



Welcome to the Trainee Trajectory

Welcome to the Trainee Trajectory.

This is a map of the three year training scheme for StRs, including Assessments, Courses and Service Commitments which need to be undertaken, from the StRs Induction Course, to achieving CCT.

To continue to the Trajectory, please [click here](#).

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Foreword

Foreword by Dr Richard Darnton

The Trainee Trajectory is a tool to help you navigate your way through the different aspects of GP specialty training. These include the workplace-based assessment (WPBA) element of the nMRCGP exam.

In 2004 The Postgraduate Medical Education and Training Board (PMETB) published a policy document called "Principles For An Assessment System for Postgraduate Medical Training" which stated that workplace based assessment must play a central role in the postgraduate medical education of all medical specialties.

WPBA requires you to be very organised in your approach to learning and assessment but used as intended, it has the potential to help you get the most out of your specialty training by making your learning more effective. This is because it will provide you with frequent specific feedback on different aspects of your performance. You can then use this to identify your learning needs, plan your learning and show through your portfolio of evidence how your own abilities are continually improving.

The Trainee Trajectory is one of many available tools which helps you to plan ahead and ensure that you are achieving the different training and assessment milestones within the stipulated timeframes. Be aware that WPBA timeframes portrayed in the trajectory are final and that you should be aiming to achieve them in advance of these. Similarly, the required numbers of completed assessments (e.g. COTs, CbDs, DOPs etc.) are minimum numbers and you should be aiming to complete more than stated. Please be aware too, that timeframes may be subject to local variation and you should always be cross-checking these through liaison with your peers, your GP trainer (when based in a practice), your Educational Supervisor and your Training Programme Directors.

To continue to the Trajectory, please [click here](#).



- ▶ Home
- ▶ Foreword
- ▶ **Using the Trajectory**
- ▶ Before You Start
- ▶ ST1 1st Placement
- ▶ ST1 2nd Placement
- ▶ ST2 1st Placement
- ▶ ST2 2nd Placement
- ▶ ST3 1st Placement
- ▶ ST3 2nd Placement
- ▶ OOH Expectations
- ▶ Useful Links
- ▶ Useful Contacts

Using the Trajectory

The Trainee Trajectory is designed to assist you in terms of advising what to do and when.

The Trajectory is broken up into twelve 6 month sections. Each of these sections are split into six individual months and also grouped into Service Commitment and Courses and Assessments.

Service Commitments and Courses are contained within a **green** box, and the Assessments are contained within a **blue** box.

Navigation on the site is on the left hand side.

Any items that are underlined are links to either explanations, web site pages, further reading or guidance.

If this the first time you have used the Trajectory, or you wish to check what to do before you begin your training, select [Before You Start](#) from the left hand menu bar or [click here](#).

If you know the period of training which you require, please select your rotation, again on the left hand menu or for your ST1 1st Placement, [click here](#).

Useful links, contacts and some of the courses available can also be found by using the left hand menu.

ARCP Panels

Please note that ARCP Panels are held roughly on a once a month basis for Trainees who have fallen out of sync.

The main ARCP Panels are held in June/July every year where every Trainees ePortfolio will be checked against RCGP and GMC Guidance.



- ▶ Home
- ▶ Foreword
- ▶ Using the Trajectory
- ▶ **Before You Start**
- ▶ ST1 1st Placement
- ▶ ST1 2nd Placement
- ▶ ST2 1st Placement
- ▶ ST2 2nd Placement
- ▶ ST3 1st Placement
- ▶ ST3 2nd Placement
- ▶ OOH Expectations
- ▶ Useful Links
- ▶ Useful Contacts

Before You Start

THINGS TO DO BEFORE YOU START

- Sign and Return Form R to the GP School Programme Support Team for your NTN (National Training Number)
- Register with the RCGP and activate ePortfolio
- Meet with Consultant / GP Trainer of your first job
- If your Training Programme runs an Induction Course, book study leave for this
- If you are in a GP Placement first, book your 6 Out Of Hours Sessions for the first post
- Liaise with your employer regarding Occupational Health Clearance, Criminal Records Bureau (CRB) checks and pay scale. Ensure you have valid Defence Organisation Cover and GMC License

To proceed, select your current rotation from the menu list on the left hand side of the screen.



