

Welcome to St George's Hospital

Dr Indranil Chakravorty
Director of Medical Education



Who's Who at St George's?



Jaqueline Totterdell
Chief Executive

@TotterdellJac



Dr Richard Jennings
Chief Medical Officer



Gillian Norton OBE
Chair

excellent
kind
responsible
respectful



Dr Serena Haywood
Guardian of Safe
Working

@SerenaHaywood



Meet your PGME Team



Indranil Chakravorty
Director of Medical Education (DME)
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Joseph Pavett-Downer
PGMDE Manager
Co-Chair, LGBTQ+ Network
PGME@Stgeorges.nhs.uk



Kasia Lukomska
PGME Training Coordinator
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Andrea Lopes Cavalcanti
Foundation & GPSTS Training Coordinator
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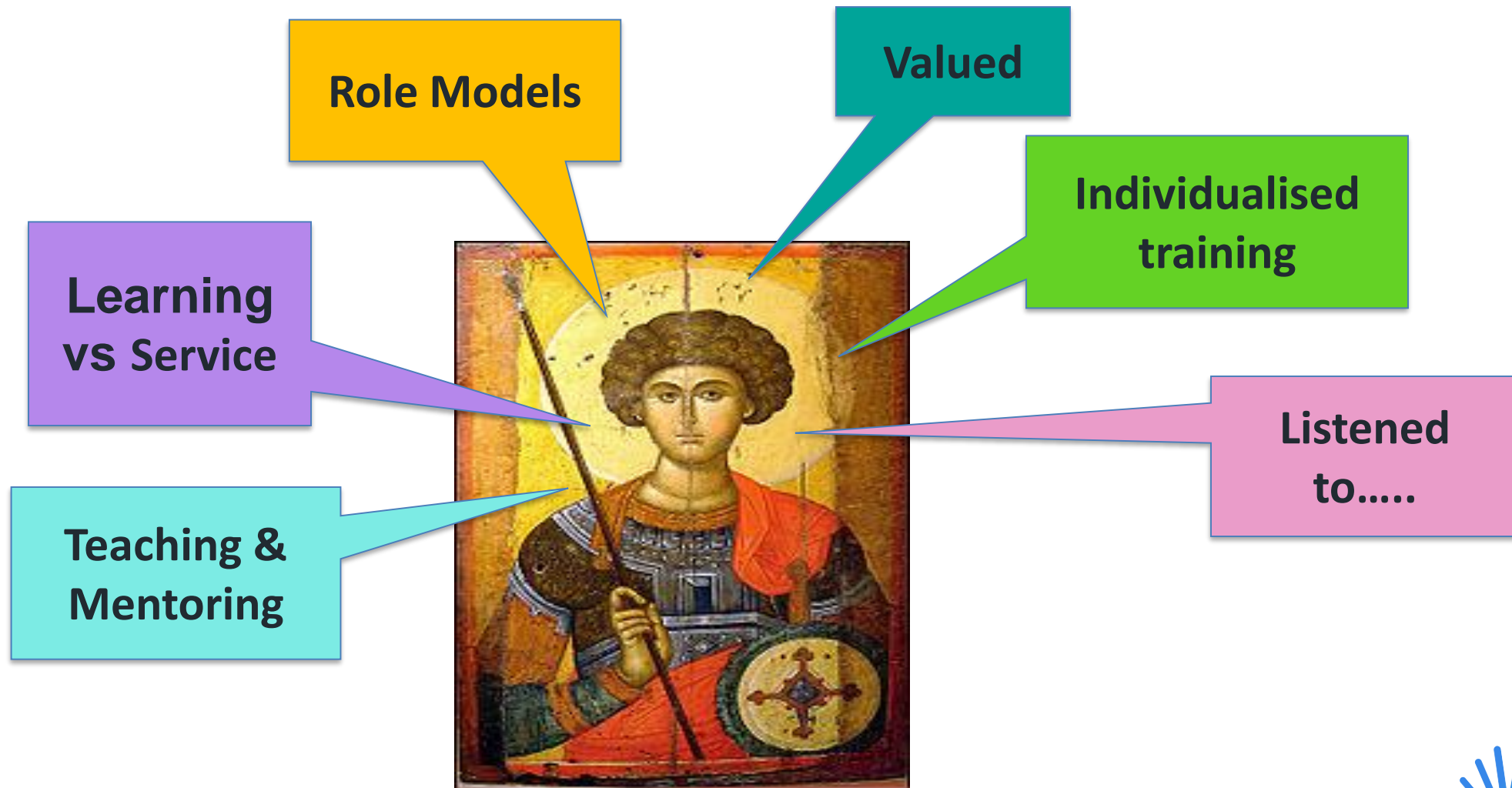


