevant section(s) of the curriculum. The educational supervisor must undertake regular educational appraisal with his/her trainee(s), at the beginning, middle and end of every year of training, to ensure structured and goal-oriented delivery of training.

Trainees must register with The Royal College of Pathologists on appointment to a medical microbiology or virology training programme or if they are appointed to a Locum Appointment for Training (LAT) or Fixed Term Specialty Training Appointment (FTSTA).
It is the trainee’s responsibility to familiarise him/herself with the curriculum and assessment requirements both for the satisfactory completion of each stage of training and the award of the CCT. They must be familiar with all aspects of the assessment system; workplace based assessment including multi-source feedback, the Year 1 Medical Microbiology and Virology Assessment and the FRCPath examination.

It is the trainee’s responsibility to ensure that they apply in good time for any assessments and examinations that demand an application. Trainees must also make appropriate use of the LEPT system and e-learning.

**Learning methods**

a. Observation of, assisting and discussion with senior medical staff.

b. Working under consultant supervision.

c. Task specific on the job training.

d. Observation of laboratory methods.

e. Discussion with clinical scientists and senior BMS staff.

f. Practical bench work.

g. Personal study.

h. Appropriate postgraduate education courses.

i. Tailored clinical experience.

j. Laboratory and clinical team and directorate meetings.

k. Discussion with Infection Control Nurses, DIPIC, and/or a Consultant in Communicable Disease Control (CCDC)/CHP and/or Regional Epidemiologist (RE).

l. Attendance at and participation in relevant Trust committees.

m. Attending training available through equipment and kit manufacturers.

n. Attending ward round and multidisciplinary team meetings and telephone advice to clinicians.

o. Teaching undergraduates and other health professionals.

p. Awareness of appropriate guidelines.

q. Attending regional, national and international medical or scientific conferences.

r. Interaction with/attachment to specialist reference laboratories.

s. E-learning.

**The curriculum:**

Each section of the curriculum outlines the knowledge, skills and attitudes that must be obtained by the trainee in order to successfully complete training. During their training, it is expected that the trainee will progress through four stages of training, as outlined below. This document aims to map the curriculum to the rotation and does not repeat or include all the details that are in the curriculum. It is the responsibility of the trainees to ensure all the details of the curriculum are included in their training and learning agreements.

**Assessment of progress to competence**
Stage A
Introductory
A trainee has comprehensive understanding of principles and practices under direct supervision. **Pre OSPE**

Stage B
Intermediate
A trainee has a good general knowledge and understanding of most principles and practices under indirect supervision. He/she should be able to deal with most of the day-to-day issues in a hospital microbiology or virology laboratory to an adequate level but will still require significant consultant input with regard to complex management and clinical issues. **Pre FRCPath Part 1**

Stage C
Intermediate
A trainee has a good general knowledge and understanding of most principles and practices under indirect supervision. He/she should be able to deal with most of the day-to-day issues in a hospital microbiology or virology laboratory to an adequate level with consultant backup with regard to complex management and clinical issues. **Post FRCPath Part 1 and pre Part 2**

Stage D
Independent
A trainee has an in-depth knowledge and understanding of principles of infection investigation and treatment. He/she should be competent to discuss and deal with the subject (or, where appropriate, perform the task/procedure), demonstrating a level of clinical or professional judgement commensurate with independent practice at consultant level. It is anticipated that a trainee at this level should have consultant input readily available at all times where required. **Post FRCPath part 2**

**Assessment tools per stage:**

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<th>Stage</th>
<th>Assessment tool</th>
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<tr>
<td>A</td>
<td>OSPE, ARCP, EDUCATIONAL SUPERVISORS REPORT, WPBA (6 DOPS &amp; 6 CBD)</td>
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<tr>
<td>B</td>
<td>FRCPath part I, ARCP, EDUCATIONAL SUPERVISORS REPORT, CP (6 DOPS, 6 CBD &amp; 1 MSF)</td>
</tr>
<tr>
<td>C</td>
<td>FRCPath part II, ARCP, EDUCATIONAL SUPERVISORS REPORT, CP (6 DOPS, 6 CBD &amp; 1 MSF)</td>
</tr>
<tr>
<td>D</td>
<td>ARCP, EDUCATIONAL SUPERVISORS REPORT, WPBA (6 DOPS, 6 CBD &amp; 1 MSF)</td>
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Main Conditions of Service

The posts are whole-time and the appointments are subject to:

1. The Terms and Conditions of Service (TCS) for Hospital Medical and Dental Staff (England and Wales)
2. Satisfactory registration with the General Medical Council
3. Medical Fitness – You may be required to undergo a medical examination and chest x-ray. Potential applicants should be aware of the Department of Health and GMC/GDC requirements with regards to HIV/AIDS and Hepatitis viruses. Candidates must be immune to Hepatitis B. You will be required to provide, in advance of appointment, evidence of immunity or have a local blood test (as deemed necessary by the Occupational Health Department)
4. Right to work in the UK
5. Criminal Records Check/POCA check carried out by the Trust Medical HR department.
6. Pre-employment checks carried out by the Trust Medical HR department.