- ▶ Home
- ▶ Foreword
- ▶ Using the Trajectory
- ▶ Before You Start
- ▶ **ST1 1st Placement**
- ▶ ST1 2nd Placement
- ▶ ST2 1st Placement
- ▶ ST2 2nd Placement
- ▶ ST3 1st Placement
- ▶ ST3 2nd Placement
- ▶ OOH Expectations
- ▶ Useful Links
- ▶ Useful Contacts

ST1 1st Placement (ST1-1)

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
<i>Service Commitments & Courses</i>					
Induction Course	Meet with Clinical Supervisor if not in General Practice during this time to clarify Learning Plan				
Book Educational Supervisor meetings for months 2 and 6	Educational Supervisor Meeting 1	Review Curriculum Coverage			
Probity, Health and Educational Contract to sign	Continue to develop PDP				
Start to develop PDP	Your Audit / First Data Collection for this post should be completed during your first GP Placement				
Ensure CPR & AED Certificate completed and uploaded (please click here for guidance)					
Complete 6 Out Of Hours Sessions if in GP during this time					
Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
<i>Assessments</i>					
	Complete and upload Clinical Supervisors Report				
	Reflection on Clinical Encounters, Tutorials, Lectures etc, recorded in Learning Log				
	Complete 3 or more Mini-CEX (if in GP then 3 COTs instead) before the ES (Report) Meeting				
	Complete 3 or more Case Based Discussions (CbDs) during this period				
	Writing Significant Event Analyses is very helpful to producing good evidence of progress. Aim for 3 within this period.				
	Presentation of Case Study during this period provides good evidence for competency 10				
	Complete and upload 5 Multi-Source Feedback Forms during this period				
	Complete and upload Patient Satisfaction Questionnaire if in GP before ESR				
Start practising and completing appropriate DOPS					



- ▶ Home
- ▶ Foreword
- ▶ Using the Trajectory
- ▶ Before You Start
- ▶ ST1 1st Placement
- ▶ **ST1 2nd Placement**
- ▶ ST2 1st Placement
- ▶ ST2 2nd Placement
- ▶ ST3 1st Placement
- ▶ ST3 2nd Placement
- ▶ OOH Expectations
- ▶ Useful Links
- ▶ Useful Contacts

ST1 2nd Placement (ST1-2)

Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
<i>Service Commitments & Courses</i>					
Book Educational Supervisor meeting for the end of Month 10	Meet with Clinical Supervisor if not in General Practice				
Your Audit for this post should be completed during your first GP Placement					
			Statement on Sick Leave in approved format		
Continue to develop PDP making use of the feedback from assessment					
Review Curriculum Coverage					
Complete 6 Out Of Hours Sessions if in GP during this time					
Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
<i>Assessments</i>					
			Complete and upload Clinical Supervisors Report		
Reflection recorded in Learning Log					
Complete 3 or more Mini-CEX (if in GP then 3 COTs instead) before ES (report) meeting					
Complete 3 or more Case Based Discussions (CbDs) during this period					
Writing Significant Event Analyses is very helpful to producing good evidence of progress. Aim for 3 within this period.					
Presentation of Case Study during this period provides good evidence for competency 10					
	Complete and Patient Satisfaction Questionnaire if in GP before ESR				
	Complete 5 Multi Source Feedback forms during this period				
Continue practising and completing appropriate DOPS					



- ▶ Home
- ▶ Foreword
- ▶ Using the Trajectory
- ▶ Before You Start
- ▶ ST1 1st Placement
- ▶ ST1 2nd Placement
- ▶ **ST2 1st Placement**
- ▶ ST2 2nd Placement
- ▶ ST3 1st Placement
- ▶ ST3 2nd Placement
- ▶ OOH Expectations
- ▶ Useful Links
- ▶ Useful Contacts

ST2 1st Placement (ST2-1)

