

INDUCTION INFORMATION FOR NEW TRAINEES IN PALLIATIVE MEDICINE

Congratulations on securing a training post and welcome to Palliative Medicine!

This guide addresses some of the frequently asked questions by new trainees. You should also receive induction information from your deanery addressing deanery-specific issues and an induction pack for each placement in your rotation. This is in addition to any trust induction you are expected to attend.

Each deanery has variations in training roles and structure, this guide covers the most common roles, but be aware that it may not cover everything related to your deanery.

It is important that you familiarise yourself with the Specialty Training Curriculum for Palliative Medicine. It is a comprehensive guide of all that is expected of you during your training listing all required competencies and includes details of JRCPTB enrolment, assessments, supervision and the specialty certificate examination. A PDF version of the curriculum in its entirety can be accessed through the Palliative Medicine pages of the JRCPTB website.

Getting started as a Palliative Medicine Trainee

I enrolled with JRCPTB for core medical training. Do I need to re-enrol again?

Yes. Despite previously enrolling with JRCPTB, now that you have entered Higher Medical Training you must enrol with the JRCPTB within three months of the start date of your new appointment. To enrol or for more details go to www.jrcptb.org.uk.

How do I access the e-portfolio?

Once you have enrolled with JRCPTB you will be issued with your e-portfolio username and password. You should then use the e-portfolio to record all appraisals with your educational supervisor, workplace-based assessments and reflections. After enrolling the most up-to-date Palliative Medicine Curriculum should appear on your e-portfolio allowing you to link appropriate items on the e-portfolio to the curriculum.

How should I keep up-to-date with changes to the curriculum and other training matters?

The latest version of the curriculum and information relating to workplace-based assessments and ARCP decision aids can be found on the Palliative Medicine Specialty page on the JRCPTB website (www.jrcptb.org.uk). Any changes to the curriculum and other training matters will be posted on this website so it is good practice to visit the website regularly to check for updates.

Who's Who of Palliative Medicine Training

There are a lot of people in various roles who are there to support you through your training. Here are some of the key roles, and you should ideally identify these people prior to starting training.

Clinical Supervisor – This is a consultant who you work closely with during your rotation. They are responsible for supervising your clinical training while in that rotation.

Educational Supervisor – This is a consultant who is responsible for supervising your educational needs during that rotation. Your clinical supervisor and educational supervisor may be the same consultant. You should meet with your educational supervisor to assess your educational requirements, curriculum progression and personal development plan (PDP).

Educational lead – some deaneries have an educational lead in Palliative Medicine, who acts as source of support for trainees and supervisors, and liaises with the training programme director about training concerns.

Research lead – most deaneries have an appointed lead in research. They will be a source of information about carrying out research during your training. If you are interested in pursuing a higher degree or out of programme research, it is best to contact the research lead early in your training. There is a list of research leads on the APM website, or contact your TPD for advice.

Training Programme Director (TPD) – This is the lead for training in your deanery. They are responsible for all the trainees in their area. They attend the SAC (see below) meetings to ensure standards of training are maintained.

Specialty Training Committee (STC) trainee representative – a trainee is elected by other trainees in their deanery to the local deanery training committee for Palliative Medicine. This trainee liaises with other trainees in the deanery and is responsible for raising any training concerns at committee meetings and feeding back to trainees following each meeting.

The Specialist Training Committee ensures that the deanery's higher specialist training programme is well structured, supervised and that the training provided delivers the Palliative Medicine Curriculum.

Specialty Advisory Committee (SAC) trainee representative – A trainee representative from Scotland, England, Wales and Northern Ireland attends the Specialty Advisory Committee to the JRCPTB. When a trainee rep vacancy occurs it is usually advertised via the Association for Palliative Medicine (APM).

Each medical specialty has an SAC, which is a national committee who set and reviews curricula and assessment standards as required by the GMC, support trainees to progress through training to certification and work with deaneries to deliver the quality management of specialist training.

Assessments

It is an essential part of training that you are assessed regularly, through different methods, to ensure that training is providing you with the skills to become a consultant. The assessments are designed to work with you and complement training so don't panic. Speak to your educational supervisor if you have any concerns or questions.