Jocelyn Villar
PGME Training Administrator
IMT@Stgeorges.nhs.uk



Chenille Burnham-Simpson
Study Leave Administrator
Intrepid.Support@Stgeorges.nhs.uk

What St George's wants for You.....



It's 3 AM, you're the SHO on call for medicine in a new hospital.

On a ward you're unfamiliar with, a cry pierces through the quiet, you round the corner to investigate.

On the floor is a 200kg man, who is holding an abandoned, dishevelled baby. He has pulled out his venflon and is bleeding onto the floor. He is MRSA +ve and the baby is at risk of CRO. The hoist is broken.

In a bed in the corner, an overseas visitor is receiving a transfusion, but has objected to this on grounds of gender inequality. He has anti-Mu-Kappa-Phi-phi antibodies. He may or may not have a lasting power of attorney, who may be at risk of radicalization.

The HCA tending to him is wearing a green apron, this is only for food. But there is no food.

In the corner, a purple lidded sharps bin is on fire, a live electrical wire jumps about dangerously. Next to you are three fire extinguishers labelled only in Aramaic, one is cream with a red label, the other mauve with a crimson label, the third is racing green with no label.

You stop to wash your hands before you tackle the problem, but there is no soap. Another noise disturbs you as you see your registrar, clearly intoxicated, shouting the contents of his patient list at a small audience in the car park, as he throw USB sticks filled with patient identifiable data out the window.

What would you do?

This, colleagues, is why you must go to induction.

Today



Fire Safety



Child Safeguarding



iClip



'Round Robin':
ID; Smart Cards; IT Logins



Meet Team

First Week



Local Induction



Named
Supervisors



intrepid

Study Leave info

First month



Document
initial meeting
with ES



Complete MAST
online training



Feedback to PGME

How it can go wrong...

Social media
Dishonesty
Misconduct
Covering up
Policy violation
Behavior

Consent
VTE
Notes

Bullying & Intimidating
Belittling
Patronising
Ignoring requests
Inappropriate tone or language

... and how it can go right!

