

Northern Ireland

General Practice Specialty Training



Getting Started

ST1 Induction Booklet

Version 8 (March 2024)

Produced by GP Specialty Training Team

Welcome to GP Training

Congratulations on your appointment to the Northern Ireland GP Specialty Training Programme! Being a GP is a great job and there are many enthusiastic talented people within our Deanery to help you during your training.

The programme we offer can fully equip you for a life-long career in General Practice but it is up to you to engage in the programme and try to get the most out of your training. There are many educational days organised by the Deanery, which are a valuable opportunity to develop the skills you need to be a successful GP.

Every learner is unique, with different educational needs; seek out the opportunities which are available in your posts (hospital and GP based) and engage with your ePortfolio for success in GP Training.

Our trainees have a track record of excellent performance in the MRCGP and our programme offers a wide variety of training in rural and urban settings. There are training practices in affluent areas and areas of high deprivation, offering experience of many of the social and healthcare problems that arise from this.

Your Training Programme

The GP Specialty Training Programme normally consists of 18 months in General Practice and 18 months in hospital based placements. GP trainees must complete a minimum of three of the following hospital specialties; Emergency Medicine, General Medicine, Paediatrics, Obstetrics & Gynaecology, and Psychiatry. **NB** It is important you have a valid driving licence and use of a motor vehicle as travelling to different clinics may be necessary in your postings.

- **GPST1 year** - 2 X 6 monthly posts or 3 X 4 monthly posts
- **GPST2 year** - 2 X 6 monthly posts:
1 General Practice post and 1 Hospital Post
- **Or ITP GPST2 year**— one post six month post with 50% spent in General Practice and 50% hospital based and one six month General Practice post
- **GPST3 year** - 12 months in a General Practice post





Meet the Team

General Practice staff in NIMDTA cover three areas of work; Appraisal, CPD and Specialty Training. Specialty Training admin provide support to GP Trainers, GP Trainees and F2 trainees whilst in General Practice posts.

Staff Name	
Dr Paul Leggett	GP Director
Dr Paul Carlisle Dr Andrew Leitch Dr Kathryn Potter Dr Maire King	GP Specialty Training Associate Directors
Dr Nigel Hart	Associate Director - Quality Improvement
Lauran Morrow	GP Training Manager
Jane Haslett	GP Training Coordinator
Mandy Boyle Susie Nelson Suzanne Enticott Helen Rowan Jordan Lemon Alexandra Patterson Ashley Kirkpatrick Katharine Miller Ciaran Hamill	GP Specialty Training Administration Team

Programme Directors

You will be assigned to a Programme Director (PD), who has responsibility for arranging training days as well as reviewing your ePortfolio. There are at least 3 PDs in each area group. Your PD will no doubt be in touch with you soon! However their contact details are on the website.

Area Group	Programme Director
Northern	Dr Stephen Harte, Dr Nick Gardner, Dr Louise Douglas, Dr Laura Moore
Southern	Dr Ali Rogers, Dr Adrienne Keown, Dr Christopher Dorman, Dr Paul Conlon
Belfast	Dr Fionnuala Pollock, Dr Gary Baird, Dr Robert Jennings, Dr Paula Houton,
South East	Dr Andrea Murray, Dr Jim McMullan, Dr Carl Brennan, Dr Emma Murtagh,
Western	Dr Cara Franey, Dr Adam McDermott, Dr Martina Molloy, Dr Gavin McAteer

Our website: www.nimmdta.gov.uk

We would encourage you to use the NIMDTA website and LMS as a resource as it is regularly updated and contains important information about your training and key dates. We often find that many of the queries we receive are answered on the NIMDTA website.

The main web pages which will interest you are in the GP Specialty Training area:

- [Educational Programme](#)
- [ePortfolio & Exams](#)
- [LMS hyperlink](#)
- [Trainee Policies](#)



Educational Supervisors / GP Trainers

At the start of your training programme you will be assigned a GP Trainer and this will be your Educational Supervisor (ES) during your ST1 training. They have the responsibility for overseeing your ePortfolio. All trainees should routinely make ePortfolio entries and regularly release these for their ES to read throughout the year. It will not be possible for supervisors to comment on entries released shortly before the report for your ARCP is due.