Month 13	Month 14	Month 15	Month 16	Month 17	Month 18
<i>Service Commitments & Courses</i>					
Book ES meeting for end of Month 18	Meet with Clinical Supervisor if not in General Practice		Statement on Sick Leave in approved format		
Decide when you are going to sit the AKT (Click here for help)					
Review Curriculum Coverage					
Continue to develop PDP making use of the feedback from assessment					
Complete 6 Out Of Hours Sessions if in GP during this time					
Ensure CPR & AED Certificate completed and uploaded					
Month 13	Month 14	Month 15	Month 16	Month 17	Month 18
<i>Assessments</i>					
Reflection recorded in Learning Log					
Complete 3 or more Mini-CEX (if in GP then 3 COTs instead) before ES (report) meeting					
Complete 3 or more Case Based Discussions (CbDs) during this period					
Writing Significant Event Analyses is very helpful to producing good evidence of progress. Aim for 3 within this period.					
Presentation of Case Study during this period provides good evidence for competency 10					
Complete and upload Patient Satisfaction Questionnaire if in GP before ESR					
Continue practising and completing appropriate DOPS					



- ▶ Home
- ▶ Foreword
- ▶ Using the Trajectory
- ▶ Before You Start
- ▶ ST1 1st Placement
- ▶ ST1 2nd Placement
- ▶ ST2 1st Placement
- ▶ **ST2 2nd Placement**
- ▶ ST3 1st Placement
- ▶ ST3 2nd Placement
- ▶ OOH Expectations
- ▶ Useful Links
- ▶ Useful Contacts

ST2 2nd Placement (ST2-2)

Month 19	Month 20	Month 21	Month 22	Month 23	Month 24
<i>Service Commitments & Courses</i>					
Book ES meetings for the end of Month 22	Meet with Clinical Supervisor if not in General Practice		Educational Supervisor Meeting		
		Statement on Sick Leave in approved format	Upload Educational Supervisors Report before ARCP Panel		
Review Curriculum Coverage					
Continue to develop PDP making use of the feedback from assessment					
Complete 6 Out Of Hours Sessions if in GP during this time					
Month 19	Month 20	Month 21	Month 22	Month 23	Month 24
<i>Assessments</i>					
		Complete and upload Clinical Supervisors Report			
Reflection recorded in Learning Log					
Complete 3 or more Mini-CEX (if in GP then 3 COTs instead) before ES (report) meeting					
Complete 3 or more Case Based Discussions (CbDs) during this period					
Writing Significant Event Analyses is very helpful to producing good evidence of progress. Aim for 3 within this period.					
Presentation of Case Study during this period provides good evidence for competency 10					
	Complete and upload Patient Satisfaction Questionnaire if in GP before ESR				
Continue practising and completing appropriate DOPS					



- ▶ Home
- ▶ Foreword
- ▶ Using the Trajectory
- ▶ Before You Start
- ▶ ST1 1st Placement
- ▶ ST1 2nd Placement
- ▶ ST2 1st Placement
- ▶ ST2 2nd Placement
- ▶ **ST3 1st Placement**
- ▶ ST3 2nd Placement
- ▶ OOH Expectations
- ▶ Useful Links
- ▶ Useful Contacts

ST3 1st Placement (ST3-1)

Month 25	Month 26	Month 27	Month 28	Month 29	Month 30
<i>Service Commitments & Courses</i>					
Book ES meetings for the end of Month 30			Statement on Sick Leave in approved format		
Probity, Health and Educational Contract to sign					
Review Curriculum Coverage					
Continue to develop PDP making use of the feedback from assessment					
Complete 6 Out Of Hours Sessions if in GP during this time					
Ensure CPR & AED Certificate completed and uploaded					
Month 25	Month 26	Month 27	Month 28	Month 29	Month 30
<i>Assessments</i>					
Reflection recorded in Learning Log					
Complete 6 or more COTs before ES (report) meeting					
Complete 6 or more Case Based Discussions (CbDs) during this period					
Writing Significant Event Analyses is very helpful to producing good evidence of progress. Aim for 3 within this period.					
Presentation of Case Study during this period provides good evidence for competency 10					
Complete and upload Patient Satisfaction Questionnaire before ESR					
Complete and upload 10 Multi-Source Feedback Forms					