Social media

Listen

Dishonesty

Communicate

Misconduct

Be wise

Covering up

Be Honest

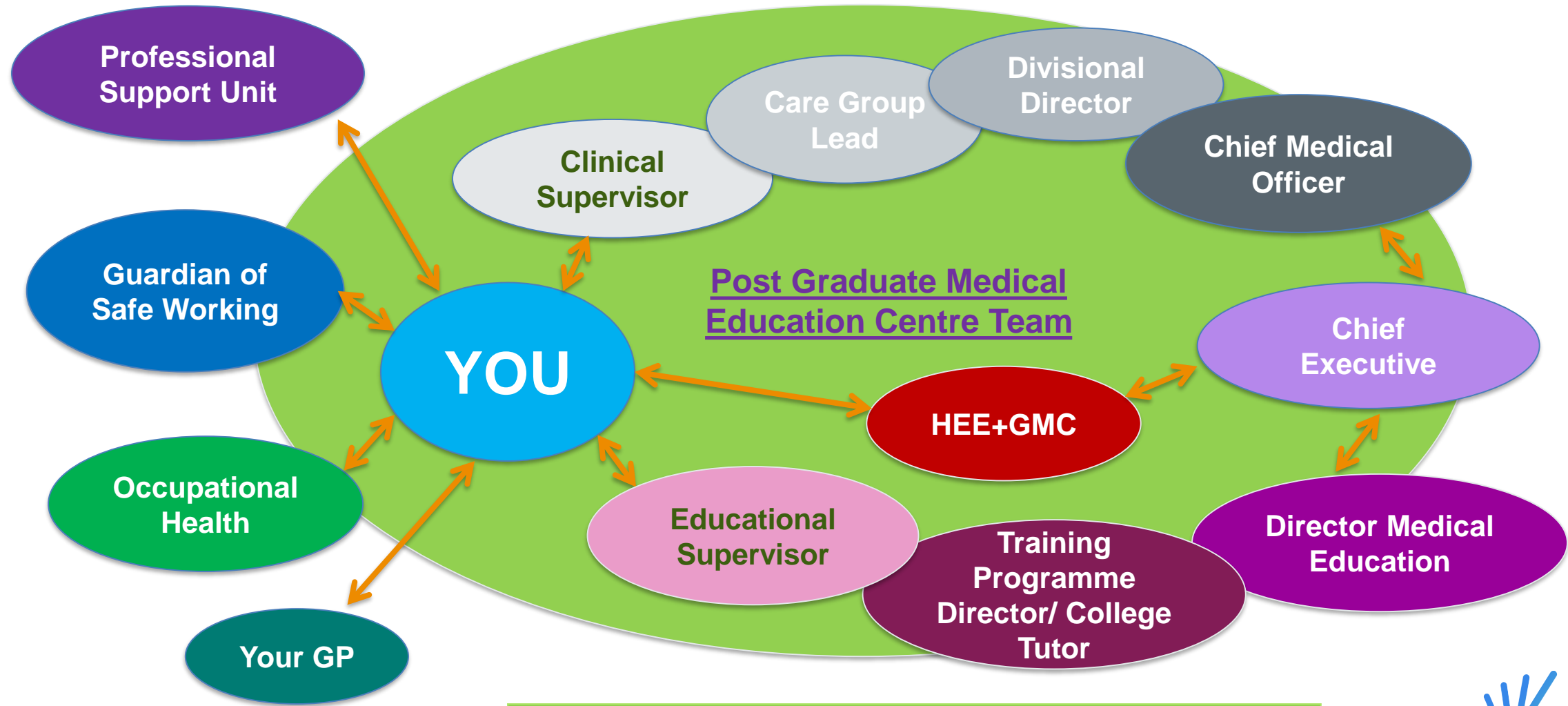
Policy violation

Follow the policy

Behavior

How would you like to be treated?

Communication and Support



You must supply us with a valid e-mail address

Applying for Study Leave intrepid

DO YOU:

- Have an NTN?
- Are you employed in a training post at St. George's?

If so, you are entitled to Study Leave funding via HEE and the information on how to claim can be found in this document.

If you are a **trust doctor, clinical fellow, LAS or Consultant**, please contact your service manager for information on study leave.

How many Study Leave days am I entitled to?

Drs in Training may apply for up to 30 days per annum (LTFT trainees pro-rata). For FY1 - 15 days per annum.

For Study Leave related queries contact Intrepid Support (SGH)

Email: Intrepid.Support@stgeorges.nhs.uk

Tel: 0208 725 (Ext 2237)

Making an Application for Study Leave

Firstly, review HEE's Support Portal for Guidance and Approved List of Courses

(<https://lasepgmdesupport.hee.nhs.uk/support/home?studyleave>)



Once you have booked the time off and checked your course is on the Approved List of Courses / you have received your Aspirational Course ref. no (see above) go to: www.intrepidv10.co.uk/LDN



Log onto Intrepid and click on 'Leave Application'.



Applications for reimbursement must be made within six weeks of attending a course/activity. Include costs and attach payment receipts and proof of attendance.

EXPENSES CANNOT BE REIMBURSED WITHOUT RECEIPTS.



