

Welcome to the South Thames Foundation School –

NHS
Health Education England

Information for new F1 doctors
August 2018

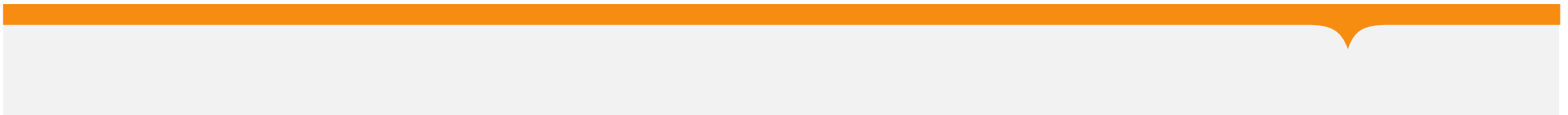
Developing people
for health and
healthcare

www.hee.nhs.uk



STFS

- Mainly based in Stewart House, Russell Square
- Enquiries via Support Portal so can be logged
- <https://lasepgmdsupport.hee.nhs.uk/support/home>
- Policies on STFS website www.stfs.org.uk



Email addresses

- Ensure that you have a functioning professional e-mail address and that you have informed STFS (avoid Hotmail etc as spam filters can block STFS mails)
- Important to separate social and professional e-mails and identity – eg if you use facebook link it to an e-mail address to which patients do not have access



Social media

- Take care
- Employer's policies plus guidance from GMC and BMA
- Separate private from professional
- Ensure patient confidentiality never breached
- Care with WhatsApp – an indecent image sent to you is now on your phone!



STFS communications

- Please maintain your notified email address and check it weekly – do not auto-forward as original email service may close
- Enables information about GMC registration, careers etc to be sent out - *to help you*
- STFS bulletins sent fortnightly – also available on website
- All new information also on STFS website



Horus e-portfolio – an educational tool

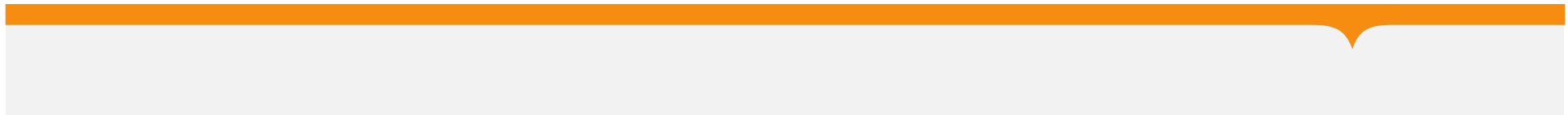
Important that you learn how to use this early on to benefit your training – now and in the future

- Educational planning
- Reinforce your learning
- Record of achievements

Not just a tick box exercise



NB: Horus is new system from August 2017



e-LFH

e-lfh.org.uk

The screenshot shows the e-LFH website homepage. At the top left is the e-LFH logo with the tagline 'e-Learning for Healthcare'. To its right is a quote: 'An extraordinary project in terms of breadth and skill of content' followed by 'e-Learning Age - Judges citation'. Further right is a 'Log in to your e-learning' button and the NHS Health Education England logo. Below this is a navigation menu with links: Home, Programmes, About, Latest News, Support, Demo, Contact Us, and a search bar. The main content area features a large orange box on the left with the text 'e-Learning for Healthcare (e-LFH) ...is an award winning e-learning programme providing national, quality assured online training content for the healthcare profession.' To the right of this are icons for Dentistry, Safeguarding Children, Radiology, and Sexual & Reproductive Healthcare. Further right is a 'Latest Information' section with links to 'ICE-BLU project launched', 'e-Pain - Pain management project launched', 'One in a million', 'HRH launches e-SAFE DVD', and 'HEEre we go ...'. Below this is a 'WINNER LEARNING AWARDS' badge. At the bottom left is a quote: 'Contributing to the revolution in healthcare training in the UK'. To its right is a paragraph: 'e-LFH's e-learning projects enhance traditional learning, support existing teaching methods and provide a valuable reference point which can be accessed anytime, anywhere.' Below this is an 'e-LFH Showcase' section with an image of a person using a laptop. At the very bottom, it states 'e-LFH is a Health Education England Programme in partnership with the NHS and Professional Bodies' and provides links for 'Terms and Conditions', 'Accessibility Statement', and 'Site Map'.

