

# **DEVELOPING A FRAMEWORK FOR THE PROVISION AND REGULATION OF PROFESSIONAL DEVELOPMENT, TRAINING AND EDUCATION FOR MMHSCT MEDICAL STAFF**

## 1. General principles

The requirements of medical staff to maintain higher professional standards, and to be competent trainers and educators, operate within a number of overlapping regulatory frameworks.

These include the requirements of the Trust as an employer, the regulatory requirements of the GMC and the Royal College of Psychiatrists, and the training requirements of the Deanery and the Postgraduate Medical Education and Training Body (PMETB).

While each of these bodies has different requirements, it is important that they operate in a complementary way to reduce duplication and overlap and to ensure that training efforts are maximised.

In order to achieve this aim the following principles should apply:

- training should be fit for purpose and appropriate to level of experience
- training which has the same aim should be reciprocally recognised across regulatory bodies
- where doctors are likely to be moving between employers training should be transferable
- duplication of evidence collection for training and re-validation should be avoided
- training should be flexible both in format and timing

## 2. Appraisal, job planning and re-validation

With the introduction of re-validation, as outlined in the White Paper “Trust Assurance and Safety, the Regulation of Health Professionals in the 21<sup>st</sup> Century” it will be necessary for medical staff to actively demonstrate their fitness to practise as a specialist.

While the exact requirements are being developed through dialogue with the Royal College of Psychiatrists, it is clear that the Responsible Officer for each organisation (most likely the medical director) will be required to provide written confirmation that individual doctors working in the organisation should be revalidated.

At the same time it seems likely that the Postgraduate Medical Education and Training Board (PMETB) will require more robust evidence that trainers are keeping themselves up to date in a variety of ways.

As an employer the Trust also has requirements to ensure that its staff participate in an appropriate range of mandatory training in line with patient safety and governance arrangements.

### 3. Role of Trust Medical Education Department

The Trust has an established Medical Education Department with a good track record in setting up and maintaining systems to promote and quality assure medical education.

It is proposed that the Medical Education Department take on responsibility for the administration and evidence collection required for the appraisal of consultants and specialty doctors, by undertaking the following:

- Acting as administrators for the on line NHS appraisal system
- Providing consultants and specialty doctors with a checklist of requirements for the annual appraisal (see below)
- Monitoring the provision of appropriate documentation and providing feedback
- Maintaining a record of attendance at mandatory Trust training for medical staff (or recognised reciprocal training)
- Establishing a system for multi-source feedback for consultants and specialty doctors
- Developing these systems as appropriate to meet the needs of re-validation, Trust regulators, the Deanery and PMETB.
- Reviewing the Trust provision of training to medical staff and organising additional training events as appropriate

### 4. Regulatory requirements

The annual appraisal or job planning meeting provides the opportunity to review and document evidence of training and other quality assurance requirements.

While the full requirements for revalidation are not yet clear, a number of existing sources of information are likely to be included., and it is proposed that these form the basis of initial data collection requirements for 2009.

These will include:

- A copy of Royal College of Psychiatrists CPD certificate
- Written evidence of Section 12 approval and in future Approved Clinician status
- An agreed job plan according to the attached template, with evidence of time set aside for training as appropriate
- Details of attendance at mandatory training (see below)
- List of training events attended in previous 12 months (initially optional)
- Evidence of participation in multi-source feedback
- Details of attendance at events for trainers as appropriate (eg WPBAs, train the trainer)
- Form 4 appraisal statement

These can be provided in paper format or scanned and uploaded into the on line appraisal system as supporting documentation.

5. Trust Mandatory training for consultants and specialty doctors

Topic	Frequency	Type	Details
Basic life support and CPR	A	Practical session	Specific sessions for doctors via Medical Education or via Trust team training.
Breakaway	Half day Biennially	Practical session	Specific sessions for doctors via Medical Education or via Trust team training.
Health records, data security, Caldicott issues	To be agreed	e-learning or classroom	Via trust induction sessions, team mandatory training, or Medical Education Induction sessions
Health and safety	To be agreed	e-learning or classroom	Via trust induction sessions, team mandatory training, or Medical Education Induction sessions
Fire safety	To be agreed	e-learning or classroom	Via trust induction sessions, team mandatory training, or Medical

			Education Induction sessions
Infection control	To be agreed	e-learning or classroom	Via trust induction sessions, team mandatory training, or Medical Education Induction sessions
Children and vulnerable adults	To be agreed	e-learning or classroom	To be evidence in flexible way via internal or external training Team training ideal
Equality and diversity	To be agreed	Trust workbook, e- learning or classroom	Reciprocal training recognition with Deanery and other trusts
Mental Health Act	As per Sect 12 / Approved clinician requirements	Formal expert training external providers	Trust training not sufficient
Medicines management	To be agreed	Evidence of relevant updates likely to be included in revalidation	Medical education to consider developing own courses

#### 6. Additional Mandatory Training for Educational Supervisors

Topic	Frequency	Type	Details
WPBA	Three yearly	Practical session	Specific sessions
Appraisal and supervision	Three yearly	Classroom	Deanery or School Training events
Annual conference or half-day training refresher	Annual	Classroom	Deanery or School Training events
Equality and diversity	Three-yearly	As above	Reciprocal training recognition with Deanery and other trusts

#### 7. Recommendations

This paper to be agreed at the Local Negotiating Committee in December 2008, for introduction as part of the appraisal round for Feb/ March 2009.

Damien Longson, Director of Medical Education  
Sean Lennon, Interim Medical Director

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