

Postgraduate Handbook for Anaesthetics

Kent Surrey and Sussex Postgraduate Deanery for Medical and Dental Education

This anaesthetic handbook can be found on the Ashford and St Peter's NHS trust anaesthetic training website which can be accessed from your home computer at <http://www.ashfordstpeters.nhs.uk/anaesthetics-training>

A GUIDE FOR POSTGRADUATE DOCTORS AND STAFF IN ASHFORD AND ST PETERS NHS HOSPITALS TRUST

This Handbook is mapped to the KSS Deanery's Graduate Education and Assessment Regulations (GEAR)

1. Recommended Handbook style

Front has logos of KSS Deanery/South East Coast/Trust

If this is a handbook for South Thames Foundation School (STFS), please add the STFS logo

Date of Handbook

Please write in Arial 11

Headings are in Arial 12

Throughout address the Handbook to you – i.e. the postgraduate doctor

2. Introduction

Welcome to the Kent, Surrey and Sussex (KSS) Postgraduate Deanery.

Welcome to St Peter's Postgraduate Centre in Ashford and St Peter's Hospitals NHS Trust. This Faculty Handbook is written for you as a Postgraduate Doctor and all who will be working with you during your time here at Ashford and St Peter's. 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 programme. It should be read in conjunction with your curriculum <http://www.roca.ac.uk/index.asp?PageID=57>. This Handbook also includes a profile of the Anaesthetics department.

This Handbook is updated annually based on feedback to the Faculty Group from you as a Postgraduate Doctor and from your Supervisors.

3. Location

During your time with us you will be based at Ashford and St Peter's.

The Postgraduate Centre is at St Peter's Hospital.

4. Brief Profile of the Anaesthetics department

The Anaesthetics department offers a range of specialties excluding Neuro and Cardiac surgery. Some selling points include the 16 operating theatres which service numerous paediatric ENT, laparoscopic Bariatric surgery, paediatric MRI & application of Ilizarov orthopaedic frame lists. There are two Maternity theatres which service ~3900 live deliveries per annum. It has a 9 bedded ITU with a critical outreach service. The trust has a chronic pain department recognized for advanced pain training. The trust runs an active acute pain service.

The Anaesthetic department has a total of 22 consultants, 3 associate specialists, 6 staff grades, 5 Specialty doctors, three ST 5-7's, four ST 3's, seven CT2's, three CT1's, three F1's and 1 trust grades.

5. Key people

There are several key people who will support you during your time with us.

The Programme Lead is Dr Anja Kuttler (College Tutor in anaesthetic) on extn 2153 or

anja.kuttler@asph.nhs.uk. The MEM is Angela Langwith-Green on extn 3731 or angela.langwith-green@asph.nhs.uk. A list of people directly involved in your Programme, e.g. Educational Supervisors, Clinical Supervisors, Administrative Staff, Faculty Group, Deanery Staff, Deanery Careers and Library Knowledge Service Staff with their contact details is given in Appendix A.

6. 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 are in conjunction with the Royal College of Anaesthetists. If you experience any local administration issues your first point of contact is the Program lead Dr Kuttler.

7. The Anaesthetic Curriculum

(GEAR S 1.2; S 1.4; S1.5)

The anaesthetic curriculum can be found at <http://www.rcoa.ac.uk/index.asp?PageID=57> and a hard copy is also available from your program lead. The Local Anaesthetics Faculty is responsible for ensuring that the Anaesthetics programme is such that it will enable you to meet specific competences required in any given year by your anaesthetics curriculum.

The anaesthetics Curriculum also includes opportunities for you to work with other healthcare professionals. You have access to 'Good Medical Practice' on the GMC website http://www.gmc-uk.org/guidance/good_medical_practice/content.asp. Your training programme is compliant with current Employment Law and Equality & Rights Legislation.

7.1 The aims and objectives of the Anaesthetics curriculum

(GEAR S 1.4)

The aims and objectives of the Anaesthetics curriculum are for CT1-2 are

- obtain "The test of initial competency" <http://www.rcoa.ac.uk/docs/CCTptii.pdf> Page 24-35
- obtain "The "Assessment of the Basic Competences for Obstetric Anaesthesia" Page 38-47 <http://www.rcoa.ac.uk/docs/CCTptii.pdf>
- Pass the primary FRCA
- Pass the Annual review of competence progression (ARCP)
- Complete the required work placed assessments
- Obtain the "Basic Level Training Certificate "
- 21 months anaesthesia and 3 months intensive care medicine (ICM).
- Complete the online learning modules <http://www.rcoa.ac.uk/index.asp?PageID=1101>
- Keep a training portfolio <http://www.rcoa.ac.uk/index.asp?PageID=982>

7.2 How you complete Anaesthetics curriculum

This Anaesthetics curriculum is competency based after completion of the primary FRCA gives an opportunity to compete for the ST3 run through grade.

