

Frimley Park Hospital **NHS**

NHS Foundation Trust

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Anaesthetic Programme Handbook 2012 - 2013



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Introduction

Welcome to the Kent Surrey and Sussex Postgraduate Deanery [KSS Deanery] and Frimley Park Hospital. This Faculty Handbook is written for you during your time here at Frimley. Its purpose is to give you information about how your programme works, and who the key people are who will be working with you. This Handbook contains generic information, but is specifically written to support those of you who are on Anaesthetic Speciality programme. It should be read in conjunction with your curriculum [found at <http://www.rcoa.ac.uk/careers-training/training-anaesthesia/the-training-curriculum/CCT2010>]

Location

During your time with us you will be based at Frimley
The Postgraduate Centre is on site.

Key People

The Programme Lead (College Tutor) is Govindarajan Sridhar. The Medical Education Manager is Lynn Moran.

A list of people directly involved in your Programme e.g. Educational Supervisors, Faculty Group Clinical Supervisors, is given in Appendix A.

Administrative Staff, Deanery Staff, Deanery Careers and Library Knowledge Service Staff contact details can be accessed through the postgraduate medical centre

Local programme administrative arrangements

The administrative arrangements for the local management of your programme are managed by the MEM / Faculty Administrator in conjunction with your Programme Lead. The national arrangements for the management of your programme/portfolio can be found at <http://www.rcoa.ac.uk/careers-and-training/training>

If you experience any local admin issues your first point of contact is the Postgraduate Centre.

The Anaesthetic Curriculum

[GEAR S 1.2; S 1.4; S1.5]

The curriculum for your specialty can be found at <http://www.rcoa.ac.uk/careers-training/training-anaesthesia/the-training-curriculum/CCT2010> and a hard copy is also in the PG Centre or Library. The Local Anaesthetic Faculty is responsible for ensuring that the specialty programme is such that it will enable you to meet specific competences required in any given year by your curriculum. The local programme is thus mapped to the national curriculum and the details are available on the Hospital Intranet.

The aims and objectives of the curriculum

[GEAR S 1.4]

The aim of the programme leading to the award of a CCT in anaesthesia is to produce high quality anaesthetists with a broad range of skills that will enable them to practice as consultant anaesthetists in the United Kingdom.

The indicative duration of training is 7 years of which:

- basic level will normally last 2 years;
- intermediate level will normally last 2 years; and
- higher and/or advanced level will normally last 3 years.

The actual duration of an individual's training will be determined by the rate at which they achieve the necessary competences.

How you complete the curriculum

This curriculum is competency based and leads to the award of a CCT in anaesthesia

You will be supported during your time at Frimley by your Programme Lead, an allocated Educational Supervisor and Clinical Supervisors, all of whom will give you regular feedback about your progress. You should never be in any doubt about your progress and what you can do to improve this.

The Anaesthetic specialty Programme Structure

[GEAR S1.4; S 2.3]

This Faculty Handbook gives you details of how the national curriculum for anaesthesia is organised here at Frimley. It gives you details of your local programme which has been devised to meet the requirements of the curriculum and shows how this works locally. It will include, Theatre based, regional and local study days, clinical audit and exposure to academic opportunities. The programme is structured to comply with the Standards of Postgraduate Medical Education and training of GMC ([GMC | Postgraduate standards and guidance](#)), the [Gold Guide](#) and [Standards for Training in the Foundation Programme](#).

Details of local Teaching

In addition to Training Modules (Pain/ICU/Obstetrics/Emergency), Trainee of the Week programme there are also the following Teaching Opportunities

1. Study Leave

You are entitled to 15 days / 6 months of study leave.

Information is provided at Induction & further forms are available from the Intranet or from the PGEC.

Study leave cannot be granted retrospectively.

2. Protected Teaching:

Regional - ST3-7 attend regional teaching for one whole day per month. This enhances quality and efficiency of teaching and allows trainees with-in the region to meet as a group. It is mainly based at St Georges. The actual programmes are posted on notice board in dept.

Local - There is an ongoing teaching programme every Thursday afternoon between 15.00 to 17.00 hrs led by a dedicated Consultant. Even though it is meant for all trainees, it is mainly intended to the trainees preparing for the Primary and Final fellowship exams.

2. Thursday morning tutorials / lectures :

You will be expected to do at least one departmental presentation during the year normally as a modular requirement for ICU/Obs /Pain, but your audit or other topics can be chosen if you have a specific topic of interest. One of the Senior SpR is in charge and will allocate dates if you do not volunteer.

3. Thursday Afternoon Teaching

Every Thursday afternoon 2.00 – 04.30pm. Mainly exam oriented topics, organised and delivered by few dedicated Consultants. ICU topics are covered on alternate weeks. This is a highly popular and sought after time especially by the exam going trainees.

