**Department of Postgraduate GP Education**

Health Education KSS

7 Bermondsey Street

London

SE1 2DD



**Health Education Kent Surrey Sussex (HEKSS)**

**HONORARY CONTRACT AND INDIVIDUAL EDUCATIONAL AGREEMENT**

**BETWEEN BROAD BASED TRAINING TRAINEES (BBT) (EMPLOYED UNDER THE LEAD SINGLE EMPLOYER ACUTE TRUST)**

**AND GP CLINICAL/EDUCATIONAL SUPERVISOR**

**Guidelines covering your Pilot BBT training programme attached to:**

**GP Supervisor (Trainer)**: …………………………………..................................

**Name & Address of GP Training practice** …………………………………………………………………………………………………………

…………………………………………………………………………………………………………

**Trainee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Deanery reference Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **GMC Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **BBT trainee training grade (during GP placement):\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_**

**Name of Single Employer Acute Trust:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dates of GP placement: from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Your Training Programme Directors (TPD) is: DR MARY-ROSE SHEARS**

**Patch Associate GP Dean is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Head of GP school is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean of Postgraduate GP Education is: Dr Hilary Diack**

**Your Postgraduate Medical Dean Director (and Responsible Officer) is:**

 **Professor Abdol Tavabie**

The terms and conditions of this honorary contract are as follows:

1. All medical practitioners covered by this contract will be fully registered with the General Medical Council (GMC)
2. GP Trainers will be so recognised by HEKSS, Department of Postgraduate GP Education and the GMC
3. This contract will cover that part of BBT Training that takes place in a GP placement in any part of a BBT Training Programme, and will regulate the General Practice component of that programme. It will form part of the supplementary regulations enabling that training period.
4. This document will act as a supplementary/honorary contract between the above parties. The BBT trainees, principal employment contract will be held by the Lead Single Employer at the Acute Trust.
5. The GP Practice will host the trainee for the duration of this period of training in the GP placement in accordance with and sign the Service Level Agreement with the Single Employer Acute Trust.

**General**

1. The GP Trainer will supervise and organise the period of training within General Practice for the purpose of teaching and advising on all matters appertaining to GP training for a period of four months or more, as appropriate. This placement for this BBT Trainee is for ……………… months from ……………………….. [date placement commences].
2. The salary of the trainee will be paid by the Lead Single Employer Acute Trust at the agreed rates as determined by the DDRB.
3. Both parties will have appropriate medical indemnity.
4. Working Hours
5. The hours worked by the trainee in the Practice, the Out of Hours setting and the regular periods of tuition and assessment will be agreed between the GP Trainer and the trainee and will comply with the appropriate weekly timetable for GPStRs as defined by COGPED, and this will make provision for any educational programme organised by HEKSS and as advised by HEKSS.
6. The hours of work shall comply with the European Working Time Directive legislation, or any subsequent Working Time legislation.
7. Leave
8. The trainee shall be entitled to the appropriate annual leave during a 12 month period in accordance with the Trust policy (pro rata for shorter periods), and also statutory and general national holidays or days in lieu as determined and agreed by their employing Trust. However, the trainee is required to take their proportion of annual leave related to the GP placement during the GP placement (after negotiation with GP Trainer). There is no option to roll over annual leave from one placement to other one. The GP Trainer will complete the absence returns for the Single Employer Acute Trust monthly.
9. The trainee is entitled to Approved Study Leave as appropriate and agreed with the BBT Training Programme Director, their placement Supervisor (in a general practice placement: the GP Trainer), and the Trust Director of Medical Education – study leave expenses will be reimbursed direct by the HEKSS, GP Department.

If the trainee is absent due to sickness, they must inform the Single Employer Acute Trust and the GP Practice as early as possible. Statutory documentation shall be provided to their employing Trust.

1. Any accident or injury arising out of the trainee’s employment in the Practice must be reported to the GP Training Practice Manager and their GP Trainer, as well as the Single Employer Acute Trust.
2. A trainee in a GP placement who goes absent on maternity leave will comply with the terms of their Principal Contract with the Acute Trust

6 Training

1. The trainee shall undertake to care for, be responsible for and if necessary replace and return any equipment that may have been supplied by the Practice at the end of the training placement.
2. The trainee will apply himself/herself diligently to the educational programme and service commitments and other matter as directed by the GP Trainer in accordance with the requirements of the HEKSS GP School.
3. The trainee will make suitable provision for transporting themselves in order to carry out the domiciliary aspects of above duties satisfactorily. Expenses for this (car mileage expenses) will be claimed from the Single Employer Acute Trust according to the appropriate reimbursement policy after being validated and signed off by the GP Trainer.

