

CAMBRIDGESHIRE & PETERBOROUGH TRAINING HUB

Supporting new GPs into practice

General Practice **INDUCTION PACK**

Welcome to General Practice in Cambridgeshire & Peterborough

The First 5 years post CCT is both an exciting and daunting time, but don't worry, you are not alone!

There are lots of local and national resources, support and communities that will help make your transition from trainee to GP positive and give you a helping hand when you encounter challenges.

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Living & Working in C&P

Why choose a career in General Practice in Cambridgeshire & Peterborough?

- ✓ Over 90 GP practices now working in 21 Primary Care Networks
- ✓ Serve over one million patients from diverse populations
- ✓ Practices range in size from smaller family practices to large super practices
- ✓ A mix of urban centres and rural communities across our 3 localities - Peterborough, Huntingdon & Fenland and Cambridge
- ✓ Excellent employment opportunities for newly qualified GPs
- ✓ A wide variety of options for flexible working and a portfolio GP career
- ✓ Excellent networks and primary care community
- ✓ GP Fellowship to help you transition to practice and develop your career
- ✓ A forward-thinking Training Hub providing high quality learning
- ✓ Great local First5 peer support network
- ✓ Excellent local and national road, rail and air transport links, with easy access to regional hubs, London and the rest of the UK

Interactive map of C&P practices



- ✓ Cosmopolitan cities, bustling market towns, idyllic villages and beautiful countryside
- ✓ Affordable housing and excellent schools
- ✓ Plenty of indoor and outdoor sports and leisure facilities
- ✓ Quality eating, drinking and shopping



Cambridgeshire & Peterborough Training Hub (CPTH)

Our aim is to support and develop local GPs, with varying experience levels, to increase resilience, support peer networks and create positive engagement across the Cambridgeshire and Peterborough health system to enable better patient care for the population.

We focus our efforts in 4 key areas:

Recruitment



Education



Career Development



Retention



The support we offer includes:

- First 5 & GP Fellowship programmes
- Education & training
- Peer Support networks (all stages)
- GP Trainer development
- Funding including Portfolio Career, Innovation in Education, Peer Learning fund
- Resources to support appraisal/Revalidation
- Resilience (currently Wild Monday/Shapes)
- Returners - BringBaby
- Coaching and Mentoring

Find out more at <https://cptraininghub.nhs.uk/>

Local Support & Resources

First 5/Peer Groups

Sharing common problems and experiences, often in less formal settings, offers valuable support for managing your own well-being and for developing the skills and knowledge you need to provide best care for patients.

First 5 groups are great for small group work, near peer support and discussions, group learning and socialising.

C&P Training Hub has a team of GP First5 Leads covering the area.

- Building peer support networks for First5 GPs working around the three localities
- Face-to-face or virtual evening meetings and WhatsApp groups
- For networking, sharing thoughts, discussing challenges
- Access one-to-one advice or signposting
- First5 leads available to provide ongoing support to GPs wishing to set up their own peer groups.
- C&P Training Hub also offer courses on facilitation and peer coaching

For more information visit:

<https://cptraininghub.nhs.uk/gp-hub/first-5-early-career/>

Contact details for the F5 Lead in your area can be found at the end of this pack.



Your Local Medical Committee (LMC)

LMCs are located across the UK and consist of democratically elected GPs from their local constituencies to support, advise and represent local GPs irrespective of their contractual status i.e. partner, salaried, locum.

If you need anything, they are there to help you and they can provide a range of support to assist you professionally and personally.

Cambridgeshire & Peterborough LMC
Website: <https://cambslmc.org/>

They also have a mailing list for newsletters and a link for local GP discussion.



National Support and Information



Next Generation GP

Next Generation GP is aimed at GP trainees and early career GPs (first 5-7 years) with an interest in health policy and the wider NHS.

The programme is about empowering a new generation of leaders in primary care, equipping them with the skills and networks to succeed and empowering them with the belief that they can translate insight into impact.

To find out more visit:

www.nextgenerationgp.wixsite.com/2017

NHS Leadership Academy

The NHS Leadership Academy's philosophy is simple – great leadership development improves leadership behaviours and skills. Better leadership leads to better patient care, experience and outcomes.



The academy offers a range of tools, models, programmes and expertise to support individuals, organisations and local partners to develop leaders, celebrating and sharing where outstanding leadership makes a real difference.

