Notes from NESC School of Primary Care Board Meeting
26th June 2009

Present:
- Simon Plint - Chair and Head of School of Primary Care
- Glynis Buckle - Head of GP School, Oxford
- Richard Weaver - Head of GP School, Wessex
- Nick Lyons - Primary Care Taskforce Lead
- Vicky Osgood - Postgraduate Dean, Wessex
- Rod Walker - Lay Member, Oxford
- Stefan Kuetter - Trainee Representative, Oxford
- Jon Rial - Trainee Representative, Wessex
- Sula Wiltshire - Primary Care Trust and Service, Oxford
- Peter Burroughs - RCGP Faculty Representative, Wessex
- Jonathan Fielden - Acting Medical Director, Royal Berkshire
- Barbara Gow - GP School Manager, Oxford
- Fenella Williams - GP School Manager, Wessex

Apologies

1 Minutes from Previous meeting
Minutes not available on day but will be sent with these minutes together with the missing attachments from Oxford School of General Practice Report.

2 Report from Oxford School of General Practice
Overall it has been a very good year. We need to consider ways in which to address the AKT/CSA fails as this is very demoralising for both the trainer and trainee. In the PMETB trainee survey undertaken from January – April 2009 Oxford have slipped from 6th to 11th whilst we can identify some reasons why there has been this slip we need to investigate further.

GP Expansion
Oxford had to find 15 extra places for August 2009. This involved a huge amount of work with our secondary care colleagues, the Foundation School and Heads of Schools. It was a very difficult but unifying process and we did get there in the end. It is unlikely that there will be any new money for next year unless the SHA prioritise GP expansion.

The trend for full time doctors is going down and this will continue. This fact needs to be taken into account when looking at expansion. In Oxford the GP department is funding some posts from its own budget to get the increase in training capacity. There is a need for service redesign to enable more GP hospital posts but this is a very large task. One option is for more community based posts. There is also the need to maintain standards as there has not been an increase in the infrastructure in line with the increase in the number of trainees. When the five year training programme comes into being perhaps the hub and spoke model of training needs to be looked at as a solution.

ARCP and Assessment
There were two trainees released from training following ARCP Panels. An ST3 in December 2008 and an ST1 in June 2009. Both trainees had been given excellent support from the Career Development Unit, their Programme Directors and Associate GP Deans.
Thankfully there had been a tightening up on foundation competence nationally at recruitment.

10 e-portfolios were reviewed by the RCGP External Panel – They agreed with 9 of the decisions but were unclear as to the evidence on which the 10th was made.

**Recruitment and Selection**
The number of applicants was down nationally this year. This was due to various reasons including employment status, new IMG rules.

For the Stage 2 machine markable test, general practice applicants were joined by the CMT applicants. This appeared to work well and there are ongoing discussions with other specialties about using this in the future.

For Stage 3 we had 153 candidates over 3 days. This is a very extensive process. Oxford did well overall with its successful candidates having the highest mean score across the country. The ranking system is complex and does take some time. We will be monitoring those few who did not get their 1st or 2nd choice scheme to see if this has any effect on their training. Glynis Buckle would like to thank Richard Jones and Barbara Gow for all their hard working in making the process a success. Oxford received a good external report which will be attached to these minutes.

**Quality Management**
We are now starting the second year of reviews of all training posts. The Programme Directors are reviewing last year’s reports to note any changes and also preparing this year’s reports.

**Training Practice Approvals**
Two trainers were refused approval by the Appointments Committee as they were not considered ready. One has subsequently withdrawn their application and the other is now on maternity leave. This demonstrates to all that the Committee is not there just to rubber stamp the applications.

**Faculty Development**
Two very good and inspiring days on 23/24 June at Milton Hill House with the largest attendance we have ever had.

**New Trainers Course**
It is a requirement in the Oxford Deanery for all trainers to have the Certificate in Medical Education. Currently there is no shortage of applicants for the course. Work is taking place very closely with the Dental School to develop the course for 2010 as the current course is up for revalidation with Oxford Brookes University at the end of 2009. Dr Sarah Whiteman is leading on this to make sure that the course is fit for purpose for all. The community psychiatrists have expressed an interest in the course.