- e learning modules for foundation
- useful to support your experiential learning
- to catch up if you miss a teaching session
- user names / passwords will be sent to you

SCRIPT

(Standard Computerised Revalidation Instrument for Prescribing and Therapeutics)



- <http://kss3.safeprescriber.org/login>
- 41 modules on various aspects & topics of prescribing
 - Available to all STFS doctors
 - Easy to use platform, interactive
 - Certificates produced for each module
 - Modules to be completed as directed by your trust and as to your own educational needs but you must do at least 6 each year

The Principles of Prescribing	<ul style="list-style-type: none"> • Prescription Documentation • Fundamentals of Pharmacology • Taking a Safe and Effective Drug History • Adherence and Concordance • Clinical Kinetics • Dosing and Calculation • Formulation and Administration • Prescribing in Infection
Prescribing in Medical Emergencies	<ul style="list-style-type: none"> • Drug Allergy and Anaphylaxis • Poisoning • Cardiac Arrest • Fluids

Managing the Risks of Prescribing	<ul style="list-style-type: none"> • Adverse Drug Reactions • Medication Errors • Monitoring Drug Therapy • Drug Interactions • Toxic Tablets • Parenteral Poisons
Prescribing in Special Circumstances	<ul style="list-style-type: none"> • Perioperative Prescribing • Prescribing in Hepatic Dysfunction • Prescribing in Renal Dysfunction • Prescribing in Older Adults Prescribing in Pregnancy • Prescribing in Breastfeeding • Paediatric Prescribing • Dementia Friendly Prescribing

Therapeutic Groups	<ul style="list-style-type: none"> • Respiratory Medicine • Diabetes • Psychiatric Symptom Management in General Hospital Settings • Anticoagulation • Infection in Secondary Care • Management of Pain • Heart Failure • Cardiac Dysrhythmias • Epilepsy
Clinical Governance	<ul style="list-style-type: none"> • Rational Drug Choice • Root Cause Analysis • Ethics and Consent
Advanced Prescribing	<ul style="list-style-type: none"> • Palliative and End-of-Life Care • Systemic Anticancer Therapy and Cytotoxics • Prescribing at the Interface & Team Prescribing

Prescribing Safety Assessment (PSA)

- Passing the Prescribing Safety Assessment is now essential for successful completion of the F1 year
- If you have not yet passed, or passed more than 2 years ago, you will need to sit the PSA. Ask your Foundation Administrator about arrangements
- Ask your FTPD/prescribing lead about suitable SCRIPT modules to help you

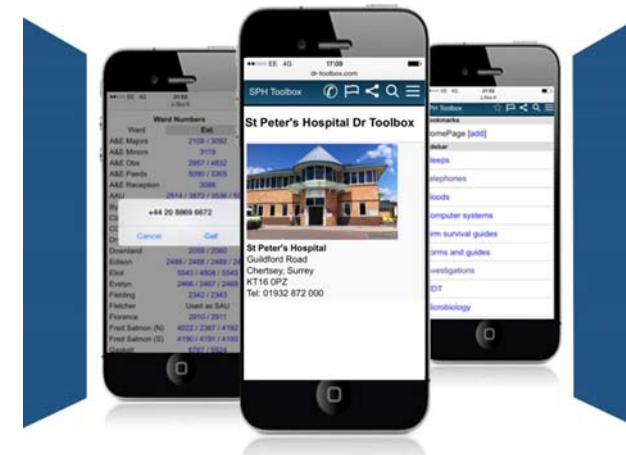


Dr Toolbox www.Dr-Toolbox.com is a web-based app written by doctors and includes local information to your hospital:

