



MID-WESSEX DAY RELEASE COURSE

Course Handbook 2019/20

Mid-Wessex GP Education

University of Winchester

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Welcome

Dear Registrar,

We are delighted to welcome you to the Mid-Wessex Half Day Release Course. We hope you will find your year on the course both educational and fun. For those of you who are unfamiliar, we would like to take this opportunity to introduce ourselves:

Andy Bill

Andy has been a GP for over 15 years. He is a partner and trainer in Basingstoke. Andy served in the army prior to joining his practice and enjoyed his time on the day release course all those years ago! He is married with two children.

Andi Clay

Andi had been a GP for a lot of years, recently moving to Fareham where she has been persuaded to be a partner. She has been a GP trainer for a few less years and is also a CSA examiner which is one of the most entertaining things she does! Andi has been part of the Mid Wessex team for 5 years and has been helping with the day release course for a year (she's not allowed to call herself the new girl anymore). She has 3 grown up children, none of who she has been able to interest in medicine, so enjoys the opportunity to try and enthuse others instead.

Martin Essigman

Martin is delighted to be joining the day release course team. He has been an ST1 and 2 programme director for 10 years and a GP partner and trainer for longer, but not as long as Carol! He lives in Salisbury where he practices and is married with three children. He is also a Wessex tutor running training courses and has been a GP appraiser and worked with the professional support unit. He sits on the ARCP panel.

Carol Linnard

Carol recently retired from her Bournemouth practice after 32 years. She is currently involved in providing primary care to rough sleepers from a

bus while not on sabbatical jaunts. In the past she sat on PCTs and CCGs and she is regularly involved as an appraiser in Dorset – a role that she finds hugely rewarding. Carol was a trainer for 29 years and remains a Wessex tutor running trainer courses. She has three children, one of whom is a junior doctor training in orthopaedics.

Andrew Wright (Course Administrator)

Andrew is the administrator for the course and is located in Alwyn Hall West, First Floor Flat at the University of Winchester.

Introduction

The Mid-Wessex Day Release Course (MWDRC) is based at the University of Winchester and is for GP ST3s from the Basingstoke, Salisbury, and Winchester areas. We also regularly take trainees from the army at Bulford, Tidworth, Larkhill and Warminster. The number of registrars on the course is usually approx. 30-35 and the main intake is at the start of the autumn term after the ST3 post begins in August.

This course booklet is designed to give you an insight into your year on the course. Please read it carefully to ensure you fulfil your obligations to the course and do not overlook any important organisational aspects of your training.

Please visit our website www.mwgpe.co.uk for more information, including teaching dates.

2018/19 trainee views on the course

We are constantly evaluating the day release course. Here are some of the comments our 18/19 cohort made about the course:

“Thank you for a brilliant year of ST3 teaching”

“Got to know some amazing people!”

“Great team of trainers running the course, always felt supported and there is no ‘stupid’ question”

“It was always a refreshing uplift mid-week... gave me the energy and motivation I needed”

“Broad-based in terms of curriculum coverage”

“Lots of info about non-clinical aspects of GP”

“Safe place to talk”

“Residentials were great!”

“Relevant to GP life”

Course registration

During your time on the day release course you are officially registered as a student of the University of Winchester. You are required to complete the MWDRC registration form and return this to the course administrator. As an official part-time student at the University, you are entitled to some of the benefits students enjoy, including access to the library (open 24hrs during term-time) and a student ID card and IT account.

Campus ID card

You are entitled to a campus card. This ID card will allow you to borrow books and resources from the library. This is different to an NUS card, however it can still be used to prove you are student and therefore entitle you to various student discounts. To claim a card, please complete the course registration form. This will generate a student number for you and IT Helpdesk (located in the library) will then be able to issue you a campus card.

Student IT account

You are entitled to a student IT account. Your IT account will allow you to access PCs on campus, found in the cafes, library and other communal spaces. Your IT account will also give you access to campus WIFI (eduroam).

Moving house, changing contact details

If your contact details change you have a duty to inform the course administrator and Health Education England – Wessex (the deanery). It is vitally important that records are accurate and kept up to date.

Format of the course

Day release is a half day of teaching. On Wednesdays when there is no scheduled teaching you are expected to be working in your practice, or undertaking activities in agreement with your trainer.