7 Any dispute between the trainee and the GP Trainer should be brought to the attention of the BBT Training Programme Director, and the Single Employer Acute Trust in the first instance. If necessary any unresolved dispute will be investigated through the appropriate channels.

8 The terms of this contract will be subject to the terms of service for doctors as set out from time to time in the National Health Service (General Medical and Pharmaceutical Services) Regulations.

 **EDUCATION GUIDELINES for BBT Trainees whilst in a GP Placement**

**INTRODUCTION**

The guidance below defines more specifically what is expected of a BBT doctor during their GP placement of the BBT programme and what that doctor can reasonably expect from their GP Trainer, and Training Practice. The document is congruent with national guidance on generic standards for training as defined by GMC and The Guidance to Postgraduate Specialty Training in the UK (The Gold Guide) and as developed and administered by HEKSS. These guidelines emphasize the importance of educational co-ordination between all those involved in the educational process.

There is guidance on the wider aspects of the BBT programme in the BBT handbook and this should be read in conjunction with this Honorary Contract

During a GP placement a BBT trainee will have a Clinical Supervisor who is the GP trainer. The trainer will:

* Oversee the day to day work of the trainee
* Offer a level of supervision necessary to the experience and competency level of the trainee
* Maintain the safety of patients and the trainee
* Hold regular meetings with the trainee during the placement
* Undertake assessments (and liaise with others who may undertake the assessments) as part of the work place assessment schedule for BBT
* Review data in the e-portfolio
* Complete an end of placement report and feedback
* Undertake regular equality and diversity training

During the programme a BBT trainee will have an Educational Supervisor (ES), who will usually be the clinical supervisor from the first BBT placement. Educational Supervisors are responsible for overseeing training to ensure that trainees are making the necessary clinical and educational progress. In addition your educational supervisor will:

* Meet the trainee regularly throughout each of your BBT years
* Provide regular appraisal opportunities and completion of formal reviews
* Provide feedback on overall progress
* Hold an Interim meeting with the trainee ahead of the Annual Review of Competency Progression Panel
* Offer you advice on how to access careers advice from the HE KSS Careers Advice Team and specialty specific advice

BBT has a dedicated Training Programme Director (TPD) who is employed by the HEKSS to support and facilitate the running and delivery of the training for the whole BBT Programme of KSS. The TPD will co-ordinate your training programme throughout your two year Programme.

In addition to the BBT TPD you may also be supported in your education by the GP VTS programme Director in your Acute Trust and the Specialty TPDs in Medicine, Psychiatry and Paediatrics.

**OVERVIEW OF BROAD BASED TRAINING**

The BBT pilot programme is a two year programme with six month rotations in each of General Practice, Medicine, Paediatrics and Psychiatry. Trainees exit into their chosen specialty on successful completion of the programme: to ST2 in GP and Paediatrics and CT2 in Medicine and Psychiatry. BBT trainees working in one specialty will have opportunity to experience a second of the BBT specialties to the equivalence of 1 session per week. The timing and arrangements for this one session will vary according to local circumstances. BBT is supported by its own Curriculum and assessment strategy.

The **Dean of Postgraduate GP Education and the Head of the GP School** will be responsible for ensuring that the educational personnel and educational activities described above are provided in respect of placements occurring in general practice.

**PROBLEMS ARISING DURING THE COURSE OF TRAINING**

All processes in the training programme should, in accordance with guidance from the GMC be open, transparent and accountable.

Trainees and their Supervisors (both Clinical and Educational) are expected to discuss any problems that may occur during training and work together to resolve any difficulties.

Where problems cannot be resolved both parties should seek guidance promptly from the BBT Training Programme Director. The Programme Director will explore the problem and seek to resolve this according to the appropriate educational guidelines as determined by the Gold Guide and HEKSS “The Trainee in Difficulty Guidelines.”

