Wessex Deanery
AiT Guide to completing your GP training

2014

..... all the things we wished we had known from the start of our training
Introduction

Welcome to Wessex!

You are most likely going to be inundated with paperwork and advice as you settle into a new training post and, possibly, a new home over the coming weeks. The majority of this will of course prove to be useful, if not immediately, then over the coming months.

However, as we look back on our time in GP training we thought of a number of issues and advice that we discovered via chance or word-of-mouth that it might have been useful to know from day one.

We hope that this document might help to plug those gaps for you.

If you have any suggestions for extra pieces to include, how to improve the document, etc then please do email wessexAiT@gmail.com

Thanks,

Bryony Sales, Jill Choudhury and Stuart McInnes
Wessex AiT Subcommittee 2012-3

Updated by Katie Collins, Wessex AiT Subcommittee 2013-14

PS – The paragraphs below are a little plug for who the committee are and what we do – please read it too!

Associates in Training Subcommittee

The AiT committee was created to give GP trainees the opportunity to voice their opinions on the development of policy and future initiatives in relation to their GP training and membership. It is run ‘by trainees, for trainees’. It aims to provide support through identifying and solving problems that may arise and be an advocate for trainees in liaising with the Deanery and Royal College. The sort of issues that arise can be anything from training posts to exam queries.

The committee membership is flexible but we aim to have one chair (elected annually and also attends the meetings of the National AiT committee), a representative for each of the four patches within Wessex and two Less Than Full Time trainee representatives. The Committee usually meets three times each year. If you would like more information about joining the committee please email wessexAiT@gmail.com
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Hospitals in Wessex Deanery

**Basingstoke**
Hampshire Hospitals NHS Foundation Trust  [www.hampshirehospitals.nhs.uk](http://www.hampshirehospitals.nhs.uk)
In January 2012, the Basingstoke and North Hants Hospitals NHS Foundation Trust merged with the Winchester and Eastleigh NHS Trust forming a combined organisation called Hampshire Hospitals NHS Foundation Trust. The Basingstoke and North Hampshire Hospital in Basingstoke provides the national surgical service for pseudomyxoma peritonei (rare abdominal cancer).

**Bournemouth**
Royal Bournemouth and Christchurch Hospitals NHS Foundation Trust  [www.rbch.nhs.uk](http://www.rbch.nhs.uk)
The hospital provides Urology and Ophthalmology services to a wider catchment area including Poole.

**Dorchester**
Dorset County Hospital NHS Foundation Trust  [www.dchft.nhs.uk](http://www.dchft.nhs.uk)
Dorset County Hospital was established in 1991 and has around 400 beds. The hospital provides renal services for patients throughout Dorset and South Somerset; a total population of around 850,000.

**Newport**
St. Mary’s Hospital  [www.iow.nhs.uk](http://www.iow.nhs.uk)
St. Mary’s Hospital provides the Island’s resident population of around 140,000 and has 477 beds. The new GP led walk-in centre (The Beacon centre) is also located at the hospital. The Trust has a new £7 million residential block on site for NHS staff.

**Poole**
Poole Hospital NHS Foundation Trust  [www.poole.nhs.uk](http://www.poole.nhs.uk)
Poole Hospital is the major trauma centre for East Dorset. The hospital provides ENT, Paediatric and Maternity services for a wider catchment area including Bournemouth and Christchurch.
Portsmouth
Portsmouth Hospitals NHS Foundation Trust  www.porthosp.nhs.uk
The majority of the Trust’s acute services are provided at Queen Alexandra Hospital which has 1,200 beds. The Emergency Department is one of the busiest in the UK treating >132,000 patients each year. Military staff account for about 5% of the total workforce.

Salisbury
Salisbury NHS Foundation Trust  www.salisbury.nhs.uk
The hospital is the regional centre for burns, cleft lip and palate. It is also the home of the Duke of Cornwall Spinal Treatment Centre which cares for patients with spinal cord injuries living in the South and South West of England.

Southampton
University Hospital Southampton NHS Foundation Trust  www.uhs.nhs.uk
The Trust provides services to 1.3 million people living in Southampton and south Hampshire. The Trust has specialist services for a much wider population such as Cardiothoracic surgery, Neurosurgery, Paediatric ICU and Genetics.

Winchester
Hampshire Hospitals NHS Foundation Trust  www.hampshirehospitals.nhs.uk
In January 2012, the Basingstoke and North Hants Hospitals NHS Foundation Trust merged with the Winchester and Eastleigh NHS Trust forming a combined organisation called Hampshire Hospitals NHS Foundation Trust. The Royal Hampshire County Hospital in Winchester is a DGH serving most of central Hampshire.

Patch Websites

Portsmouth (encompassing Portsmouth and the Isle of Wight):  http://www.gpeducation-portsmouth.co.uk

Southampton (encompassing Southampton, the New Forest and Jersey):  http://www.gpeducation.org.uk

Mid-Wessex (encompassing Winchester, Basingstoke and Salisbury):  http://mwgppe.co.uk/

Dorset (encompassing Bournemouth, Poole and Dorchester):  http://dorsetgpcentre.com
Assessment and Exams

To qualify as a GP you need to pass the MRCGP, which comprises 3 separate components:

- **Applied Knowledge Test (AKT)** - an assessment of the knowledge base that underpins independent general practice
- **Clinical Skills Assessment (CSA)** - an assessment of a doctor’s ability to integrate and apply clinical, professional, communication and practical skills appropriate for general practice
- **Workplace Based Assessments (WPBA)** - evaluates trainee’s progress in areas of professional practice best tested in the workplace

**Applied Knowledge Test (AKT)**

Multiple choice exam of 200 questions in 3hrs 10mins. The AKT is a computer based exam taken at one of 150 Pearson VUE test centres (where the UK driving theory tests are delivered).

Approximately 80% of questions will be on clinical medicine, 10% on critical appraisal and evidence based medicine, and 10% on health informatics, management and administration.

You can take the AKT in ST2 or 3 but are not allowed to sit it in ST1. It is recommended that you have spent at least one rotation in GP before sitting the AKT exam.

Helpful online revision sites:
- [http://www.passmedicine.com](http://www.passmedicine.com)
- [http://www.onexamination.com](http://www.onexamination.com)
- [http://www.pastest.co.uk/category/mrcgp-books-and-online-revision-by-pastest?Take=100000](http://www.pastest.co.uk/category/mrcgp-books-and-online-revision-by-pastest?Take=100000)
- [http://www.wessexlmcs.com/trainee_GPs.html](http://www.wessexlmcs.com/trainee_GPs.html)

Current exam cost : £465.00. Sittings: January, April, October

**Clinical Skills Assessment (CSA)**

A 13 station OSCE / simulated surgery with 10 minute consultations, taken at RCGP headquarters.

