SCHOOL OF ANAESTHESIA

CORE TRAINEES’ GUIDE

APPENDIX A

(To be used in conjunction with the Core Trainee Portfolio)

20010/11 Edition

Trainee Name:
Welcome

Dear Trainee,

Welcome to the KSS Core School of Anaesthesia (SOAN) in Kent, Surrey Sussex.

We at KSS hope you enjoy your time as a core trainee and that you make satisfactory progress in your training and that at the end of your two years, you will be in a position to apply for a speciality trainee post.

We expect you to take responsibility for your own training, with the help of your Educational Supervisors and College Tutor who are there to guide you.

Comprehensive information is available on the websites of the Royal College of Anaesthetists, the Intercollegiate Board for training in Intensive Care Medicine and our own school.

Over the next two years, you should expect to achieve all your training goals, pass the Primary FRCA and complete one audit. Your audit should be of a high quality and presented and you should be in a position to discuss the changes that have been implemented as a result of your audit.

The ARCP is the opportunity for you to demonstrate how well you have done. It is the occasion when all your assessments will be reviewed and it usually takes place in June. Therefore, you should have everything ready for June and this should not be a problem as all your assessments are there to help you with your progress. The assessments should represent your experience and should give a clear picture of your overall development during the year.

Your Educational Supervisors and College Tutor will guide you, but they will not expect to chase you and cannot be available to all their trainees the day before the ARCP. Please plan your meetings. You will need to keep a logbook downloadable from the RCoA and a separate logbook of your experience in Intensive Care medicine downloadable from the Intercollegiate Board.

The School and all the trainers wish you every success and happiness in the School. Occasionally, any Doctor experiences difficulties or problems during their career and should you have any concerns, do not hesitate to contact the person whom you feel is most appropriate. This would often be a College Tutor in the first instance.

With best wishes,

Chris Carey
KSS Postgraduate Deanery
Head of School of Anaesthesia
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**Introduction**

We would like you to read this document, which outlines the responsibilities we have to your training, and your responsibilities to ensure that this is progressing well.

**School, Deanery, College and GMC Responsibilities**

If you have difficulty knowing who to contact concerning various aspects of your training and so the following paragraph outlines the main responsibilities of the 4 main bodies involved in Postgraduate Education to help trainees direct their queries to the correct place. This list is however not intended to be fully comprehensive.

The KSS Core School of Anaesthesia provides the first two years of training in anaesthesia at the end of which trainees should be in a position to apply for ST3-7 posts.

Training in the school takes place in hospitals in Kent, Surrey and Sussex. Although the area is large geographically, indeed is one of the largest covered by one Deanery, trainees are given the opportunity to choose between the East (Kent), West (Surrey) and South (Sussex) areas of the school. Within each area there are a number of two year rotations all of which are designed to maximize the training opportunities within the deanery but which will allow trainees to focus on their training without having to move house or travel long distances.

Training and education within the Deanery is led by the renamed Education Department and in the very near future all the educational supervisors will have undergone formal training. Each department of anaesthesia provides local training and education which is monitored formally by the local faculty group. The local faculty group ensures that trainees make appropriate progress and will monitor and support any trainee whose progress causes concern. The KSS Deanery places great emphasis on the quality control of education and has a rigorous system which reports back through the School of Anaesthesia to the deanery.

Trainees are encouraged to make full use of study leave opportunities and each area of the school organise an induction for new trainees so that they can meet each other and benefit from training specifically directed at new trainees in anaesthesia.

There are also area study days for the trainees within each area, again giving the opportunity for trainees within the school to meet. Once or twice a year the school comes together to discuss and benefit from matters of general interest, an example of which might be examinations or examination technique. There are courses which trainees can consider attending which are both local and regional and also trainees often attend courses in London.

Since the education and training is focused within the three areas of the school, trainees find that they are able to receive all the support that might be expected from a small institution. They are known as individuals and each of the three programme directors will be involved in monitoring the progress of the trainees and the support for their work and learning.

We expect that trainees’ careers will progress as they would wish in the most supportive environment possible in a delightful part of the country.
The School Committee which meets 4 times a year to discuss your needs; include the following members:

- Chris Carey Head of School - ccarey@kssdeanery.ac.uk
- Claire Shannon - Regional Advisor
- Training Programme Director - East Area: kirti.mukherjee@btinternet.com
- Training Programme Director - West Area: mark.blackmore@fph-tr.nhs.uk
- Training Programme Director - South Area: philip.mcdonald@rws-tr.nhs.uk
- **Medical Workforce team**
  - Denise (Medical Workforce Projects Officer) - dchukwu@kssdeanery.ac.uk
  - Lisa Freedman (Medical Workforce Projects Assistant) - lfreedman@kssdeanery.ac.uk
  - Lucy Covington (Interim Medical Workforce Administrator) - anaesthetics@kssdeanery.ac.uk
- College Tutors (list in Section 11c)
- Medical Education Manager Trust Representatives are Chris White & Celia Cusworth (see list in Section 11d)
- Training Representative(s) are:
  - For CT2 helenedgell@doctors.org.uk & CT1 (to be confirmed)
- Lay Chair - Alain Hendrich
- KSS Education Representative - Zoë Playdon - KSS Deanery Head of Education

**The Deanery is responsible** for recruitment of trainees, the annual review of competence progression (ARCPs), the allocation of CCT or CESR numbers, the management of the training programmes, the Quality Assurance of training in Kent, Surrey and Sussex, managing trainees that are working less than full time, managing the refugee doctor’s scheme, the approval of various OOPs, managing doctors in difficulty and the management of the Speciality Schools.

From August 2008, Anaesthetic trainees have not been given an NTN as core training and higher training programmes have now been decoupled. The NTN will only be provided on recruitment to a higher training post. The KSS Deanery will allocate you with a Deanery Training Number (DRN) which you must use on all documentation sent to the Deanery throughout your core training.

**The Colleges are responsible** for the strategic development of their speciality, national manpower planning, the development and management of the speciality curriculum, establishing training standards, the registration of trainees and determining their projected CCT/CESR dates, speciality education initiatives and examinations. Please note that all trainees should register with their parent College as soon as possible after starting the Anaesthetics programme.

**The General Medical Council has a statutory responsibility** for the standards of PGME, for inspection of Deaneries & Foundation Schools, for setting standards for trainers & supervisors, for curriculum approval, the prospective approval of training posts, the prospective approval of OOPs, managing and analysing the annual trainee and trainer surveys and the final award of the CCT or CESR to trainees.
Your educational and clinical supervision

- You will be allocated to an educational supervisor for the whole of your Anaesthetics/ICM rotation. The Educational Supervisor (ES) has an overview and is responsible for your educational planning and career development.
- It is your responsibility to arrange regular meetings with your ES to ensure your Personal Development Plan (PDP) and training portfolio is reviewed. It is recommended that ES should spend the equivalent of 1 hour per week per trainee to allow time for educational support through appraisal, assessment, teaching or support:

  **Top tips for appraisal:**
  1. Ensure you have all paperwork and an up-to-date training portfolio with you before you meet with your supervisor.
  2. Make the appointment for the appraisal through the secretary for an appropriate amount of time.
  3. Assume the educational supervisor may not be familiar with your training portfolio and be prepared to lead them through it.
  4. Fill in documentation at the time of the appraisal.
  5. Make follow up appointments for mid point / end of job appraisals at this time.
  6. Make PDP aims ‘SMART’

  - Specific
  - Measurable
  - Agreed
  - Realistic
  - Time limited

- As you rotate through each post you will also be supervised clinically by an allocated clinical supervisor who is responsible for your on-the-job, day-to-day clinical work.
- Please understand that completion of your required appraisals, training portfolio and assessments record is your responsibility.