On commencing your training you should arrange to meet with your ES. You should meet with your ES three times during ST1. Each session should last between 2-4 hours. All trainees should be in regular contact with their Educational Supervisor via comments on the ePortfolio.

Clinical Supervisors - whilst in a Hospital post

You will be assigned a Clinical Supervisor (CS) during your hospital placement. The CS is a Consultant who is appointed by the Trusts to provide supervision during your hospital placements. Your named supervisor will be available on your e-portfolio. **Please contact your Trust Human Resources Department if this information has not been added to your e-portfolio.** For each of your hospital placements you will need a clinical supervisor's report (CSR) which will be completed at the end of your placement.

The GP Admin team will contact you during each rotation with your Clinical Supervisor's name and email address. This is to enable the Admin team to allow your CS access to your ePortfolio.

GP Trainee Forum

This is your training programme and we would like you to be involved. If you are interested in helping us set up a GP Trainee Forum then please get in touch with us at gpspecialtytraining.nimmdta@hscni.net

Your ePortfolio (FourteenFish)

Your ePortfolio is extremely important as you progress through the GP training scheme to achieve your Certificate of Completion of Training (CCT). It is here that you will record evidence of your progression and log all mandatory evidence, e.g. Work Place Based Assessment (WPBA), required for each stage of training. This is an integral part of your training towards your MRCGP. It is essential that you engage with your ePortfolio from the beginning of your training programme. This is achieved through making **regular entries** and **releasing these regularly** for your supervisor to access. Timely supervisor access to ePortfolio entries will facilitate preparation for your ESR. Your ES will not comment on entries that are made or released at short notice. These entries will not be included in the ESR nor will they be considered at the time of your ARCP.

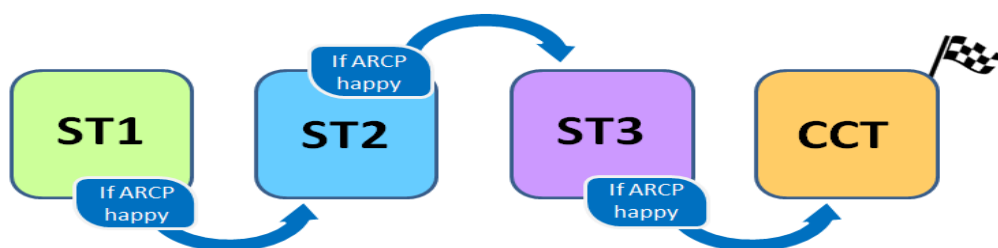
Your ePortfolio will be reviewed at ARCP. A decision regarding your progress will be based solely upon your ePortfolio content. The ARCP Panel need to see development during your training.

There is a minimum evidence requirement to be completed throughout each year. It includes an ESR and ESR. These requirements are seen on your ePortfolio. Please read the ePortfolio page on our website which clearly shows the requirements and offers guidance on completing your ePortfolio. The RCGP website also has a lot of material and resources relating to your training.

ARCP Panel

The Annual Review of Competence Progression Panel (ARCP Panel) take place in June each year. The Panel will review your ePortfolio and make a decision regarding your progress to date. The Panel will decide if you can progress to ST2.

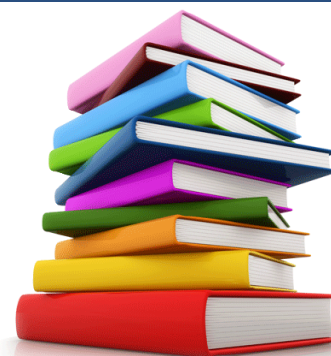
You can read more about the role of the ARCP panel in the Gold Guide (*A Reference Guide for Postgraduate Specialty Training in the UK*) a link is available on our Policies page.



