

WEST SUFFOLK VOCATIONAL TRAINING SCHEME

FOR GENERAL PRACTICE

Aims of the scheme

The aim is to help VTS Registrars to acquire the necessary knowledge, skills, attitudes, judgment and confidence to become a good General Practitioner. By the end of the course Registrars should have become competent, caring doctors who have appropriate knowledge and skills to provide productive services to all their patients. They should be aware of their own strengths and weaknesses, they should have developed the skills and motivation for continuing self education and reflection on their professional working lives. We hope to instill an interest in teaching and research and a commitment to mould the future of General Practice so that standards will continue to rise.

As a Trainer Group we are still in touch with most of the Registrars who have completed the scheme in the last ten years. We enjoy General Practice and want to teach and share this enthusiastic approach with our Registrars. We face changes and challenges in General Practice at present. With the right background training we believe it can be a rewarding and fulfilling career.

ENQUIRIES

Informal enquiries and visits are welcomed. In the first instance, contact one of the Course Organisers through the Medical, Dental & AHP Office.

ADMINISTRATION OF THE SCHEME

The Medical, Dental & AHP Office, Education Centre

The Education Centre is the administration centre for the scheme. Written and telephone enquiries about the scheme should be directed to the office in the first instance.

Medical, Dental & AHP Office, Education Centre, West Suffolk Hospitals NHS Trust, Hardwick Lane, Bury St Edmunds, Suffolk, IP33 2QZ

Tel: Bury St Edmunds (01284) 713342/713824/712679

Tel/Fax: Bury St Edmunds (01284) 712598

Manager: Lynn Jones

Secretary: Pam Green

Secretary: Mary Davies

The Course Organisers

There are three Course Organisers who run the scheme. They are all full time GPs who co-ordinate the running of the scheme, appointments to the scheme and the programme for the study days and half-day release scheme.

Dr Tony Pearson Tel: Woolpit (01359) 240298 dap@clara.net

Dr Philip Lloyd-Jones Tel: Wickhambrook (01440) 820272 lloydjonesfam@yahoo.com.au

Dr Janet Rutherford Tel: Bury St Edmunds (01284) 753008 J.K.Roberts@Tesco.net

TRAINING PRACTICES IN WEST SUFFOLK

THE SURGERY, CORDELL ROAD, LONG MELFORD, SUFFOLK

Tel: Sudbury (01787) 378226

Trainer: Dr Mark Chambers

4 male, 1 female partners in rural practice 12 miles to the south of Bury St Edmunds. Interests include Family Planning training. Fully computerised.

THE HEALTH CENTRE, WOOLPIT, SUFFOLK

Tel: Elmswell (01359) 240298

Trainers: Dr Sonny Aung, Dr Richard West Course Organiser: Dr Tony Pearson

6 male, 3 female doctors, practice in village 8 miles east of Bury St Edmunds, fully dispensing. One partner West Suffolk GP Tutor. Fully computerised. Take part in undergraduate teaching with the Cambridge Graduate Course

THE SURGERY, NUNNERY GREEN, WICKHAMBROOK, SUFFOLK

Tel: Wickhambrook (01440) 820272

Course Organiser/Trainer: Dr Phillip Lloyd-Jones

3 male, 1 female partner, practice in small village 8 miles south-west of Bury St Edmunds, 6 miles from Newmarket. Totally rural and fully dispensing practice. Fully computerised.

ORCHARD HOUSE SURGERY, NEWMARKET, SUFFOLK

Tel: Newmarket (01638) 663322

Trainers: Dr Jeremy Webb, Dr Rupert Wace, Dr John Calvert
Dr Simon Bailey, Associate Director (Careers Advice)

4 male, 2 female partners, part dispensing, semi-rural practice in the centre of Newmarket. Substantial commitment to medical committee work, racecourse medicine. Fully computerised.

THE MEDICAL CENTRE, PEDDARS CLOSE, IXWORTH, SUFFOLK

Tel: Pakenham (01359) 230252

Trainers: Dr John Cannon, Dr Nick Harpur

4 male, 2 female partners, practice in a village 8 miles north-east of Bury St Edmunds, dispensing from very modern premises. Education interests include the therapeutics and management guidelines. Fully computerised.