Appraisal = a formative process to enable trainees to develop; a system of cyclical reviews setting personal objectives and evaluating progress against them. Value is primarily for the trainee.

Assessment = a summative process evaluating performance against predetermined criteria; the value is both for the trainee and for regulation.

- Ensure you keep a steady update of your (completion of assessments; arrange appointments with your ES in a timely fashion. The more (quality) evidence you have in your training portfolio the more likely the time spent with your ES will be productive in terms of addressing your PDP and educational planning.
- Your ES will seek feedback on performance from clinical supervisors.

If you have difficulty identifying or meeting with your educational supervisor you should approach your College Tutor or Training Programme Director.
Training portfolio / e-portfolio

- As a Core Anaesthetics and ICM trainee you will be provided with a KSS Deanery Reference Number (DRN) for example: 10/ANAE/Cnnnn/KSS, where nnnn is a four digit number which identifies an individual trainee. You will retain and use your DRN until completion of your Core Anaesthetics training.

- All Anaesthetics/ICM trainees will be provided with a Core Trainee Portfolio by the KSS School of Anaesthesia as there is no electronic portfolio (e-portfolio) available from the Royal College of Anaesthetists - [http://www.rcoa.ac.uk/](http://www.rcoa.ac.uk/). If you require another copy at any time a pdf copy can be found on our website at: [http://www.kssdeanery.org/soan](http://www.kssdeanery.org/soan)

- You will be provided with a CD which will contain a copy all theses relevant documents

- Training in Intensive Care Medicine (ICM) in the UK is supervised by the Intercollegiate Board for Training in Intensive Care Medicine (IBTICM), For the Intensive care medicine (ICM) module of your training the IBTICM provides an electronic logbook which can be found at: [http://ibticm.org/](http://ibticm.org/)

2a) Core Trainee Portfolio (known as KSS CTP) Check list

Within your Trainee Portfolio you will be provided with the various assessment forms, assessment signoff’s (which should be completed by your ES) and reminders to help you through your clinical & educational training and help you prepare for your Annual Review.

It would be very helpful to us at the Deanery & School if you use this portfolio and place all your required documents for your Annual Review of Competence Progression within it.

Please ensure:

- You add an up-to-date **curriculum vitae** (CV) to your training portfolio

- You complete the registration of training form - **Form R** issued by KSS School of Anaesthesia containing your KSS Training Number and GMC programme approval number **KSS/SRT540** and make sure it is signed by the Postgraduate Dean or your Head of School and keep a copy in your training portfolio.

- You download the application form to register with the Royal College of Anaesthetists - [http://www.rcoa.ac.uk/docs/Registration.pdf](http://www.rcoa.ac.uk/docs/Registration.pdf) or use the one provided by the Deanery and make sure it is signed by the College Tutor or Training Programme Director and your Regional Adviser and keep a copy in your trainee portfolio.

- Your **probit/health and educational agreement declarations** are signed off for each post by yourself and countersigned by your ES.

- Every post you should have a minimum of 2 appraisals with your clinical supervisor, beginning and end of post, with a further mid-term appraisal being desirable.
Each competency is signed off by your educational supervisor or clinical supervisor and kept in your training portfolio and must be supported by evidence. You want to ensure your training portfolio is packed full of evidence and reflects your clinical and other activities.

This evidence will come from workplace-based assessments (WBAs), log entries, audit, teaching attendance, other educational events, your own teaching, conferences, research etc. In addition, you should complete the self-assessment for each competency and support your comments with evidence that you feel is relevant to support any sign off.

You do enough WBAs - there are minimum requirements for each ARCP stage but we would advise to do more, in particular DOPs to build up evidence for your competencies.

Your WBA are done by the most senior doctor, preferably a consultant, or associate specialist.

You have your assessments done by a variety of people.

Your Multisource Feedback (MSF) is completed as it is one of the most important and informative tools; if you are a CT1 you must ensure at least 12 respondents for this to be meaningful, ideally 20; at least 4 of the respondents should be consultants. If you are a CT2 who has never done any MSF before for an anaesthetics post please do complete the MSF process. Please ensure the person completing the MSF understands what they are doing - saying yes to probity issues by being careless in completion can have major implications.

You keep a record of your teaching attendance (a sample of a record is in the KSS CTP Section 11). The educational and teaching attendance log should name the teaching session, who it was delivered by and helpful if you say three main things you have learnt. This applies to all teaching sessions but also other educational activity such as on-line (e-LA) learning.

You record any absences from work in your training portfolio - this will be cross-referenced with medical staffing records. This is further mandated by your sign off of your probity and health declarations. Therefore every time you are absent for reasons of sickness/compassionate leave etc you must ensure medical staffing are informed for their records. (See sample of a record is in the KSS CTP Section 13)

You have a Personal Development Plan (PDP) discussed with your educational supervisor, regularly updated and added to for changing needs.
You complete an **Audit** as audit activity should be demonstrated; most importantly evidence of completion of an audit cycle should be done yearly.

- Your **ALS** certificate must be valid - *this is your responsibility*. Please ensure your educational supervisor sees the original certificate and you keep a copy in your training portfolio.

- That you have a record of successful completion of **FRCA** Primary exams. Currently they are only required by the end of CT2 but it is **strongly advised** for you to get on with this and try and have achieved it by March of CT2 prior to your ST3 applications; as it will put you in a much stronger position to be successful in competing for a run through ST3 post.

- You must complete an IBTICM electronic Logbook called IBTICM e-logbook and insert the summary in your Training Portfolio. This can be downloaded from the following website: [http://ibticm.org/](http://ibticm.org/) within the assessments folder or via the RCA website: [http://IBTICM e-Logbook.xls](http://IBTICM e-Logbook.xls)

- You must complete an Anaesthetics Logbook and insert the summary in your Training Portfolio. This can be downloaded from the following website: [http://www.logbook.org.uk](http://www.logbook.org.uk)

- **The Royal College of Anaesthetists**

- **ELECTRONIC LOGBOOK**

- Remember to use your training portfolio to demonstrate areas of excellence - quality evidence and quality documentation is important.