Learn more at: www.leadershipacademy.nhs.uk

British Medical Association (BMA)

The BMA is the professional association and trade union for doctors in the UK. Visit bma.org.uk



BMA personal and career development programmes (BMA members only)

The BMA offers personal, step-by-step guidance, FAQs and practical tools on the topics you face on a day-to-day basis as a GP, as well as a variety of career development and leadership courses.

To learn more:

phone 0300 123 1233 or visit: www.bma.org.uk



Getting Started

Registrations/Performers List

- Following your final Educational Supervisor meeting you need to be marked as competent in all areas.
- Your portfolio will then be checked by your local Programme Director and finally by HEE ARCP panel.
- Once your ARCP is approved in an email from HEE you login to RCGP e-portfolio and 'accept' outcome, then press on button 'apply for CCT'.
- You will get a confirmatory email and RCGP will send recommendation to GMC who email you soon after with confirmation.

Getting on GMC GP register

- Apply for CCT via GMC login.
- Go to your GMC login > my registration > my applications.
- You will then be asked to pay for CCT (around £420) and you will receive a certificate.

National Performers list

- As a GP you must be on the NPL.
- Go to PCSE online for submission and approval or to change status.
- If any problems you can contact them on 03330142884.
- You can still work if you have updated PCSE but your NPL status hasn't been updated so there's no need to panic!

CV Top Tips

Personal Information

Name, DOB, contact details, GMC number and registration status, memberships.

Personal Qualifications

MRCGP (if pending AKT/CSA status), any others DRCOG, DFSRH, LOC, University qualifications and year.

Clinical Experience

List clinical jobs and years and locations, GP jobs and GP training scheme years.

CPD Courses/Training

Only list if relevant. BLS, ALS, ATLS, joint injection, minor surgery etc and other relevant courses/meetings attended.

Further Academic Work

Research, publications, presentations, management work, teaching experience.

Other Headings

Practical skills, minor surgery, implants/coils, dermoscopy etc. Other achievements outside of medicine.

Personal Interests

Specific and honest, to give a prospective employer an idea about who you are.

Format

Concise, not too long, check spelling and grammar, set out clearly, clear font, keep it up to date. Provide a cover letter specific to the job.

Getting Started

Indemnity

Government's state-backed indemnity came into practice on 1st April 2019. It covers clinical negligence issues associated with NHS patient care that occur on or after this date.

What is covered:

- NHS work only
- Cover is automatic (no need to apply) and no payment needed

What is not covered:

- Private work (private letters, reports, HGV medicals, crem forms etc)
- Inquests
- Regulatory and disciplinary proceedings
- Employment and contract disputes
- Non clinical liabilities any incidents prior to April 1st 2019.

Documents

Locums:

- ID
- Original GMC certificate
- Proof of recent DBS
- Letter of being on NPL
- Original Primary Degree Certificate and qualifications
- Proof of Imms, incl Hep B

All:

- Indemnity insurance
- Level 3 safeguarding and adult safeguarding
- BLS certificate



Doctors Bag

- Stethoscope
- Otoscope
- Ophthalmoscope
- BP machine
- Tendon hammer
- Thermometer
- Pulse oximeter
- Glucometer and lances
- Peak flow meter and mouth pieces
- Gloves
- Tongue depressor
- Phlebotomy kit and mini sharps bin
- Urine dipsticks and pots
- Lubricant jelly
- Alcohol hand gel
- Pregnancy test, swabs
- ?Medication

Getting Started

Induction

It's good practice to organise an induction, to help reduce amount of queries you need to ask and to know who to ask, here are some pointers of what to find out during induction.

Building:

- Key codes/FOB/car parking
- Emergency bag and equipment - where it is and what's in it
- Emergency telephone number to call practice (e.g. if running late or sick)

Room:

- Panic button
- List of internal and external telephone numbers, including acute care numbers and language line
- Equipment - check you have everything you need and that its all working

Policies & Procedures:

- Ask if they have an induction or locum pack and familiarise yourself with how the practice does repeat prescribing, referrals, letters and coding, results, tasks, QOF and how people communicate with each other e.g. mailing lists/notifications etc.

IT Systems:

- Familiarise yourself with the local IT system and how it is used in this practice (systemOne and EMIS can look very different in different practices)



CPD & Keeping Up To Date

You need to start being more proactive about CPD without weekly VTS. There is a massive variety of ways to do this, but here are some pointers for good places to start...

