

Epsom GP STS ePortfolio & LFGs

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Topics covered

ePortfolio

- Our expectations of you throughout the year

The LFG review

- Deadlines
- What do we look at?
- RAG Ratings and Feedback

ARCPs & ESRs

- What should your portfolio contain?

ePortfolio

Evidence of your training

Expectations for all trainees

- Minimum 2 reflective CLINICAL learning logs per month
- Compliant with all necessary Trust Mandatory training
- Completed outstanding actions from previous LFG
- 75% teaching attendance (or equivalent for LTFT)
- Don't strive for the minimum requirement!
- Please work with us in the review process.

LTFT/ OUT OF SYNC

- LTFT Trainees are rated according to their performance pro-rata to their %. But for those 60% and above we still expect 2 LLs per month.
- Out of sync trainees are also rated based on their own stage in training however the number of missing elements will still apply.
- For example, a trainee who joins/returns in January will be expected to have some learning logs, assessments and mandatory training for an LFG in February. If they are missing 1 or more they may still be marked amber.

Evidence Required by the end of ST1/2

Learning logs

- AT LEAST 24 *clinical encounter* reflections, in addition to the other reflections you are expected to do.
- Good curriculum coverage in your logs
- Evidence of completing the most recent GMC Survey- this is mandatory.

Evidence Required by the end of ST1/2

UUSC Fellow Passport

- ST1-2 should do directly supervised (observer) shifts (with TOIL from education sessions) to ensure that when start ST3 are able to do F2F UUSC sessions (amber)
- Please document in learning log so we can see your progress and for ARCP.

Evidence Required by the end of ST3

Form R

- Please do not post this to your personal library!
- The most common reason for delays at ARCP.
- You must complete one for EVERY ARCP you have.
- You must record all of the dates you have had out of training- This includes the following leave: Sick (Short term and long term, Maternity/Paternity, Parental, Carers leave, any other out of programme periods.
- All Significant Untoward Incidents (SUI) or GMC referrals must be documented on the form R and be accompanied by an ePortfolio log entry/SEA.

Evidence Required by the end of ST3

Mandatory Training

- Valid in date Basic Life Support (including AED cannot be online), Safeguarding Level 3 and Equality and Diversity certificates.
- These must be valid for your CCT date. If the cert expires before then it will not count!
- You will also need at least 1 reflective log about a safeguarding clinical encounter.
- We insist that you upload all of your mandatory training to your portfolio as this can be used as evidence in your ESR (e.g. professionalism or organisation). It also means that you won't lose the certificate and have to re-do the training during ST3 (e.g. Equality and diversity)

Evidence Required by the end of ST1

WPBAs

- 6x COTs/ MiniCEX
- 6x CbDs
- 2x MSF- each with at least 5 replies per MSF you cannot do multiple MSFs and count them together.
- CSR for each ST1/2 Post including GP posts- **You will need to have your third one done before your final ARCP if possible.**
- ESR- 1 for every 6 months of training and 1 before any period of OOP
- PDPs- 1 every 4 months

Evidence Required by the end of ST2

WPBAs

- 1x PSQs (You can do this in ST1 if you have a GP post)
- 6x COTs/ MiniCEX
- 6x CbDs
- 2x MSF- each with at least 5 replies per MSF you cannot do multiple MSFs and count them together. **(Unless completed in ST1)**
- CSR for each ST1/2 Post including GP posts- **You will need to have your third one done before your final ARCP if possible.**
- ESR- 1 for every 6 months of training and 1 before any period of OOP
- PDPs- 1 every 4 months

Evidence Required by the end of ST3

WPBAs

- CEPS- the five mandatory- breast, female and male genital, rectal and prostate- (must be assessed) plus a 'variety' of others
- We advise you complete as many as possible whilst in your hospital rotations.

The LFG Review

Why do we do it?

- Deanery requirement for the training programme.
- **To help you!!**
- To try and ensure you pass your ARCP without issues.
- Identify anyone who is struggling or may need help.
- Identify any gaps in the teaching or departments with issues.
- Minimise any confusion about what is required and provide you with detailed feedback
- Ensure that things are easily found on your ePortfolio

Why we do it?- Advantages

- The LFGs are essentially 3 opportunities for a mock ARCP before the real thing.
- We aren't as familiar with your portfolio as you and your ES are, it is a fresh perspective for you which may identify any gaps.
- It may be the case that you have the evidence but we haven't been able to find something as easily as the panel will need to. You may need to change where the evidence is stored or what it is called.

