

Who Does What in the GP Department at KSS Deanery?

GP Deans Team	Responsibilities	Contact
<p>Professor Abdol Tavabie Dean of Postgraduate GP Education</p>	<ul style="list-style-type: none"> • Manage the Health Education KSS, Department of Postgraduate GP Education. • Deputy to the KSS Postgraduate Dean Director. • Vice-Chair of the COGPED (GP Deans forum nationally). • Manage Recruitment and quality assurance processes for GP Training programmes. • Manage recruitment, retention and quality assurance processes of GP education network. • Responsible for quality assurance processes of GPs with performance problems. • Contribute to GP education at the deanery and national level. • Communicate with all stakeholders, DH, NHS England Area Teams, Medical School, Universities, Local Medical Committees and Royal College of General Practice, GMC • Lead Visitors for GMC 	<p>0207 415 3673 ATavabie@kss.hee.nhs.uk</p>
<p>Dr Hilary Diack Deputy GP Dean and Head of GP School</p>	<ul style="list-style-type: none"> • To support the Dean and deputise for him both in KSS and nationally • Head of GP School • To support the patch Associates and task Associate Deans for the GP Department • To support and lead the GP Recruitment process • To lead on the delivery of the Foundation Programme in the GP placements particularly for the KSS part of the South Thames East Foundation School • To endorse appropriate documents for GP Registrars & doctors applying for training • To support the Deanery appointment process for the appointment of GP Programme Directors, GP Tutors and other appropriate Deanery Educators. • To support the interim process of quality assurance of the training in hospital for GP trainees during their placements there. • To support the GP Department office team in answering and responding to queries related to all aspects of GP Department responsibilities. 	<p>0207 415 343 HDiack@kss.hee.nhs.uk</p>
<p>Dr Kevin Hurrell Head of Post-Certification GP School</p>	<ul style="list-style-type: none"> • Head of GP School Board – Post Certificate of Completion of Training (CCT) • Support KSS GP's through Revalidation via the management of the appraisal process over the 5 year cycle to ensure they renew their licence with the GMC and their certificate with the College. • Support KSS appraisers to quality assure the appraisal processes through the formation of the Post-Certification School. • Support and train KSS GP Tutors, Lead Appraisers, and NHS England Area Team staff involved with appraisal via Appraisal Development Centres (ADC). • GP Retainer and Induction & Refresher Scheme. 	<p>0207 415 3447 KHurrell@kss.hee.nhs.uk</p>

GP Deans Team	Responsibilities	Contact
<p>Dr Susan Bodgener Associate GP Dean for nMRCGP Assessment</p>	<ul style="list-style-type: none"> • Lead on E-portfolio • Cascading training for Trainers & GP Programme Directors • Supporting implementation of nMRCGP • Planning and Implementation of Annual Review of Competence Progression (ARCP) 	<p>0207 415 3439 SBodgener@kss.hee.nhs.uk</p>
<p>Dr Mary Davis Associate GP Dean – Simulated Patient Project</p> <p>Dr Mohan Kanagasundaram Associate GP Dean – Communication and Simulation</p>	<ul style="list-style-type: none"> • Support of Deanery processes surrounding recruitment to training posts • Lead Simulated Patient Project Co-ordinator 	<p>0207 415 3439 MDavis@kss.hee.nhs.uk</p> <p>MKanag@kss.hee.nhs.uk</p>
<p>Dr Bob Ward Associate GP Dean – West Surrey</p>	<ul style="list-style-type: none"> • Responsibility for quality assurance of all training practices in West Surrey and the ongoing development of Trainers. • Appraisal and support of GP Programme Directors, GP and PC Tutors in the patch. • Quality Assurance of GP run through training • Support and development of the local faculty groups in the patch • Support of Deanery processes surrounding recruitment to training posts 	<p>0207 415 3631 BWard@kss.hee.nhs.uk</p>
<p>Dr Nathan Nathan Associate Dean supporting underperforming doctors</p>	<ul style="list-style-type: none"> • Lead responsible for running the Deanery scheme for providing additional training to GPs referred by General Medical Council and National Clinical Assessment service (NCAS) – covering all three counties – Kent, Surrey & Sussex. 	<p>0207 415 3437 NNathan@kss.hee.nhs.uk</p>
<p>Steve Scudder Lifelong Learning Advisor</p>	<ul style="list-style-type: none"> • Responsible for implementation of the Primary Care strategy and the tutor's network, across the three counties of Kent, Surrey and Sussex. • Providing guidance and advice and acting as an information hub to the Tutor's network. • Working with GP Tutors and CCG's representatives at local & county level in promotion of the principles of CPD and life long learning for healthcare teams. • Assisting and supporting Patch Associate Deans with GP recruitment, MMC & FY2 Programme, CPD and Practice Based Commissioning. • Responsible for management of the educational pathway and training of GPs wishing to become educators within KSS including carrying out initial practice visits for non training practices as part of the accreditation process. 	<p>0207 415 3447 SScudder@kss.hee.nhs.uk</p>