At the end of each month PGME submits all complete study leave claims to HEE for approval.



Once HEE has authorised reimbursement the PGME Team will submit details to payroll department for payment processing.

Incomplete claims are the most common cause of delay. A complete claim is usually processed, with payment made to the trainee around 8 weeks after the claim was submitted onto the INTREPID system

excellent /
kind /
responsible /
respectful /

Excellence in specialist and community healthcare

St George's University Hospitals NHS Foundation Trust

PGMDE Support Portal

Intrepid

Leadership & Management

for Postgraduate doctors

This is a 2 day course that is jointly developed with HEE South London, St Georges Leadership Academy & St Georges University of London.

The SW London Leadership & Management Course was established in 2011 as a workshop forum for junior doctors to:

- (a) Learn about NHS management and finances.
- (b) Patient safety and governance essential for running a service.
- (c) Undertaking projects in service improvement.
- (d) Learning personality types, leadership styles and ways to influence change.

In addition to meeting the essential generic curriculum competencies, it has become a forum for interaction with the top management and leaders in the NHS London and usually attracts a stellar cast amongst its many speakers and facilitators.

Course Fee: £100 for both days

VENUE: St Georges Hospital, NHS Trust
John Parker Lecture Theatre
Ground floor, Atkinson Morley Wing
Blackshaw Road, Tooting, London
SW17 0QT

Course Directors:

Dr Rohit Raj & Dr Indranil Chakravorty

For more information about the course, please contact:
Jocelyn Villar at IMT@Stgeorges.nhs.uk

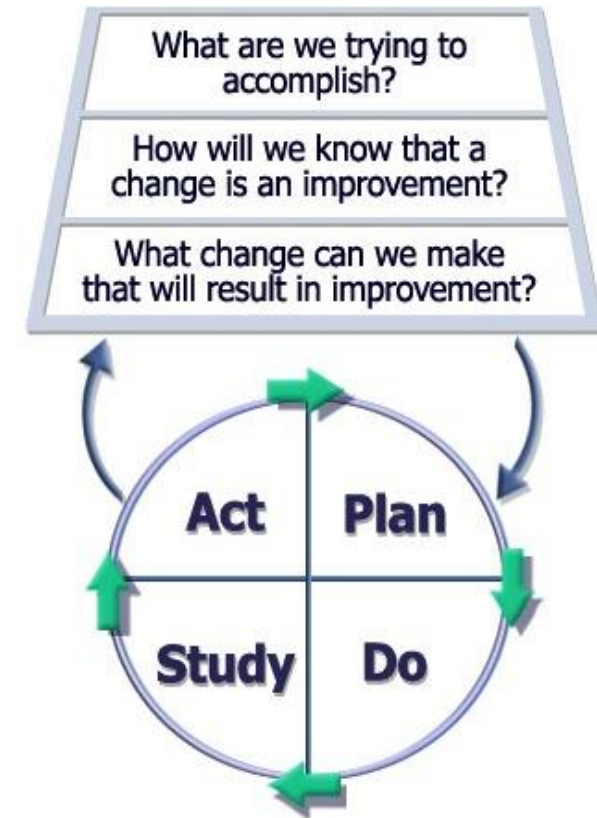
To book your place:

<https://healtheducationyh.onlinesurveys.ac.uk/sw-london-leadership-management-course-april-2020>



QI at St George's Hospital

- QI sessions on all foundation year teaching programmes
- Further teaching/ project coaching is available to junior doctors, including meeting new curriculum requirements- watch this space!
- Regular training sessions- half-day introduction workshop free and open to all staff (book on Totara)
- New intranet hub coming soon with learning resources
- Free access to Life QI webtool for @stgeorges.nhs.uk email addresses
- Please do get in touch, QIA@stgeorges.nhs.uk or Carolyn.Johnston@stgeorges.nhs.uk



Datix – Electronic Incident Reporting



Intranet Website → Applications → Non Clinical Applications

← → ↻ ⓘ Not secure | stg1datixapp01/Datix/Live/index.php ☆ K

New Form | Login | Register 

St George's Healthcare NHS St George's University Hospitals NHS Foundation Trust Adverse Incident Form

This form should be used for reporting ALL incidents (including near misses).
Completing this form does not constitute an admission of liability of any kind by any person.
If using a VDI (virtual desktop infrastructure) you may experience problems when selecting options from dropdown menus. Should this occur, select the required option using the enter/return key on the keyboard.

