

HEALTH EDUCATION WESSEX

**Paediatric Regional Education Programme (PREP)
TRAINEE CHARTER**

PREP STEERING GROUP

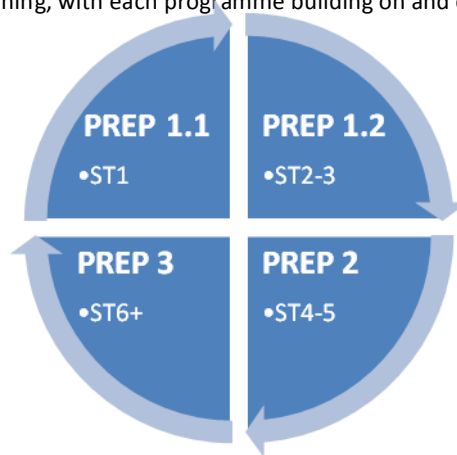
SEPTEMBER 2015

WESSEX DEANERY PAEDIATRIC REGIONAL EDUCATIONAL PROGRAMME (PREP)

TRAINEE CHARTER

BACKGROUND

The PREP programme has been designed to give paediatric trainees in Wessex designated teaching sessions to cover all levels of [the RCPCCH curriculum as specified on the RCPCCH website](#) and as laid down in the competence frameworks. It is divided and delivered at 4 stages of training, with each programme building on and complementing the previous.



The Wessex PREP programme is the envy of many paediatric trainees across the country but it doesn't happen without a significant amount of hard work and organisation by all those involved. The Consultants, Registrars and Allied Professionals who teach on the days do so in their own valuable time and for free, to better the education and learning experiences of paediatric trainees across the region.

This charter aims to explain all aspects of each stage of the PREP programme and sets out a framework of conduct for organisers and trainees. Further information can be found on the Wessex Deanery website - http://www.wessexdeanery.nhs.uk/primary_areas/wessex_deanery/wessex_schools/wessex_school_of_paediatrics/curriculum_and_teaching.aspx

EXPECTATIONS OF ORGANISERS

- The aim of all organisers is to create a learning environment to provide high quality, varied education specifically tailored to the appropriate year(s) of training.
- The programmes should cover the core RCPCCH curriculum, including: general paediatrics; sub-speciality paediatrics; communication skills; quality and improvement; patient safety, human factors and leadership and management themes.
- Depending on the level of training, clinical skills, practical sessions and simulation sessions should be utilised to enhance learning.
- Organisers will aim to send the programme for each teaching session a week in advance and will collect, welcome and respond to feedback in order to improve and evolve each programme.
- Organisers will also provide summaries of the programme, feedback, any challenges and proposed changes to the School Board on a regular basis.

EXPECTATIONS OF TRAINEES

ATTENDANCE

- Trainees are expected to attend a **minimum of 70%** of sessions per year. The Deanery appreciates that due to on-call requirements it is not always possible to attend but every effort should be made to do so.
- LTFT trainees should attend a minimum of 5 sessions per year as detailed in the LTFT handbook.
- Individual attendance will be reviewed at ARCPs – poor attendance will be discussed and may impact on ARCP outcome.
- All hospitals and rota coordinators are aware of your requirement to attend Prep, so If Trainees are struggling to attend (due to rota difficulties or are not being released by their local unit for example), they should contact and inform the Consultant Lead for their PREP programme or Dr Sumit Bokhandi (Wessex Paediatric Lead for Education): Sumit.Bokhandi@poole.nhs.uk. Please do so at the earliest opportunity – do not leave it until your ARCP!
- Attendance is monitored in the form of a sign in and sign out sheet on each PREP teaching day.
- PREP leads will circulate electronic certificates of annual PREP attendance to trainees prior to ARCPs. These must be uploaded to the e.Portfolio as evidence of PREP attendance for ARCP.

PUNCTUALITY

- Trainees should ensure sufficient time to get to sessions so that they can start promptly and on time – this may mean allowing extra travelling time for traffic, parking and coffee queues!
- It is expected that Trainees stay for the whole training day except in exceptional circumstances (i.e. leaving to get to an on call shift). An explanation for leaving early should be detailed on the sign out sheet.
- The PREP days count towards trainees' annual study leave quota and as such are paid for by the deanery. Not attending the day in full without sufficient explanation is unprofessional and raises a probity issue. Evidence of this will be reviewed at ARCP.