You can only take the CSA in ST3. At present, you are allowed 4 attempts

CSA resources:
- Scenarios written by fellow trainees within other VTS schemes – see helpful links page
- [http://www.csacases.com](http://www.csacases.com) - online cases available to purchase
- Case Cards: These cards have been developed to enhance your clinical and communication skills. Written by colleagues within Wessex. Available to purchase via RCGP website. There should be a set in every training practice (provided by the deanery several years ago)
- DVDs: MRCGP CSA Series 1 – 3 have been developed and produced by leading educationalists within the faculty to help you prepare for your Clinical Skills Assessment. Prices start from £22.50. Practices should have a copy but also available to purchase via RCGP website.
Wessex Faculty run heavily subsidised (by the deanery), excellent revision courses for AKT and CSA – see Wessex RCGP faculty website for further details of courses.

Current exam cost: £1563.00

Sittings: Moving to a rolling programme of 8 sittings throughout the year for 2014-15 (monthly from October – May). Hopefully you won’t need to resit but if you do the Deanery / RCGP advice allowing at least 2 months between resits.

NB Trainees are expected to provide their own equipment for the CSA exam – see guidance from RCGP on their website: http://www.rcgp.org.uk/gp-training-and-exams/mrcgp-exam-overview/~media/DBE84C545011418EB10970D855B26691.ashx If any trainee is worried or concerned about their capabilities to qualify they should speak to their Programme Director early who can arrange for a review of needs and if appropriate extra support

The E-portfolio and Work Placed Based Assessments (WPBA)

Continuous assessment throughout training is made up of case based discussions (CbD), consultation observation tool (COT) when in GP and mini clinical evaluation exercise (Mini-CEX) when in hospital posts, directly observed clinical procedures (DOPs), multi source feedback (MSF) and patient satisfaction questionnaires (PSQs). These assessments are recorded in your e-portfolio. https://eportfolio.rcgp.org.uk/login.asp Failure to engage in these assessments is a common cause for “outcome 2” (ie “unsatisfactory progress”) at ARCP.

You are also required to make ‘learning log’ entries on your e-portfolio (which is reflective writing to help you think deeply about what you’ve been learning or experiencing) and to keep an active Professional Development Plan (PDP – also in your e-portfolio).

The Bradford VTS scheme has helpful information on how to complete, and make the most of, the e-portfolio: http://www.bradfordvts.co.uk/mrcgp/eportfolio/


Educational Supervisors Report (ESR)

It is sensible to keep in contact with your Educational Supervisor regularly by telephone, or email. You should aim to meet with them in person at the beginning, middle and end of each post. If you are working in a specialty hospital, you should consider using some of your study leave to work in your Educational Supervisor’s practice.

Every 6 months you are required to meet up with your Educational Supervisor for an in depth, face to face review of how you are getting on - your “Educational Supervisor Review”. Your supervisor writes a detailed report (the “Educational Supervisor Report” or “ESR”) about your progress, which is stored in your ePortfolio. As part of this process you must write evidenced "self rating statements" about your progress. In other words, every six months you need to describe, in writing, how you think you are getting and give yourself a mark or "rating".

In order to see the above “self rating” screen you need to ask your ES to “open a new review period”. You then self-rate each section and link up to three pieces of evidence relevant to that statement. NB You can only link evidence that your ES has reviewed and marked as being relevant to that subject area.
ARCP Panel

At least once a year you are reviewed by the Deanery at an ARCP (Annual Review of Competency Progression) panel. The overall aim of the ARCP panel is to help and support trainees’ progress by assessing the evidence presented and recommending an outcome in response to this.

There are 3 reasons for an ARCP panel to review you:

- Gateway ARCPs that occur between ST1/2, ST2/3 and the CCT (to allow progression from one training year to the next)
- Annual ARCP that has to take place once every 12 months, regardless of progression (eg may have been “Out of Programme” and not reached a “Gateway”)
- ARCP due to referral by ES because of concerns (This can occur at any time)

The panel normally consists of senior educators from within the Deanery, experienced lay assessors and external representatives from the RCGP (who provide quality assurance).

For ST1/2s the ARCP is usually in early July. For ST3s it is in early June to allow time to apply for your CCT (Certificate of Completion of Training) ready to finish training at the beginning of August. These reviews do come round quicker than you expect!

If you are on a career break for whatever reason, e.g. maternity leave, professional leave etc, an annual review will take place to note the reason for your absence. Your formal annual review will then take place at the appropriate time, once you are back at work. The “clock” stops when you commence your period of absence and begins when you return to work.

You will be warned 6 weeks before the ARCP panel meets. You need to complete and submit all your documentation (i.e. have completed your ePortfolio and returned any paperwork the Deanery request) by two weeks before the panel is due to meet. This is in order to allow the Deanery admin team and the panel time to review the evidence presented before the actual panel meeting.

The panel will normally undertake your review remotely i.e. your attendance will not be required unless your performance has been less than satisfactory. If you receive an unsatisfactory outcome you will be required to attend a follow up panel two weeks later.

The purpose of the Gateway ARCP panel, specifically, is to ensure adequate evidence has been presented to allow progression to the next stage of training. If adequate evidence has been submitted, a judgement is made about your suitability to progress to the next stage of training (or, for ST3s, to confirm training has been satisfactorily completed).

The evidence used is that which you supply through your ePortfolio, along with any other paperwork requested by the Deanery (eg Form R – see later in this handbook). Your ESR is especially important as it is the method by which your Educational Supervisor makes their recommendation to the panel.

The panel can make a number of decisions or “Outcomes”. The Outcomes are:

- Outcome 1 - Satisfactory progress
- Outcome 2 - Unsatisfactory progress - additional training time not required
- Outcome 3 - Unsatisfactory progress - additional training required
- Outcome 4 - Released from the scheme
- Outcome 5 - Insufficient evidence presented (eg missing information; incomplete assessments / training requirements; insufficient log entries…)
- Outcome 6 - Gained all competencies required (ie progress to CCT)
- Outcome 7 - Fixed Term Speciality Trainee
- Outcome 8 - Out of programme for research, approved clinical training or career break
Where there is unsatisfactory progress the panel meets again two weeks later and the trainee is required to attend. The purpose of the second meeting (“follow up panel”) is for the panel to explain its decision and for the trainee to discuss anything they might not understand about the decision. The panel also review any additional evidence submitted after the initial review eg missing learning etc.

For further information please see the ‘Gold Guide’ which is the national guidance document that details all the “rules and regulations” that apply to GP training for further information relating to the ARCP Panel process and outcomes:


NB Dr Rial is currently writing an e-module for the RCGP on GP ARCPs. This will shortly be available from www.elearning.rcgp.org.uk/arcp and will be publicised by the deanery when it is finished.

General guidance on how to present your eportfolio so it passes smoothly through the ARCP process (collated in 2013 and updated 2014):

1. Out of Hours
   - Record your sessions worked in GP placements in the eportfolio!
     Despite previous guidance many trainees still do not record their OOH sessions adequately on the eportfolio. The clinical supervisor report from the session should be entered as a scanned document as part of a Learning Log entry and the number of hours worked in each session clearly documented in the title of that entry. Please provide a cumulative record of OOH worked as sessions progressed (e.g. ST1/2 : Session 3, Hours 6, Total 16/36, Twilight Nurses; ST3 : Session 11, Hours 8, Total 68/72, OOH mobile’)

   - Prior to your ARCP you should also complete a summary of your OOH experience – the form for this is available on the OOH pages of the deanery website. This is a new requirement for 2014.