GP Deans Team	Responsibilities	Contact
<p>Mary-Rose Shears Associate GP Dean – East Sussex</p>	<ul style="list-style-type: none"> • Responsibility for quality assurance of all training practices in East Sussex and the ongoing development of Trainers. • Appraisal and support of GP Programme Directors, GP and PC Tutors in the patch. • Quality Assurance of GP run through training • Support and development of the local faculty groups in the patch • Support of Deanery processes surrounding recruitment to training posts • Broad Based Training 	<p>0207 415 3630 MShears@kss.hee.nhs.uk</p>
<p>Dr Kim Stillman Associate GP Dean – East Kent and Medway</p>	<ul style="list-style-type: none"> • Responsibility for quality assurance of all training practices in East Kent and Medway and the ongoing development of Trainers. • Appraisal and support of GP Programme Directors, GP and PC Tutors in the patch. • Quality Assurance of GP run through training • Support and development of the local faculty groups in the patch • Support of Deanery processes surrounding recruitment to training posts 	<p>0207 415 3437 KStillman@kss.hee.nhs.uk</p>
<p>Dr Debbie Taylor Associate GP Dean – West Kent</p>	<ul style="list-style-type: none"> • Responsibility for quality assurance of all training practices in West Kent and the ongoing development of Trainers. • Appraisal and support of GP Programme Directors, GP and PC Tutors in the patch. • Quality Assurance of GP run through training • Support and development of the local faculty groups in the patch • Support of Deanery processes surrounding recruitment to training posts 	<p>0207 415 3437 DTaylor@kss.hee.nhs.uk</p>
<p>Dr Chris Warwick Associate GP Dean – East Surrey</p>	<ul style="list-style-type: none"> • Responsibility for quality assurance of all training practices in East Surrey and the ongoing development of Trainers. • Appraisal and support of GP Programme Directors, GP and PC Tutors in the patch. • Quality Assurance of GP run through training • Support and development of the local faculty groups in the patch • Support of Deanery processes surrounding recruitment to training posts • Website Development 	<p>0207 415 3631 CWarwick@kss.hee.nhs.uk</p>