Courses & Webinars

- Keep an eye on the **Training Hub** website for a massive variety of courses locally (currently all virtual).
- **The Spire Lea** also offer regular free courses (currently 'virtual classroom'), it's worth getting on their mailing list.
- Red Whale, NB Medical, Clarity, Defence organisations, FRSH etc.

E-learning

- Clinical: RCGP, doctors.org.uk, BMJ, clarity, ELFH, red whale
- Non-clinical: blue stream, indemnity providers, GMC and defence organisations.
- GP technology: e-GPlearning supports clinicians with technology enhances primary care and learning.

Mandatory CPD

- Fire safety, infection control, BLS, manual handling etc.

Podcasts

- A time efficient way to learn on the go!
A good place to start: 2 paed in a pod, RCGP essential knowledge, BMJ podcast, You are not a frog, The GP Podcast, NB medical, Cambridge progressive medicine podcast.

Local updates

- Join the LMC mailing list - to be on the link, for monthly updates.

Remember everyone learns differently, try a variety of different ways to access CPD and see what works best for you.

Top Tip

Keep a record as you go along, use the app if that helps with keeping records up to date.



CPD & Keeping Up To Date

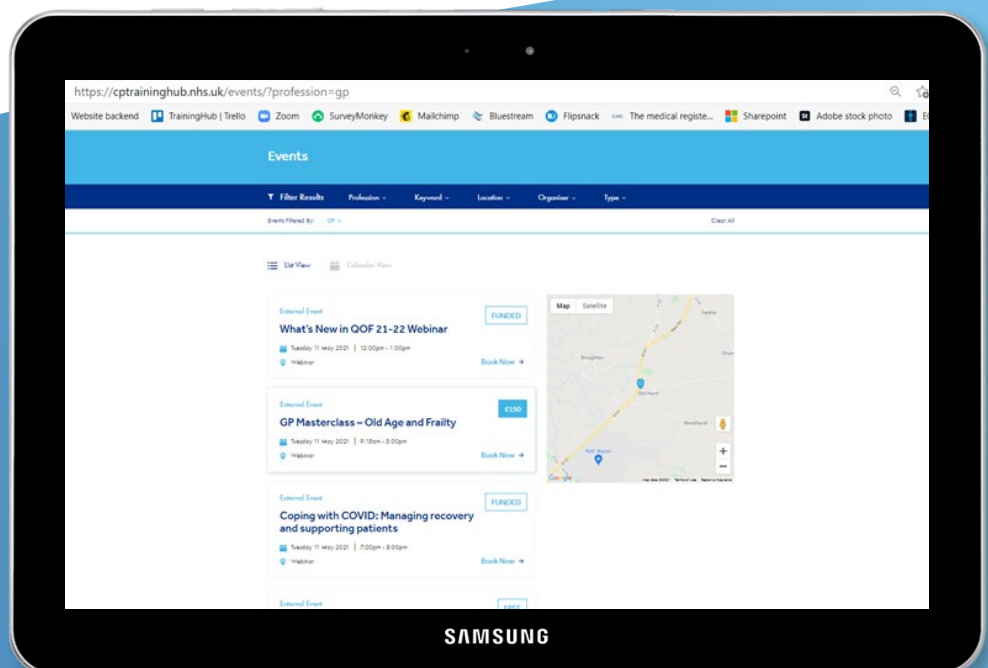
C&P Training Hub

Create an account on the [C&P Training Hub website](#) to access a wealth of training, GP education and professional development opportunities.



< Click on the picture to join the Training Hub mailing list and keep up to date on training and education opportunities

Click on the picture > to browse or search the Training Events calendar for GP education from CPTH and signposts to quality training from other providers



CPD & Keeping Up To Date

CPTH GP Fellowship

A 2-year programme of support and education for newly qualified GPs taking up a substantive role in a Cambridgeshire & Peterborough practice.

The fellowship offers a combination of early career learning, mentorship, peer support and coaching to help you develop.

A Smooth Transition

A structured and supported induction to help you settle into your new environment.

Time to Learn

Weekly protected study time - 1 session per week pro rata.

Tailored Education

Monthly education session tailored for educational needs of First 5 GPs, with expert speakers and peer learning time.

Skills Development

Access to our Training Hub learning programme with a wide range of topics.