Term dates

Autumn term 2019: 18 September – 11 December 2019

Spring term 2020: 15 January – 18 March 2020 tbc

Summer term 2020: 22 April – 17 June 2020 tbc

Timings

All timings are subject to change.

Start: 9.00am

Finish: 1.00pm

The course timetable is released and published throughout the year. Please check the website and emails for updates. You are encouraged to discuss the content of the course with your GP trainer.

Venue

Unless otherwise stated, all teaching will take place in **Herbert Jarman Building, Room 210** in the King Alfred Quarter at the University of Winchester.

By road: The King Alfred Quarter is located directly below the Royal Hants County Hospital site. There is clear signage on the roads surrounding Winchester to guide you in, however, if in doubt or you get lost, follow the signs to A&E to get back on track. Winchester can get particularly congested, especially during peak times so please plan your journey accordingly. **Postcode for Sat-Nav:** SO22 4NR

By train: We are less than one mile (15 minute walk) from Winchester train station, with links to Southampton, Basingstoke, and London.

By bus: With your student ID card you can get 10%* off monthly and termly First Hampshire buses and 20%* off Bluestar's 30 and 90 day network keys – giving you unlimited travel on all Bluestar services.

Park & Ride: The neighbouring hospital is on the main Winchester Park & Ride route, with regular services throughout the day. For more details please visit <http://www.winchester.gov.uk/parking/park-and-ride/>

Again, using your student ID, you are entitled to a discount* on Winchester Park & Ride. This involves purchasing a pre-loaded smart card from the University. For more information please contact parkandride@winchester.ac.uk

**All discounts are managed by the University of Winchester Travel & Transport team and are not linked to Mid-Wessex GP Education. They are therefore subject to change.*

Residentialials

There are two residential modules on the course. When registrars leave the course they often reflect on these as the highlights.

Business management, November 2019

This module will run during the autumn term. UK venue TBC (in Newbury area).

Provisional dates: Wednesday 06 November (9.30am) to Friday 08 November (midday).

Registration: The course administrator will contact all trainees about booking onto this module. Please note, it takes a lot of work to organise residentialials so please be prompt in returning any required paperwork.

Content: The module provides comprehensive coverage of GP business management. Trainees are immersed in a fictional GP surgery and have the opportunity to make important decisions about its future.

What 18/19 trainees said:

“I can’t explain just how helpful this session was”

“Good introduction into running of a practice”

“Fun, interactive, educational, all PDs had good slants”

“Fantastic! Thank you!”

“Lively, friendly and brilliant mentoring”

“Brilliant, great to spend time with other trainees properly”

Please contact the course administrator for more information about attending this module.

Management of change module, Spring 2020

This module will run during the spring term, dates and venue TBC (likely in Studland area).

Registration: The course administrator will contact all trainees about booking onto this module. Please note, it takes a lot of work to organise residentials so please be prompt in returning any required paperwork.

Content: Change is a permanent feature of the NHS and primary care in particular. The module equips trainees to effectively manage change and explores different models and theories of change management.

What 18/19 trainees said:

“Best part of my training”

“Excellent opportunity – fantastic time and chance to meet the others”

“The highlight”

“Outstanding”

“Exceptional – so helpful and exactly what I needed”

“Really fun and informative, thoroughly enjoyed by all”

“Fantastic experience”

Please contact the course administrator for more information about attending this module.

Attendance

Attendance at the day release course is a compulsory element of your professional training and should be treated as part of your working week. Please sign the attendance register when you arrive. This is required in order to monitor attendance, but also for fire safety. A summary of your attendance record is added to the Educator's Notes section of the ePortfolio throughout the year.

If you are absent from the course (holidays, illness) please email the course administrator. Uninformed absences will be chased up and your GP trainer will be notified. They will also be recorded on your Educator's Notes.

Please be punctual. Whilst we appreciate that some of you have some distance to travel, it is important to start on time and is extremely disruptive to speakers and colleagues if you arrive late.

Trainee presentations

All trainees will be expected to contribute to the course by way of a trainee presentation. You will be assigned a slot in the timetable for your talk. If you cannot do your talk **it is your responsibility** to find a registrar to replace you and inform the course administrator. There are two types of presentation timetabled and they are as follows:

Personal inspiration

Registrars may like to discuss a book, play, poem, or piece of music that has relevance to medical practice and has inspired them. It is good to review how this may have changed or improved practice. Suitable quotes and examples provide good topics for discussion. This is essentially an opportunity for you to voice what you are passionate about.