**Leadership Fellows**
Eight have been appointed with one being fully funded by a PCT. Each one will be undertaking a topic in line with all PCTs based on the Darzi care pathways. The standard of applicants was very high.
3. Report from Wessex GP School

Recruitment
Following two rounds of GP recruitment Wessex Deanery have a total of 8 vacancies left, in IOW, Poole and Southampton. Trusts with vacancies have been notified and have started the process of filling their vacancies independently. Basingstoke was inadvertently overfilled and now has 10 trainees starting this year instead of the planned 9. This will be managed by using a standalone GP approved A&E post and a vacant GPR ST1 6m. Planning has already begun for recruitment in 2010 and work has begun towards closer joint working with Oxford at Training, Stage 1 Foundation competencies and Stage 2.

Employment Tribunal
A claim of racial discrimination against the Deanery arising from 2008 recruitment was heard at an employment tribunal in June. The claim was dismissed and the NRO recruitment was found to be robust and fair.

ST4 Unscheduled Care Project
Wessex have secured funding to set up two 12 month posts for GPST4 pilots in Wessex to look at Unscheduled Care provision across primary and secondary care and with a local PCT.

Inter Deanery Transfers
The first Inter Deanery Transfer panel was held in May. There were 5 applications for GP trainees to come into Wessex and all of these were approved subject to a suitable post being available. Outgoing requests (5) were considered by the receiving Deaneries. Three of these have been confirmed and two have been approved subject to the availability of a suitable post.

Assessment
The main panel for ST3 finishers was held on 10 June and reviewed 58 trainees. 51 passed for CCT, 3 had insufficient evidence and were given two weeks to complete their e-portfolio, 3 CSA/AKT failures invited to the follow-up panel, and all received planned training extensions, 1 WPBA failure was invited to the follow-up panel – now passed for CCT. The RCGP observer commented favourably on the organisation and running of the panel.

The ARCP panel on 8 July will review a total of 212 trainees: 98 ST1, 88 ST2 and 26 ST3 trainees. Two panels will work in parallel to complete the reviews in one day.

Jonathan Foulkes continues to run training sessions on the e-portfolio and educational supervision at Otterbourne and also to local trainer groups
ARCP training session for prospective panel members was run on 20th May. Nine GP trainers attended and feedback was good.
Jonathan and Lisa attended the Deanery assessment leads meeting in London in March.

Follow up ARCP for four ST3’s resulted in 1 further sign off (pass) and 3 planned training extensions because of failure in 1 or more parts of the nMRCGP.

In 2010 the Patch offices will be asked to take on the pre-checking of ST1 e-portfolios before panels.

Total CSA passes for Wessex was 91.83% in Jan 09, and 83.33% in May 09
Total AKT passes for Wessex was 86.66% in Jan 09, and 87.80% in May 09
Expansion
GP training - Wessex Deanery has expanded its 3 year GP training rotations from 100 up to 140. By far the greatest increase was in Southampton which has doubled its training places from 20 to 40. No further increases are planned for August 2010. Practice Expansion – grants in the region of £10,000 were given to training practices to enable them to increase their training capacity. There were 31 applications from the South West SHA SLA area and 38 from Hampshire and IOW.
Advanced Training Practice Initiative – on-going project. Funding has been given to PCTs as follows: £1 million each to Portsmouth and the IOW; £300k each to Southampton, Hampshire, Dorset and Poole PCTs.

Quality Management
The QAAP panel has been renamed the GP STC (Specialty Training Committee) to bring it in line with other Deanery committees. It meets quarterly to approve GP trainers and training practices and review quality issues arising from ARCP panels and the PMETB trainee survey and reports.
In 2009, 6 new trainers have received first time approval and 61 trainers were re-approved. The panel has implemented a system of rating training practices based on the PMETB “Traffic lights grading”.
As part of the NESC quality cycle an issues and actions log is produced from the responses to the PMETB trainee survey and is circulated to the GP Programme Directors so that they can report on the progress in resolving these issues.
Intrepid has been rolled out to the Hospital Trusts.

E-portfolio

- Training sessions for Educational Supervisors/GP Trainers continue with more sessions already planned in Dorset.
- A half-day session is planned for Thursday 8th October in Otterbourne for up to 24 delegates on Reflective Practice
- Trainer groups are being encouraged to take part in QC
- Jonathan continues to offer one to one e-portfolio sessions for trainers and trainees in the Patch Offices as required and he also visits the Day Release Courses.
- Feedback planned for Trainers/ES who submitted an ST3 Educational Supervisor report for the recent ST3 ARCP Panel.
- Jonathan has planned sessions in all of the Patches to meet up with the new ST1 and ST2 doctors and in most Day release Courses to meet up with the ST3s

New Trainer Application Forms
To meet PMETB standards for training¹, the trainer application and re-application forms have been redesigned as part of a research paper, submitted for publication. The new form is both an application and re-application for ease of use, comprises of 4 sections – General applicant information, Trainer CPD, Trainee related issues and practice details. The form covers all 9 PMETB domains over the form and each question is referenced to the domains covered. The research team has proposed that this form may be considered to be used as a framework for a national unified form.