<p>Dr Glyn Williams Associate GP Dean – West Sussex</p>	<ul style="list-style-type: none">• Responsibility for quality assurance of all training practices in West Sussex and the ongoing development of Trainers.• Appraisal and support of GP Programme Directors, GP and PC Tutors in the patch.• Quality Assurance of GP run through training• Support and development of the local faculty groups in the patch• Support of Deanery processes surrounding recruitment to training posts• Delivering the educational pathway modular training• Co-ordinator & lead Tutor KSS GP Modular Teaching in general practice programme and PG Certificate course.• Programme Director Development Adviser.	<p>0207 415 3630 GWilliams@kss.hee.nhs.uk</p>
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Administration Team	Responsibilities	Contact
<p>Sandra Forster Primary Care Business Manager</p>	<p>Primary Care Business Manager for General Practice Department and also supporting the Dental Department:-</p> <ul style="list-style-type: none"> • Management of GP Department inc. Direct Line Management of the 4 team leaders + 2 other members of staff, training and development of staff. • Finance management of GP budget • Working closely with GP Dean Team & staff to operationalise strategy and policy into administration systems. • Project implementation and project management specifically to oversee GP Specialty Training Recruitment and ARCP and Paramedic Student Placements • Development of the GP Website/Information management systems and network communications • Conduit between other departments of KSS – Quality Operational Group/Office Managers/KSS web site • Support to Dental Department Office Manager relating to policies etc. • Co-ordination of the GP AGM. 	<p>0207 415 3484 SForster@kss.hee.nhs.uk</p>
<p>Sue Smith GP Office Manager & Sussex Patch Manager (Team Leader)</p>	<p>Patch Manager role, providing PA support to the Associate GP Deans for the Sussex patch.</p> <ul style="list-style-type: none"> • Administration of processes and organisation of accreditation and re-accreditation of GP Trainers • Overall responsibility for the processes and organisation Local Education Provider (LEP) visits across KSS with particular responsibility for Sussex • Organisation of training courses and events for Sussex based educators • Supporting GP Specialty Recruitment <p>GP Office Manager role - supporting and deputising role for the Primary Care Business Manager as appropriate and:</p> <ul style="list-style-type: none"> • Monitoring and approving claims on the finance system including ad hoc trainer payments as required • Supporting the production of Bulletins and Newsletters. • Management of Equality & Diversity On-line Training system • Co-ordination of Dean Team Meetings, GP School Board & AGM. <p>Team Leader role including managing:-</p> <ul style="list-style-type: none"> • Training and development of the GP Patch Management Team (3 team members), GP Projects Officer, GP Claims Administrator and PA to GP Deans Office. • Organising Patch Management Team meetings and undertaking appraisals. • Co-ordination of the Trainer Selection Committee meetings and reports. 	<p>0207 415 3630 SSsmith@kss.hee.nhs.uk</p>

Administration Team	Responsibilities	Contact
<p>Lizzie Allen CPD Administrator</p>	<ul style="list-style-type: none"> To provide comprehensive administrative support to the CPD Manager, Head of Post CCT GP School and Associate GP Deans in relation to all CPD projects involving a wide range of tasks. Supporting the administration of CPD skills workshops and conferences in relation to the Mentoring Project, GP Appraisal Project, SIMulators Project, Careers/Skills Workshops, Appraisal training workshops. Supporting the CPD Manager with the organisation and administration processes for the recruitment and selection of GP appraisers. Responsibility for administration of the SIMulators Project. 	<p>0207 415 3458 LAllen@kss.hee.nhs.uk</p>
<p>David Buckle GP Training Officer</p>	<ul style="list-style-type: none"> Monitoring all GPStRs' ePortfolios and their progress of MRCGP training, chasing for completion of outstanding assessments, and notifying GPStRs when their Annual Review of Competence Progression panels (ARCPs) are due. Responsible for: setting up and maintaining the ePortfolio records for all GPStRs. for the administration and organisation of ARCP panels for all GPStRs. for the organisation and administration of induction and training days for GPStRs and CSA Workshops. Handling queries from GPStRs, Educational Supervisors and Trust faculty staff in relation to the MRCGP process, ePortfolio, ARCP and certification Key contact for the RCGP Certification Unit Supporting the GPStR committee Managing the process for External Educational Supervisor support for TiDs 	<p>0207 415 3634 DBuckle@kss.hee.nhs.uk</p>
<p>Sarah Cadlock GP Educator Pathway Manager</p>	<ul style="list-style-type: none"> Administration & organisation of modular courses for Clinical Supervisors & Clinical Education Supervisors & GP Trainers including Postgraduate Certificate Managing the PG Certificate and sharepoint system Managing related funding for FY2 	<p>0207 415 3435 SCadlock@kss.hee.nhs.uk</p>
<p>Ramatu Dumbuya Finance & Projects Manager</p>	<ul style="list-style-type: none"> To provide Financial Management advice & guidance to the GP Department. To contribute to the development of the overall Finance Function & to Deanery's financial procedures, policies & systems. To assist the Head of Finance and IT in meeting the objectives of the Deanery Finance Department. Through working closely with the GP Dean and Primary Care Business Manager, assist in establishing a financial reporting structure within the GP Department that will facilitate the production of meaningful and timely Financial Management information. Develop new and improve existing systems of control that will clearly identify all GP Budgets and expenditure and income relating to each funding stream. 	<p>0207 415 3474 RDumbuya@kss.hee.nhs.uk</p>