1:1 Guidance

A named in-practice mentor, protected mentoring time and individual attention.

Networking

Access to our First5 and other peer groups to help you build your new network of colleagues and clinical friends.

Career Coaching

Experienced coaches will help you explore issues, set goals and manage your progress.

Funding

A financial grant to your practice to support time to learn and mentoring.

Visit our website for more information:

Fellowship information for GPs

<https://cptraininghub.nhs.uk/gp-hub/fellowship-in-general-practice-for-gps/>

Fellowship information for Practices

<https://cptraininghub.nhs.uk/fellowship-in-general-practice/>



CPD & Keeping Up To Date

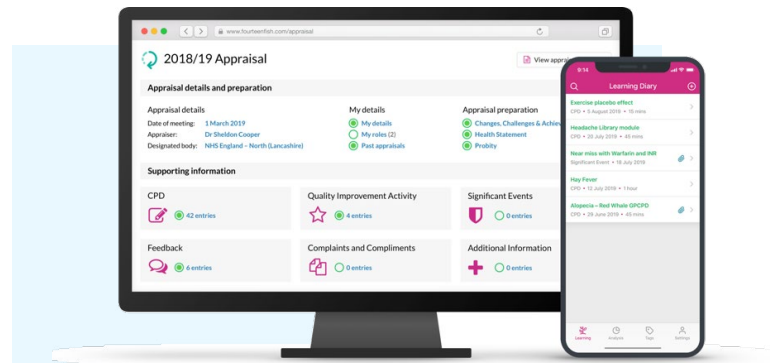
Appraisal & Revalidation

- Revalidation consists of:
 - an annual appraisal with an appraiser
 - a 5 yearly revalidation where all your appraisals will be taken into account by a responsible officer
- You will receive an email from the revalidation team, normally 3-4 months post CCT, with an appraisal month and appraiser.
- Contact them sooner rather than later to organise a date.
- Appraisal normally happens at your practice or theirs.
- Usually last around 2 hours.

Be prepared:

- Start preparing early, log your CPD as you go along.
- You need at least 50 CPD points.
- You only need to formally reflect on ONE CPD event per year (although you can reflect on as many as you wish).

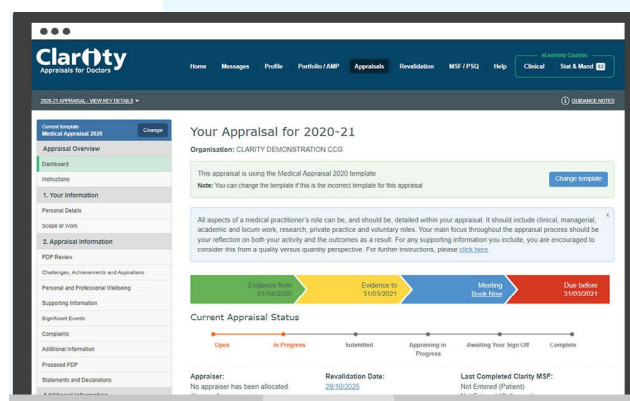
For your first appraisal you can use the PDP agreed at your final educational supervisor meeting.



Top Tip

Choose an electronic toolkit:

- Record your CPD evidence and reflection on the go
- Access anywhere, at anytime
- Record your learning when it's fresh in your mind
- You can use any of the GMC approved toolkits:
 - Clarity
 - FourteenFish
 - MAG
 - GP Tools



CPD & Keeping Up To Date

Appraisal & Revalidation

Quality Improvement Activities

There are various types of quality improvement activities. You only need to reflect on ONE per year (however you can reflect on more if you wish).

Case reviews

This could be a complex or unusual case which resulted in a discussion amongst colleagues/change in procedure or policy.

Audits

One audit/quality improvement project to be completed every 5-year cycle.

Practice development

Include any changes made to practice policies or procedures.

PUNS/DENS

'Patient unmet needs' and 'doctor educational needs'. Think of any cases which have prompted a learning need for you, e.g. if you have written for some advice and guidance/discussed a complex case with another colleague, done some CPD as a result of a case.

Research and teaching

This may or may not be relevant to you.

Significant events

- Only record significant events which have reached GMC level here. Other significant events can be recorded as 'learning events'.

Learning events

- Use this section to record any significant events which have not reached GMC level.