   - Performing 72 hours of OOH in ST3 (minimum of 12 sessions) and

   - 36 hours in GP placements in ST1 and 2 (minimum 6 sessions in different activities) is a contractual obligation. If you do not document this fully in the eportfolio you run the risk of being further investigated by the Deanery to check that you have worked these hours. We came across several eportfolios where doubt existed on whether the OOH session documented had actually been worked. If there are probity issues with any of the evidence in the eportfolio we will report that trainee to the GMC and if there are financial implications to the NHS Fraud Agency as we have already done on several occasions.

2. CPR/AED certificates
   Scan your CPR certificate into the learning log under ‘Courses/Certificates’. If the current certificate is not visible on the eportfolio trainees run the risk of getting an Outcome 5 (Insufficient Evidence) at the final ARCP in ST3. This would be converted to an Outcome 6 (apply for CCT) at review 2 weeks later if the certificate was by then present but these trainees ran the risk of having their CCT
delayed. Several trainees told us the certificate was present in the ‘personal library’ section of the eportfolio. This is not visible to the Deanery so we have no way of confirming that the certificate is present.

3. Learning Log (LL)
   - **Share LL entries with your Educational Supervisor as you write them.** This will allow your ES to read them as you write them. If you share all your entries in a block toward the end of each post then it is unlikely your ES will be able to read, comment and validate them fully.
   - **As a guideline only we suggest 1 LL entry per week in ST1, 2 per week in ST2 and 3 per week in ST3.** If you achieve these numbers then it is very likely you will cover the GP curriculum effectively by the end of your training. If your LL entries are significantly below this number this is likely to act as a trigger to the ARCP panel who will then want to review your eportfolio in detail and you will run an increased risk of demonstrating inadequate curriculum coverage and receiving an Outcome 5 (insufficient evidence).
   - **We suggest you make 50% of your LL entries related to a clinical encounter.** These should be the easiest to write and are the best method of demonstrating to your ES that you are learning from your patients – a core principle of medical education.
   - **Quality Improvement and Significant Event Recording.** You should record 1 LL entry each year related to quality improvement activity. **You must also record at least 1 significant event recorded every six months.** (New for 2014.) A “significant event” can be good or bad and does not have to be a formal “serious incident”. If you don’t record these it will be difficult for you to show adequate evidence of competency 10 (maintaining performance, learning and teaching). These entries are also good opportunities to write reflective log entries and mirror what qualified GPs have to demonstrate for revalidation.
   - **We expect you to compile evidence steadily throughout your training.** Each year we have seen trainees where all the evidence collection is compressed into a short period of time. You run the risk of an Outcome 5 (insufficient evidence) if you adopt this policy. With posts shorter than 6 months there must be good evidence showing learning relating to each post undertaken.

4. PDP – Personal Development Plan
   **This needs to be an active document.** If there were no PDP entries in the previous 6 months we gave that trainee an Outcome 5 (insufficient evidence). We expect to see evidence of regular updating – new entries added and existing ones completed. There should be several PDP entries relating to each 6-month period of training. These should follow the SMART principle (**Specific**, **Measurable**, **Achievable**, **Relevant** and **Time-framed**). Each entry should relate to one learning need. Seek advice from your ES if you unsure how to use the PDP tool.

5. Curriculum Coverage (CC)
   It is impossible to give precise numbers for what we expect of trainees at each stage of training. We would, however, generally expect ST3s at the end of their training to have double figures in the CC table in at least half of the domains. If the numbers are much lower than this then we are likely to look more closely at the learning log to see if the curriculum has been adequately covered.

6. Competency Coverage
   These are the numbers generated by your ES as he validates log entries. Again we can’t give precise requirements but we would usually expect all 12 areas to have double figures of log entries (naturally occurring evidence) against them by the end of ST3. If these numbers are low then discuss this with your ES and if necessary your patch educational team.
7. **Self-Assessment.**
   - Read the word pictures in the eportfolio before you rate yourself. We are still finding trainees appropriately rating themselves as competent (for licensing, remember) when this is clearly not the case. It is usually only achieved in all areas by the end of ST3.
   - Refer back to evidence in the eportfolio when you justify your rating. This will make it clear to your ES and to the Panel why you have reached this decision.

8. **MSF in a GP ST1 post**
   This been clarified by the RCGP. In a hospital post ST1 MSF you need to obtain at least 5 responses from clinicians. However **in a GP ST1 post you have to obtain 5 responses from clinicians and 5 from non-clinicians.**

9. **Post details**
   It is your responsibility to make sure your post details as recorded in the eportfolio are up to date. **If your posts change, eg if you have sick leave, maternity leave or time out-of-programme for any reason, you must inform your patch office who can amend your eportfolio.** We regularly come across trainees with inaccurate post data. This delays your ARCP and wastes a lot of the Deanery team’s time.

10. **Attendance at Follow-up Panel.**
    We have been surprised and disappointed that several trainees were reluctant to attend the Follow-up Panel and challenged their need to attend. We only call you to Panel if we think this is necessary. You are under an obligation to attend.

    If you miss the deadline for ES submission then you run the risk of having your CCT delayed (ST3) or of delaying your transition to your next training year (ST1/2).
Out of Hours Training

Feedback from Dr Richard Weaver, Director of GP Education & Head of GP School, Wessex

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Please see the full OOH guidance on the Deanery website for further information:
http://www.wessexdeanery.nhs.uk/gp_primary_care/resources_and_information.aspx
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ST1/2 GP Attachment OOH

GP Trainees in their ST1 or 2 GP training attachments should have exposure to the wide and varied range of allied services that work with, and alongside, the GP Emergency “Out of Hours Services”.

Sessions during the ST1/2 GP part of training should not include time in the “GP On-call Out of Hours Service”, which should only be undertaken during the ST3/GPStR post.

Trainees are normally expected to undertake at least one session every month and to have completed a minimum of 6 sessions in different services during their GP ST1/2 Post.

All GP ST1 and GP ST2 trainees are required to have completed at least 36 hours experience by the end of their 6 month GP attachment (pro-rata for different time periods and in Less Than Full Time Training posts).

This experience is expected to take place only when in a GP post in the first 2 years. If some or none of the expected sessions have been completed then they should be completed during the GPSiR post in ST3 and will be in addition to the expected Deanery minimum of 72 hours OOH experience for ST3.

In exceptional circumstances and only with prior agreement by the Deanery can this experience be undertaken during a Hospital Specialty post.

This Out of Hours experience should be documented in the learning plan with your GP Educational Supervisor, usually your GP Trainer.

Sessions for the purposes of learning should normally be no longer than 6 hours. This may not always be possible in some attachments (i.e. on an Ambulance shift) and should be clearly explained in the Learning Log Entry. Where a session is longer than 6 hours in length this time will not normally be accepted without clear evidence in the Learning Log entry as to what additional learning has occurred.

