

Trainer FAQ Document

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General Information

Our website holds a lot of information <https://madeinheene.hee.nhs.uk/dtvgptraining>

If you need to contact us – please use our [Support Form](#). This should be used for any queries which aren't answered below, any concerns you have about a DiT, any changes within the practice or if you require support as a Trainer.

Trainer Information

Trainer Appraisals and Re-appointment

Please see info on our website: [Trainer Appraisal](#) and also School's website [General Practice > Trainers > Trainers > Trainer reappointment](#)

For queries relating to Trainer Appraisals, please contact: julie.birks5@nhs.net

For re-appointment queries, please contact tammy.armstrong3@nhs.net

Trainer Workshops & New Trainer Workshops

See info on our website: [Trainer Workshops](#) with upcoming dates and whether F2F or online.

The School expects trainers to attend **a minimum of 2 trainer workshops per year** (this doesn't include educators conferences). New Trainers are encouraged to attend as many new trainer workshops as they are able to, and as well as trainer workshops. See trainer standards below for further information.

Trainer Standards

Includes information for Trainers & Training Practice [Promoting Excellence for General Practice: Application of GMC Standards to GP Specialty Training](#)

Information relating to Doctors in Training

The Lead Employer Trust (LET) is the DiT's employer, please see the LET information sheet for further details. Their website is: <https://www.nenc-leademployertrust.nhs.uk>

Annual Review of Competence Progression (ARCP)

Please refer to: https://madeinheene.hee.nhs.uk/general_practice/Trainees/Current-trainees/Annual-Review-of-Competence-Progression-panel-ARCP

Please refer to this useful information document:
<https://madeinheene.hee.nhs.uk/revalidation/useful-documents>

For any queries not covered by the above, please contact Rachel Taylor, School Manager rachel.taylor172@nhs.net

BLS/Safeguarding

BLS must be completed annually face to face and include paediatrics and AED. This can be completed in practice or the DiT can contact the local trust to find a course.

ePortfolio (eP)

Please find information regarding navigating the ePortfolio here:

https://madeinheene.hee.nhs.uk/general_practice/The-School/Current-trainees/The-ePortfolio

FourteenFish's support section can be found here:

<https://support.fourteenfish.com/hc/en-gb>

Please complete this form to log a query: <https://support.fourteenfish.com/hc/en-gb/requests/new> or email support@fourteenfish.com

Please **open a new review period** at the same time you sign off the ESR, otherwise they will disappear from your dashboard on 14Fish. If this happens, you or your DiT can complete this form [ePortfolio Form](#) , also available on our website.

ESRs

Please see [Writing an ESR.pdf](#) for useful guide to writing ESR

To claim for an ESR or initial ES meeting (when DiT not in your practice) – complete this form

https://forms.office.com/Pages/ResponsePage.aspx?id=sITDN7CF9Ueylge0jXdO44FVPsXAXFVMrZ_MBAA3Vx9UMEEzVky2VjVTQTIRU1dGRlhZNTVYNTRKNi4u

Further info on Clinical & Educational Supervision is available here [Home](#)

Insurance indemnity

Any queries should be directed to the school via email england.generalpractice.ne@nhs.net

The DiT can also contact the indemnity providers, who offer free membership for GP Resident Doctors.

International Medical Graduates Hub

<https://madeinheene.hee.nhs.uk/education2/Doctors-in-Training/International-Medical-Graduates-Hub>

Visa questions/queries

Please contact the regional sponsorship team on: england.sponsorship@nhs.net

Revalidation

Designated Body = NHSE Education North East
Responsible Officer = Dr Dawn Ashley, Postgraduate Dean
For any queries regarding revalidation, please email:
england.traineerevalidation.ne@nhs.net

Social Prescribing

DiT's can self-refer via phone: 0800 9177752 or via email: hnf-tr.heesocialprescribing@nhs.net

Please refer to this link for information regarding social prescribing:
https://www.yorksandhumberdeanery.nhs.uk/learner_support/support-international-medical-graduates/social-prescribing-imgs

Study Leave and Expenses (including how to use ALM and Easy),

Please refer to our website: under Postgraduate Doctors in Training Area, Study Leave.

https://madeinheene.hee.nhs.uk/general_practice/Postgraduate-doctors-in-training/Study-Leave

You will find information on pre-approved courses, reimbursement of fees, policy on study leave for exams and exam prep, a flowchart to guide you through the process, and who to contact if you have a query.

Study leave allowance:

- 90% LTFT = 27 days (13.5 days per 6-month rotational period Aug-Feb, Feb-Aug)
- 80% LTFT = 24 days (12 days per 6-month rotational period Aug-Feb, Feb-Aug)
- 70% LTFT = 21 days (10.5 days per 6-month rotational period Aug-Feb, Feb-Aug)
- 60% LTFT = 18 days (9 days per 6-month rotational period Aug-Feb, Feb-Aug)
- 50% LTFT = 15 days (7.5 days per 6-month rotational period Aug-Feb, Feb-Aug)

Regional teaching must be deducted from their study leave allowance. This will be checked by Central Office during ALM application reviews.

Prior to requesting study leave for exams, DiT's must have completed the [exam game plan](#) workshop or workbook and demonstrate evidence of this on their eportfolio.

Rotas

Full time DiTs are contracted to work 40 hours per week, of which 28 hours should be clinical contact and 12 hours of educational time (1 tutorial, 1 person study session and 1 regional teaching session). LTFT are pro rate:

| % | Total hours | Clinical | Educational |
|-----|-------------|----------|-------------|
| 100 | 40 | 28 | 12 |
| 80 | 32 | 22.4 | 9.6 |
| 70 | 28 | 19.6 | 8.4 |
| 60 | 24 | 16.8 | 7.2 |
| 50 | 20 | 14 | 6 |

DiTs are entitled to a 30 mins break for any shift over 5 hours and 2 x 30 for any shift over 9 hours.

When Regional Teaching is not on (see timetable on website under PGDiT area – regional teaching – timetables ST1 / 2 / 2) – this should remain an educational session doing something agreed by you & the DiT. This could be a reflective (shorter or more catch ups) clinic, a clinic for recording consultations, working on QIP/QIA or exam preparation as determined by the individual's learning needs.

Annual leave

- is pro rate for LTFT – for specific queries, contact the LET or see [Policies | Lead Employer Trust](#) for the LET's Leave Policies.
- Annual leave should be taken equitably across clinical and educational time. It is not appropriate to take all the clinical sessions for 1 week (3.5 days if FT) off and only work the educational sessions – a full week of annual leave should be taken. If the DiT only wants 2 days off and these happen to fall on clinical or educational days that is ok. There would be no requirement to rearrange their usual tutorial if they are on annual leave for it.
- DiTs should give you sufficient notice for annual leave (please inform them of the notice you require at induction).

Sick Leave

Please ensure that the LET are informed by the practice of any sick leave the DIT has whilst working in the practice, so they can keep an accurate record of their sickness. Med3 should be provided to the LET (they may also send to the practice).

Home visits

DiTs can claim reimbursement from the LET for home visits 3 days per week. If you ask them to visit on more than 3 days, you are required to reimburse their transport costs and it should be agreed between the practice and the DiT. Home visit time should be accounted for in the job plan, as part of clinical contact.

Inter Deanery Transfer and Intra Deanery Transfer

DiTs should be directed to this info:

https://madeinheene.hee.nhs.uk/general_practice/Postgraduate-doctors-in-training/Inter-Deanery-Transfers-IDT