- The **annual GMC trainee survey** is mandatory and you will need to provide evidence that you have completed this and place a copy in your training portfolio.
1. Learning agreement:
   - aims & intended learning outcomes
   - based on specialty curriculum
2. Advice on portfolio
3. Regular feedback (2 way)
4. Personal Development Plan
5. Trainer’s structured report
6. Workplace based (NHS) appraisal

ARCP
A. Evidence
1. Assessment of performance e.g.
   - workplace based assessments and observational methods
     E.g. mini-CEX, DOPS, video, CBD
   - examinations
   - structured report
2. Assessment of experience, e.g.
   - portfolio/log book
   - audit
   - research
   - critical incidents
B. Annual Competence Review
   - Appropriately constituted panel considers evidence
     Outcome

Educational supervisor and/or TPD meet with trainee to
   - review competence outcome with trainee
   - plan next part of training

Based on a paper from GMC’s Workplace Assessment Group (2005)
e-learning (e-LA)

- There is no electronic portfolio (e-portfolio) available for the KSS School of Anaesthesia. Instead you are provided with a ‘Core Trainee Portfolio’ (known as KSS CTP) as indicated in Section 2 and e-LA which is a web-based educational resource produced by the Royal College of Anaesthetists in partnership with e-Learning for Healthcare (e-LfH). Please go to the following link to sign on: http://www.e-lfh.org.uk/projects/ela/index.html

- e-LA is available for free to all UK anaesthetists practising in the NHS, e-LA delivers the knowledge and key concepts that underpin the anaesthetic curriculum and will help trainees prepare for the FRCA examination.

  Once your details have been validated you will be issued with a username and password granting you access to the e-LA portal from any Internet connected computer. If you have any difficulties using e-LA please contact by email: support@e-lfh.org.uk

- e-LA offers the following components:
  a) e-Learning Sessions - Over 1,000 knowledge and scenario based sessions covering the first two years of the anaesthetic curriculum. Each session takes around 20-30 minutes to complete.
  b) e-Library - free and direct access to thousands of full-text journal articles which have been cross-referenced and mapped to the anaesthetic curriculum
  c) e-CPD - articles and associated MCQs to support general and core topic based continuing professional development for trainees and trainers
  d) e-Assessment - formative assessments with feedback that will test the user’s understanding of the knowledge based sessions and introduce students to the standard expected at the FRCA exam
Assessments and appraisals

You will be assigned an Educational Supervisor (ES) by your College Tutor (CT) during your first week in your allocated hospital. Appraisals will be carried out by your ES and your final assessment ‘signoff’ for each module must be signed by either your ES or CT in your ‘training portfolio’.

There will be regular appraisal and assessment during your Anaesthetics training which is both formative and summative. Progress at various points is dependent on a successful assessment. The timing and format of appraisal and assessment will vary for each specific module and will be in accordance with the requirements specified in Anaesthetics & Intensive Care Medicine (ICM) CCT programmes.

The purpose of these forms (see KSS CTP Section 1-3) is to record the first 3 stages of the Learning and Appraisal Cycle by producing a sequence of recorded interviews between and Trainee and the Educational Supervisor responsible for training.

The opinions expressed should reflect those of the medical staff with whom the doctor has trained and the views of non-medical colleagues in order to ensure that the evaluation of the performance of the trainee is broadly based and multidisciplinary.

The stages are:

1) **An induction / initial appraisal meeting**, to make an educational contract with the doctor which determines the educational objectives of the trainee and the post and how these will be met.

2) **An interim / progress appraisal/review meeting**, at 3 month intervals to assess the progress of the trainee and the training.

3) **A final ‘exit assessment’ Appraisal meeting at the end of the post**, to evaluate the trainee’s performance and whether the educational objectives have been achieved.

![Learning and Appraisal Cycle Diagram](image-url)
One important stage of the process is the drawing up of a Personal Development Plan or Action Plan (see Appendix 7) by the trainee and trainer(s). This will provide the basis for the Induction Meeting in the next post.

It is imperative that the Educational Supervisor and the Trainee meet with each other in June to complete the ‘Structured Report’ which will summarise the Trainee’s competence and completed assessments, audit, and other relevant details. The ‘Structured Report’ needs to be submitted to the Deanery Panel for the trainee’s 10 month ARCP Review as evidence of the trainees’ progress. In some cases without the ‘Structured Report’ the trainee’s ARCP will not proceed.

4a) Assessment system for the individual elements of Anaesthetics training

1. Successful completion of the Anaesthetics training and progression to the next stage of training requires satisfactory progress in passing the initial assessment of competency in anaesthesia and performing satisfactorily in key areas identified by Intensive Care Medicine (ICM).

2. Each element requires a large number of assessments (typically 1-4 each month) and trainees should be strongly encouraged to complete assessments regularly throughout the programme. It is unlikely that it will be possible to complete all assessments if trainees leave this task until the end of their attachments.

3. The assessment system is trainee driven and they should liaise closely with their trainers/educational supervisors regarding progress through the assessments.

4. Assessments should ideally be supervised by trainers, but may on occasion be delegated to senior trainees (currently SpR4/5 and in future ST5/6).

4b) Speciality Specific Competencies and Assessments

For both Anaesthesia and Intensive Care Medicine there are separate competency documents that you will be required to achieve in order to successfully complete your training; these competencies and assessments are a central part of your training in these specialities. The generic workplace assessments (below) should be used as tools to assist in your training and to provide evidence for your portfolios.

4c) Work Place Based Assessments

Trainees will be assessed in the workplace using a range of assessment tools to be completed by different (sometimes multi-professional) assessors. The assessment methods are described below and will be used in different ways. The number of forms required for each type of assessment is listed in Appendix 3. While completing the minimum number of assessment forms is one requirement for a successful outcome from the ARCP, it may be necessary to complete many more assessments in order to show competence throughout the curriculum (sample blank forms for your MSF are in Appendix 4)
- Anaesthetic clinical evaluation exercise (Anaes-CEX) - is a workplace based method where direct observation of a trainee’s clinical skill during an everyday clinical encounter is assessed. These skills include medical interviewing ability, communication and clinical judgment and vary depending on the speciality.

- Case based discussion (CbD) - is a discussion generally in a reasonably formal setting centred on the trainee’s reflection on his/her patient notes. The discussion will bring out key messages of trainee’s knowledge, case management, diagnostic skills and planning etc. A CbD might be included as part of case presentations at department meetings dependent on the speciality.

- Directly Observed Procedural Skills (DOPS) - is a clinical encounter evaluating the trainee’s competence in a particular procedure; for example central line insertion, tracheal intubation or primary sutures.

- Multi Source Feedback (MSF) - is a version of the 360 degree assessment. A number of multidisciplinary raters anonymously score a trainee against a number of domains mostly concerned with attitudes and behaviours.

Please note that the WBA’s are colour coded (please see above) and the templates are available.

4d) Who can do your assessments of competency?

- Assessors should always be a grade above you (i.e. SpR, StR or consultant) - exceptions are where other professionals supervise aspects of your training e.g. a specialist nurse.

- Any assessor must have received training in completing WPBAs.

