

GPSTR ST1/2/3 Specialty Guide
GENERAL PRACTICE

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DATE OF COMMENCEMENT	
GP TRAINER	
TRAINING PRACTICE	
DATE OF COMPLETION	

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NOTES

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INTRODUCTION

The 4 months posts in General Practice in years one and two provide an introduction to General Practice which we hope will compliment the hospital rotations.

You will have a period of induction into the specific job of the GP and also the organisation of Primary Care. You will move from being an observer to being a participant in the proceedings, within the first two to three weeks.

You will work mainly with your GP Trainer but you will undoubtedly find yourself welcomed and supported by all other members of the team.

Your trainer will help you compose a learning programme. This will consist of the “grand plan” (the Personal Development Plan) and some more specific short term topics (Educational Plan).

Any concerns or queries:

1. Check on the Website
2. Look on your CD
3. If all else fails, get in touch with the GP Training Office

ASSESSMENTS

RECORDING ASSESSMENTS

All assessments should be recorded in your e-portfolio. This is your responsibility although your GP Trainer and Educational Supervisor will also have to complete assessments on your e-portfolio. The e-portfolio forms a continuous record of your progress and will be submitted to the Deanery to “sign you off” at the end of your training. If you are having technical problems with the e-portfolio please contact the e-portfolio Enquiries/Help.

LOG ENTRIES

We suggest you should make 1-2 Clinical Encounters in your e-portfolio “Log” every week plus other learning activities.

WORKPLACE BASED ASSESSMENTS

A series of workplace based assessments are also needed. These are similar to the foundation post assessments you may have already done.

During your 4 months post you will need to do the following Assessments:

- ⇒ **2 x COTs** (Clinical Examination exercises)
- ⇒ **2 x CBDs** (Case-based Discussions)
- ⇒ **1 x MSF** (Multi-source Feedback)
5 Clinicians only (ST1 Months 5/6 & 2 Months later)
- ⇒ **2 x DOPs** (Direct Observation of Procedures)
(every six months)

GENERAL PRACTICE JOB ASSESSMENT

You will be contacted by the Deanery (via your E-portfolio) to complete an on-line assessment of your hospital post. (Bristol on-line Survey) This is mandatory and is a requirement of training.

Record a “running total” of OOH on your log entries.

OOH work is an addition to daytime work (see your contract). If you are doing a session for example overnight you will need to arrange with your practice that you aren't working the following morning. However, this time will be owed to the practice and will need to be made up.

Although Derbyshire Health United Ltd (DHU) forms a large basis of this work, it is not the sole area of experience. Other competencies, related to management of urgent medical situations include telephone consultation skills, triage. Knowledge of other services such as the “111” service, “Walk-in Centres” as well as in-house OOH.

In addition, resuscitation skills should be practised and there should be a good understanding of the recognition and management of the acutely ill patient.

Derbyshire Health United location & contact details:

Mallard House, Derby, DE21 6BF Tel: 01332 545660
www.derbyshirehealthunited.com

Lesley Harris
Senior Nurse Professional Development Derbyshire
Derbyshire Health United Tel 01246 550818
Email: lesley.harris@derbyshirehealthunited.nhs.uk

Sue Kah (Rota)
Rota Manager - Derbyshire Health United
Direct Line 0300 1000413
susan.kah@derbyshirehealthunited.nhs.uk

Or email

The ROTA TEAM AT DHU -

Rota.Administrator@derbyshirehealthunited.nhs.uk

DHU also have premises in Chesterfield and you may book to do your OOH sessions there as well.

**Remember: “The e-portfolio is King”
You must keep a copy of all assessments as
they will be needed in the future**

It has been “decreed” by COGPED that GPSTRs in ST1 & ST2 posts should complete an average of 6 hours OOH work per month (i.e. a minimum requirement of 24 hours in 4 months made up of 4 sessions of 6 hours or 6 sessions of 4 hours, etc).