Dates

We have 3 LFGs per year around the following times:

- **Oct/Nov**- Looking at your progress in the beginning of the training year
- **Feb/March**- Following the 6 month ESR
- **May**- Pre- ARCP LFG

The exact dates can be found on the teaching programme calendar on the website.

If you are out of sync and have an ARCP approaching please let me know a month in advance and I can check your portfolio for you. The deanery does not always give me accurate ARCP dates!

Deadlines

- In order to allow enough time to review all trainees and ensure the review is fair (i.e. some trainees having more time than others to complete ePortfolio) we introduced cut of dates which are approximately **2 weeks before the LFG**.
- This is also to discourage trainees from adding things in bulk a few days before the LFG and expecting this to be included in the review.
- This will also help the panel see how the trainee is managing their time and if they are spreading out their assessments and logs.

Who attends?

- The second half of the LFG is only open to supervisors and key members of staff from each department/practice we have posts in.
- Trainees (including LFG reps) are not present.
- At a typical meeting we would normally have:
 - College tutors & supervisors from- O&G, Paeds, Psychiatry, Medicine and A&E
 - GP Trainers
 - TPDs
 - GP STS Coordinator
 - PGMC Senior staff
 - Patch Associate Dean

What do we look at?

Progress on your ePortfolio including:

- Number of clinical learning logs
- WPBAs
- Evidence of mandatory training- particularly BLS, Safeguarding and Equality & Diversity as you will not pass final ARCP without these!
- OOH/ UUSC Fellow Passport
- All ST1 & 2 CSRs complete
- PDPs

What do we look at?

Other aspects of the review include:

- Teaching attendance & reasons for missing teaching
- Verbal/written feedback from supervisors/CTs/other staff
- Absences- Please make sure all of your leave is on Employee Online!
- Comparison to previous LFG review- have you completed any outstanding actions?

Specifics- ST1 ePortfolio

LFG 1 (First 3 or 4 months)	LFG 2 (Half way point)	LFG 3 (Final)
<ul style="list-style-type: none"> – Minimum of 8 learning logs – 3 assessments (CbDs, miniCEX/COT if GP/ITP) – 1x PDP – All Mandatory Training 	<ul style="list-style-type: none"> – Any actions from LFG 1 completed – Minimum of 12 learning logs – 8 assessments (CbDs, miniCEX/COT if GP/ITP) – 2x PDPs – 1x CSR – ESR Complete (if in sync) – All Mandatory Training 	<ul style="list-style-type: none"> – Any actions from LFG 2 completed – Minimum of 24 learning logs – 12 assessments (6x CbDs, 6x miniCEX/COT if GP/ITP) – 3x PDPs – 2x CSR (Final one needs to be done before ARCP) – 1x MSF – Evidence of some UUSC Sessions – 1x PSQ- (If not GP in ST2) – All Mandatory Training

Specifics- ST2 ePortfolio

LFG 1 (First 3 or 4 months)	LFG 2 (Half way point)	LFG 3 (Final)
<ul style="list-style-type: none"> – Minimum of 8 learning logs – 3 assessments (CbDs, miniCEX/COT if GP/ITP) – All ST1 CSRs – 1x PDP – All Mandatory Training 	<ul style="list-style-type: none"> – Any actions from LFG 1 completed – Minimum of 12 learning logs – 8 assessments (CbDs, miniCEX/COT if GP/ITP) – 2x PDPs – 1x ST2 CSR – ESR Complete (if in sync) – All Mandatory Training 	<ul style="list-style-type: none"> – Any actions from LFG 2 completed – Minimum of 24 learning logs – 12 assessments (6x CbDs, 6x miniCEX/COT if GP/ITP) – 3x PDPs – 3x ST2 CSRs (Final one needs to be done before ARCP) – 2x MSFs from ST1 and ST2 – Evidence of some UUSC Sessions – 1x PSQ- from ST1/ST2 – All Mandatory Training

RAG Ratings

- These ratings are to help us identify what level of support each trainee needs.
- These ratings do not suggest you are a bad trainee or are failing, it is simply a way to identify those who may need help.
- It is not a personal attack or a way of indicating how much effort you have put in. Please do not take the ratings personally.
- 1 or more elements missing from the specific ePortfolio requirements may result in an Amber rating in order to keep the reviews fair
- Extraneous and personal circumstances are considered in the ratings as these may indicate a different need for support

RAG Ratings

Green- No concerns

- No concerns raised at LFG.
- On course for passing WPBA and exams in usual time frame from evidence provided.
- **However** if you feel that you are struggling please let us know as we are here to help.