Patient and colleague feedback

- You need to complete one formal MSF and one formal PSQ every 5-year cycle. MSF and PSQ can be generated easily through Clarity.



[Click here for RCGP Appraisal Guidance for First 5 GPs](#)

Wellbeing & Resilience

Practitioner Health

Free confidential service for doctors on a self-referral basis. Provides help with any mental health or addiction issues.

Tel 0300 030 3300

www.practitionerhealth.nhs.uk

GP Health

The GP Health Service can help with issues relating to a mental health concern, including stress or depression, or an addiction problem, in particular where these might affect work. GP trainees can use this service.

<https://gphealth.nhs.uk>

AKESO

Every local GP can have 6 fully funded mentoring sessions with an AKESO trained coach, to discuss issues impacting on work and life such as low morale, health, performance, career challenges and burnout.

<http://akeso.org.uk>

For details on how to access confidential coaching and mentoring for GPs in the East of England, email: office@akeso.org.uk or jackie.campbell4@akeso.org.uk

Top Tip

Look after yourself, so that you can look after others



Other support available

Other support services available include:

- **Doctors Support Network**
www.dsn.org.uk
- **DocHealth**
www.dochealth.org.uk
- **Royal Medical Benevolent Fund**
www.rmbf.org
- **Cameron Fund**
www.cameronfund.org.uk
- **BMA Wellbeing Support Services**
www.bma.org.uk/advice/work-life-support/your-wellbeing/counselling-and-peer-support
- **BMA Doctor Support Service**
www.bma.org.uk/advice/work-life-support/your-wellbeing/doctor-support-service
- **Family Doctor Association**
www.family-doctor.org.uk

Other useful resources

Extended Roles

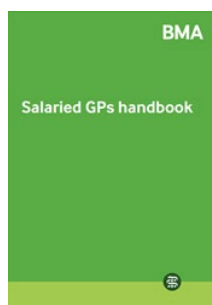
- **RCGP guidance for GPs with an extended role**
www.rcgp.org.uk/gpwer
- **RCGP Clinical Advisers Programme**
www.rcgp.org.uk/circ

Becoming or taking on a Partner

- **BMA guidance on GP Staffing and Partnership**
www.bma.org.uk/advice/employment/gp-practices/gps-and-staff/preparing-for-changes-to-your-gp-partnership

Working as a salaried GP

- **BMA Salaried GP handbook**
www.bma.org.uk/advice/employment/contracts/sessional-and-locum-gp-contracts/salaried-gps-handbook



Working as a Locum

- **National Association of Sessional GPs** (including information on local sessional GP groups and chambers)
www.nasgp.org.uk



- **RCGP's First5 Transition Handbook**

Includes a short section with career and financial advice for locums who are RCGP members.



Contact RCGP for more information.
www.rcgp.org.uk/first5

- **Locum GP Handbook**
www.bma.org.uk/advice/employment/contracts/sessional-and-locum-gp-contracts/locum-gp-handbook

International GPs

- **NHS International GP Recruitment Programme**
www.england.nhs.uk/igpr
- **RCGP Guidance for overseas doctors**
www.rcgp.org.uk/overseas
- **Tier 2 Visa sponsorship**
Cambridgeshire & Peterborough CCG information on Tier 2 sponsorship can be found [here](#)



Contacts

CPTH is here to support you as you begin your career in General Practice and we hope that you find the information in this pack useful. Please do get in touch if you have any questions or if you are looking for information on a topic that is not covered.

CPTH GP Contacts:

CPTH Clinical Lead: Dr Katie Keller

email: Katie.Keller@nhs.net

CPTH Early Career/Fellowship Lead: Dr Kate Lowery

email: KateLowery@nhs.net

F5 Lead - Cambridge: Dr Nishma Manek

email: NishmaManek@nhs.net

F5 Lead - Huntingdon: Dr Will Bostock

email: wbostock@nhs.net

F5 Lead - Peterborough: Dr Cynthia Yohanna

email: cynthia.yohanna@nhs.net

Cambridgeshire & Peterborough Training Hub

Allia Business Centre
Peterborough United Football Club
London Road
Peterborough PE2 8AL

 cptraininghub.nhs.uk

 01733 666670

 candptraininghub@nhs.net



All information and resource links are correct at time of publication, but sources information and web addresses can change. If you find outdated information or broken links please email: candptraininghub@nhs.net