- It is expected at least 50% of all assessments are done by a consultant (this may not be possible in the case of DOPS).

- If this requirement is not satisfied then you may not find you have completed the required minimum number of assessments.

- Please note: for a MSF you must ensure at least 15 respondents for this to be meaningful, ideally 20; at least 4 of the respondents should be a consultant. Please ensure the person completing the MSF understands what they are doing - saying yes to probity issues by being careless in completion can have major implications.

4e) Who can do your appraisals?

- Primarily your Educational Supervisor

- Secondly your College Tutor / Clinical Supervisor

- Thirdly your Area Training Programme Director with KSS Deanery

- Fourthly the Head of School if none of the above are available
Core Trainee Timelines
Please note: These are indicative lists and there may be further items required

5a) for CT1 trainees

- Apply for Membership of Royal College of Anaesthetists
- Receive Deanery Training Number
- Complete a Registration of Core Training Programme (Form R) and get it signed by Head of School of Anaesthesia / Programme Director
- Receive CD, Core Training Portfolio, guide & appendices from KSS Deanery
- Attend Induction to Anaesthetics Programme by KSS Deanery
- FRCA Primary Preparation & take exam
- Study Days -
  (Basic Science & Equipment Study Day compulsory attendance in core training years)
- Print off IBTICM & RCA Logbooks
- Prepare Core Trainee Portfolio for ARCP & book leave
- Send out MSF Letter & Feedback to 15 of your peers
- Meet Educational Supervisor/College Tutor for MSF Summary
- Meet Educational Supervisor/College Tutor to complete ‘Structured Report’
- Meet with ARCP Review Panel
- Receive ARCP Outcome
- Final Appraisal with Educational Supervisor & complete Training Certificates & TOI Form

5b) for ST/CT2 trainees

- Apply for Membership of Royal College of Anaesthetists if applicable
- Receive Deanery Training Number (only for CT2 LAT; DRN remains the same from the CT1 year)
- Complete a Registration of Specialty/Core Training Programme
- Receive or download from KSS Deanery Trainee Portfolio & Guide
- Complete 1 Audit
- FRCA Primary Preparation & take exam
- Study Days -
  (Basic Science & Equipment Study Day compulsory attendance in core training years)
- Simulator Training Days
- Print off IBTICM & RCA Logbooks
- Prepare Core Trainee Portfolio for ARCP & book leave at the appropriate time
- Meet Educational Supervisor/College Tutor for MSF Summary if applicable
- Meet Educational Supervisor/College Tutor to complete ‘Structured Report’
- Meet with ARCP Review Panel
- Receive copy ARCP Outcome
- Final Appraisal with Educational Supervisor & complete Training Certificates & TOI Form

FOR ALL CORE TRAINEES:

- Regional Training Days (throughout the year attend 70%) See teaching timetable on our KSS website
  http://www.kssdeanery.org/specialty/anaesthesics/teaching/core-training
Annual Review of Competence Progression (ARCP)

The Annual Review of Competence Progression (ARCP) replaces the old ‘RITA’ process and is a mechanism of recording the review of a trainee’s progression through their training programme.

The process is two-way and is also an opportunity for the Training Programme Director to establish whether a trainee’s requirements are being met.

Important information for RTG (run-through-grade) and LAT (Locally appointed training) trainees in KSS posts

Please note that registering with your specialty college - Royal College of Anaesthetists (RCOA) is a ‘Gold Guide’ requirement (see http://www.rcoa.ac.uk/docs/GoldGuide-supplement.pdf) : please ensure you have registered before your forthcoming ARCP and speak to your local Training Programme Director / College Tutor if you have any queries or go to RCOA website: http://www.rcoa.ac.uk/docs/Registration_CoreTraining.pdf

6a) Purpose of ARCP

Is to:

• Review training to date, particularly since the previous ARCP,
• Ensure that the future training will be of maximum benefit,
• Identify any deficits in knowledge and skills,
• Ensure that all requirements can be satisfied before completion of training programme,
• Know that career plans are realistic.

Within KSS, our aim is for doctors and dentists in training to be safe, to develop the habits of ‘life-long’ learning and to achieve appropriate standards of practice. By regulating the progress of doctors in training, the ARCP process protects patients and directs the training process.

6b) ARCP Panel Membership

The ARCP panel is usually made up of:

• PG Dean/Head of School/Training Programme Director
• Training Programme Director/Associate Postgraduate Dean
• Trust representative
• Lay member
• External Trainer
• 2 Academic Representatives*
• Military Representative*

*this is only relevant if you are an academic/military trainee.
6c) ARCP requirements

- Check the deanery website for the ARCP dates **before** you book your leave in June/July 2011.
- Respond to notification from KSS Deanery by email requesting attendance (see below)

**Sample Letter**

Dear Dr Trainee

**Re: August 2010– August 2011 Annual Review of Competence Progression (ARCP) for your Core Anaesthetics Training**

As a requirement of training in Core Grade Anaesthetics Training at Hospital Site/Trust, it is necessary to undertake an annual review of your progress to ensure movement in to the next stage of your training. You are therefore required by the Head of the School of Anaesthesia, Dr Chris Carey, to attend your review interview on:

**Date:** (we will insert day and date in) **June / July 2011**  
**Venue:** KSS Deanery Providian House 16-18 Monument St. London EC3R 8AJ (map/directions attached)  
**Time:** 10:20 - Please reply to anaesthetics@kssdeanery.ac.uk to confirm attendance latest (insert Deadline Date)

To assist the ARCP process, you are required to bring the following documents:

1. FORM R - completed with amendments and signed. Please find another one attached if any amendments are necessary.
2. Educational Supervisor’s Structured Report, signed by your Educational Supervisor or College Tutor confirming that you have met all your competencies.
3. A current curriculum vitae (dated)
4. GMC Certificate / Licence
5. Proof of College Registration / Letter from RCOA
6. Your work based assessment record, with DOPS, CBD’s & Anaes-CEX’s,  
7. Multisource feedback summary.  
8. A summary of your log books for RCOA & ICM. **This must include summaries (but no patient details or raw data) for each module completed.**  
9. Evidence of passing Primary FRCA (if applicable)  
10. A summary sheet listing courses/meetings attended during the year  
11. A summary of any publications, audit/research projects undertaken  
12. List of Sick, Parental, Carers or Maternity Leave taken over the year  
13. Letter of thanks/commendation/complaints/grievances  
14. Evidence of Completion of Trainee GMC Survey

You will also be required to distribute 15 copies of the ‘Multi-source feedback’ form (MSF forms are in Appendix 4 of your Core Trainee Portfolio which you can photocopy) and a covering letter then follow the instructions below:

- The trainee enters name/GMC number & current post and sends the letter and document to 15 of their peers/consultant colleagues etc.
- The assessors return the questionnaire to the trainee’s College Tutor or Educational Supervisor by **June 2011 (date to be confirmed)** latest or as early as possible so that they can complete a Feedback Summary on your behalf.
- The College Tutor or Educational Supervisor discusses the feedback with the trainee and they both sign the MSF Summary and forward to the ARCP panel.