The Deanery sees the OOH training requirement as an opportunity to have a wider and richer learning experience of OOH provision and to learn from the allied services that trainees will work in conjunction in their future role as a GP. Appropriate learning situations for ST1/2 GP Trainees should include:

- GPR ST1/2 OOH Deanery Induction (see below)
- Ambulance or Police attachments
- On-call with duty Psychiatrists, Community Psychiatric Nurses and teams
- OOH and Terminal Care Nursing services to include Macmillan services
- Social Workers and Social Care Services
- Community Midwives
- Walk in clinics etc
- Specific local provision e.g. Community Paediatric Admission Prevention services, etc
On occasion where the Trainee has limited experience in a Hospital speciality one session with the acute on-call team might be appropriate (i.e. Paediatric, O&G etc), but this must be supported by the educational supervisor and must occur out of hours.

It is expected that the trainee will normally have experience across six different allied OOH areas or services. These experiences must be documented in the e-portfolio as part of the learning process and will be subject to ARCP review.

“Out of Hours” is defined as that training or experience undertaken between 18.30-08.00 Monday to Friday, weekends and Bank holidays and does not include “Extended Hours Surgeries”.

The number of hours worked per day or week needs to comply with the European Working Time Regulations.

Trainees who are unable to meet with the above requirements or who are having difficulty organising sessions should review this with their Educational Supervisor and inform their Programme Director as soon as possible.

Any variation with the above guidance must be discussed and agreed with the Patch Associate Dean or Programme Director and documented in the e-portfolio.

All OOH sessions must be written up as reflective Learning Log entries. A scanned image of the ST1/2 OOH record sheet, showing your name and signed by the session supervisor, must be attached to the Learning Log entry.

Learning Log entries should include a “running Log” of the session length and total completed in the title line (e.g. Session = 4 hours total 24 hours or 4/24 hours).

New for 2014: Prior to ARCP trainees should complete a summary sheet detailing all of the OOH experiences. The form for this is available on the Deanery website.

The Deanery OOH record form acts as the legal record and log of hours worked. It will be subjected to probity checks and must be signed by your Session supervisor. Failure to fully document these sessions appropriately may lead to referral to the NHS Counter Fraud service.

The out of hours experience undertaken during the ST1 and ST2 GP slots will not count towards the expected minimum out of hours ST3/GPStR (72 hours) experience required by the Training Guidance published by COGPED, RCGP and the GMC.

GP Trainees are responsible for organising their own sessions with the OOH services and should ensure that the required number of hours are achieved commensurate with the duration of the GP component of their training programme.

The Deanery organises a session for trainees explaining the OOH requirements for ST1/2. This takes place at Southern House, Otterbourne (Deanery HQ) on a Saturday afternoon early on in each six month rotation. It is primarily aimed at Hampshire and Wiltshire trainees although others are welcome to attend. Attendance at this session counts towards your OOH requirement and also allows you to sign up for sessions such as those with the ambulance service for Hampshire and Wiltshire. (Unfortunately the Deanery have been unsuccessful in trying to arrange a similar session in Dorset.)

The GP Trainer or Educational Supervisor should facilitate and monitor the booking of out-of-hours sessions, thought it remains the responsibly of the Trainee to organise them.

The GP trainer should give feedback and validate the competencies of the OOH sessions in the e-portfolio.
Any outstanding OOH experience not undertaken in ST1/2 will need to be performed in GP ST3 year. The deficit is added onto the 72 hours of ST3 OOH requirement. These outstanding ST1/2 hours should be in the “Appropriate Learning situations” as defined above, even though they are being performed in ST3. However the 72 hours of ST3 OOHs must be within appropriate medical GP OOH sessions.

There must be no extra financial gains from OOH experience (e.g. qualified paramedic doing a shift or working in ED OOH as a locum).

**ST3 GPStR Attachments OOH**

GP Trainees in their ST3/GPStR training attachments should have experience of training in the GP Emergency “Out of Hours Services”.

Sessions during the ST1/2 GP part of training will not count towards the ST3/GPStR post requirements.

Trainees are required to undertake at least one session every month and to have completed a minimum of at least 12 sessions during their GPStR ST3 year (see the BMA Contract).

All GP ST3 trainees are required to have completed at least 72 hours experience by the end of their 12 month GP attachment (pro-rata for different time periods and in Less Than Full Time Training posts).

This Out of Hours experience should be documented in the learning plan with your GP Educational Supervisor, usually your GP Trainer.

Sessions for the purposes of learning should normally be no longer than 6 hours. This may not always be possible in some attachments and should be clearly explained in the Learning Log Entry. Where a session is longer than 6 hours in length this time will not normally be accepted without clear evidence in the Learning Log entry as to what additional learning has occurred.

It is expected that the trainee will normally have a balanced experience across all aspects of OOH areas or services i.e. telephone triage, clinics and home visiting.

These experiences must be documented in the e-portfolio as part of the learning process and will be subject to ARCP review.

“Out of Hours” is defined as that training or experience undertaken between 18.30-08.00 Monday to Friday, weekends and Bank holidays and does not include “Extended Hours Surgeries”. The number of hours worked per day or week needs to comply with the European Working Time Regulations.

Trainees who are unable to meet with the above requirements or who are having difficulty organising sessions should review this with their Educational Supervisor and inform their Programme Director as soon as possible. Any variation with the above guidance must be discussed and agreed with the Patch Associate Dean or Programme Director and documented in the e-portfolio.

All OOHs session must be written up as reflective Learning Log entries. A scanned image of the ST3 OOH record sheet, showing your name and signed by the session supervisor, must be attached to the Learning Log entry.

Learning Log entries should include a “running Log” of the session length and total completed in the title line (e.g. Session = 4 hours total 24 hours or 4/24 hours).
New for 2014: The ARCP panel requires the Trainee to complete and scan into the e-portfolio the completed “Summary Log” of OOH worked for each GP Placement - failure to do so may result in a delay in obtaining the CCT or a Satisfactory ARCP. The form for this is available on the Deanery website.

The Deanery OOH record form acts as the legal record and log of hours worked and will be subjected to probity checks and must be signed by your Session supervisor. Failure to fully document these sessions appropriately may lead to referral to the NHS Counter Fraud service.

Out of hours experience undertaken during the ST1 and ST2 GP slots will not count towards the expected minimum out of hours ST3/GPSiR (72 hours) experience required by the Training Guidance published by COGPED, RCGP and the GMC.

GP Trainees are responsible for organising their own sessions with the OOH services and should ensure that the required number of hours are achieved commensurate with the duration of the GP component of their training programme.

The GP Trainer or Educational Supervisor should facilitate and monitor the booking of out-of-hours sessions, thought it remains the responsibly of the Trainee to organise them.

The GP trainer should give feedback and validate the competencies of the OOH sessions in the e-portfolio.

Any outstanding OOHs experience not undertaken in ST1/2 will need to be performed in GP ST3 year. The deficit is added onto the 72 hours of ST3 OOH requirement. These outstanding ST1/2 hours should be in the “Appropriate Learning situations” as defined above, even though they are being performed in ST3. However the 72 hours of ST3 OOHs must be within appropriate medical GP OOH sessions.