You will be supported during your time at Ashford and St Peter's Trust 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.

7.3 The Anaesthetics programme structure

This Faculty Handbook however gives you details of how the national curriculum for anaesthetics is organised here at Ashford & St Peter's Trust. It gives you details of your local programme which has been devised to meet the requirements of the anaesthetic curriculum and shows how this works locally. It will include, operating theatre based, regional study days, clinical audit and exposure to academic opportunities. The programme is structured to comply with the Standards of Training of the Postgraduate Medical and Education Training Board ([PMETB](#)) and the [Gold Guide](#) .

Initial assessment of competency is to be completed within 3 months before unsupervised practice is to occur with commencement of on call duty.

The Assessment of Basic Competency in Obstetric Anaesthesia is to be completed within the CT2 year. The Primary FRCA must be completed before eligibility to compete for Speciality Training ST3 post can occur.

Successful ARCP CT2 level (end of year 2) will depend on completion of the work placed assessments & passing the primary FRCA. This will lead to the awarding of the Basic Level Training Certificate.

7.4 Induction/Handover/Taking consent

You will be inducted to the Trust, your Specialty Programme and your Specialty Department. The policy for taking consent can be found at on the website which is located at <http://www.aagbi.org/publications/guidelines/archive/docs/consent99.pdf> skills.

Exams

The primary FRCA timetable <http://www.rcoa.ac.uk/index.asp?PageID=1148> and eligibility can be found at <http://www.rcoa.ac.uk/docs/Regulations2008.pdf>

7.6 Training days and study leave

Trainees are able to access and be free to attend training days, tasters, and any other courses or material that form an intrinsic part of their training programme. The study leave and annual leave policy can be found on the Ashford and St Peter's training website which is accessible from home <http://www.ashfordstpeters.nhs.uk/anaesthetics/386-anaesthetics-training/954-study-leave>

8. Educational Supervision

The KSS approach to meeting the PMETB requirements for educational supervision are outlined in Appendix 2: Educational Supervision in KSS Deanery, GEAR.

8.1 Your Educational Supervisor – roles and responsibilities

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 [Gold Guide or Foundation Programme]. The responsibilities of an Educational Supervisor are given in the [Gold Guide](#) or [Standards for Training in the Foundation Programme](#) / or [Operational Framework for Foundation](#). It is anticipated that you will meet your educational supervisor during the first two weeks of having started your post at which stage an initial appraisal and an educational agreement will be drawn up.

8.2 Your Clinical Supervisor – roles and responsibilities

Your College Tutor and educational Supervisor are responsible for your progress within each placement and for your day to day clinical progress. You should have regular feedback from your Educational Supervisor. The process by which information about your progress is collated by your Educational Supervisor comes from the mid and end of term feedback form collated from a multi source (Consultants, acute pain, labour ward, ITU nursing, secretarial, ODP's (Operating department practitioners) and recovery).

9. 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.

10. Local Faculty Groups

Local Faculty groups (LFGs) hold a Quality Control remit within the system of educational governance operational in KSS Deanery.

10.1 The Local Anaesthetics Faculty Group

(GEAR S 6.1-6)

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

10.2 Your Year Group

CT1-2

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. Year group leaders will then report back to the local faculty group any training issues that need to be discussed and addressed if possible after canvassing the other year group members. There are representatives for the different grades in anaesthesia at levels of F1, CT1-2, ST3, ST5-7.

10.3 Your Year Group Representative

This is key part of the feedback process. This is a member of your cohort who will undertake to consult 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 Anaesthetics Faculty Group. The feedback loop must be closed as relevant information/responses from the LFG need to go back to the cohort. This is the responsibility of the Year Group Representative.

11. The Local Academic Board (LAB)

There is a LAB 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 LFGs.

12. Your Specialty School

Details of your Anaesthetic School can be found at <http://soan.kssdeanery.org/>.

13. How will you learn in this programme?

In this programme we adopt a variety of learning approaches. These include web-based, CDs, ward based clinical teaching, exposure to outpatients and theatres at the appropriate identified level, group learning, private study, courses, reflective practice, audit projects, regular teaching specific to year and specialty, but also multi-specialty if appropriate.

13.1 Curriculum development

Postgraduate Doctors are entitled to a voice in the implementation of national curricula and can actively contribute to its development at local and national levels.

13.2 Feedback

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.