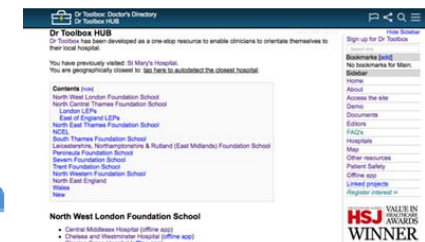
- Firm specific survival guides
- Induction information
- Bleep /Extension numbers
- Referral/Investigation guides

How you can benefit:

1. Using the site will improve efficiency and patient safety
2. Being involved in setting up and maintaining a site means participating in an important quality improvement project



Interested in being a lead editor?
Contact your Trust Champion or Sign Up
<http://www.dr-toolbox.com/Main/SignUpForm>



Who will supervise you*?

Educational supervisor*

- supervises you for full year
- will meet you formally at start and end of placements and other times as necessary

Clinical supervisor*

- supervises you for one placement (eg 4 months in paediatrics)
- meets you at beginning and end of placement and other times as necessary

Placement Supervision Group

- Led by consultant / GP and includes senior colleagues in your team
- Liaises with clinical supervisor

*NB names and contact details will be provided by Trust

PATIENT SAFETY AND YOUR SUPERVISION

- You should know who is supervising your clinical practice at all times (usually a consultant or experienced middle grade doctor)
- The clinician supervising you must be sufficiently competent to do so
- You should be able to contact your supervisor if you are concerned about a patient
- You should never be forced to work beyond your competence

If you are concerned that your unit is regularly not adhering to these principles, please contact your educational supervisor or foundation training programme director



Your trust should provide you with:

- Appropriate learning experience
- Weekly education eg teaching sessions, teaching ward rounds, clinics etc
- Access to the Guardian of Safe Working Hours
- Access to careers advice / guidance
- Representation at local faculty group via elected F1 representative
- F1s can “borrow” 5 days of F2 study leave for a taster



Raising concerns / 'whistle-blowing' – GMC guidance

- You must **protect patients from risk of harm** posed by another colleague's conduct, performance or health. The **safety of patients must come first at all times**
- If you have **concerns that a colleague may not be fit to practise**, you must **take appropriate steps** without delay, so that the concerns are investigated and patients protected where necessary

More information on STFS website / local trust policy



Protecting patients (and you)

F1 doctors must NOT

- Site mark (except under direct supervision by the operator)
- Prescribe or administer cytotoxic or immunosuppressant drugs (except corticosteroids)
- Inject contrast unless trained to do so



Consent

- Taking consent is the responsibility of the doctor performing the procedure
- If a FD is not capable of carrying out a procedure, s/he may **only** obtain consent for it when trained to do so, directly supervised, and under delegation from the experienced doctor carrying out that procedure



ARCP

Annual Review of Competence Progression

- Process to ensure that you have met foundation requirements (similar applies in specialty training)
- You must also complete your mandatory and statutory training (MAST)
- List of requirements on STFS website. Must be met and e portfolio ready for review by May (date to be advised)
- Meet your ES in April to review
- Also complete Form R in e Portfolio – self declaration of fitness to practise
- Further details will be sent to you by STFS nearer the time in Bulletin



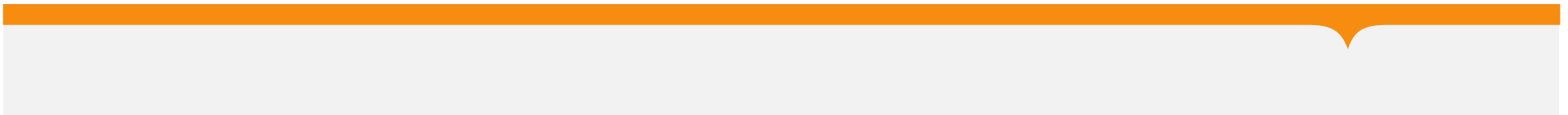
Leaving early

- If you wish to leave before the official end date of your F1 programme in order to take other employment/training opportunities (eg in N America) you will not be signed off as having met foundation training requirements (as the FP is time limited)
- Leaving early is a major decision requiring careful thought. The STFS directors are happy to meet you to discuss
- If you leave early you will be required to complete a withdrawal form

And if I am not signed off?