MARKET CROSS SURGERY, MILDENHALL, SUFFOLK

Tel: Mildenhall (01638) 713109

Trainer: Dr John Bruton

Semi-rural, part dispensing, fully computerised Practice in small market town. 4 male, 2 female partners. Medical student teaching, Police Surgeon, developing Information Technology.

HEALTH CENTRE, BACKHILLS, BOTESDALE, NR DISS, NORFOLK

Tel: Diss (01379) 898295

Trainers: Dr Andrew Yager, Dr Robert Bawden

3 male, 2 female partners almost fully dispensing, fully computerised, providing a wide range of clinical experience. Take part in medical student teaching from the UEA, Norwich.

THE SURGERY, LIONS ROAD, GLEMSFORD, SUFFOLK

Tel: Glemsford (01787) 280484
Trainer: Dr Keith Heller

3 man practice operating from three surgery premises in and around Glemsford, fully dispensing. Fully computerised.

MOUNT FARM SURGERY, LAWSON PLACE, BURY ST EDMUNDS, SUFFOLK
Tel: Bury St Edmunds (01284) 769643
Trainers: Dr Sue Brown, Dr Claire Giles

4 male, 3 female partners. Custom built premises on Moreton Hall Estate on perimeter of market town. Full computerisation. General practice support of a psychiatric 'half-way' hostel.

GUILDHALL PRACTICE, LOWER BAXTER STREET, BURY ST EDMUNDS, SUFFOLK
Tel: Bury St Edmunds (01284) 701601
Trainers: Dr Heather Graham, Dr Mike Jones

4 male, 1 female partners, practice in modern premises in the town centre. The practice has a commitment to medical committee work, local clinical sessions and work in local factories. The surgery is fully computerised.

ANGEL HILL SURGERY, BURY ST EDMUNDS, SUFFOLK
Tel: Bury St Edmunds (01284) 753008
Trainers: Dr Jonathan Master, Course Organiser: Dr Janet Rutherford

6 male, 1 female partners, part-dispensing town centre practice. Interest includes a range of clinical assistant sessions at the West Suffolk Hospital.

SWAN SURGERY, NORTHGATE STREET, BURY ST EDMUNDS SUFFOLK
Tel: Bury St Edmunds (01284) 750011
Trainer: Dr Crispin Dunne

2 male, 2 female partners in modern premises. Part dispensing. Surgery equipped with Operating Theatre. Interests include minor surgery and local clinical sessions. The Practice is fully computerised.

SCHOOL LANE SURGERY, THETFORD, NORFOLK
Tel: Thetford (01842) 753115
Trainers: Dr Martin Hadley-Brown, Dr Jenny Schram

4 male and 2 female Drs in modern premises and a friendly busy practice in Thetford, 20 minutes north of Bury St. Edmunds. Partners embrace a variety of special interests including undergraduate student teaching. Fully computerised.

OTHER ADDRESSES AND TELEPHONE NUMBERS

Director of Postgraduate General Practice - has overall control of the running of the Vocational Training Schemes in East Anglia. The first point of contact for any doctor interested in GP training in the East of England is the Director of Postgraduate Gen. Practice, Postgraduate General Practice Education, East Anglian Deanery, Block 3, Ida Darwin Site, Fulbourn, Cambridge CB1 5EE. Informative website: www.easterngp.co.uk
Tel: Cambridge (01223) 884859.

The JCPTGP (Joint Committee on Postgraduate Training for General Practitioners) - This Committee set the standards for the Vocational Training for General Practice in the United Kingdom and grants approval of satisfactory completion of training. The office will deal with enquiries about getting approval of previous medical experience to count towards the Vocational Training requirements.

JCPTGP, 1st Floor, 19 Buckingham Street, London, EC2N 6EF

Email: enquiry@jcptgp.org.uk www.jcptgp.org.uk

Tel. 020 7930 7228 Fax 020 7930 7224

GMC (General Medical Council) - The GMC deals with enquiries about registration. All applications to the Scheme must be eligible for a full registration certificate from the GMC.

www.gmc-uk.org

GMC, 178 Great Portland Street, or 44 Hallam Street, London, W1W 5JE

The Home Office - The Home Office is the Government department which deals with enquiries about work permits. All applicants, whose country of origin is outside the EU, should have a valid work permit entitling them to work in General Practice.

www.ind.homeoffice.gov.uk Home Office, 50 Queen Anne's Gate, London, SW1H 9AT Tel:
London (0207) 273 3000

INTRODUCTION TO THE SCHEME

The scheme is based at Bury St Edmunds in the west of Suffolk.