13.3 Annual appraisal

In this Trust the arrangements for appraisal occur at 3 times a year. Initial, mid-point & exit. A report will be compiled by the educational supervisor of the progress of the work placed assessments, audits, presentations and a general presentation of the multi-source feedback. This will be submitted to the team conducting the ARCP (Annual review of competence progression)

13.4 Learning portfolio or e-learning portfolio

This is an aspect of your learning in the programme. It is your responsibility to maintain learning portfolio. 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-learning can be found at <http://www.rcoa.ac.uk/index.asp?PageID=1101> and the training portfolio at <http://www.rcoa.ac.uk/index.asp?PageID=982>

13.5 How are you assessed?

This programme is competency based. The assessment tools can be located at <http://www.rcoa.ac.uk/index.asp?PageID=982>. Guidance on frequency can also be found on the site. The assessments are recorded in a paper based portfolios. It is your responsibility to undertake the assessment process in accordance with your specialty curriculum guidance. In this local programme relevant information about the local assessment process is discussed during the initial appraisal process. Contact your College tutor if you have any Queries.

13.6 What meetings should you know about regarding assessment?

Your meeting with the educational supervisor will be able to guide you to the appropriate preparation for assessment review.

13.7 What is the appeals process?

In the unlikely event that you would like to appeal about some aspects of the assessment process, you should contact your College tutor for further instruction and help.

14. What if you need help?

(GEAR S 2.4; 2.11; 2.12; 2.13)

Most Postgraduate Centres operate an 'Open Door' approach and here you can find information about local Trust policies, e.g. Grievance, Bullying and Harassment and Equal Opportunities can be found at <http://trustnet/documents/menu.html>. KSS Deanery also offers support for trainees in difficulty (TiD). KSS Deanery also offers support for trainees in difficulty. Details of the KSS Deanery *Trainees in Difficulty Guide* can be found on the [KSS Deanery website](#).

Good examples are included in the Operational Framework for Foundation

We sincerely hope that you will find your attachment at Ashford & St Peter's Trust professionally rewarding. We recognise that every hard worked doctor experiences periods of extreme physical and emotional stress and it is very important to me that you feel supported.

Should you ever feel you need extra help during such a time please remember the following:

Mentoring Scheme

All trainees who join the trust are assigned one personal mentor. These mentors are Consultants who agreed to undertake the role. Their function is to provide independent advice of personal or career related nature if a trainee has been unable to discuss these issues with the Consultant they are currently working for, their Educational Supervisor or the Director of Medical Education. Mentors are specifically selected from non-related specialties. The names of Mentors are held by the PGEC. If you wish to contact your mentor, please inform the PGEC who will inform you in confidence who your mentor is.

Professional Counselling

A professional counsellor is available via the Occupational Health Department. Sessions are usually one hour long with a maximum of eight sessions. Appointments should be made through the Occupational Health Department.

Support available for doctors outside Ashford & St Peter's Hospitals Trust

The following support services are available.

1. The National Counselling Service for Sick Doctors **Tel: 0870 241 0535**
2. The Sick Doctor's Trust **Tel: 0125 234 5163**
3. The BMA 24-hour stress counselling service for doctors **Tel: 0645 200169**

14.1 How can you access career support?

(GEAR S3.1; 3.2; 3.3. 3.4)

Information about the KSS Deanery Career Service can be accessed at <http://careers.kssDeanery.org>

The Foundation Faculty has a designated Faculty Careers Lead. Specialty Schools are nominating a careers lead. Local careers information and support can be accessed by [add].

14.2 Personal job description

Is as described for the initial job application. A copy may be obtained from anaesthetic department manager Cathy Fahey (cathy.fahy@asph.nhs.uk).

14.3 Using educational resources

Add Library and educational resources in the PGC, study leave, IT/computer access.

St Peter's has an extensive anaesthetic Library and educational resources located in the PGMEC. You are entitled to 30 days Study leave in addition to the monthly regional teaching day. IT/computer access can be obtained in the PGMEC as well as one computer in the anaesthetic department.



Our two libraries are located near the education centres on both sites.

For full details of our services go to: www.knowledgenet.ashfordstpeters.nhs.uk

Finding the Evidence

Monthly training sessions are provided on searching for the best available evidence to support patient care. Sessions cover e-resources such as clinical databases (e.g. Medline, Embase), NHS Evidence, The Cochrane Library.

Exam preparation texts are available along with Oxford Handbooks and many more core texts and journals. *BMJ Learning* is available with an Athens password, giving you access to online clinical scenarios and case studies. Go to: <http://learning.bmj.com>

Access is available 24/7. We are staffed 9am – 5pm, Monday - Friday, but access to the libraries and computers outside these hours is available. Ask staff for details.

Email: sph.library@asph.nhs.uk

Tel: 01932 723213

14.4 How do you access other educational opportunities?

Various opportunities that may be able to be taken during normal working are [add].

Weekly Tuesday and Wednesday 0800-0830 teaching seminars.

Monthly educational half days.

Monthly regional teaching days.

New comers Friday teaching for 6 weeks (Located at Frimley Park Hospital).