RCGP Curriculum

The [RCGP Curriculum](#) is made up of 32 statements (available on the RCGP website). These are also available in a super-condensed format. We have also designed curriculum guides which are shortened versions, to help you get the most out of hospital based training with an emphasis on General Practice learning.

The guides are on the Educational Programme area of our website and LMS.



The MRCGP

All GP Trainees are required to complete their MRCGP to obtain a CCT (Certificate of Completion of Training). The MRCGP consists of the AKT (Applied Knowledge Test), SCA (Simulated Consultation Assessment) and the WPBA (Workplace Based Assessment recorded on the ePortfolio). As there are a limited number of times that you can sit the AKT and SCA it is important that you prepare adequately for these exams.

Please visit the RCGP website for full information on the MRCGP including how to book the AKT & SCA. The earliest you can sit the AKT is during your ST2 year. We advise that you wait until you have completed a substantial portion of your GP ST2 placement before sitting the AKT. The SCA is taken during your ST3 year. During your ST1 year you will concentrate on the WPBA part of your MRCGP through your e-portfolio.

Training Programme

NIMDTA runs a training programme consisting of Regional and Locality days throughout your **three** years. These take place on Thursdays. It is a requirement that you attend over 80% of these tutorials. If you are working in a hospital post please contact your HR department as soon as possible to advise them of your tutorial dates. The HR department, where possible, should facilitate these requests. If you are struggling to be given study leave for these tutorials please complete the [Difficulties in Attending Training Days](#) form outlining the steps you have taken. Please forward this form to NIMDTA and your PD. Dates for your ST1 tutorials will be provided at the ST1 Induction and can also be found on the LMS section of the NIMDTA website—a link is available on the NIMDTA homepage.

ST1 Tutorials

5 Regional days - Full day - all ST1 trainees are required to attend

7 locality days - Full days - for trainees in each of the 5 locality groups

ST2 Tutorials

Trainees in a GP post

9 Regional days

13 locality days or in practice (see timetable)

ST2 Trainees in a hospital post

3 Regional Days

9 locality days

ST2 Neurology, and Leadership & Resilience

ST3 Tutorials

You are entitled to 25 study days during your ST3 training. **If a Thursday tutorial is not timetabled it is expected that you will be in practice.**

18 Regional days

7 Joint Speaker days

Weekly locality days or in practice (see timetable)

Attendance at tutorials is recorded and monitored by NIMDTA with evidence available to your ARCP panel. If you are unable to attend a regional / locality day you should complete and return a 'Non-attendance Form' which can be downloaded from the NIMDTA website.

Changing your contact details

Please inform us of any changes to your personal details by completing and emailing us the **'Change to Personal Details form'** available on the Policies page of our website.

During your hospital post you will also need to inform the Trust of any changes to your personal details. Remember we email trainees regularly and you will miss out on important information if we do not have an up to date email address.

Keeping us informed of Statutory Leave

Please inform us immediately of any time off work beyond the annual leave entitlement (including sick leave, maternity leave or jury service) this is part of the Educational Agreement which you will be required to sign in your e-portfolio. The RCGP scrutinises all training in detail and counts every day missed in training. Your CCT date could be changed at the last minute if your training time calculated is short!

A limited number of posts are approved for GP Training. As such it can be difficult for us to obtain a suitable training post for you if you are out of sync with the training programme. Please work with us by keeping us informed of your plans with good notice. This assists us as we work together to ensure you gain adequate training to enable you to obtain a CCT in General Practice

We do our best to support all Trainees who have periods of time out of the programme. Please take the time to review the Trainee Policies page of the website especially the [Allocations Policy](#) which explains how your training will be organised if you are out of sync.

Whilst you are in a hospital placement the Trust acts as your employer and will determine your annual leave and provide HR functions. During General Practice placements the Practice acts as the employer and NIMDTA provides HR functions.

The GMC Survey



Each year the GMC issues a survey to all Trainees to monitor the quality of education and training in the UK. The survey opens in April/May each year and we would ask that you complete this survey by logging on to GMC online.