There must be no extra financial gains from OOH experience (e.g. qualified paramedic doing a shift or working in ED OOH as a locum).

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Please see the full OOH guidance on the Deanery website for further information: http://www.wessexdeanery.nhs.uk/gp__primary_care/resources_and_information.aspx

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**National Performers List**

**What is it?**
A list of all doctors performing General Medical Services (GMS) or Personal Medical Services (PMS) – essentially GPs – for NHS patients. It exists to allow the NHS to regulate practitioners who perform these services and therefore to protect NHS patients and services. You are unlikely to have come across it yet as clinicians employed by NHS Trusts or Foundation Trusts are exempt.

**What does it mean to me?**
Legally to see patients as a GP registrar or a GP in practice you must be on the list. You will have to fill out a detailed application form & provide medical school certificate, GMC certificate, etc and have all of this approved within 3 months of your first start date in practice in either ST1 or ST2. If you miss this time window you will be required to stop working while it is completed. You should apply to join the list approximately three months before starting your first GP rotation (not hospital rotations). You will remain on the National Performers List for your full duration 3+ years of training. You are required upon completion of your training to join the National Performers List as a qualified GP.

To join the list you may be required to undergo an Occupational Health check. The NHS England Performers List Policy states “All new OH assessments and any requiring review by a consultant OH physician should be conducted by SEQOHS accredited OH services”.

Details of NHS OH services can be found using the postcode locator, [http://www.nhshealthatwork.co.uk/find-providers.asp](http://www.nhshealthatwork.co.uk/find-providers.asp)

NB There are 66 SEQOHS accredited NHS OH providers across the NHS in England. Not all NHS providers are accredited (eg There are currently there are none in Dorset). It is for individual providers to decide if they want to offer this service. Not all providers can offer this service.

Fees are payable for the initial assessment by the practitioner and are cannot be reclaimed.

This page on the Wessex Deanery website provides more detailed information on the process: [http://www.wessexdeanery.nhs.uk/gp__primary_care/resources_and_information.aspx](http://www.wessexdeanery.nhs.uk/gp__primary_care/resources_and_information.aspx)
Form R

An ‘Enhanced Form R’ is required to be completed by all trainees on joining a GP training programme so that the Deanery can issue their National Training Number. A new Form R must be completed annually before each ARCP panel. Failure to do so may result in sub-optimal outcome at the ARCP panel. Trainees should be emailed detailing the need to return the form along with guidance of how to complete the form. Please ask for an email receipt as a record of submitting your Form R. The Form R is a key document in the Revalidation process for doctors in training.

This page on the Wessex Deanery website provides more detailed information on the process:
http://www.wessexdeanery.nhs.uk/gp__primary_care/resources_and_information.aspx

Maternity Leave

Many GP trainees end up taking maternity leave during their training. There is too much to say about this to adequately cover in this handbook so the AiT committee have put together a separate Wessex GP trainee maternity leave handbook. This is available from:

Safeguarding Training

As of August 2014 all GPs are advised to have undertaken Safeguarding Children Training to Level 3 (will be part of mandatory requirements for entry to NPL at CCT). This currently is not part of the RCGP curriculum so needs to be arranged independently. New for 2014.
Diplomas etc

**Diploma in Child Health (DCH)**
http://www.rcpch.ac.uk/training-examinations-professional-development/examinations/diploma-child-health-dch-updates/frequen

The DCH is designed to give recognition of competence in the care of children to GPs, Staff Grades in Paediatrics and trainees in specialties allied to Paediatrics. It is recommended that candidates should have 4-6 months experience in Paediatrics, although this is not a pre-requisite in the UK. Candidates need to pass the written exam before attempting the clinical exam.

**Format:**
- Written exam – MRCPH Foundation of Practice best of five, true/false questions, EMQs
- Clinical exam – 8 stations

**Fees:**
- £242 for the written exam, £405 for the clinical exam and £89 for successful candidates to receive their DCH Diploma (as of 2014)

**When:**
- Written exam – February, June, October
- Clinical exam – April, November

**Diploma Royal College of Obstetrics and Gynaecology (DRCOG)**
http://www.rcog.org.uk/education-and-exams/examinations/diploma

The Diploma in intended to recognise a GP’s interest in Obstetrics and Gynaecology and is not a specialist qualification. There is no training requirement for the DRCOG examination.

**Format:**
- Two written papers - best of five, MCQs, EMQs

**Fees:**
- £402 (as of 2014)

**When:**
- April and October each year

**Diploma of the Faculty of Sexual and Reproductive Healthcare (DFSRH)**

In addition to obtaining the Diploma, it is possible to do further training in order to receive letters of competence (LOC) for insertion/removal of subdermal implants and insertion/removal of intra-uterine contraceptive devices.

**Format:**
- e-learning for theory background; the e-SRH programme
- Course of 5; five hours of small group workshops
- Clinical experience and assessment

**Fees:**
- £75 for the eKA exam
- £50 to use the DFSRH e-portfolio for 3 years (as of 2014)
- e-SRH is free of charge (as of 2014)
- Course of 5 is individually priced at a local level (Bournemouth and Southampton are charging £250 as of 2013)
- Clinical experience and assessment is individually priced at a local level
- On completion of training there is a £60 registration fee to obtain the DFSRH and then annual subscription fees of £87 (as of 2013)

**Diploma in Geriatric Medicine (DGM)**
http://www.rcplondon.ac.uk/medical-careers-training/postgraduate-exams/diploma-geriatric-medicine

The Diploma is designed to give recognition of competence in the provision of care of older people to GPs, clinical assistants and other doctors with interests in or responsibilities for the care of older people. Candidates need to pass the written exam before attempting the clinical exam.

**Format:**
- Written exam – Best of five questions
- Clinical exam – 4 stations

**Fees:**
- £227 for the written exam, £334 for the clinical exam (as of 2014)

**When:**
- Written exam – February, August
- Clinical exam – May, November
Locality Courses Available

There are many courses held at Wessex Deanery (Otterbourne) at heavily subsidised rates for Wessex Trainees. Several suggested courses worth booking are detailed below.

Courses can be booked through: https://secure.intrepidonline.co.uk/COURSEMANAGER/NESC/sys_Pages/MainMenu/MainMenu.aspx

The Wessex GP Educational Trust (http://www.wgpet.co.uk/) site also carries information about most local GP CPD activities and courses. Joining (reduced cost for AiTs) gives for free entry to lots of courses.

Tomorrow's Teachers
To increase confidence and gain experience as a teacher

Lead and be Led
This two day multi-disciplinary course is the first in a series of courses which make up the Professional Programme (PP). It supports the personal development of healthcare professionals, offering individual assessment of leadership and management skills.

The course is held in Winchester for Wessex delegates. Specialist registrars are eligible to attend during their specialist training (St3+). It is a fun, interactive and challenging course using realistic team exercises to examine, in practice, how important different roles and leadership are to an effective team, and gives the opportunity to make corporate decisions in the face of competing demands.