RAG Ratings

Amber- More support needed

Reasons that trainees may be amber include:

- Not having enough required evidence in the ePortfolio (the most common reason to be amber) therefore being at risk of not passing ARCP if this is not resolved in time
- Not keeping up with your ePortfolio requirements can just be that you don't see the point in it but it can be one of the first signs we get that a trainee is struggling to cope or needs to develop their time management / admin skills and it is important that we highlight this as those are vital skills for a GP.
- Other reasons to be Amber can be that we are aware that there are health or personal issues going on for you that we as your PD/ES team want to support you with.

RAG Ratings

Amber- More support needed

Support:

- You may benefit from a higher level of support from the PD team and your ES.
- This may mean also signposting you to additional resources that are available.
- In terms of support, that would initially be reminding you of the urgency to complete them but we want to know if there are barriers that you are facing that we can help with (e.g. struggling to get time with ES/CS to complete WPBA).

RAG Ratings

Red- Additional support from PAD Needed

Reasons that trainees may be red include:

- Exam or WPBA failure
- Referred to panel on ES review
- Extension or significant health or personal circumstances that we recognise are impacting on you and we wish to help support you through.

RAG Ratings

Red- Additional support from PAD Needed

Support-

- We identified that you may benefit from a package of support and have involved the Patch Associate Dean, Dr Cathy O'Leary
- In coordinating that package as she can access some additional resources and provide further support to you and your trainer.

Feedback emails

- Following the LFG every trainee is sent an email from the [esth.epsomgp](#) account with the same format.
- Your ES and relevant TPD will be copied into this email.
- You will be informed of your **RAG** rating for this review period and will be given a detailed list of evidence which is incomplete or missing.

Educator note

- A copy of the email will be added to your ePortfolio Educator notes as a permanent record in case emails cannot be found.
- This is for your benefit as much as ours.
- It also means the PAD & Deanery have access to the review if necessary.
- Amendments will be made if mistakes are found.
- Your RAG rating and brief comments are added to the deanery reporting system- *Insite*

Responding to feedback emails

- I am not perfect! If there are mistakes please do let me know and we will update the records.
- Please take the time to read the reports carefully, reflect and double check the requirements and your portfolio before responding. I get a lot of responses which haven't been analysed or read properly.

*End of year LFGs, ESRs
and ARCPs*

End of year LFGs

- The end of year LFG is to ensure you have everything you need for ARCP, we will look at your performance as an ARCP Panel would and we are very strict! This will hopefully prevent any issues at panel.
- The 2 week deadline will still apply for ST1/2s we will look at everything you have uploaded prior to this deadline.
- Your portfolio is checked again for anything missing before ARCP but we will not send out a report for this review- it is simply reported to the deanery as is.
- **However** if it is a crucial piece of evidence we will notify you once, we do not chase you. It is your responsibility to ensure you have all the evidence needed.

Pre- ARCP ESR

- Must be submitted within 2 months of your end of year ARCP.

Common issues at panel

- No **Form R** or incorrect information OOP
- **Personal Library**- We cannot see anything in your personal library!! If you have uploaded something here we will not be able to include it in your review or ARCP.
- Missing **Mandatory Training** certificates or out of date
- Missing OOH evidence (**UUSC Fellow Passport**)- although this has changed the principle of logging the evidence is similar- if you haven't added the evidence onto your log your supervisor will not be able to count it.
- PSQs and MSFs not released

Resources

- RCGP- <https://www.rcgp.org.uk/training-exams/training.aspx>
- Trust eLearning- <https://elearning.epsom-sthelier.nhs.uk/>
- KSS- <https://ksseducation.hee.nhs.uk/>
- VTS Website- <https://www.epsomgpvts.com/copy-of-teaching-and-training>
- UUSC- <https://ksseducation.hee.nhs.uk/urgent-and-unscheduled-care/>

Questions?



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