The thirteen training General Practices affiliated to the West Suffolk scheme are in Bury St Edmunds, Mildenhall, Thetford, Newmarket and a number of villages in the West Suffolk area.

The scheme is administered at the Medical, Dental & AHP Office, Education Centre, West Suffolk Hospital. All the hospital posts attached to the scheme are based at the West Suffolk Hospital. The half day release scheme for *practice* registrars is centred there, but meetings do take place outside the hospital as well. Eight study days per year are arranged for *hospital* registrars, comprising a half day visit to their practice followed by an educational meeting in the afternoon at an outside venue, or a visit to an outpatient clinic

The scheme started with two trainers in 1973 and has steadily grown since then. There are now about 25 Registrars on the scheme, some in General Practice posts and others in hospital posts. Most of the Registrars are doing a three year scheme, with about a half at any one time doing their eighteen month general practice attachments. **We were the first scheme in the Deanery to offer eighteen months in practice as part of a three year rotation. This has proved to be a very popular and successful option.**

LOCATION OF THE SCHEME

East Anglia has the fastest growing population of any region in the United Kingdom, yet it is still the most thinly populated English region. West Suffolk is approximately in the centre of the region and benefits from the relative prosperity, pleasant surroundings and ease of access to other parts of the country and the continent.

Distances from Bury St Edmunds:

London	70 miles	(112 km)
Birmingham	130 miles	(208 km)
Cambridge	27 miles	(43 km)
Norwich	40 miles	(65 km)
London (Stansted Airport)	40 miles	(65 km)
Harwich port	45 miles	(72 km)
Ipswich	27 miles	(43 km)

There is a good road link (A14), to Cambridge and the Midlands to the west, and Ipswich and the coast to the east. There is a fast road (M11) and rail (via Cambridge, Ipswich or Stowmarket) connection to London.

DESCRIPTION OF THE SCHEME

Each year eight Registrars are appointed to the three year scheme, four in February and four in August. Most registrars are appointed to three year rotations, though shorter rotations and one year practice attachments are sometimes available.

The Three Year Scheme This is a fully integrated course for training in General Practice, consisting of eighteen months in three separate six month SHO jobs at the West Suffolk Hospital. The specialties are Paediatrics, Accident & Emergency, General Medicine & Medicine for the Elderly, Psychiatry and Obstetrics & Gynaecology (which includes sessions in GU Medicine), and eighteen months in General Practice. Relevant teaching occurs throughout the three years, both in the training posts and on Wednesday half day release. An Educational Supervisor (normally a GP trainer) is appointed to each Registrar to act as a mentor throughout the three years. Each Registrar also has a course organizer as careers counsellor and adviser.

Most applicants for the three year scheme will be completing their Pre-Registration year, but more experienced candidates are very much welcomed. We will try to cater for each individual's needs by offering a choice of SHO posts and shortened rotations if appropriate.

The Course Organisers welcome informal inquiries and can be contacted at their practices or via the Medical, Dental & AHP Office at West Suffolk Hospital

The three year posts are normally advertised by the Deanery in January and July with interviews of short-listed candidates in April and October. (See the Deanery website for minimum criteria for short listing). Appointments are made after a formal interview with representatives from the Course Organisers, GP Trainers, Hospital Consultants, the West Suffolk Hospital Trust and the Deanery, a GP Registrar, and a lay representative.

Applications are made to the GP Postgraduate Medical Education Dept, East Anglian Deanery. The employment contract will be with West Suffolk Hospitals NHS Trust for hospital training and with the training practice for the General Practice training.

Should a practice have a registrar vacancy for twelve months, it would be able to advertise a vacancy under the **One Year Scheme**. This consists of twelve months as a registrar in one of the 13 training General Practices associated with the scheme. Registrars have the same training and teaching programme as registrars doing the General Practice component of the three year scheme. They also participate fully in the same half day release course at the West Suffolk Hospital. Each registrar has an Educational Supervisor who will normally be their GP Trainer.

