

# Educational Standards Framework for POST-CCT FELLOWSHIPS PILOT

## Version 2

### 1 Entry criteria

- Certificate of Completion of Training (CCT) or equivalent.

### 2 Duration

- One year minimum (WTE). This may be extended to two years maximum depending upon the educational objectives of the Fellowship, requirements of the Fellow and in negotiation with the employer. The JRCPTB will not accredit a fellowship which extends beyond two years.

### 3 Selection

- Candidates will undergo the normal NHS Trust/Health Board selection process and will be interviewed by a Trust-based panel in compliance with standard NHS and College guidelines.
- The JRCPTB may require an appropriate representative to take part in the selection process.
- Other clinical service providers offering JRCPTB approved post-CCT fellowships will be expected to undertake an equivalent selection and recruitment practice.

### 4 Trust responsibilities

- To allocate and confirm the role of a suitable consultant within the department to act as a named Educational Guide with responsibility as follows:
  - to ensure that the post-CCT fellow gains appropriate clinical experience commensurate with the objectives of the fellowship;
  - to provide clinical guidance (supervision) as appropriate to the level and experience of the post-CCT fellow;
  - to ensure that protected time is set aside (normally 1 hour per week) to enable the fellow and the named Educational Guide to review cases, discuss progress and issues;
  - to ensure that there is suitable mentorship with appropriate experience to reflect the core skill emphasis of the fellowship (see point 8);
  - to provide a 6 monthly and annual assessment of the fellow by review of progress and/or log book, assessments CPD, etc (see point 10);
  - to ensure that an appropriate written record is maintained to enable continuity of guidance and feedback to the fellow as appropriate (this should include fully documented feedback in the event that a fellow is unlikely to meet the objectives of the fellowship).

- To provide annual appraisal in line with the General Medical Council's (GMC) *Good Medical Practice* framework and according to JRCPTB's guidelines for specific components of the appraisal process.
- To provide a negotiated job plan that allows the fellow to gain appropriate experience.
- To consider giving the fellow the opportunity to be on the Consultant on-call rota (or other appropriate on-call experience relevant to the seniority and scope of the role).

## 5 Fellow's responsibility

- To work with the Educational Guide to develop and demonstrate attainment of the appropriate skills/knowledge/attitudes sought from the fellowship and in line with the GMC's *Good Medical Practice* within the timeframe of the fellowship.
- To provide satisfactory evidence to the JRCPTB of the fellow's progress (and, if necessary, to provide evidence to the GMC in the event of the introduction of credentialing).

## 6 Responsibility of JRCPTB

- To oversee the approval of the fellowship.
- To seek evidence and assess on an annual basis the appropriateness of the fellowship (this will include feedback from the fellow and Educational Guide).
- To supervise and oversee the individual fellow's performance (The JRCPTB will require a letter from the NHS Trust/Health Board (or other clinical service provider) to confirm that the fellow has met the objectives of the fellowship, as approved by the JRCPTB).

## 7 Suggested timetable

The outline timetable for the fellow will require approval by the relevant Specialist Advisory Committee (SAC) as part of the approval process for the fellowship. The timetable will normally consist of:

- A combination of inpatient and outpatient experience, specialist clinics and interventional lists to enable appropriate experience to be gained by the fellow (this need not take place in the principal employing NHS Trust/Health Board if appropriate clinical experience is available elsewhere but must be agreed by the both the employer and the other provider and documented formally).
- A total of no more than eight clinical sessions per week, adjusted pro-rata for less than full time fellows, but no fewer than four clinical sessions.
- Two sessions free from clinical service commitments to enable the fellow to organise appropriate educational activities for themselves (this need not take place in the principal employing NHS Trust/Health Board if appropriate educational experience is available elsewhere but must be agreed by both the employer and the other provider and documented formally).
- On-call activity (or other appropriate on-call experience) could be added to the core outline timetable.

## 8 Educational content

Every fellow will be looking to develop in their own way with different learning needs. However the JRCPTB considers the continued development of core skills acquired for CCT to be important. The SAC will advise on the more specific content for the specialist part of the fellowship.

Each fellowship framework will be expected to contain core components e.g. Professional Skills, Education of self and others, Leadership, Management and Research. It is suggested that there is an emphasis on at least one of Education, Leadership and Research, or a combination to enable a balanced portfolio.

## 9 Review

The Educational Guide and fellow are expected to take part in an ongoing review process as part of their regular meetings (normally once a week). This is a two way process and should enable the fellow to receive feedback on progress as well as providing an opportunity to put forward proposals for their ongoing learning and development to enable them to meet the fellowship framework objectives and their learning needs.

More formal review will take place through the appraisal process (see point 4).

## 10 Assessment

### 10.1 Six months' progress review

To enable the fellow an opportunity to ensure that they are meeting the JRCPTB's requirements and to demonstrate to the JRCPTB that they are progressing satisfactorily to meet the objectives of their fellowship within the stipulated timelines, the Educational Guide will be required to provide a report on the assessment of the fellow's progress 6 months after the fellow commences the post. The report template may be found on the Post-CCT fellowship page of the [JRCPTB website](#).