**The ARCP process is mandatory and must be undertaken at least once a year.** The Panel will be unable to review your progress if you fail to attend, which could result in you being prevented from progressing to the next stage of your training. For information, only in extreme circumstances can an alternative ARCP date be arranged.

Yours sincerely,

Denise Chukwu  
Medical Workforce Projects Officer
CT1 ARCP face to face Review
Trainee needs to bring their Core Trainee Portfolio including the following documents:

- Form R for the year 2010/11
- Educational Supervisor’s Structured Report
- CV dated
- Current GMC certificate / Licence
- College Registration / Membership
- Work Place Based Assessments:

<table>
<thead>
<tr>
<th>Type of WBPA</th>
<th>Per post</th>
<th>Total for Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOPS</td>
<td>6 in 6 months</td>
<td>12</td>
</tr>
<tr>
<td>CBD</td>
<td>2 for 6 months</td>
<td>4</td>
</tr>
<tr>
<td>Anaes-CEX</td>
<td>4 in 6 months</td>
<td>8</td>
</tr>
<tr>
<td>MSF</td>
<td>1 per post</td>
<td>2</td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td>26</td>
</tr>
</tbody>
</table>

- Educational Supervisor’s MSF Summary Report
- Completion of the RCOA logbook (appended)
- Completed and signed 3 month competency form
- IBTICM logbook to be completed and filled out (Appended)
- A summary sheet listing courses/meetings attended during the year
- Evidence of audit and research (and possible publications)
- List of Absence, Parental, Carers or Maternity Leave taken over the year
- Letters of thanks/commendation/complaints/grievances
- Evidence of Completion of Trainee GMC Survey
- Initial, Interim and Exit appraisals per post
- **CT2 ARCP face to face Review**
  
  Trainee needs to bring their Core Trainee Portfolio including the following documents:

  - Form R for the year 2010/11
  - Educational Supervisor’s Structured Report
  - CV dated
  - Current GMC certificate / Licence
  - College Registration / Membership
  - Primary FRCA Exam Certificate
  - Work Place Based Assessments:

    | Type of WBPA | Anaesthesia 9 months | Anaesthesia 6 months |
    |--------------|-----------------------|----------------------|
    | DOPS        | 9                     | 6                    |
    | CBD         | 3                     | 2                    |
    | Anaes-CEX   | 6                     | 4                    |
    | Grand Total | 19                    | 13                   |

  - Educational Supervisor’s MSF Summary Report (if not completed in trainee CT1 year)
  - Completed and signed Initial basic 3 month competency form
  - Completion of the RCOA logbook (appended)
  - For those of you in ICM placements, you are strongly encouraged to complete and fill out their IBTICM Basic competencies over and above the WBA required.
  - IBTICM logbook to be completed and filled out (Appended)
  - A summary sheet listing courses/meetings attended during the year
  - Evidence of audit and research (and possible publications)
  - List of Absence, Parental, Carers or Maternity Leave taken over the year
  - Letters of thanks/commendation/complaints/grievances
  - Evidence of Completion of Trainee GMC Survey
  - Initial, Interim and Exit appraisals per post
- **Advice for all Core trainees**

1) Make sure that the Module Lead completes and signs an Initial 3 month basic competency form. For those of you in ICM placements, you are strongly encouraged to complete and fill out your IBTICM Basic competencies over and above the ICM WBA minimum detailed below. The IBTICMWBA documents are supplied on your KSS CD.

2) Complete GMC Trainee survey and keep an email confirmation.

3) An educational log / record should be kept by each trainee of their educational activity - this would include Anesthetic-targeted teaching, medical grand round, departmental teaching, on-line learning, other educational activity. (See Core Trainee Portfolio - CTP Section 11).

- **Schedule of Work Place Assessments for Training in ICM**

<table>
<thead>
<tr>
<th>Type of WBA</th>
<th>Basic ICM 3 months</th>
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</thead>
<tbody>
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<tr>
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</table>

<table>
<thead>
<tr>
<th>Type of WBA</th>
<th>Intermediate ICM 3 months</th>
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<tr>
<td>Mini-CEX</td>
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<td>MSF</td>
<td>1</td>
</tr>
<tr>
<td>Grand Total</td>
<td>7</td>
</tr>
</tbody>
</table>

- **Summary of ICM WBA Requirements**

1) This amounts to a minimum of 14 assessments over an indicative period of 6 months

2) The number of assessments will be determined by the apparent needs of the trainee using the above numbers as minima

3) It is anticipated that the majority of trainees will require the minimum number of assessments to convince the educational supervisor of the trainees’ ability

4) The assessments are weighted towards the placement being undertaken

5) The nature of the assessments reflects the increasing importance of the cognitive and social components of practice with progression training
6d) Possible outcomes of ARCP

For the Core Trainee, LAT Trainee and Specialty Registrar

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Achieving progress and the development of competences at the expected rate</td>
</tr>
<tr>
<td>2</td>
<td>Development of specific competences required - additional training time not required</td>
</tr>
<tr>
<td>3</td>
<td>Inadequate progress by the trainee - additional training time required</td>
</tr>
<tr>
<td>4</td>
<td>Released from training programme with or without specified competences</td>
</tr>
<tr>
<td>5</td>
<td>Incomplete evidence presented - additional training time may be required</td>
</tr>
<tr>
<td>6</td>
<td>Gained all required competences; will be recommended as having completed the training programme and for award of a CCT or CESR/CEGPR</td>
</tr>
<tr>
<td>7, 7.1, 7.2, 7.3 &amp; 7.4</td>
<td>Outcome for Locally Appointed Trainee (LATs)</td>
</tr>
<tr>
<td>8</td>
<td>Out of programme for research, approved clinical training or career break (OOPR/OOPT/OOPC) - not currently used for Core trainees.</td>
</tr>
<tr>
<td>9</td>
<td>Outcome for doctors undertaking top-up training in a training post - not currently used for Core trainees.</td>
</tr>
</tbody>
</table>

**Note on Outcomes:**

After your ARCP Review you will receive one of these ARCP outcome codes. KSS Deanery will give you a **Provisional Outcome code of 2 or 5** if you have not submitted adequate paperwork. This is not satisfactory but you will be given 3 weeks to do whatever is outstanding; for example; do your assessments and get them signed off by a Consultant or submit your logbook. If you send in the paperwork required within 3 weeks or have completed everything perfectly we will be able to issue a **Satisfactory Outcome Code of 1 or 7**. If not you will receive an **Unsatisfactory Outcome Code of 3 or 4**.

**To achieve a Satisfactory Outcome you need to fill up your Core Trainee Portfolio with satisfactory information and evidence of your training and for CT2’s take the necessary examinations.**
7. Trainee absences

Most Trusts like to be given 6 - 8 weeks notice of absence from work

- Please note that you must be aware of each trust’s process on who to notify when absent, in particular for any unplanned absence (i.e. other than annual, professional or study leave)

- You must enter all unplanned absences in your training portfolio record and ensure your educational supervisor is aware of any unplanned absences

- Unplanned absences are taken very seriously by the Trusts and the Deanery.