**CHANGES IN CIRCUMTANCES**

There are occasions when it is deemed necessary by the GP School for a trainee to move location or they are eligible to change from full time to part time working. The relevant Clinical Supervisor / Educational Supervisor / GP Trainer / Human Resources Department of an employing Trust together with the BBT Training Programme Director will involve the appropriate members of the Schools participating in BBT to work with the trainee to manage any potential changes. Those involved directly with the trainee will continue to support the trainee to ensure their educational progress is maintained during this period of change.

**PROFESSIONAL DUTIES**

As a doctor the trainee must have at the forefront of his or her professional practice the principles of Good Medical Practice for the benefit of safe patient care. Trainees should be aware that *Good Medical Practice* (2013)) requires doctors to keep their knowledge and skills up to date throughout their working lives.

As a doctor the trainee should ensure that they will give care to patients responsive to their needs, that is equitable, respects human rights, challenges discrimination, promotes equality and maintains the dignity of patients and carers.

The trainee should acknowledge that as an employee within a health care organisation he or she accepts the responsibility to work effectively as an employee for that organization. This includes honoring contractual obligations as defined in the contract of employment, by participating in work place based assessment and reviews and by agreeing to the need to share information about his or her performance as a doctor in training with other employers involved in his or her training and with the Postgraduate Dean of HEKSS.

The trainee must support the development and evaluation of their training programme by actively participating in the national annual GMC trainee survey and HEKSS evaluative processes.

**SUPERVISION OF TRAINING IN GENERAL PRACTICE**

The GP Trainer or a named deputy (another GP) will normally be available on site during the time the BBT trainee is consulting with patients and be available by phone when the trainee is seeing patients at home or at other out of Practice locations during the working day. The degree of closeness of support will normally be related to the trainee’s level of experience and will be negotiated and agreed by the GP Trainer and trainee. Clear information on how the trainee can access this support must be made available.

The BBT Trainee should recognise and work within his or her level of competence and should seek further help and support for the appropriate clinical management of patients when he or she deems this appropriate, and particularly if there are any concerns relating to patient safety.

**EDUCATIONAL PLANNING AND PROVISION**

Throughout the pilot training programme the BBT Trainee will be working towards the learning outcomes defined in the BBT curriculum. This curriculum has been developed in conjunction with the four participating Colleges involved in the BBT programme. It is a national curriculum designed to address the wide ranging knowledge, competences, clinical and professional attitudes considered appropriate for a doctor intending to undertake practice in the contemporary NHS and contains generic and specialty specific learning outcomes.

Details of the BBT Curriculum can be found at: http://kssdeanery.org/broad-based-training/broad-based-training

**During the General Practice Placement the BBT trainee will have:**

* Regular reviews with the GP supervisor and reviews with the Educational Supervisor in accordance with the schedule contained in the BBT handbook A total of 3 hours protected teaching time each week to include a 1.5 - 2 hour tutorial and other activities such as joint surgeries, hot topic and random case analysis and time to undertake assessments required in the GP placement This protected time may also include time spent with other members of the primary health care team or the Practice administrative team.
* Attendance at the BBT Peer Learning Programme
* Attendance at the local GP Vocational Training Programme

**Responsibilities of the BBT trainee:**

The training programme is designed to be learner led. Responsibility for progression is in part the responsibility of the trainee. Trainees need to use the training resources available optimally in order to develop the generic and GP specific competences set out in the curriculum Failure to do so may have an impact on planned progression through the programme. BBT trainees need to be open to receiving constructive feedback about their performance and practice and be able to understand and use a range of learning styles. The programme is not one of supervisors / GP Trainer / Programme Directors delivering information but one of active facilitated learning.

Trainees need to maintain regular contact with their Educational Supervisor, BBT Training Programme Director and HEKSS by responding promptly to communications from them, usually through email correspondence.

**STUDY LEAVE**

Trainees are entitled to 30 days study leave per year when in full time employment. The arrangement of this is described in the KSS document ‘Guidance to Study Leave for Specialty Trainees’.

**OUT of HOURS (OOH) PLACEMENTS**

BBT Trainees are required to undertake placements in OOH, normally within the service of an OOH provider organization. These placements will be normally equivalent to 24 hours Over the 6 month placement.