- ▶ Home
- ▶ Foreword
- ▶ Using the Trajectory
- ▶ Before You Start
- ▶ ST1 1st Placement
- ▶ ST1 2nd Placement
- ▶ ST2 1st Placement
- ▶ ST2 2nd Placement
- ▶ ST3 1st Placement
- ▶ **ST3 2nd Placement**
- ▶ OOH Expectations
- ▶ Useful Links
- ▶ Useful Contacts

ST3 2nd Placement (ST3-2)

Month 31	Month 32	Month 33	Month 34	Month 35	Month 36
<i>Service Commitments & Courses</i>					
Book ES meetings for the end of Month 34		Statement on Sick Leave in approved format	Upload Educational Supervisors Report before ARCP Panel		
Review Curriculum Coverage					
Continue to develop PDP making use of the feedback from assessment					
Complete 6 Out Of Hours Sessions during this time					
Month 31	Month 32	Month 33	Month 34	Month 35	Month 36
<i>Assessments</i>					
			Complete and upload Clinical Supervisors Report		
Reflection recorded in Learning Log					
Complete 6 or more COTs before ES (report) meeting					
Complete 6 or more Case Based Discussions (CbDs) during this period					



- ▶ Home
- ▶ Foreword
- ▶ Using the Trajectory
- ▶ Before You Start
- ▶ **ST1 1st Placement**
- ▶ **ST1 2nd Placement**
- ▶ **ST2 1st Placement**
- ▶ **ST2 2nd Placement**
- ▶ **ST3 1st Placement**
- ▶ **ST3 2nd Placement**
- ▶ **OOH Expectations**
- ▶ Useful Links
- ▶ Useful Contacts

Out Of Hours Expectations

The number and frequency of out of hours sessions to be completed whilst working in a training practice is defined in Form B for each post. This is usually, but not always, at least one session of at least 4 hours in a 4 week period. This might vary if the training post had modular attachments in other services where there might be some out of hours experience. Arrangements for fulfilling the out of hours commitments might vary between different areas where service provision arrangements are quite different.

Your out of hours experiences should be linked to chapter 7 of the curriculum and should demonstrate that you are achieving the following competences:

1. *Ability to manage common medical, surgical and psychiatric emergencies in the out-of-hours setting.*
2. *Understanding of the organisational aspects of NHS out of hours care.*
3. *Ability to make appropriate referrals to hospitals and other professionals in the out-of-hours setting.*
4. *Demonstration of communication skills required for out-of-hours care.*
5. *Individual personal time and stress management.*
6. *Maintenance of personal security and awareness and management of the security risks to others*

[Click here](#) for a form that will help you to write a high quality out of hours log entry. You can upload completed versions of this form to your ePortfolio and link your entries to the curriculum as appropriate.

As a trainee you need to discuss with your trainer - and / or educational supervisor how you are going to fulfil your out of hours commitments during your induction to the training practice. Leaving this until later might reduce your opportunities to complete a sufficient number of sessions toward the end of your post and create problems when an ARCP panel assesses your portfolio.

There needs to be an appropriate balance between telephone consultations and face to face consultations in your out of hours experience. You should discuss this with your trainer at induction and review your progress through the post. Consulting on the telephone is an important skill and should not be neglected. As a guide it might be considered that between a third and a half of your out of hours sessions should focus on telephone consulting. This might vary depending on how much telephone consulting is experienced in the practice in normal hours and the rate of competency progression.

A separate but related issue is the development of the competencies detailed above. These competencies can be developed in a number of settings in primary and secondary care and within working hours as well as out of hours. Working in an out of hours setting provides a different and important experience in managing acutely ill people. When your portfolio is assessed by an ARCP panel evidence of satisfactory competence progression in a variety of settings will be required.

