

# General Practice Specialty Training



# Guidance on Out of Hours in GP Training

## What is OOH

OOH is defined as that work undertaken between 18.00-08.00 and all day at weekends and on public holidays.

Refers both to the management of emergencies and also to the experience of dealing with patient contacts in a different quantity and context to the general normal working day.

## What do I have to do?

1. Book your Out of Hours sessions
2. Complete correct number of hours
3. Complete a Record of Session (RoS) form for each session and upload to your learning log on ePortfolio
4. Countersign Clinical Supervisors request for payment form, for each session supervised.

## How to Book

- Meet with your GP Trainer to identify who will supervise your training.
- Arrange dates with your GP Trainer/Out of Hours Clinical Supervisor.
- Contact OOH centre administrators with agreed dates.

A list of Out of Hours Clinical Supervisors is available from the NIMDTA website:  
<http://www.nimdtg.gov.uk/general-practice/gp-specialty-trainees/out-of-hours/>

**All trainees must complete OOH training within their area group and with a registered Out of Hours Clinical Supervisor**

## How many hours?

GP ST2 - minimum 36 hrs during the 6 month post in GP  
GP ST3 - minimum 72 hrs (36 hrs per 6 months)

**A mix of sessions is recommended:  
Evening / Weekend / Red eye**

Sessions should be completed throughout

## Professional Courtesy

**Please ensure you countersign your Clinical Supervisors request for payment form.**

## Supervision

Can only be undertaken by a GP trainer OR Accredited OOH Clinical Supervisor.

Trainees should have their Out of Hours supervised by a maximum of 3 OOH Clinical Supervisors.

Sessions completed with an unapproved Supervisor will not be counted towards training.

### Level of Supervision

**Red** - Direct

No clinical responsibility

**Amber** - Close

Independent but clinical supervisor close at hand

**Green** - Remote



## Record of Session Form (RoS)

- One Record of Session Form should be completed per session.
- RoS form should be uploaded onto ePortfolio to be shared, read and commented upon (if applicable) by GP Trainer.

[www.nimdtg.gov.uk/general-practice/gp-specialty-trainees/out-of-hours/](http://www.nimdtg.gov.uk/general-practice/gp-specialty-trainees/out-of-hours/)

## Recording RoS on ePortfolio

You are required to record each of your OOH sessions on ePortfolio.

Go to section-

[Clinical Encounters](#) [Professional Conversations](#) [Tutorials](#) [Readings](#) [Course/Certificates](#) [Lecture/Seminars](#)  
[Out Of Hours sessions](#) [All](#)

Entries must be tagged against (at least) one curriculum statement.

All OOH sessions entered on ePortfolio must be 'shared' and a copy of RoS must be uploaded.

## ESR Review Dates

Please ensure you upload all RoS forms onto ePortfolio and submit all RoS forms to NIMDTA in advance of your ARCP Panel review.

Please check the NIMDTA website for ESR Review deadline dates.

## OOH Centres

### Belfast / South East

BELDOC (North and West Belfast)  
028 9074 4447  
SEBDOC (South and East Belfast)  
0289079 6220  
<http://www.belfasttrust.hscni.net/GPOutOfHours.htm>

### Northern

Dalriada Urgent Care - Ballymena, Coleraine,  
Money more, Whiteabbey  
028 2566 3500  
[www.dalriadacare.org](http://www.dalriadacare.org)

### Southern

SAUCS - Armagh, Craigavon, Dungannon, Kilkeel, Newry  
028 3839 9201  
[www.saucs.org.uk](http://www.saucs.org.uk)

### Southern / South East

Lisburn & Downpatrick  
028 9260 2204  
North Down & Ards  
028 9182 2344 [www.downlisburn.org.uk/](http://www.downlisburn.org.uk/)

### Western

Western Urgent Care - Enniskillen, Limavady,  
Londonderry, Omagh, Strabane  
028 7186 5195  
[www.westernurgentcare.org.uk](http://www.westernurgentcare.org.uk)

## By the end of your OOH training you should be able to.....

1. Manage common medical, surgical and psychiatric emergencies in the out of hours setting, including basic life support.
2. Understand the organisational aspects of NHS out of hours care.
3. Make appropriate referrals to hospitals and other professionals in the out of hours setting.
4. Demonstrate communication skills required for out of hours care – both with patients and other professionals.
5. Manage individual personal time and stress, including managing medical records and personal safety (security issues).

## Key Documents

- [Trainee workbook & guidance](#)  
The workbook and guidance have been set up to allow for electronic use. The workbook is available on the NIMDTA website – access it, download it and read it  
<http://www.nimdt.gov.uk/general-practice/gp-specialty-trainees/out-of-hours/>
- [Record of Session Form \(RoS\)](#)  
Available from the NIMDTA website.
- RCGP Curriculum Statement 7 'Care of the Acutely Ill Patient'  
[www.rcgp-curriculum.org.uk](http://www.rcgp-curriculum.org.uk)