Arrangements will depend on circumstances eg

- Remedial training
 - Repeat entire year
- Spend 2-4 weeks at start of F2 as an F1



Asking for advice about your training

- Usually ask locally first, eg your educational supervisor or FTPD
- STFS must know if it may affect your training programme:
 - You have been or need to be away, for example for illness for > 2 weeks or maternity leave
 - You wish to take time out / work less than full time
 - Special circumstances which may affect your placement
 - You are having problems with your training
 - Raising concerns which you feel have been inadequately dealt with locally
- If so please check the policy and deadlines on www.stfs.org.uk and contact via Support Portal
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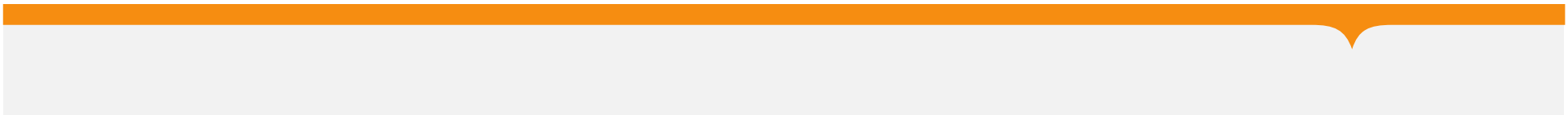
Support available

Locally in trust

- Educational / clinical supervisors
- Postgraduate/Medical Education Team
- Occupational Health
- Medical Staffing
- Employee Assistance Programme

Outside trust

- Practitioner Health Programme: www.php.nhs.uk



Feedback to STFS

- Foundation programme trainee representative at all trusts – can raise issues locally
- Trainee representatives at STFS committees – inform and influence future directions
- Online questionnaires – please contribute as your views are valued!



Careers

- Careers support and resources available via your trust
- Four stage approach to career management – see <http://www.stfs.org.uk/doctor/careers-guidance>
- Informal short one-2-one career sessions
- Group teaching introducing career planning
- Up to 5 days of your F2 study leave entitlement can be taken towards the end of F1 for a ‘taster’ to explore career options
- www.healthcareers.nhs.uk for further ideas

Information for doctors

This section has information related to foundation doctors, specialty trainees, and specialty and associate specialists (SAS doctors). There is also information about less than full-time training for doctors, locum work and medical experience abroad.

You'll find lots of information to help a doctor through their career. This includes:

- foundation training programme
- support and tips on applying for medical specialty training
- alternative opportunities and roles for doctors
- getting medical experience abroad
- locum work for doctors
- being a SAS doctor

Find out more information about e-portfolios for doctors.

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Make a difference with a career in health. Get all the information you need to take the next step in your career.



Medical specialty training

After successful completion of the Foundation programme you are awarded the Foundation Achievement of Competence Document (FACD). You are then able to go on to training in a chosen specialty, or general practice (GP) training.

Training programmes differ in length and structure according to specialty.

- General practice lasts three years.
- Other specialties can last 5-8 years.

Length of training can also depend on your rate of achievement of competencies. It can also depend on whether you take time out eg Out of Programme Research (COPR), or if you train less than full-time (LTFT).



Enjoy your foundation training – and let us know if we can help you plan your future career

- www.healthcareers.nhs.uk
- <http://www.stfs.org.uk/doctor/careers-guidance>

