

Terms of Reference

General Practice Speciality Training Faculty Group South West Essex

Role:

In order to facilitate delivery of the GP speciality training curriculum in secondary care a local faculty group will be developed with the following remit:

- To be responsible for the local implementation of the GP speciality training curriculum, tailoring the educational opportunities and experience in secondary care to meet the requirements of the core GP curriculum as expressed in the document 'Being a GP'
- To be responsible for the quality control of the delivery of the local GP speciality training curriculum
- To ensure that there is an infrastructure in place which allows GP speciality trainees to attain their competencies so as to satisfy GMC and PMETB requirements for GP speciality training. This will include:
 - A learning environment which recognises the specific developmental needs of GP trainees
 - A weekly half day release training programme; GP speciality trainees will be expected to be released from clinical duties to attend this programme whenever possible so that they are able to attend over 70% of the half days (averaged over the three year GP speciality training programme)
- To ensure that clinical supervisors in care secondary have been appropriately trained and that they undergo a programme of continuous professional development to ensure that they remain up-to-date. This training will include:
 - The principles of educational and clinical supervision
 - Appraisal skills and how to give constructive feedback
 - How to access appropriate careers guidance
 - Equality and diversity
 - The relevant sections of the GP speciality training curriculum
 - The GP speciality training assessment tools
 - The GP speciality training ePortfolio
- To ensure that the performance of clinical and educational supervisors in primary and secondary care is monitored and developed through periodic peer review
- To ensure that clinical supervisors in secondary care clearly understand their roles and responsibilities
- To ensure that clinical supervisors in secondary care have identified sufficient ring-fenced time in their job plans to perform their role.
- To update trainers on any new national, regional and local developments relevant to the delivery of the GP speciality training curriculum in secondary care

- To receive feedback from trainees on their learning and to ensure that there is an appropriate response to any concerns raised by the trainees
- To ensure that the performance of all GP speciality trainees is reviewed at appropriate intervals
- To ensure that any GP speciality trainees who are failing to progress are identified and appropriate actions are taken to:
 - Support the trainee
 - Minimise any risk to patients, their carers, other members of staff and the organisation within which the trainee is working.

Accountability

- The Group will report to:
 - The Education and Training Committee of Basildon & Thurrock University Hospital NHS Foundation Trust
 - The Head of the School of General Practice at the East of England Deanery
- The reports will be:
 - Copies of the minutes of the quarterly meetings of the group
 - An annual report, to include:
 - An overview of progress during the year
 - A summary of any concerns about GP speciality training identified by the group:
 - during its meetings
 - from the annual PMETB trainers' and trainees' reports
 - from the annual Deanery quality assurance report
 - from College, Deanery or PMETB visits
 - An action plan which addresses all of the above concerns
 - An anonymised summary of any trainees in difficulty and the actions taken to support them
- Important learning points from these reports will be shared with other relevant bodies e.g. NACT(UK) and UKAPD

Frequency and timing of meetings:

- The group will meet four times per year (approximately two months, five months, eight months and eleven months after the beginning of each intake)
- Meetings will be held on a rolling day of the week (to exclude Mondays and Fridays) and will last for approximately two hours.

Composition of the Group:

- GP TPD (Chair)
- All GP educational supervisors and other trainers (one of whom will be deputy chair)
- Clinical tutor
- All clinical supervisors of GP speciality trainees in secondary care (acute and mental health trusts)
- One ST1 trainee*
- One ST2 trainee*

*As part of the remit of the group is to consider trainees in difficulty, the trainee representatives will be asked to leave during the part of the meeting in which trainees in difficulty are discussed.

Quorum: The group will be quorate if the Chairman (or deputy) and 6 other members are present.

Administrative Support

- Administrative support will be provided by the Medical Training Office of BTUH
- Proceedings of the meetings will be minuted and confidential
- These Terms of Reference will be reviewed in August 2010

Mark Woolterton (GP TPD, South West Essex)
Ian Barton (Clinical Tutor, BTUH)