



Bromley GP Trainee Induction Handbook

Contents:-

1	Introduction.	Page 1
2	Who's Who. Useful Contact Information.	Page 1
3	VTS (including mandatory Away Days).	Page 2
4	Educational Supervisors.	Page 2
5	E-Portfolio.	Page 3
6	GP posts (including and OOH).	Page 3
7	Indemnity	Page 4
8	Employment Matters	Page 4
9	Other Information	Page 5

Introduction:

Welcome to the Bromley General Practice Training Programme! This is a short handbook to help you with any questions regarding the GP training programme.

The Bromley GP Training Programme is an innovative scheme invested in providing the fundamental foundations required to become a competent and confident General Practitioner. The training scheme is based in Bromley, Kent. You get the best of both worlds with easy quick transport links into the heart of the capital and also great access to the Kent countryside. The historical heart of Bromley is situated around a bustling shopping centre which is home to a variety of restaurants and shops. For a more rural experience it is the only borough in London to encompass an area of outstanding natural beauty in the Kent Downs.

To begin with you should already know your job allocations. The programme you have been allocated whilst you are with us in Bromley should have been provided by HESL. You will commence your first post on the first Wednesday in August (04.08.2021) unless you have opted for deferral. You will start by attending an induction programme at the Education Centre, Princess Royal University Hospital.

Who's who:

Bromley GP training programme directors:

Dr Hasib Ur-Rub - hasib@nhs.net

Dr Natasha Hoare - natashahoare@nhs.net

Dr Kaushal Kansagra - kkansagra@nhs.net

Administrator for the Bromley GP training programme:

Nicola Jones - nicolajones6@nhs.net



Bromley has a good reputation amongst trainees for supporting professional and personal development. You will be allocated a Programme Director Mentor during your ST1 year who is always readily accessible for advice and pastoral support.

VTS:

VTS teaching consists of half day release courses (HDRC) and away days throughout the year. HDRC takes place on Wednesdays from 2-5pm, generally at the Education Centre at the PRUH during term time, although in more recent times, teaching has been held via Zoom. All trainees are to receive and participate in regular teaching activities. You are required to achieve attendance of 80%. Every department tries to release you for the HDRC afternoons. **VTS will begin for the Autumn Term on 8th September 2021 (subject to change due to COVID pandemic).**

The aims of the HDRC include:

- Development of friendships and a peer support group.
- An opportunity to share your experiences with your colleagues.
- Learn about specific areas of the GP curriculum which are best covered in a group setting. You will have some input into the choice of topics.

Early on in your ST1 year, we arrange an away day in order for you to get to know your colleagues. This is protected study time and departments are notified well in advance. Every effort is made to release you from your service duties. **The date for this year is Wednesday 8th September** and it is **your responsibility to arrange study leave** and to make sure that the departments arrange cover for you. Every year we also arrange a further away day for all trainees which usually takes place in the Spring. They promote team building and are well received by trainees. The away days are enjoyable but also give you a chance to link the learning you are gaining in the hospital posts with your future career as a GP. There are thought provoking workshops and other times we try to organise team building adventures. Away days are mandatory.

In Bromley, we have a mentor scheme whereby we pair you up with one of our current ST1's who will be available to answer any questions you may have.

Educational supervisors:

You will be allocated an educational supervisor at the start of your training, who will be your ES during your ST1 and ST2 hospital posts and will usually become your ST3 Trainer. Your trainers during your ST1/ST2 GP posts will become your ES for those posts only. Your ES will be one of the local GP Trainers who are all practising GP's. We currently have 24 trainers in Bromley working across 14 different training practices. Practices vary hugely in their demographics and we aim to give trainees experience at different practices during their training programme. You should arrange to meet with your ES in the first few weeks of your first post. Thereafter you will meet every 6 months to review your educational progress.



You can find a list of the current training practices and trainers in Bromley here: <https://bethbromley.org/gp-training-programme/gp-training-practices-trainers-in-bromley/>

E- portfolio:

HESL will give you information on how to register for your e-portfolio. You have to register to obtain an e-portfolio and you require this throughout your 3 years of GP training. This electronic document holds the evidence of the work-place based assessment component of your nMRCGP. It is your opportunity to demonstrate your development and learning during your training.