Other helpful courses include:
- Time Management
- The new Structure of the NHS – how the changes will affect you
- The Essentials of Effective Leadership
- Conflict resolution and Challenging Conservations

Wessex RCGP courses
The faculty runs an extensive educational programme for GPs at all stages of their career, the trainee element of which is in collaboration with the Wessex Deanery. Courses are run throughout the year on different topics. Discount for trainees. Please see link for up and coming courses available: http://www.rcgp.org.uk/rcgp-near-you/faculties/south-of-england-region/wessex-faculty.aspx

GP Primary Care Mental Health Course
Non-residential 5 day course, Minstead Lodge (Nr Lyndhurst)
The cost of the course is £475, which includes lunch and refreshments.
Contact Gill Holloway on 0750 2102 867 for further details.

Course Aims: To provide GPs with the knowledge and skills required for Mental Health work in Primary Care.

Topics covered (all with Primary Care focus) include: Diagnostic & Therapeutic Consultations; Problems Before & After Childbirth; A GP’s Perspective; Psychotic Symptoms; Mental Health Law; Alcohol/Substance Abuse; OCD; Unexplained Physical Symptoms; Cognitive Behavioural Skills; Understanding Children & Adolescents with Mental Health Difficulties; Eating Disorders; Deliberate Self-harm; Personality Difficulties; Cognitive & Memory Disturbances; Guidelines for Treatment of Depression; Learning Difficulties.
**Patient Safety**

[http://www.wessexdeanery.nhs.uk/gp__primary_care/resources_and_information/patient_safety_training.aspx](http://www.wessexdeanery.nhs.uk/gp__primary_care/resources_and_information/patient_safety_training.aspx)

Patient Safety is a key element in postgraduate medical education. All doctors in training within the Wessex Deanery must provide evidence of patient safety activity in each year of training and have this signed off at their ARCP. **You are required to attend a Patient safety day at the deanery (as an ST1, or later if missed).** To book your place, please visit [www.coursesandconferences.org.uk](http://www.coursesandconferences.org.uk). All events are held at Southern House, Otterbourne and are free.

GP Trainees in Hospital Specialty Placements should preferably attend on their allocated Specialty days or, if this is not possible, may attend on one of the above GP Trainee days instead.

After the Patient Safety Day you are expected to undertake a patient safety project. You can then submit an abstract of your work the Wessex Patient Safety Conference later in the year. The Deanery offers an annual Prize for the best 3 posters and presentations – more details available at the course.

**GP Update**

[http://www.gp-update.co.uk](http://www.gp-update.co.uk)

The GP Update Course is run entirely by GPs. Course directors trawl through all the journals and do all the legwork to bring you up to speed on the latest issues, literature, research and guidelines in General Practice.

**NB Medical**

[http://www.nbmedical.com](http://www.nbmedical.com)

Alternative to GP update course. Course directors take the time that you do not have, to go through all the literature for you and then present it on a one day course in a digestible, bite-size format, which is both easy to retain and apply.

**Bursaries**

**Wessex Faculty**

The Wessex Faculty is willing to consider applications from members of the Faculty for Bursaries of up to £500 to defray the costs of projects which they wish to undertake. Projects may involve activities such as service development within a practice, research, professional study or travel. All innovative projects will be considered which satisfy the agreed criteria.

For further details about eligibility and how to apply please click Bursaries or contact the Faculty Office ([http://www.rcgp.org.uk/rcgp-near-you/faculties/south-of-england-region/wessex-faculty.aspx](http://www.rcgp.org.uk/rcgp-near-you/faculties/south-of-england-region/wessex-faculty.aspx)).

The Wessex RCGP faculty are keen to support AiT initiatives. If you have an idea that requires some funding to aid the set up please contact the Wessex Faculty via the contact details above to enquire further.

**The Clare Wand Fund**

The Claire Wand Fund is a charitable fund that makes grants to General Practitioners to fund
further education and for the provision of scholarships, including travelling scholarships.

The fund welcomes applications twice a year, at least three weeks prior to the June and December trustee meetings. Please see http://www.clairewand.org for further information on how the fund operates as well as outlining the application process and criteria for the award of grants.

Study Leave

In Wessex each GP Trainee in the Wessex Training Programme receives an annual allowance of £600 towards their educational study leave costs. Your study leave allowance is allocated proportionately to each individual Hospital Trust that you work in and the GP Patch that your Training Programme is attached to. In your ST1 and ST2 Year six month Hospital Posts there is a total allowance of £300 for Study Leave. The money is split between your personal study leave allowance from the Hospital Trusts and the GP Educational Programme that is provided for you on a monthly basis. Therefore, in each Hospital post you will have a study leave allowance of up to £150 per post, and £150 will be pre-allocated to the GP Educational Programme through the Patch Office.

In your ST1 or ST2 GP 6 month Post all £300 will be managed by the Patch Office, and again £150 of this will be pre-allocated to the GP Training Programme.

During the ST3 GPR Post of one year duration, all £600 is allocated to the GP Training Programme and any additional GP Training needs should be discussed with your Patch Programme Directors.

Full details of the guidelines are available on the website: http://www.wessexdeanery.nhs.uk/gp__primary_care/resources_and_information.aspx

Please use your hospital study budget otherwise the money goes back to the hospital trust, and with time the budget may be taken away from us. ‘Use it or lose it!’

You may like to consider using some of your study leave allowance to spend some time in your GP practice.

For those trainees based on the Isle of Wight it is appreciated that there are extra costs incurred for attending the monthly teaching at St James’ Hospital, therefore hovercraft and taxi fares will be reimbursed. In order to keep costs to a minimum, please share taxis wherever possible. Please contact the admin team for a claim form and submit on a termly basis.

Within GP posts it is often possible to claim at least a portion of course fees incurred by a ST1/2 GP post. Please keep receipts and enquire with your local admin team to see whether you are entitled to claim a part refund. The Portsmouth and Isle of Wight patch suggest relevant courses to attend are:

- Child Health Surveillance
- Safeguarding Children to Level 3
- Minor Operations
- Theoretical Family Planning (not practical)
- GP Primary Care Mental Health Course (£100 max)
- AKT (mostly Deanery funded)
- CSA course (also mostly Deanery funded)
As a Wessex Trainee the Deanery kindly cover £150 of the £165 course fee for an AiT attending the AKT preparation course. The remaining £15 can often be claimed back from your local patch if you are in a GP post, after attendance. If you are in a hospital post you should refer to the hospital trust for reimbursement. The CSA course is similarly heavily subsidised.

If you fail the AKT you can resit the AKT preparation course at a discounted rate as the Deanery will fund one attendance at this course only. Full guidelines can be found on the deanery website:

http://www.wessexdeanery.nhs.uk/docs/Educational_Guidlines_for_%20Wessex_Deanery_24-Aug%202010%20final.doc

Please note local patches do not reimburse for any travel or accommodation costs incurred as a result of course attendance. In all cases it is only possible to reimburse claims that are submitted with full receipts and certificates of attendance (where applicable).