Trainee End of Post Questionnaire
An End of Placement Electronic Survey using Intrepid is being developed for all trainees undertaking placements within the Wessex Deanery. The purpose of this is to monitor trainee satisfaction – as a supplement to the PMETB trainee survey data. Information will be cascaded to PDs and ADs every 6 months. The survey will initially be piloted and then officially launched towards the end of this year. The end of placement questionnaire will be...
completed as part of the ARCP panel review process.

**Foundation Training in General Practice**
Throughout the year the School of General Practice has liaised closely with the Foundation School to optimise the provision of appropriate training during F2 placements in General Practice.

The Foundation AD in GP took part in the annual selection process for foundation training in Wessex and also ran three courses for newly appointed F2s in GP. We have planned dates for further meetings during the coming academic year.

A Training Review Meeting was held for an audience of GP trainers and FY2 doctors who had completed their 3-4 month placements in GP. Next meeting, 22 July 2009.

The GP School is planning ahead for the expansion of GPST3 and this has implications for the traditional arrangement that we have adopted in Wessex of placing almost all of our Foundation Doctors in GP Training Practices. Therefore, we began the process of identifying and training interested GPs to become Clinical Supervisors (CS) of doctors in F2 placements.

Wessex created a set of criteria for all applicants to meet in order to be eligible to apply for selection as CS and designed a course for them.

**Research and Conference Presentations**
Discussed various research projects and papers happening within Wessex Deanery
Discussed details of recent and upcoming conferences.

- **AMEE 2009** Málaga, Spain 29 August - 2 September 2009
  Two presentations / poster from Wessex
- **UKCEA 2009** Manchester, UK 9-11 September 2009
  Various submissions from Wessex Deanery, all awaiting outcome.
- **RCGP National Conference 2009** Glasgow, Scotland 5-7 November 2009
  Various presentations from Wessex Deanery

**AD Action Learning Set**
This was set up by Bill Irish (Severn) and Glynis Buckle (Oxford), is hosted by a different deanery each time and has proved remarkably successful. It has continued to provide excellent peer support, personal development and cross deanery networking.

**Jersey**
Southampton-based GP training rotations have six twelve month posts in the Channel Islands on Jersey. These posts have good educational value and are well supported by the local Trusts.
Wessex Deanery is currently exploring the possibility of short-term two week placements in general practice during the GP/ST1 and ST2 GP slots on the Island.
For the longer-term there is a possibility of developing CPD support for Island GPs.

**Wessex Deanery**
The Wessex Deanery moved to new offices in Otterbourne, near Winchester at the end of 2008. The move went smoothly and everything was in place for start of recruitment in January. There has been one staff change: Toni Opie joined the team as GP PA/Administrator in May taking over from Jacqui Dibdin who left at the end of April.
New Appointments
Associate Dean for Dorset: Dr Clare Wedderburn (formerly Acting Associate Dean)
Associate Dean for E-portfolio: Dr Jonathan Foulkes
Associate Dean for Recruitment: Dr Jonathan Lake
GP Tutor Dorset: Dr Julie Henshelwood

PMETB Visit
The GP School was part of the Deanery wide PMETB QA visit in early June and received positive feedback.

Website
Dr Reg Odbert and Fenella Williams were tasked with re-vamping the GP School’s website pages.
The aim was to provide guidance and sign-posting to current information through web-linking and to try to keep specific areas of deanery guidance concise and relevant, and also easy to up-date. All of the associate deans in GP have contributed to the site and the popular GP-School’s calendar is updated weekly by Mrs Lynne Owen the PA to Head of School.

4. Report from Primary Care Taskforce

PRIMARY CARE TASKFORCE
The PCTF works across both Oxford and Wessex with primary healthcare teams and doctors. Nick Lyons has been in post as Head of the PCTF for one year. Beryl Hodgson is the PCTF Programme Manager.

Its role is to look at new developments in the NHS and then to look at the primary healthcare workforce to see what skills are required to train them to meet the new developments.