The report will be scrutinised by a panel of members of the relevant SAC (or other appropriate panel with the relevant expertise), who will be responsible for identifying any concerns with the progress of the fellowship and providing appropriate feedback to the Educational Guide and the fellow. In the event that the fellow is running the risk of not being able to demonstrate evidence of their progress, the Educational Guide will discuss with the fellow the objectives that they need to meet and how these might be achieved within the timeframe. A written record of the agreed action plan will be included in the Educational Guide's report to the JRCPTB.

### 10.2 Final assessment and review

At the end of the fellowship, in order to enable the JRCPTB to confirm that the post-CCT fellowship has been completed satisfactorily and that the objectives of the fellowship have been met, both the post-CCT fellow and the Educational Guide are each required to provide a report to demonstrate how this has been achieved.

#### a) Educational Guide's Report

The **Educational Guide** will be expected to provide a report which should include:

- Name of Educational Guide, post title, employer's address
- Title of the post-CCT fellowship
- Start and completion dates of the post-CCT fellowship
- Name of the post-CCT fellow

The report should also include a description of:

- how the Educational Guide and the post-CCT fellow have worked together to develop the fellow's performance during the year and how they both assessed this development against the fellowship's objectives;
- the skills, knowledge and attitudes that have been gained and/or enhanced by the fellow during the fellowship, including those relevant to the core components.
- objectives of the fellowship that have not been met, if any, together with reasons for non-achievement and any supportive mechanisms that were put in place to help the fellow to fully achieve the objectives.

A template for the Educational Guide's final report may be found on the Post-CCT fellowship page of the [JRCPTB website](#)

#### b) Post-CCT fellow's Report

The **Post-CCT fellow** will be expected to provide a report which should include:

- Name of Post-CCT fellow, post title, employer's address.
- Start and completion dates of the post-CCT fellowship.
- Name and designation of the Educational Guide.

The report should also include a description of:

- what the fellow has done during their fellowship to acquire the skills, knowledge and attitudes sought from the fellowship, including the core components;
- how the fellow and their Educational Guide assessed the fellow's performance during the year against the fellowship's objectives and the assessment tools that were used;
- what benefits, if any, the fellow feels were gained from the meetings with their Educational Guide;
- how the experience of the post-CCT fellowship has helped the fellow to plan their future development and what they plan to do next
- objectives of the fellowship that have not been met, if any, together with the reasons and what mechanisms the fellow employed to overcome this shortfall.

In addition, the fellow is required to provide:

- A list of the supporting documentation that the fellow has included within their portfolio as evidence of their achievement

A template for the Educational Guide's final report may be found on the Post-CCT fellowship page of the [JRCPTB website](#)

Both the Educational Guide's report and the post-CCT fellow's report should be sent to the Project Manager – Post-CCT fellowships at the JRCPTB [postcctfellowship@jrcptb.org.uk](mailto:postcctfellowship@jrcptb.org.uk) during the last month of the fellowship to no later than one month following completion of the fellowship. The Educational Guide's report, together with the report from the fellow, will be scrutinised by an assessment panel which will normally comprise members of the relevant Specialist Advisory Committee and/or other assessors with the expertise relevant to the post-CCT fellowship that has been undertaken. The JRCPTB will aim to complete the review process within 8 weeks.

## 11 Exceptional circumstances

In the event that the fellowship is interrupted for any reason, or the duration of the fellowship is likely to require extension, the Educational Guide should contact the Project Manager – Post CCT Fellowships [postcctfellowship@jrcptb.org.uk](mailto:postcctfellowship@jrcptb.org.uk) immediately with a comprehensive description of the circumstances. The Project Manager will provide advice on how the Educational Guide and the fellow should proceed.

## 12 Appeal process

Having assessed the feedback received from the post-CCT fellow and the Educational Guide the JRCPTB will issue a letter to confirm completion of a JRCPTB accredited post-CCT fellowship. If, having assessed the information provided, the JRCPTB is unable to confirm satisfactory completion of the fellowship, there will be an opportunity for the fellow and the NHS Trust/Health Board to revisit the objectives that have not been met and resubmit the forms within a 3 month timeframe. In the event that the post-CCT fellow is not content with the outcome, there will be a process for the fellow to submit their case to the Medical Director of the JRCPTB, whose decision will be final. The [Appeal Procedure for the post-CCT fellowship pilot](#) should be followed when submitting an appeal and should be submitted using the [Appeal Application Form](#).

## 13 Quality assurance

The GMC reported on its [Review of Quality Assurance of Medical Education and Training in February 2014](#). The conclusions from the review may influence the quality assurance of JRCPTB accredited post-CCT fellowships. In the meantime, the JRCPTB and the relevant SAC will have a crucial role in ensuring quality assurance.

**Updated February 2015**