FEEDBACK

- Please take time to provide feedback for each session – this is looked at closely and future programmes changed accordingly.
- If you have any concerns or general feedback please approach the relevant PREP Trainee or Consultant Lead(s) (listed below under each PREP programme).

SPECIFIC EXPECTATIONS FOR PREP 2

- Trainees attending PREP 2 are responsible for planning and organising days individually or in pairs
- These should aim to be planned at least 3 months in advance due to prevent clashing with other commitments that staff invariably have A 'LEADER' assessment will be performed by the Consultant Lead, Dr Sarah Williams, following completion of the day.
- Failure to satisfactorily organise a PREP day may reflect negatively and will be discussed at ARCP.
- Further information is detailed in the below under the PREP 2 section.

PREP 1.1: ST1

The PREP 1.1 programme aims to give ST1 trainees a firm grounding in paediatrics. It covers core clinical skills as highlighted by the RCPCH <http://www.rcpch.ac.uk/training-examinations-professional-development/assessment-and-examinations/assessment-tools/directly> and prepares ST1s to conquer the RCPCH examinations. The teaching days are organised by the consultant leads and are held on the **1st Tuesday of every month**.

TOPICS COVERED

TOPIC	SKILLS SESSION
Introduction to the year. Fluids, prescribing, nutrition, general paediatric problems, exam prep	RESUS algorithms & safe defibrillation
Common Paediatrics (Respiratory)	BLS, APLS, Respiratory simulation
Postnates 1	Intubation/airway adjuncts/advanced airway skills
Neonates 1	NLS simulation
Genetics and syndromes	Communication: Breaking bad news
Common Paediatrics 2 (Endocrine)	NLS/APLS recap
Postnates 2	Communication: Breaking bad news New born simulation
Common Paediatrics 3 (Neurology)	Vascular access
Development	LP, Catheter & SPA-set up, technique & explanation
Child Protection	Communication: safeguarding
Mental health	Communication: OD and self-harm

CONSULTANT AND ADMINISTRATOR LEADS

- Dr Hannah Buckley (Consultant General Paediatrician, QAH): Hannah.Buckley@porthosp.nhs.uk
- Dr Sebastien Austin (Consultant General Paediatrician, QAH): Sebastien.Austin@porthosp.nhs.uk
- Dr Julia Shaw (Consultant General Paediatrician, BNHFT): Julia.Shaw@hhft.nhs.uk
- Dr Nick Ward (Consultant General Paediatrician BNHFT): Nick.Ward@hhft.nhs.uk

- Charlene Hammer (Education Administrator & PA, QAH): Charlene.Hammer@porthosp.nhs.uk
- Susan Harrison (Education Administrator & PA, QAH): Susan.Harrison@porthosp.nhs.uk

LOCATION

PREP 1.1 is run in either Queen Alexandra Hospital Portsmouth or Basingstoke and North Hampshire Hospital with the exception of 1 session which is run in Southampton – details of this session will be sent to you well in advance.

- **Queen Alexandra Hospital**
 - Southwick Hill Road, Portsmouth, Hampshire PO6 3LY
 - <http://www.porthosp.nhs.uk/Find-us/getting-to-qa-hospital.htm>

- **Basingstoke and North Hampshire Hospital**
 - Aldermaston Road, Basingstoke, Hampshire, RG24 9NA
 - <http://www.hampshirehospitals.nhs.uk/about-us/find-us/basingstoke-and-north-hampshire-hospital.aspx>

The PREP 1.2 programme expands upon PREP 1.1 and aims to prepare trainees for taking the next step to becoming registrars. The day is planned and organised by the Trainee Leads, Ollie and Fiona, under the watchful eye of Dr Sykes and Dr Grainger-Allen, Consultant leads. Teaching is held on the **2nd Tuesday of every month**. Each month has a paediatric sub-speciality theme and runs on a 2 year rolling programme. The days are a mixture of interactive lectures, round table discussions and structured simulation sessions. Speakers range from sub-speciality tertiary consultants to general paediatricians, registrars and allied health and social care professionals.