Symbols found on this form

- ★ Indicates a mandatory field.
- ▼ Click to select from the list of available options for that field, for multi pick fields, select as many as are relevant and press ↵Enter↵
- ✖ Click to remove any selections chosen in error from multi-pick fields.
- 📅 Click to choose the date from a calendar. (Can also be entered manually in the Form dd/mm/yyyy)
- ❓ Click for help / information on a particular field.
- ABC Click to run a spell-check after having completed any of the free text fields on this form.

Click here for the Incident reporting manual
A Detailed list of Locations/Wards/Departments and Responsible Leads - [HELP MAP](#)

Key Contacts

For assistance with completing this form and feedback to an incident report:

Olivia Herlihy - Divisional Governance Manager (Medicine & Cardiovascular) Ext: 4020
Sandra McKenzie - Divisional Governance Manager (Surgery, Theatres, Cancer & Neurosciences) Ext: 3340
Steve Powell - Divisional Governance Facilitator (Surgery, Theatres, Cancer & Neurosciences) Ext: 4098
Fiona Hicks - Divisional Governance Manager (Children's, Women's, Diagnostics, Therapeutics, Critical Care & Community Services) Ext: 4099
Paula Sargent - Divisional Governance Facilitator (Children's, Women's, Diagnostics, Therapeutics, Critical Care & Community Services) Ext: 3092

Corporate Risk Department contacts:
Caroline Jones - Datix & Risk Facilitator Ext: 4050
Tom Duggan - Risk Facilitator Ext: 1899
Jenny Miles - Risk Manager Ext: 4054

Person directly affected by the incident

If a person or persons were affected OR potentially affected, choose the appropriate person type.
If no-one was affected OR potentially affected by the incident, please chose the option 'No-one Affected'.

Person Affected Clear Section

★ Type of Person/s affected (directly or indirectly) or potentially affected by the incident?

❓

If a person or persons were affected OR potentially affected, (this includes the outcome of No Harm, Harm and Near Miss incidents) YOU MUST CHOOSE THE APPROPRIATE PERSON TYPE from the drop down box!

Only choose the option 'No-one Affected ' IF THERE WAS NO-ONE AFFECTED OR POTENTIALLY AFFECTED.

If the option of 'no-one affected'is chosen,then please document why this has not affected or potentially affected a person

IF A PERSON IS AFFECTED GO BACK AND CHOOSE THE APPROPRIATE PERSON TYPE FROM THE DROP DOWN LIST.

Junior Doctors Forum

- Meets monthly
- Works closely with Serena Haywood, Guardian of Safe Working, Director of Medical Education, PGMEC, HR and Mess Committee to enhance junior doctors' education, training and working lives. Themes include –
 - Ensuring adequate and accessible rest facilities for junior doctors working in all wings of the hospital in line with the BMA Fatigue and Facilities Charter
 - Implementation of the 2016 junior doctors contract, rotas and exception reporting
 - And more... priorities as determined by *YOU*
 - Opportunities to get involved: Specialty trainee rep; LTFT rep, Trust grade rep.

Next JDF: Thursday 20th February 13:15-14:00
Junior Doctors Mess (opposite PICU).
Please ensure that at least one member of your team attends each JDF to represent your team/ward.

- JDF Chair:
- Yanushi Dullewe Wijeyeratne
- ST5 Cardiology
- ydw@sgul.ac.uk



Thank you

St George's University Hospitals NHS Foundation Trust

www.stgeorges.nhs.uk
[@StGeorgesTrust](https://www.stgeorges.nhs.uk)