There are currently 3 or 4 large projects being undertaken:

- Practice Leaders Programme
- Practice Nurse Foundation Programme
- Appraisal

Practice Leaders Programme
One year of these programme has now been completed. It was for newly qualified GPs in two PCT areas, Portsmouth and Milton Keynes. The participants worked in two practices releasing the practices to look at their development needs. It has worked well and there is an evaluation of the scheme underway, which may show what would be needed for a five year GP training programme.

Practice Nurse Foundation Programme
This has been a very worthwhile programme. Training for practice nurses is often not provided or very ad hoc. This has been a formal one year training programme with the nurses being in practice for four days and one day of protected learning time. The educational input for this year has come from Plymouth. There were a lot of organisational challenges which needed to be overcome but the nurse participants found the training very useful. Well done to Sandy Tinson and Ann Moger for running this programme.
**GP Appraisal**
This applies to Wessex only. In most parts of the country the appraisal is provided by the PCT. However in Wessex this is run by the PCTF but funded by the PCTs. There has been an external visit to look at how this is run and the feedback was good. The processes for revalidation are in place.

There are also some smaller projects:
- Scoping exercises looking to see what the educational needs are in parts of the South Central region for bands 1-4. The needs are huge and are largely unaddressed.

There are some small projects (below £5k):
- Healthcare Support Workers
  A couple of enthusiastic people in PCTs said that they thought the bands 1-4 were underused. They came up with a flu immunisation training programme which was written up and is now working well.

- A GP practice with special interest
  GPs having to spend 2/3 days going through accredited doctors who are with different PCTs. PCTs all met and now common process in place across them all.

All applications are assessed against formal criteria. The PCTF links with both GP Schools to pass on ideas.

**The Future of the PCTF**
Carrying on in a similar vein again this year.

**Practice Leaders Programme**
Proceeding this year but without the newly qualified GPs. The funding has gone from £1m to £50k and there will be £1k per practice per year. This scheme will also be expanding to non doctors.

**Practice Nurse Foundation Programme**
Gone out to tender for the education provider for this year. The interviews will be held at the beginning of July.

SP asked the Board if it agreed that the School of Primary Care had a legitimate involvement in nurse training. It was felt that it had and that this training should become part of the two Schools of General Practice and become more involved.

SP congratulated NL on the achievements of the PCTF over the past year.

SP asked VO to give the Board a “big picture” of what issues were confronting deaneries.

1. **Commissioner/Provider split**
This is being introduced to provide contestability in the market place. Deaneries have been asked how to provide this split in postgraduate medical education. There are various plans across the country – North Thames sees itself as a commission whilst South Thames as a provider!

Oxford and Wessex are looking at being providers in this system. This is raising many issues:
NHS Education South Central

• Would it have to be outside the SHA
• Perhaps put deaneries in universities
• None of the options appear cost neutral

2 HIECS (Health Innovation Education Clusters)
This is a provider organisation involving acute trusts, PCT provider departments, local authorities, nursing homes etc. The current idea is to have one in the north (Thames Valley) and one in south (Wessex). The idea is to bring education and reform more quickly to patients. Although there are some restrictions deaneries would have some control over their future. A successful conference was held on 22nd June with all interested parties.

3 MPET Review (funding)
There are to be huge changes in the way that education is being funded. Deaneries do not yet know what the effect will be as there are insufficient details available at the moment. Shadow budgets should have been available in April but will now be August/September.

Lay Assessor Report
Rod Walker said that he thought the Board had been more effective with a smaller number of people present. Sula Wiltshire said that she thought the balance of people on the Board had been good.

GP Specialty Trainees
Stefan Kuetter thought it was good to have trainees on the Board as they sometimes think that the Deanery/Schools are too detached from them. The GP representatives know about all the work that goes on behind the scenes but most trainees are unaware. It might be useful to hold annual/bi-annual deanery/trainee meetings. SP asked SK to arrange a meeting with him to discuss this issue.

Jon Rial was relieved to hear that the Wessex School was doing so well. He was also pleased to hear that trainees will get an extension if they fail a component of the nMRCGP. The AKT/CSA courses are going well and he had been really pleased with the education he had received.

Vicky Osgood said that she thought some quality issues could be dealt with better by trainees with shadow schools for specialties. A pilot is being done and a report will be written up after a year.

SP thanked everyone for their time and input into the meeting.

5. Date of next meeting

The next meeting will be in December 2010 but the date has not yet been set.