TOPICS COVERED

- Cardiology
- Respiratory
- Gastroenterology
- Neonatology (medical & Surgical)
- Nephro-Urology
- Neurology
- PICU
- Paediatric Surgery
- Endocrine & Diabetes
- Allergy, ID & Immunology
- Haematology & Oncology
- Ethics & Palliative Care
- Rheumatology & Orthopaedics
- Community Paediatrics
- Child Protection & Safeguarding
- Metabolic, ENT, Ophthalmology & Dermatology – ‘Specialities Day’
- Mental Health
- Patient Safety
- General Paediatrics
- Life After Exams

CONSULTANT AND TRAINEE LEADS

- Dr Kim Sykes (PICU Consultant, UHS): Kim.Sykes@uhs.nhs.uk
- Dr Emma Grainger-Allen (General Paediatrician & Allergy Specialist, UHS): Emma.Grainger-Allen@uhs.nhs.uk
- Dr Ollie Bevington (Paediatric Registrar & PREP 1.2 Trainee Lead): olliebevington@hotmail.com
- Dr Fiona Hignett (Paediatric Registrar & PREP 1.2 Trainee Lead): fionahignett@gmail.com

LOCATION

PREP 1.2 is run in the simulation suite of University hospital Southampton – this is located in AC6/7, C Level, South Academic Block. The exception is for the annual neonatology sessions which are run in the Princess Anne Hospital in the neonatal simulation suite, E-Level.

- **University Hospital Southampton**
 - Tremona Road, Southampton, Hampshire, SO16 6YD
 - <http://www.uhs.nhs.uk/Ourhospitals/GettinghereHome.aspx>
- **Princess Anne Hospital**
 - Coxford Road, Southampton, SO16 5YA
 - <http://www.uhs.nhs.uk/OurServices/Childhealth/Neonatalintensivecareunit/Contactus.aspx>

PREP 2: ST4-5

PREP 2 is a two-year rolling programme for paediatric registrars and is run on the **3rd Tuesday of every month**. Unlike PREP 1 & 1.2, the sessions are organised and run by trainees partaking in the sessions. Details of the coming year(s) subjects will be circulated well in advance and trainees are required to volunteer to organise one session during their ST5 year. Days will be allocated on a first-come, first-served basis and trainees who do not volunteer will be randomly allocated to one of the remaining slots. Each LTFT trainee will be expected to organise one training day during their core training.

Trainees will be evaluated on their ability to organise their teaching day and may complete a LEADER work-place based assessment by contacting Dr Sarah Williams (Consultant Lead) following the day. Organising a day is an excellent opportunity to demonstrate management and organisational skills in a formal capacity and it is hoped that every effort is made by trainees to make teaching days both educational and fun!

SUGGESTED STRUCTURE OF THE DAY

The PREP 2 days run from 08:30 - 17:00. Below is a suggested structure of the day, including timings, which should aid planning but may not suit all sessions. The planning for days with multiple topics are left to the trainee's discretion. Trainees should ask for help promptly from the PREP 2 trainee leads if further guidance is required.

- **08:30 – 10:30 'On Call' Session**
Problem based approach to common acute presentations. It will often be most appropriate that this is facilitated by a Tertiary Consultant and their team.
- **11:00 – 12:30 Simulation**
Simulation sessions are led by Sarah Williams (PREP 2 consultant lead). They will include contributions from other professionals with an interest in simulation.
- **13:30 – 15:00 'In Clinic' Session 1**
Problem based approach to common OPD clinic referrals. General Paediatricians, particularly those from DGHs with a specialist interest, may be best placed to facilitate this session.
- **15:15 – 16:30 'In Clinic' Session 2**
As above
- **16:30 – 17:00 Hot Topics**
Flexible session that may, for example, include recent guidelines/updates/research/case-based discussion to highlight topical information or specific learning points.