Applicants constructing their own vocational training for General Practice should be familiar with the requirements of the JCPTGP (Joint Committee on Postgraduate Training for General Practice) for vocational training in General Practice, including summative assessment. They need full or limited GMC registration and a valid work permit if their country of origin is outside the EU. They should have completed most, if not all of the appropriate hospital experience before starting the scheme. Details of vacancies for this scheme are advertised by the Deanery along with the three year posts. Applications are made to the Deanery in the same way as for the three year scheme.

HOSPITAL SHO POSTS

WEST SUFFOLK HOSPITAL

This is the District General Hospital for the area and serves a population of about 250,000. It was built in 1974 to a 'best buy' design on a very pleasant woodland site on the outskirts of Bury St Edmunds. There are 531 beds, providing a comprehensive District General Hospital service, including Care of the Elderly, and a 24 hour Accident and Emergency Department supervised by two full time Consultants. In addition, there are 91 Mental Health beds on the hospital site, a Hospice with a 10 bed unit and a new Day Surgery Unit. Specialties such as Neurology and Radiotherapy are covered by visiting Consultants from Cambridge.

There is an active Medical, Dental & AHP Office in the Education Centre with a comprehensive library in the charge of a full time Medical Librarian. The library facilities include CD-ROM, Medline NeLH and a link with the University of Cambridge Medical Library. Training on use of the library and online databases is freely available

There is an excellent working relationship between the hospital and the local General Practitioners, many of whom have graduated through the West Suffolk Vocational Training Scheme.

GENERAL MEDICINE / MEDICINE FOR THE ELDERLY: Consultants - Dr P Siklos, Dr J Majeed, Dr N Wijenaïke, Dr J Fasler, Dr D O'Reilly's replacement (vacant), Dr J Clark, Dr I Aziz, Dr S Sinha, Dr A Nicolson

The two departments have been integrated into clinical teams each consisting of 2 Consultants in General Medicine and 1 in Medicine for the Elderly, 2 Specialist Registrars, 3 SHOs and 2-3 House Officers.

Normally each SHO will do three months of General Medicine and three months of Medicine for the Elderly.

There is a partial shift system that enables the post to meet the requirements for junior doctors' hours.

Dr Siklos is a general physician with an interest in cardiovascular medicine, whereas Dr Clark, Dr Majeed and Dr Wijenaïke's interest is in diabetes and Endocrinology. Drs. Sinha and Dr. Nicholson are Care of the Elderly physicians.

There is an active programme of education, with twice-daily Consultant-led post-take ward rounds, frequent lunch-time meetings and support for audit projects.

Emergency Medicine: Consultants – Mr A Sauvage, Dr A Haig, Dr A Giles
Department Website: www.wsufftrust.org.uk/A&E/

The Emergency Department serves a population of approximately 280,000. A refurbishment of the department in 2000 has provided three resuscitation bays, seven further high dependency bays. Nine low dependency cubicles including one eye and two children's rooms with a separate child wait/play area. The department has a new Radiology unit and uses a

digital radiography, there is 24 hour access to CT facilities and MRI is based within the hospital. Further development of equipment, policy, procedure and staffing is ongoing. An A&E Computer system is due to be implemented late in 2005. There is a helicopter landing pad. There are well-established lines of communication and liaison with all major specialties and departments within the hospital. There is excellent cross-discipline support and a major manpower contribution to the emergency response teams in trauma, cardiac arrest and paediatrics.

<p>Staffing the department</p> <p>Medical</p> <p>3 Consultants 1 SpR flexible trainee 3 Staff Grade doctors 5 SHOs and 3 Trust Grades</p>	<p>Nursing Staff</p> <p>39 WTE Nurse staff including</p> <p>1 Clinical Manager 1 Development Nurse 3 ENP</p>	<p>Support, Secretarial & Clerical Staff</p> <p>8 Reception staff Department Secretary 2 Porter staff Physiotherapy one session</p>
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Work of the department

The department sees 39,000 patients per year 22% are children, there is a 27% admission rate for ED patients. Patients presenting to the Emergency Department are assessed and treated as appropriate by our full range of medical, nursing and ENP staff. There is an established Trauma Team, cardiac arrest team and paediatric crash team. The Trauma Team responds to about 50 calls a year. Emergency medical admissions to the hospital, arranged by General Practitioners usually go direct to the Emergency Assessment Unit (EAU). Four days a week on average admissions occur via the Emergency Department if the EAU and Surgical Units are full. When this occurs they are seen by the admitting teams although the Emergency Department has the responsibility for the patient's ultimate safety whilst in our unit. GP referred paediatric admissions are admitted directly to the Paediatric Unit. There is an ED review clinic three days a week with one session accompanied by a physiotherapist.