Finally you should remember that some out of hours centres and some sessions tend to be busier than others. It may be the case that in order to demonstrate all the required competencies you might need to do more sessions than those specified in form B or more daytime "on call" activity. You should discuss this with your trainer and educational supervisor sooner rather than later and not leave it until an ARCP panel advises that your portfolio does not demonstrate sufficient coverage of the curriculum in this area.

Written by Dr Adrian Dunbar

Associate Postgraduate Dean for Assessment

[Click here for the OOH Record—Learning Log Entry](#)



- ▶ Home
- ▶ Foreword
- ▶ Using the Trajectory
- ▶ Before You Start
- ▶ ST1 1st Placement
- ▶ ST1 2nd Placement
- ▶ ST2 1st Placement
- ▶ ST2 2nd Placement
- ▶ ST3 1st Placement
- ▶ ST3 2nd Placement
- ▶ OOH Expectations
- ▶ **Useful Links**
- ▶ Useful Contacts

Useful Links

Please see the follow links which should prove useful;

Postgraduate Medical and Dental Education (Health Education Yorkshire and the Humber) Web Site — www.yorksandhumberdeanery.nhs.uk

The Royal College of General Practitioners (RCGP) — www.rcgp.org.uk

RCGP ePortfolio Login Page — www.eportfolio.rcgp.org.uk

General Medical Council (GMC) — www.gmc-uk.org

British Medical Association (BMA) — www.bma.org.uk



- ▶ Home
- ▶ Foreword
- ▶ Using the Trajectory
- ▶ Before You Start
- ▶ ST1 1st Placement
- ▶ ST1 2nd Placement
- ▶ ST2 1st Placement
- ▶ ST2 2nd Placement
- ▶ ST3 1st Placement
- ▶ ST3 2nd Placement
- ▶ OOH Expectations
- ▶ Useful Links
- ▶ Useful Contacts

Useful Contacts

Here are various contacts which you may find useful during your training scheme;

PGMDE Admin

Becky Travis	Programme Support Co-ordinator (Sheffield)	01142 264540	Becky.travis@yh.hee.nhs.uk
Jane Burnett	Programme Support Co-ordinator (Leeds)	01132 343 7416	Jane.burnett@yh.hee.nhs.uk
Jo Carmichael	Programme Support Co-ordinator (Willerby)	01482 660 715	Jo.carmichael@yh.hee.nhs.uk

Associate Postgraduate Deans/Tutors (GP) for ARCP/Assessment

Dr Sandra Brinkley	South Yorkshire	01142 304286	Sandra.brinkley@yh.hee.nhs.uk
Dr Paul Johnson	North Yorkshire and North East Lincolnshire	01947 820888	Paul.johnson@yh.hee.nhs.uk
Dr Simon Hall	West Yorkshire	01133 431703	Simon.hall@yh.hee.nhs.uk

GP Locality Leads

Dr Ben Jackson—South Yorkshire (ben.jackson@yh.hee.nhs.uk)
 Dr David Rose—North and East Yorkshire (david.rose@yh.hee.nhs.uk)
 Dr Kirsty Baldwin—West Yorkshire (kirsty.baldwin@yh.hee.nhs.uk)

Medical Workforce Manager for General Practice

Nick Sowerby (nick.sowerby@yh.hee.nhs.uk)

GP School Leads

Dr Mike Tomson—ARCP/Assessment and Doctors in Difficulty (mike.tomson@nhs.net)
 Dr James Thomas —GP Trainer Quality and Development (james.thomas@yh.hee.nhs.uk)
 Dr Bill Hall—Recruitment (bill.hall@yh.hee.nhs.uk)
 Dr Amar Rughani—Curriculum Delivery (amr.rughani@yh.hee.nhs.uk)
 Dr Rhiannon Davies—GP Trainee Quality Assurance (rhiannon.davies@yh.hee.nhs.uk)
 Dr Andy Godden—Leadership and post-ARCP progression (andyjgodden@hotmail.com)
 Dr Pete Lane—Inter-personal Development (pete.lane@yh.hee.nhs.uk)
 Dr Chris Myers—GP Retainer/Returner Scheme (chris.myers@yh.hee.nhs.uk)