Workplace based assessments (WBPA)s – these are assessments that you carry out, documented on your eportfolio, during your day to day work. It is good to identify early on how many of each assessment are required during your training year, and try to spread them throughout the year. The ARCP decision aid is accessible on the JRCPTB website and will give you guidance on the minimum required each year.

Annual Review of Competency Progression (ARCP) – this is an annual review of your training progression. It is held on a yearly basis and logs that a trainee has attained all competencies and is progressing as expected though the training programme. More information about this can be found in the Gold Guide and it is good to get familiar with your eportfolio early in the year to ensure it is up to date for ARCP.

Penultimate Year Assessment (PYA) – this is an external review of assessment of a trainee which takes place within the last 12-18 months of training. Their training record is reviewed with the aim of confirming that training completed to date is satisfactory and identify outstanding competencies and experiences that need to be attained before completion of training.

Certificate of Completion of Training (CCT) – this is awarded on completion of training and satisfactory final ARCP. You are now ready to be a consultant!

Specialty Certificate Exam (SCE) – this is a compulsory component of assessment that needs to be achieved before award of CCT for all UK trainees. You should have made at least one attempt by the time of your penultimate year assessment i.e. first attempt advised in your ST5 year.

Certificate of Eligibility for Specialist Registration (CESR) Awarded to those who have completed the competencies of ST3-6 in Palliative Medicine but have not completed training in the UK as set out in the Specialty Training Curriculum. For more information, see www.gmc-uk.org.

Organisations

There are a few organisations that you should know about during your training. Some are related to training in general, and some are related to Palliative Medicine.

Joint Royal Colleges of Physicians Training Boards (JRCPTB) - The JRCPTB is a Federation of Royal Colleges of Physicians of the UK (Edinburgh, Glasgow and London) body responsible for delivering the three Colleges' role in setting and maintaining standards for physician specialist training in the UK. Their main role is setting and reviewing curricula and assessment standards as required by the GMC, supporting trainees' progress through training to certification, and working with deaneries, in accordance with the GMC Quality Assurance framework, to deliver the quality management of specialist training and to provide annual specialty reports.

You must enrol with the JRCPTB within 3 months of the start date of your new appointment. This will give you access to your e-portfolio. To enrol or for more details go to www.jrcptb.org.uk.

You should consider enrolling with your selected Royal College of Physicians. This can be done at the same time as enrolling with JRCPTB.

The Association for Palliative Medicine of Great Britain and Ireland (APM) is an association of doctors, most of whom work in hospices and specialist palliative care services. For trainees, the APM Trainees Committee represents Palliative Medicine trainees across the UK. The APM organises a number of educational days, including trainee study days. For information on becoming a member visit www.apmonline.org.

Annual Surveys

You will be asked to carry out a number of surveys throughout the year. The aim of these surveys is to improve training and workforce planning so please complete them.

1. GMC Survey of trainees - compulsory for achieving successful ARCP.
Annual: Spring
2. RCP survey of consultants/trainees - recommended. Annual: Opens September
3. APM workforce survey - recommended (and APM Trainees' Committee will chase trainees who are not APM members via the regional rep network).
Annual: Summer

Further issues

There are many more things to consider when starting out, and continuing in your training as a Palliative Medicine trainee. It cannot be said enough that if you think that any of the following will apply to you, you should discuss this with your supervisor and/or TPD asap!

Information about the following can be found on the JRCPTB website:

- **Less than full time training**
- **Out of programme (OOP)**
- **Research experience and potential higher degree**
- **Revalidation**

As part of your local induction, you should ensure that you understand the following:

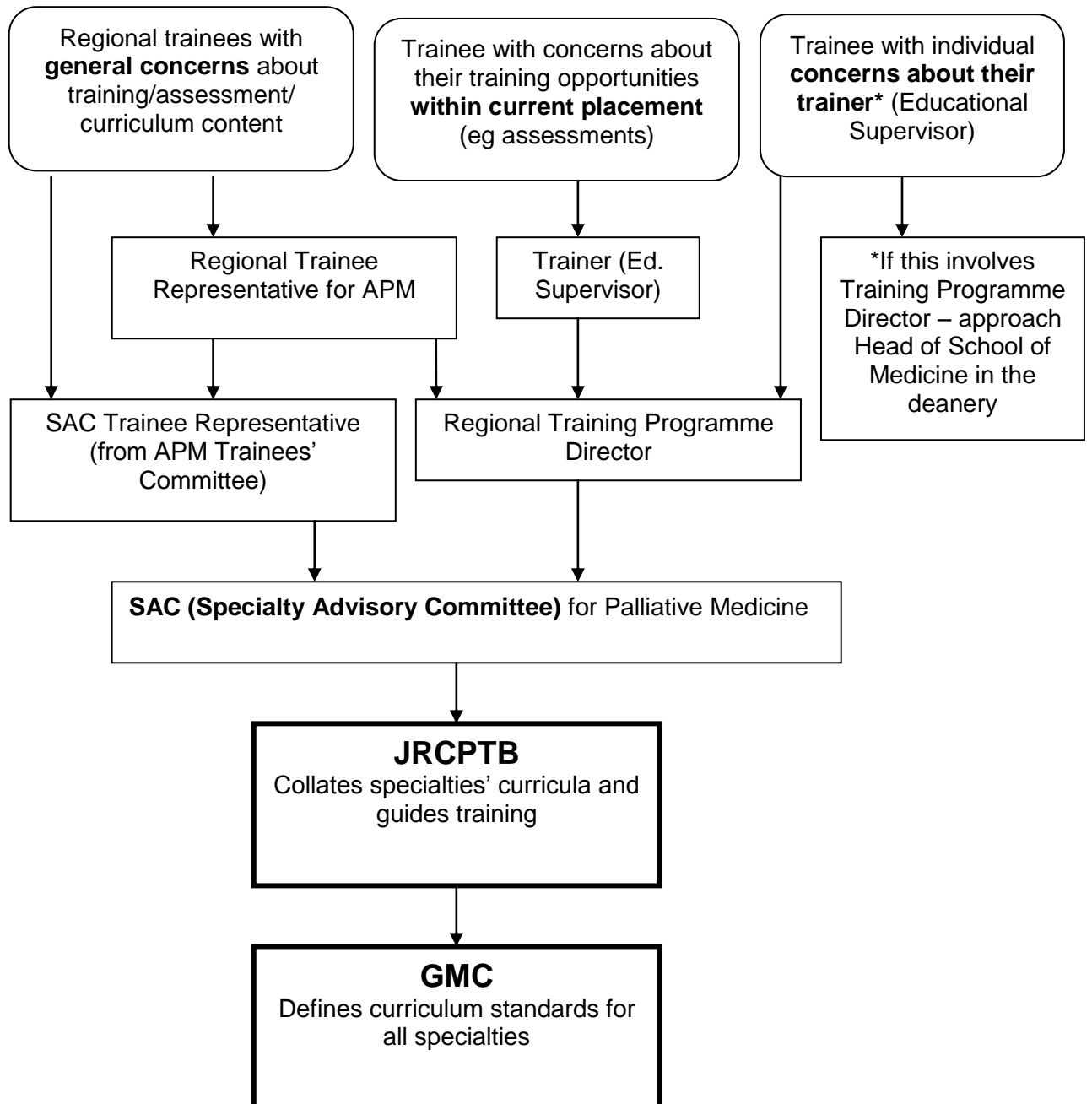
- **Annual leave process**
- **Study leave and budget**
- **Sick leave arrangements**
- **On call rota, banding and monitoring**
- **Handover and feedback systems**
- **Local and national educational programme**
- **Compulsory and recommended courses**
- **Logbook/recording of experience including on call and community**

Unfortunately, sometimes concerns arise during training. These concerns can be due to any number of things, and it is important to address them early and in a supportive manner. You should feel able to raise concerns about training yourself. We have included a flow diagram (appendix 1) to guide you through this process.

Palliative Medicine is an extremely well supported, rewarding training programme. There is a lot of opportunity to develop your skills and become a highly trained specialist. Many trainees have found ways to individualise their training, either through research, education, management or service development. Supervisors, and other trainees, are usually very happy to be approached if you would like further information or advice about your training.

Appendix 1:

Scheme of feedback for trainees with individual and/or general concerns about Palliative Medicine curriculum delivery, assessment and content



Further documents and curriculum details available online at <http://www.jrcptb.org.uk/trainingandcert/st3-spr/pages/palliative-medicine.aspx>