14.5 How about study leave?

30 days Study leave in addition to the monthly regional teaching day. Consult the KSS deanery policy on private and normal study leave. Consult the anaesthetic training website for the policy: <http://www.ashfordstpeters.nhs.uk/anaesthetics-training>

14.6 How do you apply for annual leave?

Contact the departmental secretary. It is important that leave is applied for 6 weeks in advance. Booking late leave has less chance of being accepted. You will need to book very early to be successful for the month of July 2009. Leave may be refused if too many junior doctors are away at once and service commitments cannot be met in your absence. Please discuss annual leave arrangements with the department secretary and manger and ask for a copy of the trust policy if you have any further enquiries.

14.7 GMC Ethical Guidelines

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

14.8 How about less than full time training?

Ashford and St Peter's Trust does not currently offer opportunity for flexible training at the CT1-2 level. Contact the program directors for opportunities within the region. The college tutor would be your first contact to assist your enquiries.

15. Useful names and numbers

Local, regional and national

KSS Deanery Website – www.kssDeanery.ac.uk

KSS Deanery Careers – <http://careers.kssDeanery.org>

KSS Deanery GEAR for LFGs

PMETB Generic standards for training (July 2008) – www.pmetb.org.uk

Gold Guide – www.mmc.nhs.uk/pdf/Gold%20Guide%202008%20-%20FINAL.pdf

The Royal College of Anaesthetists: <http://www.rcoa.ac.uk/>

National Patient Safety Agency – www.npsa.nhs.uk

Care Quality Commission – www.cqc.org.uk

15.1 Faculty Group educational support

The KSS Deanery offers a range of educational support/programmes

For details please go to

http://education.kssDeanery.ac.uk/fac_dev-Accredited_Programmes.php

Appendix A

Appendix A

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

Educational Supervisors

Dr Anja Kuttler	Foundation director for Anaesthetics & College tutor
Dr Ian White	representing training In ITU
Dr Philippa Higgins	representing training in Obstetric anaesthesia and analgesia
Dr Ian Hart	representing training in Pain
Dr David Robinson	Educational supervisor for CT1-2's

Dr Mark Kubli	educational supervision, careers lead & trainee in difficulty lead
Dr Melinda Brazier	representing Foundation training in ITU.
Dr Pardeep Gill	representative for training in clinical governance issues
Dr Michael Imrie	representative for presentation skills
Dr Robert Menzies	representative for training in Paediatric anaesthesia and Foundation (F1) training
Dr Claire Cunningham	
Dr Martin Raymond	

Clinical Supervisors

Dr Barry Sellick
Dr Jonathan Cooper
Dr James Margery
Dr Micahel Jordan
Drkiran Grewal
Dr Moira Wattie
Dr Rafat Maher
Dr Sue Siva
Dr Rose Block

Their emails are firstname.lastname@asph.nhs.uk

All can be contacted via Nicky Carroll the department secretary on ext 2153.

EDUCATION CENTRE TEAM

Management Team

Head of Postgraduate Medical Education	Dr Peter Martin	2006
Associate Clinical Tutor	Mr A Khaleel	3730
Medical Education Manager	Angela Langwith-Green	3731

Foundation Programme Team

Executive Foundation Programme Director	Dr Peter Martin	2006
Deputy Foundation Programme Director	Mr Arshad Khaleel	
F1 Programme Director	Mr Tayo Johnson	2311
F2 Programme Director	Mr V O'Neill	2617

College Tutors

Surgeons	Mr Arshad Khaleel	3730
Physicians	Dr R Hughes	3113
Pathologists	Dr S Dodd	3210
Radiology	Dr A Irvine	3054
Anaesthetists	Dr A Kuttler	3667
Obstetrics & Gynaecology	Dr A Bahmaie	2124
Paediatrics	Dr T Bhatti	2576
Ophthalmology	Mr M Hagan	4403
General Practitioners	Dr Tracy Collins	2041
Psychiatry	Dr D Deo	2295

Clinical placements Team

Manager	Darren Pirson	3621
Administrator (St. Peter's)	Gold Mendel-idowu	3650
Administrator (St. Peter's)	Annette Stanley	3730

Library & Knowledge Services (L&KS)

Manager	Laura Stafford	3196
Acting Manager	Alison Paul	3461
Assistant L&KS Manager	Sandy Komilades	2047
L&KS Assistant	Anne Campaign	3213
L&KS Assistant	Yasir Haniff	3213
L&KS Assistant	Lynn Cozens	3213

Administration Team (Ashford Hospital)

Educational Events Facilitator	Samantha Lamb	4522/3212
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Administration Team (St. Peter's Hospital)

Assistant Medical Education Manager	Ros Baggott	2006
Business Assistant - GPs	Alison Roser	3568
Education Events and GP Administrator	Gladys Essien	3987
Intrepid Database Coordinator	Claire Le Houx	2041
Centre Project Administrator	Caroline Pearce	2819