Teaching and Education

An induction programme over 8 days introduces SHOs to the department. This commences at 0900 in the A&E seminar room on your first day. There is also a compulsory Trust induction on the afternoon of the start day. This is followed by protected teaching weekly on Tuesday afternoons. Teaching, supervision and clinical instruction are provided by the Consultants and Middle Grade in Accident and Emergency Medicine together with other Consultants and senior colleagues in specialist disciplines within the hospital. Attendance at teaching sessions is recorded. Each SHO will have a nominated educational Supervisor. SHOs are encouraged to attend the regular weekly specialist and postgraduate teaching sessions provided in the Postgraduate Medical Centre.

Clinical guidelines booklet is updated at six month intervals and available on the hospital intranet. There are booklet guides for the Trauma team and locum staff. The SHO posts are recognised for GP VTS and BST SHO training. The Trust Grade posts are at SHO level and identical in all respects to the SHO posts. The Trauma Team presentations are led and co-ordinated by the Emergency Department bimonthly at the lecture theatre in the education centre.

Duties of the Post

The post involves the initial assessment, diagnosis and treatment of all patients attending the Accident and Emergency Department on a full shift system with the other SHOs. There is no on-call commitment when off duty. The post is entirely based at the West Suffolk Hospital, Bury St Edmunds.

Roster and Leave

There is a full shift roster compliant with EWTD and New Deal, the roster is an eight week cycle and leave weeks are fixed. The fixed leave periods include full allowance for bank holidays. These leave periods may be swapped by mutual consent between SHOs with the Consultants permission. Other leave requires six weeks notice in advance to the Personnel Department after the Consultant's consent has been obtained. Locum cover if available will be provided for statutory approved study leave. An example of the roster can be viewed on the department website at www.wsufftrust.org.uk/A&E/

Leave is not permitted on night duty shifts. There will be no leave approved in the Induction period first two weeks.

General

Team working in a multidisciplinary Accident & Emergency department, good communication skills and flexibility are essential requirements for any post holder. The requirements and professional duties of this post may be subject to changes which meet the needs of the service as a result of the full implementation of the Trust Plans.

OBSTETRICS & GYNAECOLOGY: Consultants - Miss M Judd, Mr P Spencer, Mr R Giles, Mrs S Gull, Mr P Harris, Mr D Ross. Dr S Edwards, Consultant in GU Medicine

There are three six month SHO posts on the Scheme at any one time.

The department has six Consultants. The department deals with a full range of obstetric and gynaecological care through acute admission, ante-natal clinics, gynaecology out-patient clinics and in-patient care. The Maternity Unit is fully integrated in the hospital. The rota is 1 in 4. There are regular out-patient sessions in GU Medicine for all VTS registrars offered by Dr Sarah Edwards.

PAEDIATRICS: Consultants - Dr H Scott, Dr J Buck, Dr S Thompson, Dr M Clements, Dr G Briars, Dr M Noone, Dr R Lakshman, Dr Evans

There are three six month SHO posts on the scheme at any one time.

The department has six full time equivalent Consultants with a range of special interests. It has general paediatrics in-patient beds, a special baby care baby unit and paediatric out-patients clinic. The acute paediatric admissions provide a good range of general paediatric experience and there are opportunities to attend outpatients and join the Child Development clinic. The rota is 1 in 6 with a full shift and there is a structured in house training program.

Psychiatry : Consultants – Dr C.Mayer, Dr A.Michael, Dr R O’Flynn, Dr T. Webb, Dr S. Robling, Dr M. Headley, (Dr R. Chipperfield is the clinical tutor)

There is one six month SHO post in adult psychiatry at any one time.

The adult psychiatry department has 5 consultants and 4 SHOs (one of which is filled by the VTS trainee). In addition there are 2 SHOs in old age psychiatry, 1 in child psychiatry, and 1 in rehabilitation psychiatry.

