

# **GP Specialty Training – Northern Ireland**

## **ARRANGEMENTS FOR BOOKING OUT OF HOURS TRAINING** (updated August 2010)

‘Excellence in learning, ensuring outstanding patient care’

## **ARRANGEMENTS FOR BOOKING OUT OF HOURS TRAINING**

### **Introduction**

On completion of General Practice Specialty Training, a trainee must be deemed competent to work independently in Out of Hours (OOFH) work.

The Royal College of General Practitioners, (RCGP), and Committee of General Practice Educators. (COGPED), have agreed that in GP training posts in General Practice in ST2 and ST3 years of training, a trainee has to have completed a **minimum** of 36 hours in OOFH training in each 6 month period i.e. 36 hours in ST2 and 72 hours in ST3 as a **minimum** requirement. If more than 36 hours are accrued in the ST2 placement this does not effect the requirement for 72 hours in the ST3 placement.

The OOFH sessions should be distributed across the training period at a rate of 1-2 per month. In the ST3 placement it is essential that the OOFH training is completed by the end of the tenth month of training. This is to provide a time frame for the Annual Review of Competence Progression, (ARCP), panel process to complete and for a Certificate of Completion of Training to be issued from the Post Graduate Medical Education and Training Board, in time for the trainee to commence independent practice immediately following their training.

It is also recommended by COGPED that 'red eye' shifts, bank holiday shifts and weekend shifts are completed as well as weekday shifts. Time off in lieu following working a 'red eye' shift must be agreed with the trainer in keeping with the European Working Time Directive, (EWTD), regulations.

The Northern Ireland Medical and Dental Training Agency, (NIMDTA), works with the OOFH providers across Northern Ireland to deliver OOFH training to GP trainees.

### **Background**

An induction day is organised for ST2 trainees by NIMDTA in order to support them in commencement of their OOFH training.

#### ***Attendance at this training is compulsory prior to commencing OOFH work.***

There is an expectation that all trainees will make every reasonable effort to attend. Should a trainee be unable to attend they must inform their trainer and NIMDTA so that alternative arrangements can be made as appropriate in any such exceptional circumstances.

The OOFH provider will also provide a short on site induction for each trainee on their first shift. This will include familiarisation with the computer system.

Each shift a trainee attends will be supervised by an identified Clinical Supervisor. The Clinical Supervisor may be their trainer, another trainer or a GP who has received training in OOFH Clinical Supervision.

It is recognised that some trainers do not work in OOFH and therefore the trainee may need to identify someone else as their Clinical Supervisor using the criteria as set out in the above. The trainee should discuss the suitability of this arrangement with their trainer.

NIMDTA ***strongly recommends*** that a trainee and GP Trainer select no more than 3 Clinical Supervisors. Ideally if possible their trainer should be their Clinical Supervisor in OOFH. This is to ensure that the progression of the trainee is monitored so that the trainee gains the relevant competences to work independently in OOFH by the end of training. This will be reflected in the e-portfolio, with the trainee taking on more responsibility and independence in their OOFH consultations.

The overall responsibility for ensuring the trainee participates in OOFH rests initially with that trainee's trainer. Should the trainee have difficulty accessing OOFH sessions for example, they should seek advice from their trainer in the first instance.

In order to ensure quality of training adequate experience the trainee must comply with the guidance issued by the OOFH provider with regard to the number of trainees present at any one time in the OOFH centre.

Any Clinical Supervisor in OOFH can only provide Clinical Supervision for one trainee at any one period of time in the OOFH centre.

## **Process**

In order to ensure all trainees have access to OOFH training and in order to meet these requirements in a timely fashion, each trainee will be required to go through the following process.

GPST are expected to attend the OOFH centre in their locality

### **Scenario 1: GPST own trainer providing supervision**

- **Step 1:** GPST identifies potential dates for next 6 months and then contacts OOFH centre with suggested dates
- **Step 2:** OOFH centre administrator books slots and confirms dates with GPST and book onto ADAstra system

### **Scenario 2: GPST clinical supervision is provided by an OOFH Clinical Supervisor who is not the trainer**

- **Step 1:** GPST identifies with the trainer potential OOFH Clinical Supervisors (maximum of three)
- **Step 2:** GPST contacts OOFH admin team and requests OOFH slots with identified OOFH Clinical supervisor(s)
- **Step 3:** OOFH centre admin team confirm date with GPST and book onto ADAstra system

Please note the following timeline.

## **ST2**

OOFH sessions can be booked during the periods August –January and February and June. This is to enable the Annual Review of Competency Progression, (ARCP), panel to convene and sign the trainee off as having made progress at the required rate.

A minimum of 36 hours must be completed by the end of the ST2 OOFH training period in General Practice before the trainee can progress and be signed off in their e-portfolio for that period of time.

## ST3

OOFH sessions can be booked during the periods August – January and February to May. As highlighted previously this is to enable the ARCP, panel to convene and sign the trainee off as having made progress at the required rate.

A minimum of 72 hours must be completed by the end of the ST3 OOFH training period in General Practice before the trainee can progress and be signed off in their e-portfolio for that period of time. Failure to complete OOFH training in the relevant period may lead to delay in the process of acquisition of a CCT and extension to training may have to be considered.

### Monitoring

***It is the responsibility of the trainee to ensure their e-portfolio and record of OOFH training is up to date.***

Submission of the record of each OOFH session (Section 3) is recorded in NIMDTA and completion of the required number of hours is monitored.

### Recording Out of Hours Training:

The process for the recording of Out of Hours Training is as follows:

#### Section 3 document:

This document (located at the end of this page) **MUST**:

- (a) be completed by the Out of Hours Supervisor (not the Trainee)
- (b) a copy uploaded into the trainee's e-portfolio
- (c) the original document signed by the Out of Hours Supervisor and counter-signed by the GP Educational Supervisor (if applicable) to be forwarded to NIMDTA for payment.

**It is important to complete the section of the Section 3 document/s outlining the NAME AND ADDRESS OF THE PERSON WHO SUPERVISED you directly on the OOH session carefully as this is the only record that will be used to provide the OOFH supervisor with the £12 uplift payment. Travel expenses will NOT be paid.**

**(d) E-portfolio entry:** The ePortfolio provides a function to record the number of Out of Hours sessions that a trainee undertakes, and it is essential that trainees record **ALL** sessions (***including the number of hours for each session***) on the eportfolio to gain certification at the end of training. ***A copy of the Section 3 document MUST be uploaded for each session.***

**Out of Hours Documents** - A link to these documents can be found on the Out of Hours link on the NIMDTA website

Should a trainee fall behind in the timeliness of their OOFH training the trainer will be informed and required to discuss the matter with their trainee and provide feedback to NIMDTA. This will also ensure that the demand for OOFH sessions is spread evenly across the period of GP Specialty training.

**Further information**

Should you require any direct assistance please contact NIMDTA 028 90 400020 or email [gpspecialtytraining@nimdta.gov.uk](mailto:gpspecialtytraining@nimdta.gov.uk)