Further information on this survey can be found on the GMC website, <http://www.gmc-uk.org/education/surveys.asp>.

Trainee Assist Pathway

You are very welcome to the GP programme. Our scheme in NI has traditionally delivered great results and happy trainees. GP training is a short, packed, three year programme and there are a few hurdles along the way.

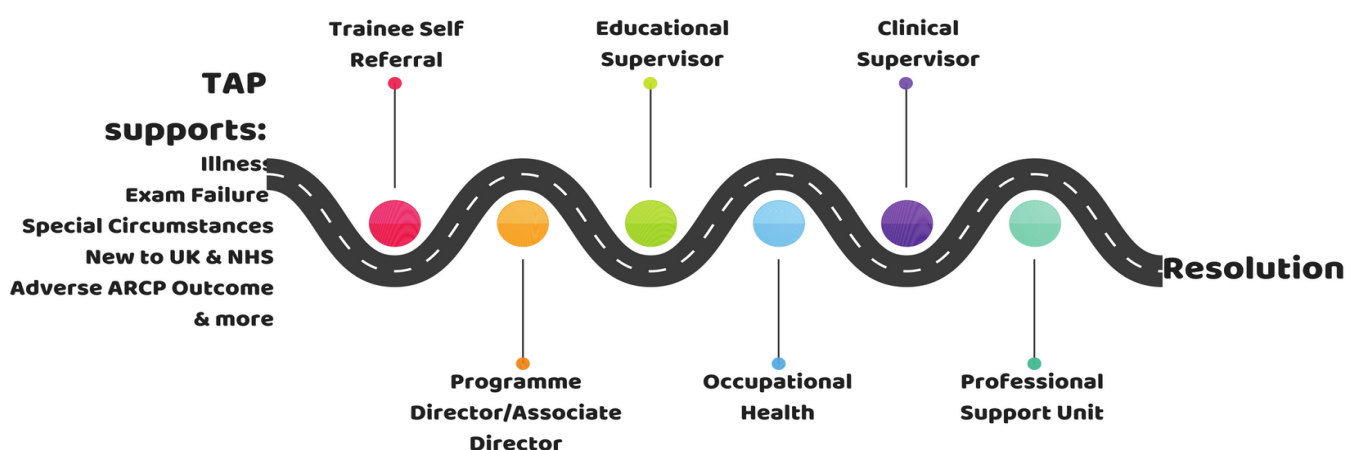
However, we know that everyone goes through difficulties from time to time and we have supported many trainees over the years. Difficulties may arise through personal circumstances, examination results, workplace issues or health problems. Our experience suggests that many things can be resolved quickly if addressed early. Please get in touch promptly for assistance.

In the first instance, there is support from your Educational Supervisor and Programme Director. They are there to help and assist you at any stage during your programme. Many local and personal issues can be resolved with their help.

The Deanery keeps a database of trainees requiring additional input called the Trainee Assist Pathway (TAP) This is regularly reviewed to ensure support is there when needed The TAP has been running for a number of years. The diagram below illustrates the role of TAP and how to access it . There are a number of ways to be referred into TAP: self-referral, by your programme director, or educational or clinical supervisor may also refer you to us. If you are new to Northern Ireland, or unfamiliar with the NHS, you may find the Trainee Assist Pathway (TAP) supportive as you settle into your new environment

Once you have been included on the Trainee Assist Pathway (TAP) database. You will meet with one of the Associate Directors at NIMDTA. We can discuss the problem, develop a plan and schedule a review to assess the situation. We can also liaise with the Professional Support Unit for their resources and expertise.

To access the pathway, email gpspecialtytraining.nimmdta@hscni.net



ST2 Placements

We realise you have just entered ST1 but many of you may be curious about your future General Practice placements. We recommend reading the 'Allocations Policy' which will hopefully clear up any questions you may have.