The department of psychiatry is based at Wedgwood House at the back of the West Suffolk hospital. There are two adult psychiatry wards of 21 beds each, and two wards for old age psychiatry.

The VTS SHO divides their time between care of patients on the adult psychiatry inpatient wards, and work outside the hospital with the community mental health team.

MACMILLAN SHO IN PALLIATIVE CARE:

There is one six month SHO post at any one time. The job is based at St Nicholas Hospice on the West Suffolk Hospital site. The unit has 10 beds and is run by one consultant and two part time Associate Specialists. During the six months the SHO will have exposure to in-patient care, day hospice care, palliative care in the West Suffolk Hospital and community care. There is a very active teaching programme and the on-call rota for the Hospice is 1:8.

TRAINING

The training is based on the local guidelines for the Trainers and Registrars which are themselves taken from the JCPT criteria. These guidelines are given to each new Registrar. There is a regular monthly meeting of Trainers in term time and a yearly meeting of the Course Organisers and the Consultant Trainers. The Registrars are encouraged to meet as a group and elect a Chairman and to send a representative to the East Anglian Trainees' Committee.

THE WEDNESDAY VTS TEACHING PROGRAMME

This is based on six-month blocks, integrated in a rolling eighteen month programme which is continually updated in response to registrar feedback and comments and course organizer evaluations. Registrars are organised in two groups - those who are doing General Practice and those who are working in the hospital service. Each group functions as follows:

General Practice group - meets every Wednesday afternoon during term time at 2pm. The afternoon consists of an interactive mixture of talks and group work. Core skills, such as consultation skills, managerial skills, personal and educational development, ethical awareness, and coping with change are given a high priority. There are also occasional evening meetings and social events.

Hospital group – takes 6 - 8 whole days of VTS study leave per 6 month post, usually on a Wednesday. Study leave needs to be applied for, in order to allow SHOs to leave their hospital commitments for a full day. The Wednesday morning consists of a visit to the SHOs designated training practice. In the afternoon SHOs join the Wednesday half day release programme usually at a venue outside the hospital.

VTS study leave can be used for other legitimate study purposes, in agreement with Course Organisers and Consultant trainers. There is great flexibility over study leave and SHOs should be able to take their full entitlement.

Each Registrar will have one of the three Course Organisers assigned to him/her during their time on the scheme to act as adviser/counsellor/source of help.

TRAINING IN PRACTICE

Training in each practice is organised by a Trainer individually. The attachment in General Practice will include regular Trainer/Registrar meetings after surgery to discuss cases seen and at least two sessions weekly devoted to tutorials, the subject content of which is agreed between the Trainer and Registrar. In some practices this is solely done by the Trainer whereas in other practices one of these sessions will be done by either another trainer or an experienced GP who is also interested in teaching. There will be the opportunity for informal discussion with other partners in the practice and there will be the opportunity to sit in with partners and the Trainer. During this time of training considerable attention is paid to videoing and analysing the consultation Registrars are also given the opportunity to attend practice management meetings and are encouraged to learn from the Practice Manager, the Receptionists and other healthcare professionals who are working within the Primary Healthcare Team.

TRAINING IN THE SHO POST

The SHO posts serve as both a learning experience for the Registrars and also a service commitment to the smooth running of the hospital. There is a weekly teaching programme within each job, including tutorials, case conferences and presentations.

HOW TO APPLY

The Deanery Office does all the advertising and handles all applications. Go to the Eastern Deanery Website (www.easternregion.org.uk)

Details of the posts available are on the Deanery website. You can also download an application form and guidance notes. Please do not phone the Deanery Office. If you do not have access to the website you can request the application forms by sending a fax to 01223 884860 or email to admin@angliagp.org.uk

PRIZES AND BURSARIES

Bursaries are awarded by the Royal College of General Practitioners to enable Registrars to undertake a research project and a regional fund - The John Stevens Memorial Trust is also able to provide resources for project work.

ASSESSMENT

1. FORMATIVE ASSESSMENT

Initial, midpoint and final assessments will be made during each SHO post and in the year in Practice.

At least once per year an interview is arranged between one of the Course Organisers and the Registrar to discuss progress. The Course Organisers are keen that all Registrars should feel able to contact them if they come up against problems during the course of their training period. It is commonly found that the problems faced by Registrars are not new and help is at hand if requested.