4. Intra-theatre teaching / ICU/ Clinics etc

You will be given a list of topics that each consultant has expertise or interest in and has prepared in order to discuss with you during the working day. You will be expected to initiate the discussion and to have prepared to some degree as well, however this does not preclude discussion of other topics

5. Audit Day :

- a. Topics of interest are discussed during the monthly audit meetings
- b. After the audit meeting there is consultant led teaching whilst the other consultants have a departmental meeting
- c. Trainees are expected to complete at least one audit and present at the departmental audit meeting.

6. Journal Club

This is part of the Thursday morning tutorial at ~ 7.30. Bacon and cheese rolls , coffee & juice are provided. It is led by one of the senior trainee & a named consultant. It is a valuable chance to keep up to date with the literature & develop skills in critical analysis of research papers.

Induction / Handover / Taking Consent

[GEAR S1.7; S1.8; S1.9]

You will be inducted to the Trust, your Specialty Programme and your Specialty Department.

The policy for taking consent is discussed at Departmental induction (Dr Combeer)

Exams

The complete details about both Primary and Final FRCA exam is available on the following link.

<http://www.rcoa.ac.uk/examinations>

The syllabuses for the Primary and Final FRCA Examinations form the 'Knowledge' sections of the relevant Competency Based Training documents

Your Educational Supervisor – roles and responsibilities

[GEAR S1.6]

Your Educational Supervisor is responsible for overseeing your training and making sure that you are making the necessary clinical and educational progress. You should have regular feedback from your Educational Supervisor. The responsibilities of an Educational Supervisor are given in the [Gold Guide](#)

Clinical Supervisors – roles and responsibilities

[GEAR S1.6; S1.12; S1.14]

Your Clinical Supervisor is the consultant responsible for your day to day clinical progress. The process by which information about your progress is collated by your Educational Supervisor from your Clinical Supervisors is done on an informal basis and three times a year at faculty meetings.

Your Role as a Learner

You are responsible for your own learning within the programme with the support of key people as above. You should ensure that you have regular meetings with your supervisors, that you maintain your portfolio, keep up to date with assessments as required and be signed off.

The Local Faculty Group

[GEAR S 6.1-6]

The Faculty Group's remit is threefold: to ensure that the local programme is fit for purpose and in line with curriculum requirements, to quality control the local programme and to ensure that trainee progression is tracked, supported and audited. The Local Faculty meets three times a year, in November, March and June. The Local Faculty's work is quality controlled by the KSS Deanery Standards for the Local Faculty Graduate and Education Assessment Regulations [GEAR].

Your Year Group

[GEAR S6.10]

Each Specialty group needs to meet as a Year Group three times a year, to elect a Year Group Representative and to give feedback to Faculty about the local programme - School meetings.

Your Year Group Representative

[GEAR S 6.10]

This is key part of the feedback process. This is a member of your cohort who will undertake to meet with the whole cohort [either face to face or by e-mail] to gather feedback about the local programme and to give this feedback at the thrice yearly meetings of the Local Faculty Group. The feedback loop must be closed as relevant information / responses from the Local Faculty Group needs to go back to the cohort. This is the responsibility of the Year Group Rep.

The Local Academic Board

There is a Local Academic Board in each Trust whose responsibility it is to ensure that postgraduate medical trainees receive education and training that meets local, national and professional standards. The LAB undertakes the quality control of postgraduate medical training programmes. It receives Annual Audit and Review Reports from Local Faculty Groups.

Your Specialty School

Information on St. Georges School of Anaesthesia can be found at <http://www.stgeorges.nhs.uk/anaeschool.asp>

Feedback

[GEAR S1.10; S1.11]

This is a crucial aspect of your programme. You can expect to receive detailed feedback on your progress from your Educational Supervisor and from your Clinical Supervisor. This will happen during on going review meetings with your Educational Supervisor. You should have a clear idea of your progress in the programme at any given time and what you have to do to move to the next stage.

Annual Appraisal

In this Trust the arrangements for annual appraisal are the ARCP.

Learning Portfolio

[GEAR S1.17]

This is an essential mandatory requirement as it provides an audit of your progress and learning. Further information on how to manage and complete the specialty e-portfolio can be found at <http://www.rcoa.ac.uk/e-portfolio>. It is mandatory that all trainees register, maintain, and update with the Royal College e-portfolio.

How are you assessed?

[GEAR S 1.16; 18]

This programme is competency based. The assessment tools are WPA's and DOP's etc. For further details please see: <http://www.rcoa.ac.uk/training-and-the-training-programme/workplace-based-assessments-wpba> It is your responsibility to undertake the assessment process in accordance with your curriculum guidance. In this local programme your assessment process is continuous, but reviewed regularly by your Educational supervisor and at faculty meetings

What is the Appeals Process?

[GEAR S2.14]

Trainee progress is monitored closely via the relevant educational supervisor who will then meet regularly with the trainee to provide support. Unsatisfactory performance is fed back via the Local Faculty Group. Any trainee failing to make satisfactory progress is identified as a Trainee in Difficulty and progress is then monitored.