Before starting your ST2 GP post you must have medical indemnity to cover your work in primary care. This can be arranged by contacting the medical indemnity providers (MPS, MDU and MDDUS) to receive quotes before selecting which provider you will choose. Although you will have to make the initial payment you can claim for [reimbursement](#).

In addition you must also be registered on the Northern Ireland Performers List (PMPL). This is managed by the Professional Support team at BSO, who manage the PMPL, with your details prior to you commencing your GP post provided that your Access NI certificate is still valid. This will have been checked as part of the pre-employment documents.

The Placement Ranking Form for ST2 GP will be sent to you for completion via SurveyMonkey.

Policies

There is a policies section on the website which will provide you with information on a variety of issues: [Hyperlinks](#) below

- [Allocations](#)
- [Less Than Full Time Training policies](#)
- [Special circumstances](#)
- [Appeals](#)
- [European Working Time Directive](#)
- [Study Leave](#)



We love to abbreviate...

AKT	Applied Knowledge Test (Trainee exam)
ARCP	Annual Review of Competency Progression
BSO	Business Services Organisation (formerly CSA)
CbD	Case based discussion (part of WPBA)
CCT	Certificate of Completion of Training
COGPED	Committee of General Practice Education Directors
COT	Consultation Observation Tool (part of WPBA)
CPD	Continuing Professional Development
CSA	Clinical Skills Assessment (Trainee exam)
CSR	Clinical Supervisors Report
DME	Director of Medical Education (Hospital)
ES	Educational Supervisor (GP Trainer)
ESR	Educational Supervisors Report
FY2	Foundation Year 2 Trainee (Hospital Trainee)
GMC	General Medical Council
GPST	General Practice Specialty Training/ Trainee
HSCB	Health and Social Care Board
IDT	Inter Deanery Transfer
L&T	Learning and Teaching
LTFT	Less than full time training
MDU	Medical Defence Union
MDDUS	Medical and Dental Defence Union of Scotland
MPS	Medical Protection Society
MRCGP	Member of the Royal College of General Practitioners
MSF	Multi Source Feedback (part of WPBA)
OOH	Out of Hours
OOS	Out of Sync (trainee who is outside Aug-Aug rotation)
PD	Programme Director
PMPL	Primary Medical Performers List
PSQ	Patient Satisfaction Questionnaire (part of WPBA)
RCA	Recorded Consultation Assessment
RCGP	Royal College of General Practitioners
ROS	Record of session (form)
SLA	Service Level Agreement
VTS	Vocational Training Scheme (now replaced by term ST)
WPBA	Work placed based assessment



A message from the Royal College of General Practitioners, Northern Ireland (RCGPNI)

As a member of the Royal College of General Practitioners the College is here to support you, not only through your training, but also throughout your career.

Working for you, we lobby and campaign for a better general practice environment, from education and training to workforce planning for the future. We work

to improve the health and wellbeing of our GP population, improve standards in primary care and provide you with the tools and resources you will need to improve patient care now and in the future.

As a GP trainee your views are very important to us, so please have your say:

Associates in Training Support

RCGPNI engage with Associates in Training via a number of mediums including College wide member bulletins and educational events specifically targeted towards their needs.

Your AiT representatives are Dr Ifechi Oguanuo and Dr Niamh Selvin

If you would like to contact Ifechi or Niamh, please email NICouncil@rcgp.org.uk

[Learn more about your AiT membership](#) and access the wealth of information and learning via our website www.rcgp.org.uk

Come to one of our networking and learning events - [click here](#) for further information.

Our office is at 3 Joy Street, Belfast, BT2 8LE and we have meeting spaces that you/and or colleagues could use free of charge. Contact NICouncil@rcgp.org.uk

For any further information please contact the Belfast office on 020 3188 7722.

Getting in touch



If you need to contact us we prefer that you email the shared Team mailbox, gpspecialtytraining.nimmdta@hscni.net and the relevant member of the team will respond. The Team regularly receives a large number of enquiries so we would appreciate your patience in waiting for a response.

Remember we are here to help you succeed in your GP training. We can't help you if we don't know something is wrong.



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