**Responsibilities of BBT Trainee**

* To organise the sessions and work in the OOH services under supervision. This work in acquiring OOH competencies is part of the normal contract of employment.
* To maintain the portfolio of evidence (using the ePortfolio) including their reflection on clinical encounters, professional conversations with their OOH supervisors, relevant courses or reading and any other naturally occurring evidence.

**Role of the GP Trainer in OOH**

* The GP Trainer will help a trainee prepare for working in the OOH environment.
* The GP Trainer will debrief the trainee following their OOH sessions and review the record of training entered in the e-portfolio to identify the learning made, areas for further development and will monitor the quality of the experience.
* The GP Trainer will review regularly the level of supervision the trainee requires by the OOH Clinical Supervisor and advise the OOH of the level of supervision required in OOH
* The GP Trainer will also confirm that the trainee has undertaken the required level of OOH experience commensurate with the length of the GP component of their training programme.

**REVALIDATION**

Doctors in training will be revalidated by the GMC at five year after full registration with the GMC or at CCT which ever is the soonest (however, where a trainee is revalidated at 5 years, they will be revalidated again at CCT).

Trainees need to be engaged in and meeting the assessments and curriculum requirements of the training programme and will be in regular discussion with their clinical and educational Supervisors about progress and outstanding learning needs. These discussions should include summarising and reflecting on strengths and weaknesses and significant achievements or difficulties, which will usually encompass information on significant events, and complaints and compliments.

This national process requires the HEKSS GP School to collect data from the trainee, the employer(s) and Educational Supervisors in order to inform the revalidation process through the ARCP. This information will be provided under three headings:

* Conduct/capability investigation
* Serious Untoward incident
* Complaints

**Responsibilities of the BBT trainee**

* To fully engage in meeting the assessments and curriculum requirements
* To reflect on strengths and weaknesses and significant events, complaints or compliments in the e-Portfolio
* To complete the Enhanced Form R and submit this annually prior to the ARCP to the GP School who are charged with organizing this process on behalf of the HEKSS BBT programme

**Responsibilities of the GP Trainer in a GP placement with respect to revalidation**

* To report any SUIs occurring in GP placements to the Patch Associate GP Dean.
* Where the GP Clinical Supervisor is the Educational Supervisor report on fitness to practice and any unresolved concerns

**PRACTICE MEETINGS**

The GP Trainer is expected to allow BBT trainees access to clinical and appropriate business meetings within the Practice as part of the educational process.

The BBT trainee is expected to attend all relevant Practice based clinical meetings as agreed with the GP Trainer Trainees will ensure that all information covered in these meetings will be treated confidentially, both in relation to information relating to the Practice and its staff and patients.

**RESOURCES FOR LEARNING**

The GP Trainer and the training Practice will provide the necessary equipment needed for the trainee to carry out his or her clinical work effectively and appropriately.

The Practice will provide effective and easy access to the internet and appropriate written materials to support the educational process and meet the information needs of the trainee with respect to their GP placement. The GP Trainer should be aware of other resources that can be accessed by the trainee and the processes required to utilize the service.

The trainee will respect the property provided by the Practice, suggest how the provision of resources may be improved, and ensure the safe return of all equipment and other materials.

The Trust educational facilities also provide access to a range of on line and textbook facilities which are open to use by trainees

**CAREER GUIDANCE**

All BBT trainees in HEKSS will have regular meetings with a designated careers adviser. Careers support will be available in order to guide BBT trainees through the process of choosing their exit specialty. One to one guidance sessions will be offered to trainees towards the beginning of each rotation. In this way the careers adviser can help the trainee assess how to make the rotation work best for them in terms of their career choices. The careers advisers can also help the trainees make decisions about their careers beyond BBT, looking at their strengths and interests, in relation to the many choices which exist within GP, Psychiatry, Paediatrics and Medicine. BBT trainees should also discuss their career plans with their educational supervisor.

**We have read and understand the terms of this honorary contract and we the undersigned agree to do our best to fulfill the commitments as outlined in these educational guidelines.**

**Name of BBT trainee:** **………………………………………………………………………………………**

**Signature: ……………………………………………………………… Date ……………….........**

**Name of / GP Trainer: …………………………………………………….**

**Signature: ………………………………………………………………**