Administration Team	Responsibilities	Contact
<p>Adelaide Gbadamosi GP Training Assessments Administrator</p>	<ul style="list-style-type: none"> • First point of contact for liaising with Trainees who may be distressed as a result of ARCP review • Administration and coordination of training events i.e. Trainee induction days, CSA workshops and mock CSA days • Responsible for collation of Form Rs and issuing NTN numbers • Answering ePortfolio related enquiries • Responsible for providing AKT and CSA results • GP Dept Web Editor (Training related pages) 	<p>0207 415 3685 AGbadamosi@kss.hee.nhs.uk</p>
<p>Elena Gonzalez GP Training Recruitment Manager (Team Leader)</p>	<ul style="list-style-type: none"> • Managing the recruitment process for GPStRs in KSS via the online application system, long listing, Stage 2 assessment and selection assessment centre • Managing the trainees' placement documentation and maintaining up to date database and information systems • Key contact for GPStRs, training practices and programme directors relating to recruitment and placement issues • Managing the intra/inter Deanery transfer process • Administration of LTFTs at ST3 level • Managing Single Employer Acute Trust processes 	<p>0207 415 3487 EGonzalez@kss.hee.nhs.uk</p>
<p>(Vacant) PA to GP Deans Office</p>	<ul style="list-style-type: none"> • PA to GP Dean, Primary Care Business Manager & Deputy Office Manager • Providing administrative/secretarial support including diary management to the GP Deans Office • Regular contact with internal and external stakeholders • Organise meetings as required including producing agendas, minutes, reports and correspondence as required. • Manage the annual leave for the department 	<p>020 7415 3673</p>
<p>Julie Malvermi Kent Patch Manager</p>	<p>Patch Manager role, providing PA support to the Associate GP Deans for the Kent patch.</p> <ul style="list-style-type: none"> • Administration of processes and organisation of accreditation and re-accreditation of GP Trainers • Responsibility for the processes and organisation Local Education Provider (LEP) visits for Kent • Organisation of training courses and events for Kent based educators • Managing the Kent Programme Director appraisals • Supporting GP Specialty Recruitment • GP Department AGM, Practice Managers Conference and Out of Hours Courses for both Clinical Supervisors and GP Registrars • Supporting the administration for the Underperforming Doctors project. • Production of the GP School Prospectus 	<p>0207 415 3437 JMalvermi@kss.hee.nhs.uk</p>

Administration Team	Responsibilities	Contact
<p>Sharon Norton GP Patch Management Administrator</p>	<ul style="list-style-type: none"> • General support to Kent/Surrey & Sussex Patch Managers • Assisting with arranging accreditation/re-accreditation visits • Issuing appointment/reappointment letters following School Board • Updating Intrepid as required • Assisting Patch Managers with the arrangement of GP Programme Director appraisals • Supporting GP Specialty Recruitment • Monitoring and reporting on feedback from On Line Questionnaires both GPStR and FY2. • Preparing documentation for conferences and workshops 	<p>0207 415 3671 SNorton@kss.hee.nhs.uk</p>
<p>Sultana Parvez GP Training Recruitment Officer</p>	<ul style="list-style-type: none"> • Supporting GP Training Recruitment Manager • Supporting administration of all stages of recruitment, data input and deanery transfers • Preparation of materials for stage 2 and SAC and supporting the process. • Collating and distributing feedback for candidates • Administration of GP Registrar payment forms (FPGPR1 forms) • Assisting with organisation of training workshops and preparation of documentation • Advising candidates on the GP Recruitment processes and ad hoc queries relating to rotations, maternity and sickness leave from trainees, PCSA's and Trusts • Supporting other colleagues outside of recruitment times 	<p>0207 415 3418 SParvez@kss.hee.nhs.uk</p>
<p>Louie Rallo CPD Manager (Team Leader)</p>	<p>Supports the Head of Post-Certification GP School and Lifelong Learning Advisor to plan, organise and manage administration of CPD activities and events i.e. conferences, training and workshops, for GPs across KSS. Working with the CPD Administrator, responsible for the management of administrative processes & systems for: -</p> <ul style="list-style-type: none"> • Appraiser Development (Leadership Days & Learning Sets) • Budgets: monitor and update CPD Events • General Practice Tutors • Mentoring (Career Support) Scheme • RCGP Revalidation Support • Sessional GP's • SLAs with NHS England Area Teams (Income) • SIMulators <p>Also supports the Clinical Lead (GP Dean) and Programme Manager to plan, develop and deliver the Primary Care Workforce Development strategy.</p> <p>Web Editor and content management Lead for GP Dept.</p>	<p>0207 415 3447 LRallo@kss.hee.nhs.uk</p>