Once or twice a year OSCEs are held (Objective Structured Clinical Examinations). This method of assessment has proved interesting and well liked by the Registrars. An afternoon is devoted to it in one session. There are usually twelve five minute examination situations which are all marked and then discussion with the Registrars in the second session in the afternoon on what answers were expected.

2. SUMMATIVE ASSESSMENT

GP Registrars should be aware of the latest recommendations from the JCPTGP and from the GP Regional Adviser for East Anglia. They should have a copy of Summative Assessment for GP Registrars from the National Organisation for Summative Assessment www.nosa.org.uk

The requirements for Summative Assessment make it desirable to do a full year as a GP Registrar at the end of vocational training.

There are four components of Summative Assessment:

1. MCQ

Can be taken as part of the MRCGP exam or within regions as organised by UKRA. The papers will be of three hours duration and will be held on four separate occasions each year.

GP Registrars can take the MCQ once they have completed three months in General Practice.

2. Written Project

Can be undertaken at any time during the three years of vocational training but the work must be relevant to general practice and submitted at least three months before the end of vocational training.

3. Video Assessment

See the Guidelines for GP Registrars from the Anglia region. Video tapes can be submitted twice yearly in April and October. Tapes can be submitted after about six months in the General Practice year and must be submitted at least two months before the end of the General Practice year.

4. Structured Trainers Report

GP Registrars should read a copy of the blank report at the start of their General Practice year and discuss with their Trainer when the assessments will be made. All items will need to be completed satisfactorily for the report to be submitted, one month before the completion of training.

COURSES AND EXAMINATIONS

When each of the Registrars starts in the hospital service they are given instruction in cardio-pulmonary resuscitation (CPR). A further course for this will be arranged each year so that Registrars can be certified as competent in CPR and hence able to enter for the MRCGP examination.

A course in Child Health Surveillance has been set up and this will be held under the direction of the Consultant Community Paediatrician each year for two days in the autumn. A certificate of satisfactory completion will be issued at the end of this, which will serve as evidence of competence for the FHSA and also enable the Registrar to enter for the MRCGP examination.

In the practices teaching will be given on topics which are relevant to the Minor Surgery List and at least one session per year will be devoted to the careful instruction of joint and soft tissue injection skills in the half day release course.

Family Planning training is undertaken with a two day theoretical course at the Norfolk and Norwich Hospital followed by a series of FPA Clinic attendances. At present it is quite easy to obtain the Certificate of Competence in each part. Fitting of IUCDs. Requires separate training and certification.

Teaching in the practice and in the half day release is designed to be helpful for those contemplating the MRCGP examination and specific teaching sessions at the half day release course will be devoted to MRCGP preparation. Registrars are also encouraged to take the DRCOG, the DCH and DGM diploma examinations.

STANDARDS FOR REGISTRARS AND TRAINERS

BURY ST EDMUNDS DISTRICT VOCATIONAL TRAINING SCHEME

The training practice as a whole should be interested and involved in the teaching of the Registrar, and it will be the Trainer's duty to organise the training in the practice.

Prospective Trainers should attend the half-day release sessions and Introductory Trainers Course and Trainers monthly meetings before applying to become a Trainer.

There should be a written agreement between the Trainer and Registrar, normally based on the Deanery's model educational agreement.

When the Registrar is on-call a partner should be available for consultation and/or attendance. All registrars must complete training in Out of Hours work using the Deanery logbook.

The Registrar should attend half-day release/study days, and should have the opportunities for studying for higher diplomas.

The registrar should be allowed to attend practice meetings.

There should be specific training periods in the practice agreed between Trainer and Registrar and a timetable evolved to include discussion and tutorial sessions of at least two hourly sessions per week.

When the Registrar joins the practice the Trainer and Registrar should discuss and outline a training programme. There should be an assessment of educational needs of the Registrar at the beginning.

There must be three monthly meetings between Trainer and Registrar. Subjects for discussion should be written down prior to the meeting and subsequently the Registrar should write a report on salient subjects and send these to the Course Organiser. It is hoped there will be a mutual agreement on this report.

The Course Organiser will send a report based on the information he has received from the Trainer on the practice to the Director of General Practice Education. At any time Trainers and Registrars can have an open meeting with the Course Organisers.