- Any recurrent unplanned absences, particularly from night or weekend shifts will be reviewed

- If you have more than one unplanned absence from work this will be reviewed with you by your educational supervisor and/or college tutor.

- For repeated unplanned absence you may be referred to Occupational Health, for counselling, to the Careers Development Unit or for disciplinary procedures.

8. Annual GMC Trainee Survey

Early next year GMC will ask you to complete this survey which is mandatory.
This is your chance for you to feedback on posts and educational process
Check out last year’s Survey results for your Trust/Hospital

http://reports.GMC.org.uk

9. Time Out of Programme (OOP) during Core Training

Out of programme for research, approved clinical training or a career break (OOPR/OOPT/OOPC)

All out of programme experience is at the discretion of the
Head of School and Training Programme Director

The GMC and the Deanery discourage this in all but exceptional cases (e.g. a once and only opportunity to undertake a much sought after fellowship). Trainees need to get the permission of the Deanery at an early stage in planning; the relevant forms need to be completed early. There should be no direct approaches to the Royal College. The Deanery is the relevant authority in deciding whether or not to grant an OOP (Gold Guide reference (6.69)). Cover arrangements need to be in place for the OOP trainee before any request for OOP can be considered.

10. FRCA Examination Information & Exam Dates

Primary FRCA
The Primary FRCA examination is divided into two sections that are taken and passed separately:

- The Multiple Choice Question (MCQ) paper, and
- The Objective Structured Clinical Examination (OSCE) and two structured Oral Examinations (SOE).

Examination Timetable is on your KSS CD
11. The Support network available to you

11a) Links to support services for KSS Deanery trainees

KSS Deanery is committed to ensuring the welfare of its trainees, and wants to ensure that all trainees studying with the Deanery have the best possible chance of success during their training.

We maintain and run a number of programmes and services which aim to ensure trainees are supported at all stages - these pages provide information about our main services including special agreements:

- Less Than Full-Time Training - http://www.kssdeanery.org/trainees/support/ltft
- Maternity Leave - http://www.kssdeanery.org/trainees/support/maternity
- Out-of-programme - http://www.kssdeanery.org/trainees/support/oop
- Deferring the start of specialty training - http://www.kssdeanery.org/trainees/support/deferral
- Study leave - http://www.kssdeanery.org/trainees/support/studyleave
- Support for trainees in difficulty - http://www.kssdeanery.org/trainees/support/tid
- Relocation - http://www.londondeanery.ac.uk/var/policies-and-procedures/relocation
- Inter-Deanery transfers - http://www.kssdeanery.org/trainees/support/transfers

Please check out our website for further details: http://www.kssdeanery.org/specialty/anaesthetics

11b) Pastoral Care & Career Advice

There are a number of people who are able to provide support to you whether it is pastoral Care or career advice:

- Educational supervisor (please request this information from the Trust anaesthetics department)
- Clinical supervisor (please request this information from the Trust anaesthetics department)
- College Tutor (ask in your anaesthetics department or refer to the contacts list below)
- Chris Carey Head of School - ccarey@kssdeanery.ac.uk
- Claire Shannon - Regional Advisor
- Kirtida Mukherjee - Training Programme Director - East Area: kirti.mukherjee@btinternet.com
- Mark Blackmore - Training Programme Director - West Area: mark.blackmore@fph-tr.nhs.uk
- Philip McDonald - Training Programme Director - South Area: philip.mcdonald@wsht.nhs.uk
- Stellios Panayiotou - Intermediate Programme Director South Coast Area Stellios.Panayiotou@wsht.nhs.uk
- Denise Chukwu (Medical Workforce Projects Officer for the School of Anaesthesia) - dchukwu@kssdeanery.ac.uk
- Lisa Freedman - (Medical Workforce Projects Assistant for School of Emergency Medicine, O&G and ACCS Committees, School of Anaesthetics and Intensive Care Medicine STC) - lfreedman@kssdeanery.ac.uk
- Lucy Covington (Interim Medical Workforce Administrator for the School of Anaesthesia) anaesthetics@kssdeanery.ac.uk

- Training Representative(s) are:
  Helen Edgell (CT2 Trainee) - helenedgell@doctors.org.uk & a CT1 Trainee whom the CT1’s will nominate

