

SPECIALTY REGISTRAR INDUCTION PACK

**Information for new
Core Trainees (CTs), Specialty
Registrars (StRs) and
FTSTAs / LATs**

**'Beechill House'
42 Beechill Road
Belfast BT8 7RL**

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Facsimile: (028) 9079 8312
E-Mail: nimdta@nimdta.gov.uk
Website: www.nimdta.gov.uk**

NORTHERN IRELAND DEANERY - GENERAL INFORMATION

Welcome to the Northern Ireland Deanery as a newly appointed trainee within a specialty programme

The Deanery office is based at 'Beechill House', 42 Beechill Road, Belfast, BT8 7RL.

Your Postgraduate Dean is Dr Terry McMurray. He can be contacted via his PA, Mrs Pauline Dardis on 028 9040 0004.

The Role of the Northern Ireland Medical and Dental Training Agency (NIMDTA)

NIMDTA provides advice to the Department of Health, Social Services and Public Safety on issues relating to postgraduate medical and dental education. Further information on the roles and responsibility of NIMDTA is available at www.nimdt.gov.uk.

The Hospital Training Department

The administration relating to hospital training is undertaken by the Hospital Training Department. The staff in this department are available from 9.00 am to 5.00 pm Monday to Friday, to deal with any queries and to provide information and advice for all doctors in training. They can also be contacted by email or by calling into the office.

Hospital Department Staff - Specialty Training

Name	Position	Telephone	Email Address
Gillian Diffin	Hospital Training Co-ordinator	028 9040 0007	gillian.diffin@nimdt.gov.uk
Andrew Dainty	Specialty Training Co-ordinator	028 9040 0005	andrew.dainty@nimdt.gov.uk

School of Medicine (Core Medical Training and all medical specialties to include oncology)

Andrew Hunter	Specialty Executive Officer	028 9040 0034	andrew.hunter@nimdt.gov.uk
Anna McDaid	Specialty Administrator	028 9040 0025	anna.mcdaid@nimdt.gov.uk

School of Surgery (Core Surgical Training and all surgical specialties to include ENT & ophthalmology)

Emma Dale	Specialty Executive Officer	028 9040 0035	emma.dale@nimdt.gov.uk
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School of Anaesthetics

Roisin Moss (From Aug 11)	Specialty Executive Officer:	028 9040 0036	Roisin.moss@nimdt.gov.uk (From Aug 11)
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School of Emergency Medicine

Roisin Moss (From Aug 11)	Specialty Executive Officer	028 9040 0036	Roisin.moss@nimdt.gov.uk (From Aug 11)
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School of Obstetrics & Gynaecology

Karen Moore	Specialty Executive Officer	028 9040 0039	Karen.moore@nimdt.gov.uk
Lynda Boyd	Specialty Administrator	028 9040 0038	Lynda.boyd@nimdt.gov.uk

School of Paediatrics

Karen Moore	Specialty Executive Officer	028 9040 0039	Karen.moore@nimdta.gov.uk
Lynda Boyd	Specialty Administrator	028 9040 0038	Lynda.boyd@nimdta.gov.uk

School of Pathology

Geraldine McCullough	Specialty Executive Officer	028 9040 0011	geraldine.mccullough@nimdta.gov.uk
Lynda Boyd	Specialty Administrator	028 9040 0038	Lynda.boyd@nimdta.gov.uk

School of Psychiatry

Geraldine McCullough	Specialty Executive Officer	028 9040 0011	geraldine.mccullough@nimdta.gov.uk
Lynda Boyd	Specialty Administrator	028 9040 0038	Lynda.boyd@nimdta.gov.uk

School of Radiology

Geraldine McCullough	Specialty Executive Officer	028 9040 0011	geraldine.mccullough@nimdta.gov.uk
Lynda Boyd	Specialty Administrator	028 9040 0038	Lynda.boyd@nimdta.gov.uk

School of General Practice

Rebecca Iwanczuk	GP Training Co-ordinator	028 9040 0016	rebecca.iwanczuk@nimdta.gov.uk
Bernie Devlin	GP Recruitment Executive Officer	028 9040 0018	bernie.devlin@nimdta.gov.uk
Norma McMichael	GP Administrator	028 9040 0040	Norma.mcmichael@nimdta.gov.uk

Human Resources Staff

Name	Position	Telephone	Email Address
Roisin Campbell	Human Resources Manager	028 9040 0006	roisin.campbell@nimdta.gov.uk
Gillian Dennison	Personnel Officer	028 9040 0024	gillian.dennison@nimdta.gov.uk
Julie Courtney	Personnel Assistant	028 9040 0028	julie.courtney@nimdta.gov.uk

SPECIALTY TRAINING IN NORTHERN IRELAND

All StRs and FTSTAs should download 'A Guide to Postgraduate Specialty Training in the UK' (The Gold Guide) from www.nimdta.gov.uk. This guide sets out the arrangements for the introduction of competence based specialty training in the UK and primarily deals with operational issues to help support the transition from specialist training which has been in place since 1996 to specialty training.