Literature update

Registrars may like to discuss a recent publication (article, policy, research paper, guidelines) that identifies best medical practice.

Small groups

Many sessions on the course are dedicated to small group work, discussing hot topics and cases with peers and the programme directors. At the start of term, you will be allocated to a small group.

ST2 CSA Day

In the autumn term there is an ST2 CSA Day. This will take place all day and details will be released in due course. The session is an opportunity to learn about the CSA exam and also take part in sessions under mock conditions.

ST1 ST2 ST3 joint teaching

Three times per year all three levels of GP training come together. The aim of these sessions is to promote communication between the different levels of training and different areas, but also to give all trainees the opportunity to cover core teaching topics.

CBD morning

During the autumn term we organise a CBD morning. We invite GP trainers to come and work with you in small groups and undertake CBDs which can then be added to your ePortfolio. This is a valuable opportunity to get a CBD completed by someone who isn't your usual GP trainer.

Practice visits – Winchester

During the spring term we organise practice visits. We rotate these annually between the Basingstoke, Salisbury, and Winchester areas to make it as fair as possible to the practices who volunteer their time. In 2019/20 we will be visiting Winchester. Each registrar, as part of a small group, will visit two practices and have the opportunity to meet management staff, partners, and learn about the variety of practices on offer after CCT.

Career morning

In spring/summer term we organise a career morning for registrars. This is an invaluable opportunity to meet GPs (often ex-trainees) who have gone on to develop different careers in general practice. In previous years we have invited locums, salaried GPs, new partners, portfolio GPs and retainers.

Preparation and reading

There is now a vast library of reading material relating to general practice. We would suggest you keep up to date with the *British Journal of General Practice*, the *BMJ*, and one of the regular publications such as *Pulse*, *GPOne* or *The Practitioner*. These will help keep you abreast of the political backdrop to general practice.

The Martial Rose Library

As students at the University of Winchester, you have access to the Martial Rose Library. This is located on the main King Alfred campus. During term-time the library is open 24/7. As well as a wealth of books available to loan, you can also access PCs and private study areas. You also have online access, meaning you can access e-books, journals and archives remotely.

Here are just a handful of the resources you can access online:

- **Cambridge Journals Online** (access to journals published by Cambridge University Press including: *Primary Health Care Research & Development*)
- **Oxford Journals Online** (access to journals published by the OUP including: *Family Practice*, *Journal of Public Health*, and *Health, Policy and Planning*)
- **Sage Journals Online** (access to journals published by Sage including: *Journal of Primary Care & Community Health*)
- **Science Direct** (access to journals published by Elsevier including: *The Lancet*)
- **Taylor & Francis Online** (access to journals published by Taylor & Francis including: *Education for Primary Care*, *Journal of Interprofessional Care* and *European Journal of General Practice*)
- **Box of Broadcasts** (access to over 1 million TV and radio programmes)

- **Very Short Introductions** (access to concise introductions to a diverse range of subjects, published by OUP)
- **Academic Search Complete** (world's most comprehensive scholarly multi-disciplinary full-text database)
- **Cochrane Library** (independent evidence to inform healthcare decision making)
- **Disability Archive UK** (Centre for Disability Studies – University of Leeds)
- **King's Fund Library** (info on health & social care policy and management)

As a department here are just some of the selected titles we have put in the library for you:

- *The Patient Paradox*, Margaret McCartney
- *Living with Dying*, Margaret McCartney
- *Thinking Fast and Slow*, Daniel Kahneman
- *Blink*, Malcolm Gladwell
- *In Search of the Perfect Health System*, Mark Britnell
- *MRCGP CSA Cases*, Muhammed Akunjee, Nazmul Akunjee

To access these resources and more, you will need a student campus card and student IT account.

Trainers on the course

We rely on the support and enthusiasm of your GP trainers to assist us with the CSA and CBD sessions we run. Please encourage your trainer to attend these events. Trainers are also welcome to attend the course at any time, whether they just want to observe teaching or perhaps want to watch their registrar's presentation. If you know your trainer is planning on attending please inform the course administrator so this can be accommodated smoothly.

Feedback

At the end of every session you will have the opportunity to complete feedback forms. Please do take the time to complete these forms as they inform future sessions and are invaluable to speakers (both in-house and

guest speakers). You may also like to share feedback you receive on your own presentations with your GP trainer or add it to your Learning Log.