TOPICS COVERED

- Endocrine
- PICU
- Neonatology
- Diabetes/Metabolic
- CAMHS
- Gastroenterology/Hepatology
- Infection/Immunology
- Neurology/Ophthalmology
- Haematology/transfusion
- Cardiology
- Oncology
- GCP
- Patient Safety/QI/Pharmacy/Prescribing
- Community/Neuro-disability
- Nephro-Urology
- Genetics/Dysmorphology
- Respiratory/ENT
- Paediatric Surgery
- Palliative Care/Medico-legal/Ethics
- MSK/Rheumatology
- Allergy/Dermatology/Nutrition
- Safeguarding
- Critical Appraisal/epidemiology

LOGISTICS

- It is recommended that days are planned well in advance by identifying and approaching possible speakers at least 3 months before a session.
- The Trainee Leads will provide a list of speakers and suggested topics from the RCPCH curriculum well in advance of each session to aid organisation.
- If there are any difficulties in arranging speakers, please contact Dr Sarah Williams at least 8 weeks before the teaching day.
- Once the day's timetable has been confirmed, please email it to the consultant and trainee leads (email addresses below) and to all your fellow trainees.
- Discounted parking tickets for faculty and trainees should be requested 1 week prior to the teaching day by emailing travelwise@uhs.nhs.uk
- Attendance registers and evaluation forms should be arranged for each session then collated and forwarded to the trainee leads within 1 week of the session (blank templates will be circulated to trainees in advance).
- Trainees should also email their thanks and certificates of appreciation to speakers following the day.
- Once collated, feedback will be circulated by the trainee leads.

CONSULTANT & TRAINEE LEADS

- Dr Sarah Williams (Consultant General Paediatrician, UHS): Sarah.Williams@uhs.nhs.uk
- Dr Helen Wilson (Neonatal GRID Trainee & PREP 2 Trainee Lead): helen@drswilson.co.uk
- Dr Clarissa Chase (Paediatric Registrar & PREP 2 Trainee Lead): clarissac_uk@yahoo.co.uk
- Dr Lucy Everitt (Paediatric Registrar & PREP 2 Trainee Lead): lucyeveritt@doctors.org.uk

LOCATION

PREP 1.2 is run in the simulation suite of University hospital Southampton – this is located in AC6/7, C Level, South Academic Block. Any exceptions to this will be highlighted in advance by the trainee leads who are responsible for making room bookings.

- **University Hospital Southampton**
 - Tremona Road, Southampton, Hampshire, SO16 6YD
 - <http://www.uhs.nhs.uk/Ourhospitals/GettinghereHome.aspx>

PREP 3: ST6+

The PREP 3 programme expands upon all previous programmes with the aim of providing more of the key management and leadership skills required of new Paediatric Consultants. Teaching is held every second month and the day of the week varies in order to help less than full-time (LTFT) trainees attend. As for PREP 2, the days are arranged by trainees, for trainees. There is a 3 year rolling programme and each day has an over-arching theme. The day has interactive lectures, round table discussions and structured simulation sessions. Speakers range from sub-speciality tertiary Consultants to General Paediatricians, Registrars and allied health and social care professionals. The deanery also fund external course providers for some key topics which previous trainees have found to be invaluable.

TOPICS COVERED

Self-Run Days:

- Risk and Patient Safety
- Child Protection
- Consultant CV's and Interview tips
- Human factors
- Consent, Ethics and legal aspects of paediatrics
- Education and teaching, Setting up a new service, designing and building a business case
- How the NHS works, commissioning and funding

Externally Run Days (once every 3 years):

- Child Bereavement Trust
- Good Clinical Practice
- Question writing for MRCPCH in co-ordination with RCPCH

CONSULTANT & TRAINEE LEADS

- Dr Kate Pryde (General Paediatrician, UHS & PREP 3 Lead for SIM & Human Factors): Kate.Pryde@uhs.nhs.uk
- Dr Kim Sykes (PICU Consultant, UHS & PREP 3 lead for SIM & Human Factors): Kim.Sykes@uhs.nhs.uk
- Dr Adejumo Awoseyila (PREP 3 Trainee Lead): jumoke_aab@yahoo.com

LOCATION

PREP 3 is mainly run in the simulation suite of University hospital Southampton – this is located in AC6/7, C Level, South Academic Block. However, individual day organisers are free to co-ordinate days in their local hospitals and other sites used have included Poole, Salisbury, Winchester, Portsmouth and the teaching and education centre at Ashurst Hospital in the New Forest. Location information should be sent out at least a week in advance with a full copy of the programme.

- **University Hospital Southampton**
 - Tremona Road, Southampton, Hampshire, SO16 6YD
 - <http://www.uhs.nhs.uk/Ourhospitals/GettinghereHome.aspx>