All doctors recruited into the new General Medical Council (GMC) approved specialty and general practice training programmes will be known as Specialty Registrars (StRs).

The *Guide to Postgraduate Specialty Training* builds upon (but replaces) the *Guide to Specialist Registrar Training* (the "Orange Book") and *The GP Registrar Scheme Vocational Training for General Medical Practice UK Guide* (the "Green Book") for doctors entering the new specialty training programmes in August 2007.

Specialty Registrars (StRs)/(CTs)

CTs/StRs are appointed into a programme of training which has been approved by the General Medical Council (GMC). GMC is responsible for setting and securing the maintenance of standards for postgraduate medical education and for confirming eligibility for inclusion on the Specialist and GP Registers. Successful completion of training will lead to the award of a Certificate of Completion of Training (CCT).

All newly appointed CTs/StRs must complete a *Registration form* (Form R), *Personal information sheet* and *Conditions of entering into a specialty training programme* which are included in this pack. Training Numbers will be issued on receipt of this documentation.

It is the responsibility of the trainee to inform the Hospital Training Department of any changes to the information recorded on Form R or the Personal Information Sheet.

CTs/StRs must also register with their relevant College or Faculty if they have not already done so. Contact information can be found at the end of this document.

Fixed Term Specialty Training Appointments (FTSTAs & LATs)

FTSTAs are fixed-term appointments for up to one year. All FTSTAs and LATs are posts which have been approved for specialty training by GMC. They are managed within specific specialty training programmes approved by GMC, under the auspices of a specialty Training Programme Director (TPD).

Like trainees in run-through training, trainees undertaking FTSTA/LAT will need to register with the appropriate College/Faculty in order to access the learning/professional portfolio and assessment documentation for the specialty.

Training and assessment will be provided on an equivalent basis to that provided in run-through specialty training programmes.

Appointment to FTSTA/LAT carries *no* entitlement to entry into a run through training programme in any specialty. Entry into run-through specialty training must be by competitive entry into a specific specialty training programme.

Trainees appointed to FTSTA/LAT will *not* be allocated a National Training Number (NTN) since these are only allocated to trainees who have successfully competed for entry into a run-through specialty training programme. Their names will, however, be recorded on deanery databases to indicate that they have undertaken an FTSTA/LAT. Deaneries will also need to keep a record of competences which have been achieved by trainees undertaking FTSTA/LAT through the annual assessment outcome process.

Specialty Schools

Specialty training programmes will be managed under a Specialty School structure. (See appendix A)

Each School is responsible for the implementation of the specialty curriculum from GMC and the Royal College or Faculty, under the direction of a Head of School. The Head of School will be assisted by Training Programme Directors.

Details are available at www.nimda.gov.uk.

Appraisal and Assessment of Progress

The curricula approved by GMC for specialty training programmes define the standards of knowledge, skills and behaviours which must be demonstrated in order to achieve progressive development towards the award of the Certificate of Completion of Training (CCT).

Structured postgraduate medical training is dependent on having curricula which clearly set out the standards and competences of practice, an assessment strategy to know whether those standards have been achieved and an infrastructure which supports a training environment within the context of service delivery.

The three key elements which support trainees in this process are *appraisal, assessment and annual planning*. Based on a modified version of GMC's assessment framework, these three elements are individual but integrated components of the training process. Together they contribute to the **Annual Review of Competence Progression (ARCP)**.

All StRs/CTs and FTSTAs/LATs must participate in the Annual Review of Competence Process (ARCP) and receive the appropriate annual assessment outcome documentation.

In accordance with GMC requirements, College and Faculties have developed assessment strategies which are blue-printed against the CCT specialty curriculum approved by GMC and the requirements of the GMC'S *Good Medical Practice*.

Assessment is a formally defined process within the curriculum in which a trainee's progress in the training programme is assessed and measured using a range of defined and validated assessment tools, along with professional and triangulated judgements about the trainee's rate of progress. It results in an *Outcome* following evaluation of the written evidence of progress and is essential if the trainee is to progress and to confirm that the required competences are being achieved.

