

- 1 **Essential Induction Information**
- 2 **GP Training Team in York**
 - Bev Johnson, administrator York
 - Lou Wilcox, administrator York
 - Stuart Calder – TPD York
 - Nicola Gill – TPD York
 - Mark Williams – TPD York
- 3 **GP Team in Scarborough**
 - Sandra Teasdale, administrator Scarborough
 - John Reay – TPD Scarborough
 - Lynda Carter – TPD Scarborough and York
- 4 **Training Programme Directors**
 - Each trainee has a named TPD
 - They are –
 - Stuart Calder, Nicola Gill and Mark Williams for York trainees
 - Lynda Carter for trainees on York Moors and Coast schemes while in Scarborough posts
 - John Reay for Scarborough trainees
- 5 **Communication**
 - Beverley Johnson, Lou Wilcox and Sandra Teasdale will send all communications by email
 - Ensure they have your email address
 - Does Bev or Sandra have your photo?
 - Whole and Half Day Release programmes can be seen on the scheme websites –
 - www.yorkgpvts.co.uk
 - www.scarboroughgpvts.co.uk
 - Any hand-outs can be posted on the GP VTS websites – email them to Bev or Sandra. Ensure no copyrighted material.
- 6 **Whole Day Release**

- For all ST1 & ST2 trainees in GP and hospital posts in York and Scarborough
- A whole day of education once a month
- Run by GP trainers
- Based on the MRCGP curriculum
- Rolling 2 year programme
- Based in the Postgraduate Centre

7 **Half Day Release sessions**

- ST1,ST2 and ST3 in GP posts
- ST3 trainees – HDR weekly
- ST1+ST2 trainees – weekly except for the whole day release days (2nd Wednesday)
- Small groups with GP trainee-led half days
- Trainer or resource facilitated
- York - Location varies, as the Postgraduate Centre is currently being refurbished - The GP VTS website will list the location for each event
- Scarborough – Postgraduate Centre

8 **Half Day Release**

- These sessions are mandatory
- You have to attend 80% of these sessions
- There is a register for logging in and out
- Attendance rates over the year are logged on your e-portfolio
- Once a year, before the ARCP Panel meets, you will need to take a photo of your attendance sheet to upload onto the learning log of your e-portfolio

9 **GP VTS Websites**

- www.yorkgpvts.co.uk/
- www.scarboroughgpvts.co.uk/

10 **Website**

- To check the Education timetable
- To follow the training pathway and timescale
- To download documents from education sessions
- To get the updates in the monthly newsletter
- To see information about training practices and hospital posts
- To check on general information

11 **Educational Supervisor**

- 2 meetings in your first 6 months on the scheme
- Then, one meeting every 6 months, usually 4-5 months into to the post

12 **Clinical Supervisor**

- Will meet up with you early on in the post to discuss learning objectives and your PDP
- Will read your log entries during the 6 month post
- Will validate your log entries against the competencies
- Will produce a CSR towards the end of the post and enter this with you onto the e-portfolio

13 **Out of Hours**

14 **Exams & Assessments**

- WPBA
- AKT
- CSA

15 **AKT**

- Do not attempt until you have completed at least one post in GP
- Best taken after ST1 completed

16 **CSA**

- Best taken in ST2 or ST3
- York and Scarborough programmes have regular consultation skills sessions including a full Mock CSA examination each year
- CSA familiarisation courses are available and provided by

Deanery and RCGP

- 17 **ARCP Panels**
- Annual Review of Competence Progression
 - Panel meetings - one per year and between each speciality year – usually coincide
 - Assesses your progress against the competences
 - Basis for recommendation of satisfactory completion of training
 - Outcomes are recorded in ePortfolio, under 'Progress to Certification'
- 18 **Study Leave**
- GP Registrars are eligible for leave with a maximum of 30 days, which includes examination leave with pay and expenses (other than exam fees) in 12 months.
- 19 **How does this work?**
- Whole & Half Day release uses your study leave allowance
 - Learning needs need to be identified
 - Make an entry on your PDP
 - Plan ahead and apply in good time
 - What additional courses can you attend?
 - The Deanery has a list of approved courses
 - Preference given to local courses
 - What funding is available?
- 20 **Study Leave in SHO Posts**
- All applications made on appropriate form available from the PGC
 - The appropriate Speciality Tutor will decide whether requests will be granted
 - Expenses for exams on up to 3 occasions
 - You can not receive additional remuneration for work done at this time
- 21 **How to apply**

- Have an Education Plan for the whole 3 years including periods of Study Leave
- Apply early and not <8 weeks prior to the intended date of Study Leave
- Application form must be signed by consultant you are working for, at that time
- If it is supported, it is referred to the Speciality Tutor

22 **Study Leave in GP**

- Apply on form APP1 - from PGC - not later than 8 weeks before the event
- It must have support of your Trainer, Educational supervisor and Training Programme Director
- It is then sent to the Director of Postgraduate General Practice Education
- Unsuccessful applicants can appeal

23 **Other useful resources**

<http://www.yorksandhumberdeanery.nhs.uk/>

www.bradfordvts.co.uk