Mobile phones

We understand that as busy professionals (and potentially parents of young children) you may occasionally have to make or take phone calls. To minimise disruption, please either switch your phone off or to silent and take calls outside the lecture room.

Support

The day release course is a supportive environment. Registrars are encouraged to discuss issues with their peers and the programme directors. In addition to this, there are more formal support processes, detailed below:

3 month review

After three months in your GP ST3 post you will have a three month assessment with one of the programme directors. The primary purpose of the review is to allow you to reflect on your training, both within practice, self-directed, and on the day release course. This is your opportunity to share achievements and to flag up any issues. In addition, it allows the programme directors to get to know more about your individual learning needs and plans. Finally, it contributes to the long term monitoring of your practice's educational performance.

Registering with a GP

We strongly advise that you register with a GP (preferably outside your training practice) during your registrar year. Both physical and psychological illnesses are not uncommon and it is important that you have an independent medical advisor to turn to. If you anticipate any period of illness to last more than two weeks please inform the patch office as early as possible as prolonged absences may have implications for your training.

Wessex Professional Support Unit (PSU)

The PSU is a group of professionals dedicated to supporting trainees when they might be struggling, whatever the reason. Usually, a trainee is referred to the PSU by their Educational Supervisor. However, there may be times when it is not appropriate and a trainee can make a self-referral. The PSU can provide help in a variety of areas including; exam support, language skills, coaching, careers support, and communication skills.

For more information please discuss with your ES or contact wessex.support@wessex.hee.nhs.uk

Dyslexia screening

The patch office has access to dyslexia screening software. Trainees who fail the AKT are offered this screening to establish what further support may or may not be required.

AKT CD-ROM

The Patch Office has four copies of the RCGP AKT practice questions CD-ROM available for trainees to borrow. There is also a permanent office copy that can be booked to use on our PCs. If you would like to borrow a CD-ROM please contact the course administrator.

Handbook for Overseas Medical Graduates in GP Training

The Patch Office has a copy of *So You Qualified Abroad... The Handbook for Overseas Medical Graduates in GP Training* by Mandy Fry, Richard Mumford and Anneliese Guerin-Letendre available to loan to registrars. If you would like to borrow this book please contact the course administrator.

Counselling

The programme directors and their line manager, the Associate Dean of Postgraduate GP Education, all see counselling as an important part of their educational role. Often registrars experience stresses and difficulties during the year and therefore the team offer a confidential counselling service. They can all be approached at times other than Wednesdays and

can be reached through their practices or via email. We have felt it important to delineate clearly what we mean by 'confidentiality' with regard to this service and our counselling protocol is detailed below. It is important to recognise however that as doctors we all have an overriding duty to fulfil our responsibilities to the GMC.

Counselling protocol

This protocol clearly sets out the standards that we will apply to counselling to both preserve confidentiality for registrars and, where necessary, safety for patients and the training practice. This document has been circulated to both trainers and registrars so both parties are aware of its contents.

We strongly recommend that registrars and their families are registered, where possible, with a General Practitioner outside the training practice.

The following guidelines apply to the counselling that we will give:

- The service provided by the programme directors will be confidential to the registrar and the registrar will control this confidentiality
- Where problems arise that interface with the trainer or training practice, it will always be our policy to suggest the registrar that such problems are taken back to the trainer for further discussion. Once again, the registrar will have control over whether or not this takes place.
- It needs to be clearly understood that when a serious problem such as drug or alcohol abuse impinges upon patient care, that the programme director does in these situations have both a responsibility to the registrar and patients as a whole, and may feel that his/her duty to patient care is of over-riding importance. In which case, the programme director will facilitate the negotiation of this problem between the trainer and the registrar.

Out of synch group

If you are out of synch with the rest of your ST3 cohort (perhaps you are less than full-time or you have had an extension to training) the PDs run an out of synch small group.

The out of synch group will not run with less than two trainees. Sessions will be monthly during the ST3 terms and the dates will be circulated by the administrator.

Trainees will be eligible to attend if they have completed a full year (the three terms) on the ST3 day release course, but they are still in training. It may also be appropriate for trainees to attend who are ST3 but are delaying joining the day release course to get 'in-synch' with a cohort.

The content of the group will be learner-led and agreed together with the PD facilitator.