Assessment strategies will normally also include well-constructed and "fit for purpose" professional examinations which map back to the curriculum, in-work and real-time assessments such as directly observed procedures (DOPS); case note review or case-based discussion (CBD); multi-source feedback reports; observed video assessments or assessments in clinical skills facilities and other documented evidence of progress of the individual against the standards set out in the curriculum for the specialty. The educational supervisor's structured report or an equivalent summary should be used to provide a summary of the outcome of these for the annual assessment outcome panel.

Appraisal provides a complementary approach which focuses on the trainee and his or her personal and professional needs (educational appraisal) and how these relate to performance in the workplace and relate to the needs/requirements of the employer (workplace based appraisal).

For the majority of trainees the **Annual Review of Competence Progression (ARCP)** should confirm that they are on course to complete training.

For those who do not progress as expected, additional help and support will be given to enable them to fulfil the requirements of the programme.

As these are educationally approved posts, they may contribute to a CCT. FTSTAs/LATs, however, do not confer a right of entry into run-through training.

Study Leave

Study Leave is centralised by the Agency for all StRs/CTs. The system for applying for study leave is included in this pack.

Management Training

The Agency offers a Management Development programme for StRs/SpRs approaching CCT.

The course deals with both the theory of management and the practical issues of working as a management team within the NHS.

The course is held over 4 days provided by the Beeches Management Centre.

The Agency recommends this course as highly desirable for final year StRs/SpRs who will be applying for Consultant posts.

There are several courses provided each year with the numbers limited to 20-25 per course. Places are allocated by the Postgraduate Dean.

Less than Full Time Training (LTFT)

Obtaining an adequate work / life balance is often difficult when managing a busy clinical workload, undertaking research and dealing with family commitments.

NIMDTA offers some opportunities for StRs/SpRs to train flexibly. Further information is enclosed with this pack.

Leaving the StR/SpR Grade

StRs/SpRs must inform the Hospital Training Department when they are leaving the training programme, for example if they have been offered a Consultant post, indicating the location of the post, the date they will be relinquishing their National Training Number and any other changes to their personal details. This should be done by completing the enclosed form.

ROYAL COLLEGE CONTACTS

All newly appointed trainees **must** enrol with the relevant Royal College or Faculty for their Specialty. Please contact the appropriate College or Faculty to obtain an enrolment form.

College of Emergency Medicine

Churchill House
35 Red Lion Square
London
WC1R 4SG

Tel: 020 7404 1999

www.collemergencymed.ac.uk

Royal College of Anaesthetists

Churchill House
35 Red Lion Square
London
WC1R 4SG

Tel: 020 7092 1500

www.rcoa.ac.uk

Royal College of Obstetricians & Gynaecologists

27 Sussex Place
Regents Park
London
NW1 2RG

Tel: 0207 7726200

www.rcog.org.uk

Faculty for Occupational Medicine

Royal College of Physicians
5 St Andrew's Place
Regent's Park
London NW1 4LB

Tel: 0207 3175890

www.facocmed.ac.uk

Royal College of Ophthalmologists

17 Cornwall Terrace
London
NW1 4QW

Tel: 0207 9350702

www.rcophth.ac.uk

Royal College of Paediatrics & Child Health

5-11 Theobalds Road
London WC1X 8SH

Tel: 020 7092 6000

www.rcpch.ac.uk

Royal College of Pathologists

2 Carlton House Terrace
London
SW1Y 5AF

Tel: 020 7451 6700

www.rcpath.org

Joint Royal College of Physicians Training Board

5 St Andrew's Place
Regent's Park
London NW1 4LB

Tel: 0207 9351174

www.jrcptb.org.uk

Royal College of Psychiatrists

17 Belgrave Square
London
SW1X 8PG

Tel: 0207 2352351

www.rcpsych.ac.uk

Faculty for Public Health medicine

Royal Colleges of Physicians
4 St Andrew's Place
London NW1 4LB

Tel: 020 7935 0243

www.fphm.org.uk

Royal College of Radiologists

38 Portland Place
London W1N HJQ

Tel: 0207 6364432

www.rcr.ac.uk

Royal College of Surgeons

35-43 Lincoln's Inn Fields
London WC2A 3PN

Tel: Tel: 0207 4053474

www.rcseng.ac.uk

Appendix A:

Foundation and Specialty Schools Structure