Hours

The working hours for junior doctors in training are now 48-hours (or 52-hours if working on a derogated rota) averaged over 26 weeks (six months). Doctors in training also have an individual right to opt-out if they choose to do so, but they cannot opt-out of rest break or leave requirements. However, the contracts for doctors in training make clear that overall hours must not exceed 56 hours in a week (New Deal Contract requirements) across all their employments and any locum work they do.

Pay

You should be paid monthly at the rates set out in the national terms and conditions of service for hospital medical and dental staff and doctors in public health medicine and the community health service (England and Wales), “the TCS”, as amended from time to time. The payscales are reviewed annually. Current rates of pay may be viewed at http://www.nhsemployers.org/PayAndContracts/Pay%20circulars/Pages/PayCircularsMedicalandDental.aspx

Part-time posts will be paid pro-rata.

Pay supplement

Depending upon the working pattern and hours of duty you are contracted to undertake by the employer you should be paid a monthly additional pay supplement at the rates set out in...
paragraph 22 of the TCS. The current payscales may be viewed at xx. The pay supplement is not reckonable for NHS pension purposes. The pay supplement will be determined by the employer and should be made clear in their offer of employment and subject to monitoring.

**Pension**

You will be entitled to join or continue as a member of the NHS Pension Scheme, subject to its terms and rules, which may be amended from time to time.

**Annual leave**

Your entitlement to annual leave will be five or six weeks per annum depending upon your previous service/incremental point, as set out in paragraphs 205 – 206 of the TCS.

The TCS may be viewed at [http://www.nhsemployers.org/PayAndContracts/MedicalandDentalContracts/JuniorDoctorsDentistsGPReg/Pages/DoctorsInTraining-JuniorDoctorsTermsAndConditions150908.aspx](http://www.nhsemployers.org/PayAndContracts/MedicalandDentalContracts/JuniorDoctorsDentistsGPReg/Pages/DoctorsInTraining-JuniorDoctorsTermsAndConditions150908.aspx)

**Sick pay**

Entitlements are outlined in paragraphs 225-240 of the TCS.

**Notice**

You will be required to give your employer and entitled to receive from them notice in accordance with paragraphs 195 – 196 of the TCS.

**Study leave**

The employer is expected to offer study leave in accordance with paragraphs 250 – 254 of the TCS. Local policy and procedure will be explained at your induction.

**Travel expenses**

The employer is expected to offer travel expenses in accordance with paragraphs 277 – 308 of the TCS for journeys incurred in performing your duties. Local policy and procedure will be explained at induction.

**Subsistence expenses**

The employer is expected to offer subsistence expenses in accordance with paragraph 311 of the TCS. Local policy and procedure will be explained at induction.

**Relocation expenses**
The employer will have a local policy for relocation expenses based on paragraphs 314 – 315 of the TCS and national guidance at http://www.nhsemployers.org/PayAndContracts/MedicalandDentalContracts/JuniorDoctorsDentistsGPRelocation/Pages/DoctorsInTraining-JuniorDoctorsTermsAndConditions150908.aspx

You are advised to check eligibility and confirm any entitlement with the employer before incurring any expenditure. In addition to local policy there is Deanery guidance which can be viewed on www.wessexdeanery.nhs.uk

**Pre-employment checks**

All NHS employers are required to undertake pre-employment checks. The employer will confirm their local arrangements expected to be in line with national guidance at http://www.nhsemployers.org/RecruitmentAndRetention/Employment-checks/Pages/Employment-checks.aspx

**Professional registration**

It will be a requirement of employment that you have professional registration with the GMC for the duration of your employment.

**Health and safety**

All employers have a duty to protect their workers from harm. You will be advised by the employer of local policies and procedures intended to protect your health and safety and to comply with these.

**Disciplinary and grievance procedures**

The employer will have local policies and procedures for dealing with any disciplinary concerns or grievances you may have. They will advise you how to access these, not later than eight weeks after commencement of employment.

**Educational supervisor**

The employer will confirm your supervisor on commencement.

**General information**

The Deanery’s management of Specialty Training programmes, including issues such as taking time out of programme and dealing with concerns or complaints, is available at www.wessexdeanery.nhs.uk and in the national ‘Gold guide’ to Specialty Training at http://www.mmc.nhs.uk/specialty_training_2010/gold_guide.aspx