Professional Leave

Professional leave of up to 5 days for GPStR/ST3 Trainees (in GP/ST1/2 placements it is 2 days) is recognised and supported by the GP School for specific activities which will enhance the Trainee’s Professional Journey and are of value to the GP School and/or the National and/or the local GP community. (NB This does not apply in Hospital Posts).

This leave can only be taken as part of the overall Learning Needs plan of the trainee and may only be permitted if satisfactory progression towards final certification is being demonstrated. This leave does not apply during Hospital post attachments and will need to be approved by both the GP Trainee’s trainer and the local Programme Directors.

Examples of uses of professional leave are attendance at:
- New Trainer Courses and Established Trainer Courses to help GP Trainers improve their teaching skills.
- QA practice visits as part of the inspecting team
- GP School committees, e.g. School Board, GP-STC etc
- Local professional committees e.g. LMC, RCGP and Wessex Faculty.
- National Professional Committees e.g. GPC, RCGP Council.
- Leadership skills course (Wessex Deanery)
- Trainee representation (AiT committees both Regional and National)

For further information see:
Reimbursement of Medical Defence Fees

GPs and GP registrars are not covered by the NHS Indemnity scheme and therefore have to seek their own indemnity against claims from patients. So, the SHO subscription you have been paying won’t be enough for your work in a GP practice and you have to pay extra (don’t worry though as you can get this money reimbursed).

A few months before moving into practice (both as an ST1/2 and ST3) you should contact your defence union and they will let you know how much you have to pay. In general it is around £1000 extra for 6 months and double this for 12 months. Due to this large price difference between the hospital & GP subscriptions the Deanery will reimburse you the extra so that you, in effect, pay the same as your hospital colleagues.

You can pay this as either a one off lump sum or in monthly installments. Your defence organisation will send you renewal documentation/receipt for this payment and then when you start as a registrar ask your practice manager for the reimbursement forms. Complete & send off all the paper work & hopefully you will get the money back within 8 weeks either added to your pay packet or as a separate cheque.

Medical defence organisations available:
- [http://www.themdu.com](http://www.themdu.com)
- [http://www.medicalprotection.org/uk/](http://www.medicalprotection.org/uk/)

Mileage Claims

During GP placements you are able to claim mileage for your drive to and from work on days that you undertake a home visit.

The rules are that “No mileage allowance shall be payable to a GP Registrar for their normal daily journey between their home and the practice premises except that a mileage allowance shall be payable for one return journey on any day between their home and the practice premises, up to a maximum of ten miles in each direction, when they subsequently use their car on an official journey on that day.”

You will need to keep a record of your mileage and get this countersigned by your trainer. You are then able to claim this allowance through your training practice who, in turn, claim reimbursement from the Deanery. Trainees and practices should ensure that they keep a record of any mileage claims for up to 6 years for tax purposes. Ask your trainer or practice manager for more details.

**New for 2014:** All claims should be submitted monthly and **there is a 3 month time limit beyond which your claim will not be accepted by the Payments Agency** (this is not part of the Deanery).
Tax Relief for Professional Fees and Subscriptions

As an employee you may be able to reduce your tax bill by getting tax relief on any professional fees and subscriptions you pay. You can go back several years to get the relief – the time you’ve got depends on whether you’ve previously sent in a Self-Assessment Tax Return.

Time limits for getting tax relief if you don’t complete a self-assessment tax return

<table>
<thead>
<tr>
<th>Tax Year</th>
<th>Tax year ended on</th>
<th>You must claim by:</th>
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<tbody>
<tr>
<td>2009-10</td>
<td>5th April 2010</td>
<td>5th April 2014</td>
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<td>2010-11</td>
<td>5th April 2011</td>
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<td>2011-12</td>
<td>5th April 2012</td>
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<td>2012-13</td>
<td>5th April 2013</td>
<td>5th April 2017</td>
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You won’t be entitled to tax relief if you haven’t paid the allowable professional fees and subscriptions yourself, e.g. as GP Registrars the majority of our indemnity fees.

HMRC approved organisations relevant to GPs:
- British Medical Association
- General Medical Council
- Faculty of Sexual and Reproductive Healthcare
- Medical Defence Union
- Medical Protection Society
- Royal College of General Practitioners
- Royal College of Physicians

A full list of HMRC approved organisations can be found at: [http://www.hmrc.gov.uk/list3/index.htm](http://www.hmrc.gov.uk/list3/index.htm)

Claiming Tax Relief

You will need to fill a Form P87 and send it to HMRC if any of the following apply:
- You claim expenses over £1,000
- It’s the first time you’ve claimed
- You’re claiming expenses for the year before the previous tax year

The form is available from: [http://search2.hmrc.gov.uk/kb5/hmrc/forms/view.page?record=INKqj3HRKkQ&formId=769#forms](http://search2.hmrc.gov.uk/kb5/hmrc/forms/view.page?record=INKqj3HRKkQ&formId=769#forms)

The form asks for details about your expenses. If you have more than one job, or change jobs during the tax year, you will need to fill in a separate Form P87 for each year.

The form(s) should be returned to:
HM Revenue & Customs
Pay As You Earn
PO Box 1970
Liverpool
L75 1WX

New for 2014: Tax reclaim on MRCGP exam

It has not previously been possible to claim tax relief on exam fees, however a couple of trainees nationally have managed this recently so the situation may be changing. See RCGP website for more details: [http://www.rcgp.org.uk/my-rcgp/exams-tax-relief](http://www.rcgp.org.uk/my-rcgp/exams-tax-relief) (NB You will need to log in to the RCGP website to access this page – same details as you use for your ePortfolio.)
British Medical Association and British Medical Journal

BMA Membership Fee Reductions

- **Maternity Leave** – if your gross earnings for the current subscription year (1st October – 30th September) are less than £34,061 you may be eligible for reduced fees
- **Spouse or Partner Concessionary Rate (£218)** – available to married couples or unmarried partners in a long term relationship with financial interdependence and a joint home:
  - The reduction is granted only to one partner. If both partners qualify for a concession, this rate will be applied to the partner who otherwise would have paid the lesser rate.
  - A separate copy of the BMJ and BMA News will not be sent to the member claiming the concession unless they submit a written request.

E-mail: membership@bma.org.uk
Telephone: 0207 383 6955

BMJ – GP Edition

Did you know that there is a GP edition of the BMJ? The jobs section at the back of the BMJ lists jobs relevant to GPs rather than hospital doctors i.e. Salaried posts, Partnerships etc.

If you would prefer to receive the GP edition of the BMJ, e-mail them at membership@bma.org.uk

Social Media

Social media describes the means for direct interactions between people in which they create, share, and exchange information and ideas in virtual communities and networks.

The GMC in *Good Medical Practice 2012* (published 25 March 2013) has for the first time issued guidance on doctors’ use of social media which includes blogs and micro blogs (such as Twitter), internet forums (such as doctors.net), content communities (such as YouTube and Flickr), and social networking sites (such as Facebook and LinkedIn).