During your 4, months GP post you need to gain experience in OOH provision. (A significant proportion of your salary is provided to pay for OOH work). You will be required to sign an Honorary Contract with the OOH Provider

During your ST1 year you will initially attend introductory sessions with the OOH Provider and these will be undertaken out of your normal working hours and will count towards your OOH training.

You will then need to book OOH clinical sessions with the OOH provider—it is **YOUR** responsibility to book these sessions.

During your ST2 year you will do clinical OOH sessions. Again, it is **YOUR** responsibility to book these sessions with the OOH Provider.

The direct supervision is provided by Clinical Supervisors in OOH during your sessions. In some practices this may be a member of your practice or even your Trainer. In other practices nobody may be involved directly in OOH provision.

You need to keep a record of each training session which should be signed by the OOH Clinical Supervisor. **ALWAYS** take an Out of Hours Session Form to each OOH Session and ensure it is complete. You will need to scan, upload and record it in your e-portfolio and discuss and debrief with your Trainer as soon as possible after the session if required.

PATIENT SATISFACTION QUESTIONNAIRES

Whilst in GP Practice, you are required to carry out two sets of Patient Satisfaction Questionnaires. You should submit one set of PSQs in your 4 month GP post in either your first or second year, then a further set of PSQs in your third year.

A full set of 50 completed surveys should be collected by the Practice who will then check that all surveys have been completed in full.

The 50 surveys should then be sent into the GP Training office through the post or handed in by the Registrar in a sealed envelope from the Practice.

You will then need to obtain a ticket code from your e-portfolio and inform the GP Training office of this number. We will then input the PSQs onto your e-portfolio and send you an email to confirm this has been done.

Your Educational Supervisor will then review the PSQ results and release the information to you via your e-portfolio.

GP CURRICULUM

There is no need to read the whole curriculum. Sections that may be relevant at this stage of your training are:

- Section 1 Being a General Practitioner
- Section 2 The General Practice Consultation
- Section 4.1 Management in Primary Care

KEY AREAS TO COVER IN THE 4 MONTH POST

1. How a general practice surgery “works”
2. The roles of the different team members (ideally at induction)
3. The roles of other agencies working with General Practice
4. The interface between Primary and Secondary Care
5. The role of the PCG
6. The effect of change on primary care
7. The computer in General Practice—effective use
8. Prescribing in a safe cost effective way.

THE GP CONSULTATION

The consultation is at the heart of general practice.

The patient should be at the heart of the consultation

You need to understand the structure of the consultation and the context in which the consultation happens.

- ⇒ Documentation of the consultation—you need to be clear about how much detail is needed
- ⇒ Be clear about when and how to ask for advice
- ⇒ Be clear about what your clinical limitations are
- ⇒ Be aware of the resources available to help you – this involves both written information which is often easily available on the computer and human resources.

EDUCATION IN PRACTICE

Your trainer will clarify the role of tutorials, debriefs and “sitting in” with team members. There is flexibility in the post so

if you feel you would benefit from spending time with anyone from a midwife to a prison medical officer, just ask.

You need to develop a system to fill in gaps in your knowledge and expertise as you become aware of them.

DISEASE PREVENTION & SCREENING OF HEALTHY PATIENTS

One of the many joys of General Practice is that a lot of the patients are healthy! They engage with the surgery for disease prevention - so find out about screening programmes and protocols for management of chronic disease (hypertension, diabetes, etc).

HALF DAY RELEASE TEACHING

Unlike your hospital colleagues, during the 4 months in General Practice you will have the opportunity of attending teaching EVERY Wednesday afternoon.

Your sessions will be planned within the half day release teaching programme

If there is no session (i.e. over the Christmas period) you will be expected to work in the practice.

OUT OF HOURS TRAINING

The four documents that relate to OOH are:

1. COGPED Out of Hours Position Paper
2. Department of Health Guidance on Out of Hours Training
3. E-portfolio section on OOH