Administration Team	Responsibilities	Contact
<p>Shirelee Rebeiro GP Payments & Office Administrator</p>	<ul style="list-style-type: none"> Processing GP Department Invoices and Claims in line with guidance and allocations using the i-proc finance system Logging all claims onto appropriate databases Responding to all GP finance queries Creating bespoke claim forms for new events Checking PCT recharge invoices Managing the Purchase Orders process Order stationery supplies for GP department General office clerical/admin tasks as required Assisting GP Training Team with ePortfolio and other administration where possible 	<p>0207 415 3486 SRebeiro@kss.hee.nhs.uk</p>
<p>Pauline Smith GP Training Placements Administrator</p>	<ul style="list-style-type: none"> Supporting Primary Care Business Manger in relation to GP projects such as GP Training placement expansion project and Paramedic Student Practitioner placements. Supporting the administration of Foundation Placements in GP Training practices including monitoring Equality & Diversity training for GP Clinical Supervisors, keeping the individual records updated. GP Dept Web Editor (Recruitment-related pages) 	<p>0207415 3446 PSmith@kss.hee.nhs.uk</p>
<p>Nina Tafa GP Training Manager (Team Leader)</p>	<ul style="list-style-type: none"> GP Training Manager role responsible for the management and administration of the assessment processes for GP trainees throughout the three year programmes of GP training. To administer the documentation for GPStRs at the completion of their GP training and to liaise with the RCGP in order to obtain the appropriate Certificate from the GMC. To produce, update and distribute necessary GP Training documentation and guidelines. Organisation and administration of nMRCGP Training sessions for GPRs and calibration sessions for Assessors. Working closely with the Associate Dean for Assessment providing PA support. Supporting the ePortfolio system of learning, liaising with Trainees, Trainers, GP Programme Directors and Patch Associate Deans and monitoring/reporting on trainee progress etc. To ensure that that information about the ePortfolio is distributed and to be a resource for clarification about this, working with the Associate Dean for the nMRCGP. Supporting the GP Registrar Committee Co-ordination of Annual Review of Competence Progression (ARCP) Panels Team Leader role - managing, training and development of the GP Training Officer 	<p>0207 415 3439 NTafa@kss.hee.nhs.uk</p>

Administration Team	Responsibilities	Contact
<p>Vacant Surrey Patch Manager</p>	<p>Patch Manager role, providing support to the Associate GP Deans for the Surrey patch.</p> <ul style="list-style-type: none"> • Administration of processes and organisation of accreditation and re-accreditation of GP Trainers • Responsibility for the processes and organisation Local Education Provider (LEP) visits for Surrey • Organisation of training courses and events for Surrey based educators • Managing the Programme Director appraisals • Supporting GP Specialty Recruitment • Managing the Appointments Committee processes and co-ordinating the recruitment of GP Programme Directors • Managing the GP Overlaps processes for Kent, Surrey & Sussex • Organisation of quarterly KSS GP Programme Director Conferences and national PD workshop • Management of the GP Retainer Scheme • Management of the Induction & Refresher Scheme • Website Administrator for the GP Department • Management of the annual UNU Tri-badge award process. 	<p>020 7415 3631</p>
<p><u>Office Addresses:</u></p>	<p>Dept. of Postgraduate GP Education Health Education KSS Lower Floor, 7 Bermondsey Street London SE1 2DD</p>	<p>Fax: 0207 415 3687</p>