The RCGP has developed a ‘Social Medial Highway Code’ which is intended as a practical guide for doctors and other healthcare professionals who use social media aimed at ensuring they get the most out of their online communications, but also that they meet their professional obligations and protect their patients.

You are reminded to adhere to guidance from the GMC and RCGP regarding the use of social media. Unfortunately several trainees have already received warnings from the GMC so please be careful with ALL matters relating to your work.

See link for further information and resources:

Electronic Data Storage

The Data Protection Act (DPA) 1998 imposes a legal duty on those responsible for personal data to ensure it is held secure and protected from unauthorised or unlawful processing. Section 55 of the DPA makes it a criminal offence to obtain or disclose personal data unlawfully.

In Confidentiality Guidance (2009), and in 0-18 years: guidance for all doctors (2007), the GMC makes clear that doctors must ensure that any personal information held about patients is effectively protected at all times against improper disclosure.

The Medial Defence Union (MDU) has produced the following general tips for hospital doctors on protecting electronic patient data:

• Avoid storing identifiable personal data on mobile devices. In fact, the Department of Health has said that "the movement of unencrypted data held in electronic format should not be allowed in the NHS" and "wherever possible, person identifiable data should always be stored on a secure server."

• Always follow Trust procedures, for example, on the use of laptops and portable data storage.

• Do not store professional data on your personal computer – it could lead to breaches of confidentiality if someone else uses the computer and it is notoriously difficult to erase some information permanently from a hard disk. This can be a particular danger when doctors use laptop computers for both professional and personal use.

The Medical Protection Society (MPS) states "when travelling or on visits, do not leave information lying unattended in a car or easily accessible area. Keep laptop computers, records and files locked away."

The Information Commissioner's Office (ICO) recommends that portable and mobile devices including magnetic media used to store and transmit personal information, the loss of which could cause damage or distress to individuals, should be protected using approved encryption software which is designed to guard against the compromise of information.

In particular beware, and keep safe and secure, any "patient recordings" and data especially if you have used portable data storage (eg an iPad, Video recording stick, etc)

Useful Links

Information Commissioner's Office:
http://ico.org.uk/news/current_topics/Our_approach_to_encryption

Medial Defence Union:

Medial Protection Society:
http://www.medicalprotection.org.uk/gp-registrar/confidentiality/in-the-practice
Wessex LMCs – your Local Medical Committee

What is an LMC (Local Medical Committee)?
They are representative organisations who represent and negotiate for GPs at a local level. They are paid for by GPs and are therefore politically independent. Each LMC has a committee of democratically elected GPs who come together to highlight current issues in General Practice and feed back to their constituency. The LMCs usually employ someone to do any work they set for them and to be available on a day-to-day basis to provide help and advice. These employees may be medical or non medical.

Are they the same thing as the CCGs?
No. CCGs are different. They are commissioning bodies, which means they are involved in designing, purchasing and monitoring patient care. They are membership organisations but CCGs are answerable to the government as well as GPs. LMCs are advisers and only answerable back to GPs.

Who are they representing GPs to?
They represent General Practice to everyone around GPs. That may be working with Area Teams, CCGs, RCGP, the LETB (Deanery) or charities. They can iron out misunderstandings and help engender mutual understanding.
They specialise around the more business aspects of being a GP. For example LMCs offer expertise around disciplinary issues, contract changes to medico-legal issues eg data protection act interpretation and sometimes education and training.
They are experts at the time when you can’t think of anyone else who would know the answer.

Can I find out more?
Send an e-mail to office@wessexlmcs.org.uk and we will arrange for you to attend one of our committee meetings which occur every 2 months. This activity is usually viewed by the Deanery as an educational session (see above re professional leave) and you may find it particularly relevant during one of your General Practice attachments.

Essential information updates:
Wessex LMCs provides useful monthly e-mail updates of information relating to General Practice – it is a reliable, concise source of information to turn to in this world of rumour mongering and sometimes information overload. To join our mailing list simply e-mail your name, training level (eg ST1) and expected CCT date to office@wessexlmcs.org.uk

Website:
The LMC has a website (easily found on internet search engines or directly at)
www.wessexlmcs.org.uk. The website has recently been updated and contains a lot of useful information, including a guide for newly qualified GPs.

LMC information kindly written by Dr Laura Edwards, Medical Director, Wessex LMC
BMA GP Trainee Sub-committee

GP trainees have their own subcommittee within the BMA. Members of the subcommittee are able to represent their region and help to influence the local situation for their fellow trainees. They are also able to help shape BMA policy and have a say on national issues. In addition, getting involved with the subcommittee gives members an opportunity to network and share ideas and experiences as well as to raise issues of local and national concern with other GPs in training and take forward issues of importance.

The government has just started negotiations with the BMA JDC (Junior Doctors Committee) and GP trainees subcommittee around the junior doctor contract. There may well be significant changes to the contracts ahead.

The GP rep will hold local meetings several times a year. This is a chance to find out about local and national news and raise concerns. Details of timings and locations will be sent out via e-mail from the Deanery.

Within Wessex there is a good working relationship between BMA GP trainees representative, AiT representative(s) and the Deanery – this means if you raise issues everyone is keen to find solutions quickly – if you are having difficulties let someone know.

You can find details of your BMA GP trainee representative and more details around the work of the GP trainee subcommittee, including their latest newsletter at [http://bma.org.uk/about-the-bma/how-we-work/negotiating-committees/general-practitioners-committee/gp-trainees-subcommittee](http://bma.org.uk/about-the-bma/how-we-work/negotiating-committees/general-practitioners-committee/gp-trainees-subcommittee)
Useful websites

Wessex Deanery Website
Links to most Deanery GP training info; all other forms including PAY1 forms (payment during your GP training posts); and less than full time training information
http://www.wessexdeanery.nhs.uk/gp__primary_care/resources_and_information.aspx

Wessex AiT Maternity Leave Handbook
Available on the Deanery website
http://www.wessexdeanery.nhs.uk/gp__primary_care/resources_and_information.aspx

Wessex Deanery OOH Information
http://www.wessexdeanery.nhs.uk/gp__primary_care/resources_and_information/out_of_hours_training.aspx

RCGP ePortfolio
https://gpeportfolio.rcgp.org.uk/Login.aspx

Other VTS training scheme websites with useful information
http://www.bradfordvts.co.uk
VTS training scheme with lots of helpful advice and links to expand the RCGP curriculum along with resources for how to complete the ePortfolio

http://www.pennine-gp-training.co.uk/
VTS training scheme with lots of helpful advice and links to expand the RCGP curriculum along with resources for how to complete the ePortfolio and helpful advice for completion of AKT/CSA

http://www.airedale-gp-training.co.uk/csa.htm
VTS training scheme with CSA cases

Wessex LMC
The LMC is the only elected, representative body of local GP opinion. It exists to represent, advise and support GPs and General Practice
http://www.wessexlmcs.com

Wessex GP Educational Trust
The Wessex GP Educational Trust (WGPET) was formed in 1990 to provide funding for educational events run by GP Tutors. It funds a wide range of events from one hour lectures to week-long refresher courses throughout the Wessex Deanery
http://www.wgpet.co.uk