How about Study Leave?

[GEAR S1.13]

You are entitled to 15 days / 6 months of study leave

Details are given at Induction & can be discussed further with Lynn Moran (Medical Education Manager) at the Postgraduate Centre or by contacting lynn.moran@fph-tr.nhs.uk telephone 01276 604152.

How do you apply for Annual Leave?

Details are given at Induction & can be discussed further with James Caldwell Medical Staffing Manager.

How do you report Sick Absence?

Details are shown in Appendix C.

GMC Ethical Guidelines

[GEAR S1.19]

http://www.gmc-uk.org/guidance/ethical_guidance/index.asp

How about Flexible Training?

[GEAR S1.15]

[Gold Guide](#)

Useful names & numbers

St. Georges School of Anaesthesia - <http://www.stgeorges.nhs.uk/anaeschool.asp>

GMC Standards for Training - [GMC | Postgraduate standards and guidance](#)

Gold Guide - [Gold Guide](#)

Add Specialty Links –www - as appropriate

Appendix A

Here is a list with contact details of Education and Clinical Supervisors in the Trust who will be working with you.

Consultant Staff:

Dr Bill Jewsbury	Clinical Director/ICU Acute Pain
Dr Phil Barnardo	Chairman of Department / Paediatric Anaesthesia
Dr Mike Davies	Intensive Care
Dr Peter Keeling	Resuscitation
Dr Kevin Markham	Lead Clinician for Chronic Pain
Dr Val Slade	Chronic Pain
<i>Dr Tim Pepall</i>	Day Surgery Lead
Dr Neil Taylor	Lead Clinician for Obstetric
Dr Lynn Sperry	General
Dr Gerry Walsh	General
<i>Dr Judy Gudgeon</i>	Vascular
<i>Dr Siobhan Carroll</i>	General
Dr James Foster	Chronic pain
<i>Dr Mark Blackmore</i>	ICU
Dr Yevegeni Bourov	General
<i>Dr Claire Edkins</i>	Obstetric Anaesthesia, Audit
<i>Dr Una Bradley</i>	Obstetric Anaesthesia
Dr Pradip Joshi	Acute pain
<i>Dr Subodh Tote</i>	Lead Clinician for Intensive Care
<i>Dr Paul Sidebottom</i>	Obstetrics & Equipment
Dr Bernard Narwarski	Chronic Pain
<i>Mr Kelvin Wright</i>	Emergency Dept and Intensive Care
<i>Dr Sharon Hesford</i>	Obstetric Anaesthesia
<i>Dr Govindarajan Sridhar</i>	College Tutor /Obstetric Anaesthesia
<i>Dr Elizabeth Combeer</i>	Obstetric Anaesthesia
Dr Justin Woods	Audit Coordinator/ICU
<i>Dr Mohjir Baloch</i>	Chronic Pain
Dr Sam Pambakian	Intensive Care
Dr Elaine Hipwell	ICU
<i>Dr Ahmed Barakat</i>	General
<i>Dr Deepa Jadav</i>	Regional
<i>Dr Dimitri Avlassevitch</i>	vascular
<i>Dr Kate McCombe</i>	Obstetrics
<i>Dr Marcus Peck</i>	ICU
Dr Madan Narayanan	ICU

Military Consultants:

<i>Dr Richard Cantelo</i>	Consultant Adviser, Army Medical Services
Dr John Stone	Military Clinical Director & Chronic pain,
Dr Mike Peterson	Intensive Care & Lead Clinician for Acute Pain

Associate Specialist:

Dr Ashley Latham

Staff Grade:

Dr Bill Hawken
 Dr Fatma Ashour
 Dr Nixon Thirumaran
 Dr Abdul Malik
 Dr Dhar

Italics = Educational supervisors (FacultyGroup)

Appendix B

Careers Support

There are a number of people in the Trust to whom you can turn for advice on your career. Your Educational Supervisor would normally be your first port of call. Each department has a careers lead given on the table below.

Department	Careers lead
ACCS/EM	Nick Payne
Anaesthetics	Mark Blackmore
ENT	Jonathan Hern
Foundation	Alison Keightley
GP	Richard deFerrars
General Surgery	David Gerrard
Medicine	Mark Lloyd
O&G	Nick Elkington
Ophthalmology	Andrew Elliott
Orthopaedics	Anthony Sakellariou
Paediatrics	Sanjay Jaiswal
Radiology	Robert Barker
Urology	Bruce Montgomery

Dr Alison Keightley is the Careers Lead for the Trust & is happy to see any junior doctor to discuss careers. Please make an appointment via the PGEC.

You should also be aware of the website www.medicalcareers.nhs.uk . It aims to be the first resort that all medics turn to for careers support and is being very actively managed to ensure it is bang up to date.