- KSS Deanery Careers Department www.kssdeanery.org/education or www.medicalcareers.nhs.uk
<table>
<thead>
<tr>
<th>College Tutor Name</th>
<th>Email:</th>
<th>Telephone:</th>
<th>Based at:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackmore, Mark (also TPD)</td>
<td><a href="mailto:mark.blackmore@fph-tr.nhs.uk">mark.blackmore@fph-tr.nhs.uk</a></td>
<td>01276 604161 (Sec)</td>
<td>Frimley Park</td>
</tr>
<tr>
<td>Coupe, Madelaine</td>
<td><a href="mailto:Madelaine.Coupe@ekht.nhs.uk">Madelaine.Coupe@ekht.nhs.uk</a></td>
<td>01227 766877 x 74669</td>
<td>East Kent, Kent &amp; Canterbury</td>
</tr>
<tr>
<td>Dickens, Justin</td>
<td><a href="mailto:justin.dickens@rws-tr.nhs.uk">justin.dickens@rws-tr.nhs.uk</a></td>
<td>01243 788122 x 5290</td>
<td>Royal West Sussex, Chichester</td>
</tr>
<tr>
<td>Dolenska, Sylva</td>
<td><a href="mailto:Sylva.dolenska@ekht.nhs.uk">Sylva.dolenska@ekht.nhs.uk</a></td>
<td></td>
<td>East Kent, William Harvey</td>
</tr>
<tr>
<td>Howells, Mark</td>
<td><a href="mailto:markhowells@btopenworld.com">markhowells@btopenworld.com</a></td>
<td>0845 155100/01622 224361</td>
<td>Maidstone &amp; TW, Maidstone</td>
</tr>
<tr>
<td>Kubli, Mark</td>
<td><a href="mailto:mark.kubli@asph.nhs.uk">mark.kubli@asph.nhs.uk</a></td>
<td>01932 722152</td>
<td>Ashford &amp; St Peter’s</td>
</tr>
<tr>
<td>Kuttler, Anya</td>
<td><a href="mailto:Anja.Kuttler@asph.nhs.uk">Anja.Kuttler@asph.nhs.uk</a></td>
<td>01932 722152</td>
<td>Ashford &amp; St Peter’s</td>
</tr>
<tr>
<td>Nataraj, Visweswar</td>
<td><a href="mailto:drnataraj@yahoo.co.uk">drnataraj@yahoo.co.uk</a></td>
<td></td>
<td>Royal Surrey County</td>
</tr>
<tr>
<td>Prasad, Vyakarnam</td>
<td><a href="mailto:Vyakarnam.prasad@dvh.nhs.uk">Vyakarnam.prasad@dvh.nhs.uk</a></td>
<td>01322 428648</td>
<td>Dartford &amp; Gravesham, Darent Valley</td>
</tr>
<tr>
<td>Mears, Claire</td>
<td><a href="mailto:Claire.Mears@sash.nhs.uk">Claire.Mears@sash.nhs.uk</a></td>
<td>01737 768511</td>
<td>Surrey &amp; Sussex Healthcare East Surrey, Redhill</td>
</tr>
<tr>
<td>Gez Gould</td>
<td><a href="mailto:Gerard.Gould@esht.nhs.uk">Gerard.Gould@esht.nhs.uk</a></td>
<td>01424 755470 x 8340</td>
<td>East Sussex, Conquest</td>
</tr>
<tr>
<td>Patel, Chetan</td>
<td><a href="mailto:chetan.patel@qvh.nhs.uk">chetan.patel@qvh.nhs.uk</a></td>
<td>01342 410210 x 256</td>
<td>Queen Victoria, East Grinstead</td>
</tr>
<tr>
<td>Sudan, Sandeep</td>
<td><a href="mailto:sandeep.sudan@bsuh.nhs.uk">sandeep.sudan@bsuh.nhs.uk</a></td>
<td>01444 441881 x 8237</td>
<td>Brighton &amp; Sussex, Princess Royal</td>
</tr>
<tr>
<td>Sathialingam, Markandu</td>
<td><a href="mailto:Sathi2611@yahoo.com">Sathi2611@yahoo.com</a></td>
<td>01843 225544</td>
<td>East Kent, QEQM</td>
</tr>
<tr>
<td>Sinden, Mark</td>
<td><a href="mailto:mpsinden@btinternet.com">mpsinden@btinternet.com</a></td>
<td>01892 632529</td>
<td>Maidstone &amp; T W, Kent &amp; Sussex</td>
</tr>
<tr>
<td>Vishnubala, Sri</td>
<td><a href="mailto:srivishnubala@hotmail.com">srivishnubala@hotmail.com</a></td>
<td>01634 830000</td>
<td>Medway</td>
</tr>
<tr>
<td>Wakeling, Howard</td>
<td><a href="mailto:Howard.Wakeling@wash.nhs.uk">Howard.Wakeling@wash.nhs.uk</a></td>
<td></td>
<td>Worthing &amp; Southlands</td>
</tr>
<tr>
<td>Walton, Simon</td>
<td><a href="mailto:simon.walton@esht.nhs.uk">simon.walton@esht.nhs.uk</a></td>
<td>01323 417400 x 3745</td>
<td>East Sussex, Eastbourne</td>
</tr>
</tbody>
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**KEY**

| Kent Trusts | Surrey Trusts | Sussex Trusts | London Trusts |
## 11d) Trust Contact List

<table>
<thead>
<tr>
<th>Medical Staffing Contact</th>
<th>Trusts</th>
<th>Hospital</th>
<th>Postal Address</th>
<th>Email Address</th>
<th>Tel. No</th>
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<tr>
<td>Elaine Beaumont</td>
<td>Ashford &amp; St Peters Hospitals NHS Trust</td>
<td>St Peters Hospital</td>
<td>Guildford Road, Chertsey, Surrey, KT16 0PZ</td>
<td><a href="mailto:Elaine.Beaumont@asph.nhs.uk">Elaine.Beaumont@asph.nhs.uk</a></td>
<td>01932 723848</td>
</tr>
<tr>
<td>Jane Burrage Natalie Kenn</td>
<td>Brighton &amp; Sussex University Hospitals NHS Trust</td>
<td>Royal Sussex County Hospital</td>
<td>Eastern Road, Brighton Sussex, BN2 5BE</td>
<td><a href="mailto:Jane.Burrage@bsuh.nhs.uk">Jane.Burrage@bsuh.nhs.uk</a>; <a href="mailto:Natalie.Kenn@bsuh.nhs.uk">Natalie.Kenn@bsuh.nhs.uk</a></td>
<td>01273 664895</td>
</tr>
<tr>
<td>Nora Tester</td>
<td>BSUH</td>
<td>Princess Royal</td>
<td>Lewes Road Haywards Heath, RH16 4EX</td>
<td><a href="mailto:Nora.Testerc@bsuh.nhs.uk">Nora.Testerc@bsuh.nhs.uk</a></td>
<td>01444 441881</td>
</tr>
<tr>
<td>Claire Nottage</td>
<td>Dartford &amp; Gravesham NHS Trust</td>
<td>Darent Valley Hospital</td>
<td>Philip Farrant Education Centre, Darent Wood Road, Dartford, Kent DA2 8DA</td>
<td><a href="mailto:Claire.Nottage@dvh.nhs.uk">Claire.Nottage@dvh.nhs.uk</a></td>
<td>01322 428541</td>
</tr>
<tr>
<td>Kim Fishlock</td>
<td>East Kent Hospitals University NHS Trust</td>
<td>Queen Elizabeth, Queen Mother Hospital</td>
<td>Employee Relations Ramsgate Road, Margate, Kent CT9 4AN</td>
<td><a href="mailto:kim.fishlock@ekht.nhs.uk">kim.fishlock@ekht.nhs.uk</a></td>
<td>Direct Line 01843 225544 Internal Ext 62273</td>
</tr>
<tr>
<td>Jane Mills(K&amp;C) Caren Jones (WHH)</td>
<td>East Kent Hospitals University NHS Trust</td>
<td>William Harvey Hospital</td>
<td>Resources Dept. Kent &amp; Canterbury Hospital Ethelbert Road, Kent CT1 3NG</td>
<td><a href="mailto:jayne.mills@ekht.nhs.uk">jayne.mills@ekht.nhs.uk</a></td>
<td>01278668 687</td>
</tr>
<tr>
<td>Janet Botting / Tina Scott</td>
<td>East Sussex Hospitals NHS Trust</td>
<td>Conquest Hospital &amp; EDG Hospital</td>
<td>Conquest Hospital The Ridge, St Leonard’s On Sea, East Sussex, TN37 7RD</td>
<td><a href="mailto:Janet.Botting@esht.nhs.uk">Janet.Botting@esht.nhs.uk</a>; <a href="mailto:MedicalStaffing@esht.nhs.uk">MedicalStaffing@esht.nhs.uk</a></td>
<td>01323 413855</td>
</tr>
<tr>
<td>Kirsten Voss Sophie Fryer</td>
<td>Frimley Park Hospitals NHS Foundation Trust</td>
<td>Frimley Park Hospital</td>
<td>Portsmouth Road Frimley Camberley Surrey, GU16 7UJ</td>
<td><a href="mailto:kirsten.voss@fph-tr.nhs.uk">kirsten.voss@fph-tr.nhs.uk</a></td>
<td>01276 604358</td>
</tr>
<tr>
<td>Drene Gallagher / Jane Salzer Celia Cusworth</td>
<td>Maidstone &amp; Tunbridge Wells NHS Trust</td>
<td>Maidstone Hospital &amp; Pembury Hospital</td>
<td>Hermitage Lane Maidstone, Kent ME16 9QQ</td>
<td><a href="mailto:drene.gallagher@nhs.net">drene.gallagher@nhs.net</a>; <a href="mailto:jane.salzer@mntw-tr.nhs.uk">jane.salzer@mntw-tr.nhs.uk</a>; <a href="mailto:celia.cusworth@nhs.net">celia.cusworth@nhs.net</a></td>
<td>01622 729000</td>
</tr>
<tr>
<td>Maureen Gerke / Sue Ahmad</td>
<td>Medway NHS Trust</td>
<td>Medway Maritime Hospital</td>
<td>Medical Staffing Dept PGMC, Windmill Road Gillingham, Kent ME7 5NH</td>
<td><a href="mailto:maureen.gerke@medway.nhs.uk">maureen.gerke@medway.nhs.uk</a>; <a href="mailto:sue.ahmad@medway.nhs.uk">sue.ahmad@medway.nhs.uk</a></td>
<td>01634 830000</td>
</tr>
<tr>
<td>Sandra Chase / Susan Darby</td>
<td>Royal Surrey County Hospital NHS Trust</td>
<td>The Royal Surrey County Hospital</td>
<td>Egerton Road Guildford, Surrey GU2 7XX</td>
<td><a href="mailto:schase@royalsurrey.nhs.uk">schase@royalsurrey.nhs.uk</a>; <a href="mailto:sdarby@royalsurrey.nhs.uk">sdarby@royalsurrey.nhs.uk</a></td>
<td>01483 571 122</td>
</tr>
<tr>
<td>Nisha Patel Caroline Johnstone</td>
<td>Surrey &amp; Sussex Healthcare NHS Trust</td>
<td>East Surrey Hospital</td>
<td>Room EI15 East Entrance East Surrey Hospital Canada Avenue Redhill, RH1 5RH</td>
<td><a href="mailto:nisha.patel@sash.nhs.uk">nisha.patel@sash.nhs.uk</a>; <a href="mailto:caroline.johnstone@sash.nhs.uk">caroline.johnstone@sash.nhs.uk</a></td>
<td>01737 768511 ext 6198 01737 231641</td>
</tr>
<tr>
<td>Melanie Clay</td>
<td>Western Sussex Hospitals NHS Trust</td>
<td>St Richard's Hospital</td>
<td>St Richard's Hospital Spitalfield Lane, Chichester West Sussex, PO19 6SE</td>
<td><a href="mailto:melanie.clay@rwst.nhs.uk">melanie.clay@rwst.nhs.uk</a></td>
<td>01243 831 627</td>
</tr>
<tr>
<td>Linzi Garman / Jan McClean</td>
<td>Western Sussex Hospitals NHS Trust</td>
<td>Worthing Hospital</td>
<td>Worthing Hospital Lyndhurst Road, Worthing West Sussex, BN11 2DH</td>
<td><a href="mailto:Linzi.Garman@wash.nhs.uk">Linzi.Garman@wash.nhs.uk</a>; <a href="mailto:jan.mcclean@wash.nhs.uk">jan.mcclean@wash.nhs.uk</a></td>
<td>01903 285126 01903 285122</td>
</tr>
</tbody>
</table>
12. Useful addresses and Websites

