



West Midlands Education Innovation and Notable Practice

**360 DEGREE TRAINEE DISCUSSION FORUM ENHANCES CLINICAL
TRAINING OF SPECIALIST TRAINEES**

2010 - 2011



360 DEGREE TRAINEE DISCUSSION FORUM ENHANCES CLINICAL TRAINING OF SPECIALIST TRAINEES

UNIVERSITY HOSPITAL BIRMINGHAM NHS FOUNDATION TRUST

Overview:	Checklist to support F1 trainees through Final sign-off on e-portfolio and GMC registration
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The extremely tight timetable at the end of the Foundation year 1 for the trainees to complete their final sign off and submit the necessary forms to the GMC for full registrations can lead to a lot of stress for the trainees. There can also be a lot of time taken up for the trainees and the Clinical Tutor in checking and rechecking e-portfolios to make sure everything has been included and signed off to meet the Foundation Curriculum requirements.

In order to support the F1 trainees through this process and to encourage them to prepare in good time so as to avoid any last minute panics and associated problems arranging meetings with their educational supervisors; UHB Medical Education devised an instruction letter and local checklist that was sent to all F1 trainees the 1st week in April as they rotated into their final placement. The letter detailed the process for obtaining the GMC registration and explained the required paperwork including the process associated with the local checklist. Following on from this letter the trainee will be kept informed of the exact deadlines. The letter and checklist are attached.

The letter encouraged the trainee to discuss the sign-off process with their Educational Supervisor at their first meeting so that any areas that required further work could be addressed in time for the final sign-off. It was highly recommended that they also make the appointments for their further meeting at that first meeting.

The local checklist has to be signed in each section by their educational supervisor to indicate that they have been through their e-portfolio with their Educational Supervisor and it is complete for all the requirements for Foundation year 1. The checklist then has to be returned to the Medical Education staff who will then issue the 5.1 form to the trainee. If the checklist is not returned then the trainee would be referred to the Clinical Tutor.

If a signed checklist has been returned by a trainee but at the final ARCP process the Clinical Tutor finds that the e-portfolio is not complete the trainee will automatically be referred to the Foundation School Programme Director as having failed their Foundation 1 year.

It is hoped that this process will encourage early engagement by the trainees in the final ARCP and GMC registration process and minimise any last minute panic situation. While this process is still part way through we are finding that trainees are returning the checklists in good time. The final measurement of success will be whether this reduces the incidence of incomplete e-portfolios at the final ARCP.

The important part of this process is to ensure that the information is given to the trainees at the start of their final placement to give them as much time as possible to prepare with their Educational Supervisor and that the final deadline for e-portfolio completion is also given as soon as it is known.