Information at a glance:

- **Educational & Clinical Supervisors**
  Educational Supervisors—You have all been assigned a GP Trainer who is your Educational Supervisor (ES) for the year and has the responsibility of overseeing your ePortfolio. You should meet with your ES 5 times in ST1 (Aug/Sept, Nov, Jan, Apr, & May). Your ES will compile and submit two Educational Supervisors Reports throughout the year. You will also have a Clinical Supervisor appointed by the Trusts to provide supervision during your hospital placements. Anytime your Clinical Supervisors require access to your ePortfolio you have to 'Raise a Ticket' for them as we are unable to add them to your ePortfolio account.

- **Eportfolio**
  Click Here to read the ePortfolio Checking Grid which shows the minimum evidence requirement to be carried out throughout the year.

- **RCGP Curriculum**
  The RCGP Curriculum is made up of 32 statements—Click Here to read more.

- **MRCGP**
  In order to obtain a CCT (Certificate of Completion of Training) all GP Trainees are required to complete their MRCGP—this consists of the AKT (Applied Knowledge Test), CSA (Clinical Skills Assessment) and the WPBA (Workplace Based Assessment recorded on the ePortfolio).

Click Here to read more on the MRCGP.

- **Tutorials**
  NIMDTA runs a training programme consisting of Regional and Locality days throughout your 3 years. It is a requirement that you attend over 80% of these. You will have provided with these dates at Induction, these can also be found on Course Manager section of the NIMDTA website Click Here. The admin team will send you information about how to register and access the Course Manager website if you are not already registered.

  Attendance at tutorials is monitored as part of your ARCP Panel. If you are unable to attend a regional or locality day you should complete and return a ‘Non Attendance Form’ which can be found here.

- **Statutory Leave**
  Please inform us immediately of any leave taken beyond annual leave (sick leave, maternity leave, jury service). This is part of the Educational Agreement which you have signed. Time out of training can affect your CCT date so it is important that we have accurate information. While in hospital posts the trust is your employer so please inform your Clinical Supervisors when in a hospital post of any leave as well as informing us.

- **NIMDTA Policies**
  There is a policies section on the website which will provide you with information on a variety of issues Click Here to read more.

### ARCPs

The new dates for ESRs and ARCPs for the 2017/2018 year are now set:

**FEBRUARY:**
- **ESR 1** – submission date Thursday 18th January 2018 – All GP Trainees (incl OOS & OOP Trainees)
- **ST1** – 1st February 2018 – ARCP Panel for those completing ST1 year and Aug 17 starts req ATCFs.

**JUNE:**
- **ESR 2** – submission & ARCP dates for June 2018
  - **ST1 Trainees:**
    - ESR 2 – 23/05/2018
    - ARCP panel – 07/06/2018
  - **ST3 Trainees:**
    - ESR 2 – 30/05/2018
    - ARCP Panel – 14/06/2018
- **ST2 Trainees:**
  - ESR 2 – 06/06/2018
  - ARCP Panel – 21/06/2018
  - Out of Sync and OOP Trainees at all levels
  - ESR 2 - submission & ARCP dates for June 2018
    - ESR 2 – 15/06/2018
    - ARCP Panel – 28/06/2018

A completed Enhanced Form R must be submitted by all ST1/ST2/Out of Sync and ST3 trainees by 11 May 2018. Failure to provide a fully completed Form R by this date will mean an adverse ARCP Outcome.

### Study Leave

GP Trainees are entitled to a maximum of 30 days study leave in a year. The GP core curriculum is covered through Regional and Locality tutorials. In ST2 and ST3 most of the 30 day allowance is taken up by attendance at these tutorials. Please note you do not need to claim study leave to attend these days as they are compulsory and attendance is monitored. We would advise all trainees to ensure that they are covered through their indemnity provider for any study leave opportunities they may undertake outside the Deanery’s curriculum.

Study leave is approved for:
- Claims for travel and subsistence connected to Regional and Locality days
- Study leave is usually given to areas which contribute significantly to service delivery, e.g. Family Planning or a specific exam e.g. Diploma in Mental Health/Child Health. Provided the request is approved trainees may be supported with—leave to attend an examination, travel and subsistence costs, course fees.

Please read the guidelines on Study Leave here. Study Leave application forms can be found here.

The Study Leave department has provided the main FAQs for Study Leave & Funding below:

1. If leave is required then the application must be signed by your Clinical (when in a hospital post) or Educational (when in a GP post) Supervisor or HSC Trust Approver.
2. If you don’t require leave you must still complete an application form if you wish to apply for funding. (Applications for funding without leave does not need to be signed by your Clinical or Educational supervisor.)
3. All applications must be made prospectively at least 4 weeks in advance where possible or the application will be approved with ‘leave only’
4. If at all possible please submit your applications digitally to studyleave.nimdta@hscni.net instead of posting. Please ensure that all forms are signed before sending.
5. Do not send receipts and expenses claim forms with the application. Please wait until you have received the approval email and then submit these via email to finances.nimdta@hscni.net
6. Exam fees are non-refundable