For news about the KSS Deanery School of Anaesthesia (SOAN) see:
http://www.kssdeanery.org/specialty/anaesthetics

To view this guide or a copy of your core trainee portfolio see:
http://www.kssdeanery.org/specialty/anaesthetics/assessment-e-learning/e-
learning-portfolio

For future Study Day, Simulator Training Days and Regional Teaching Days
please go to: http://www.kssdeanery.org/specialty/anaesthetics/teaching

To write to our School use the following address:
KSS Postgraduate Deanery - (School of Anaesthesia Team)
Providian House
16-18 Monument Street
London
EC3R 8AJ

To write to your Regional Advisor (for a signature first make a copy & then enclose
the RCOA membership forms or exam application forms with a Stamped Addressed
Envelope (SAE) with your own address or the return address if urgently required.
Dr Claire Shannon (RCOA Regional Advisor)
c/o SESA School Office
Department of Anaesthesia,
Guy's Hospital,
London
SE1 9RT

Just in case the paperwork is misplaced please send a copy to the School of any documents
that have been signed by the Regional Advisor so that we can keep them safely in your file.

Royal College of Anaesthetists (RCoA)
http://www.rcoa.ac.uk

IBTICM logbook
http://www.rcoa.ac.uk/ibticm

e-LA
Glossary

- Terms used in the KSS Core trainee portfolio

Anaes-CEX Anaesthesia Clinical Evaluation Exercise

CBD Case Based Discussion

DOPS Directly Observed Procedural Skills

MCQ Multiple Choice Feedback Examination

MSF Multi-Source Feedback

OSCE Objective Structured Clinical Examination

SAQ Short Answer Question Examination

SOE Structured Oral Examination

- General terms used by Anaesthetists

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>AAGBI</td>
<td>Association of Anaesthetists of Great Britain and Ireland</td>
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<tr>
<td>ALS</td>
<td>Advanced Life Support</td>
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<tr>
<td>APAGBI</td>
<td>Association of Paediatric Anaesthetists of Great Britain and Ireland</td>
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<td>ASA</td>
<td>American Society of Anaesthesiologists</td>
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<tr>
<td>CEMACH</td>
<td>Confidential Enquiry into Maternal and Child Health</td>
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<td>CEPD</td>
<td>Continuing Education and Professional Development</td>
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<tr>
<td>CVP</td>
<td>Central Venous Pressure</td>
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<td>DH</td>
<td>Department of Health</td>
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<tr>
<td>ECG</td>
<td>Electrocardiogram</td>
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<tr>
<td>EWTD</td>
<td>European Working Time Directive</td>
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<tr>
<td>GMC</td>
<td>General Medical Council</td>
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<tr>
<td>HDU</td>
<td>High Dependency Unit</td>
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<tr>
<td>ICS</td>
<td>Intensive Care Society</td>
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<tr>
<td>ICU</td>
<td>Intensive Care Unit</td>
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<tr>
<td>JCGP</td>
<td>Joint Committee on Good Practice (RCoA)</td>
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<tr>
<td>NCCG</td>
<td>Non-consultant career grade</td>
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<tr>
<td>NCEPOD</td>
<td>National Confidential Enquiry into Patient Outcome and Death</td>
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<td>NHS</td>
<td>National Health Service</td>
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<td>PCA</td>
<td>Patient Controlled Analgesia</td>
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<td>PONV</td>
<td>Post-operative Nausea and Vomiting</td>
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<td>PSC</td>
<td>Professional Standards Committee (RCoA)</td>
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<td>RCoA</td>
<td>Royal College of Anaesthetists</td>
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<tr>
<td>SAS</td>
<td>Staff and Associate Specialist</td>
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