You are asked to complete the self-assessment when you start your first job. We encourage you to rate your competency in the various areas but also to annotate the questionnaire identifying areas you feel competent and areas you are aware you need to develop. We also ask you to fill in your personal development plan. There is an area called the 'Learning Log' which we encourage you to start using as soon as possible. It is important to map your learning to the GP curriculum.

You can access the e-portfolio here: <https://eportfolio.rcgp.org.uk/login.asp>

You will get more details about the workplace based assessments, ARCP and exams at the HESL Induction, VTS sessions and your away day.

You will get your National Training Number emailed to you by HEE.

GP posts:

There are approximately 15 training programmes offered each year. Training programmes are diverse and provide a wide range of opportunities catering for doctors with different interests. The duration of training is 3 years (whole time equivalent). Whilst most of our trainees work full time, we do also have some trainees who work less-than-full time due to childcare or other commitments or who take time out during their training.

Generally, our GP training programmes include 12 months in hospital posts, and 24 months in primary care. All ST1 and 2 posts in the Bromley scheme are made up of 3 x 4 month hospital posts one year and 1 x 6 month GP post and 1 x 6 month GP Plus or GPwSi posts in the other year.

The GP Plus or GPwSi posts are based in general practice with opportunities for learning in other environments in the community. Time is typically spent equally between general practice and the other community specialist role. Examples of posts include:

- Dermatology
- GP Bromley Alliance or Bromley CEPN/BETH
- Genito-Urinary Medicine
- Frailty
- Community Paediatrics
- CCG



During your GP Plus or GPwSi post, you will usually spend 2 days of every week in the specialist post and the remaining time in general practice and at the half-day teaching session. During these posts you will be treated very much like a GP registrar. You will have a weekly tutorial with your GP Trainer and will be released for all the HDRC meetings. Your ST3 year is based in general practice.

You will be notified the name of your GP trainer by the Programme Directors and we encourage you to make contact as soon as possible. Whilst in general practice, HESL expect that you will follow the policies of the training practice. The GP trainer and you will have an induction period to introduce you to general practice. You cannot work in General Practice unless you are on the **performers list**. HESL will arrange this for you but should additional information be required, it is important that you action this quickly.

During GP Posts, trainees should undertake a minimum of 36 hours of UUC (urgent and unscheduled care) work of which a minimum of 24 hours should be in a traditional OOH (out of hours) setting. You are only permitted to work 6 weekends per year. (Pro-rata for LTFT). You are required to take time off in lieu from your 40-hour working week. You should liaise with your GP Trainer. During your ST3 year, the minimum requirement is 72 hours. For matters regarding the out of hours sessions, please refer to the out of hours handbook which will be sent to you in due course.

Indemnity:

GP trainees require indemnity cover to work in general practice posts as these are not covered by NHS indemnity. HEE have secured a block provider of indemnity and trainees will not be required to source their own indemnity. HEE will communicate directly with trainees as to the process – trainees can choose to opt out.

Employment matters:

All hospital placements are based at the Princess Royal University Hospital, Orpington. This is a Kings College Trust. However, GP trainees in Bromley are employed and paid by Royal Free. Trainees are paid on the 24th of each calendar month.

Information on employment matters including study leave and working less than full time training can be found in the HEE GP Trainee Induction Booklet.

The GP curriculum can be accessed from here: <http://www.rcgp-curriculum.org.uk> or through a link on your e-portfolio. You will need to acquaint yourself with the GP curriculum. By the end of your training period your e-portfolio will need to reflect learning that covers the entire curriculum.

Exit evaluations are to be completed by all trainees. At the end of each post you will be asked to complete an exit evaluation by HESL. This is a structured questionnaire seeking your views about your experience in the post that you have just completed. The information you provide is used to



help evaluate the posts, improve them where necessary and build up on if possible. It is very important to complete these questionnaires as they influence and improve your training experience in Bromley.

By the time you come to your ST3 year, your skills and knowledge base should be well developed, and you will be well prepared for the variety and uncertainty of general practice. Your GP trainer will guide you through this year. During your time in GP training you will need to do the AKT and CSA or RCA exams. Both these exams test the skills needed in General Practice. You can apply to sit the AKT in ST2/3 and the CSA/RCA in ST3.

Once again, we welcome you to Bromley and hope you enjoy your time on the training programme!