

POLICY DOCUMENT

NIMDTA Engagement with Trainees

2015 (Version 1.1)
QMG

Policy Review Schedule

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Amendment Overview

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Role of the Northern Ireland Medical and Dental Training Agency

The Northern Ireland Medical and Dental Training Agency (NIMDTA) is an Arm's Length Body sponsored by the Department of Health, Social Services and Public Safety (DHSSPS) to train postgraduate medical and dental professionals for Northern Ireland. NIMDTA seeks to serve the government, public and patients of Northern Ireland by providing specialist advice, listening to local needs and having the agility to respond to regional requirements.

NIMDTA commissions, promotes and oversees postgraduate medical and dental education and training throughout Northern Ireland. Its role is to attract and appoint individuals of the highest calibre to recognised training posts and programmes to ensure the provision of a highly competent medical and dental workforce with the essential skills to meet the changing needs of the population and health and social care in Northern Ireland.

NIMDTA organises and delivers the recruitment, selection and allocation of doctors and dentists to foundation, core and specialty training programmes and rigorously assesses their performance through annual review and appraisal. NIMDTA manages the quality of postgraduate medical and dental education in HSC Trusts and in general medical and dental practices through learning and development agreements, the receipt of reports, regular meetings, trainee surveys and inspection visits. It works in close partnership with local education providers to ensure that the training and supervision of trainees support the delivery of high quality safe patient care.

NIMDTA recognises and trains clinical and educational supervisors and selects, appoints, trains and develops educational leaders for foundation, core and specialty medical and dental training programmes throughout NI.

NIMDTA is accountable to the General Medical Council (GMC) for ensuring that the standards set by the GMC for medical training, educational structures and processes are achieved. The Postgraduate Medical Dean, as the 'Responsible Officer' for doctors in training, has a statutory role in making recommendations to the GMC to support the revalidation of trainees. Revalidation is the process by which the GMC confirms that doctors are up to date and fit to practice. NIMDTA also works to the standards in the COPDEND framework for the quality development of postgraduate Dental training in the UK.

NIMDTA enhances the standard and safety of patient care through the organisation and delivery of relevant and valued career development for general medical and dental practitioners and dental care professionals. It also supports the career development of general medical practitioners and the requirements for revalidation through the management and delivery of GP appraisal.

NIMDTA aims to use the resources provided to it efficiently, effectively and innovatively. NIMDTA's approach to training is that trainees, trainers and educators should put patients first, should strive for excellence and should be strongly supported in their roles.

Introduction

The Northern Ireland Medical and Dental Training Agency is committed to engaging with trainees and encouraging trainees to suggest ways in which training and training programmes can be improved. Trainees have an important role in providing feedback and in suggesting improvements to the quality of education and training available.

Greater engagement between NIMDTA trainee representatives and NIMDTA Educators and Senior Educators will be of benefit to NIMDTA's commissioning and quality management roles and thereby improve the quality of training.

NIMDTA educators are defined as foundation programme directors, specialty or GP training programme directors, deputy head and heads of Specialty Schools.

NIMDTA senior educators are the Foundation School Director, Associate Deans, Associate Directors and Director of GP Education and the Postgraduate Medical and Dental Deans

Trainee Communication

Many NIMDTA educators and senior educators will meet trainees as part of their clinical work on a one-to-one basis. In addition to this, there are a number of ways in which NIMDTA communicates and engages with trainees:

1. Induction Meetings

The Annual Medical Foundation Programme Induction day provides an opportunity for trainees to receive information about their programme and Health and Social Care in NI as well as an opportunity to meet with the Director of the Foundation School, Associate Dean for Careers and Personal Development and the Postgraduate Dean

Each Specialty Programme will have an induction for the new trainees commencing in that programme and these events will usually be led and facilitated by the lead educator (Training Programme Director of Head/Deputy Head of School).

2. Formal Education Events

The Foundation Programme runs a series of eight full day generic and professional skills training sessions. NIMDTA educators and senior educators participate in these sessions.

In Specialty Training, there are both specialty-specific and generic, professional and leadership skills events. The lead educators for the specialty will often be involved in the delivery of some of the specialty-specific events. Lead and Senior Educators are involved in the generic skills session.

3. Deanery Visits

NIMDTA visits to HSC Trusts, GP practices and training programmes are part of the continuous process of Quality Management of Postgraduate Medical and Dental Education and Training. The purpose of these visits is to assess the quality of training delivered in the training unit or programme. The Trainee Doctor (GMC, 2011) mandates that: "Training must be quality managed, monitored, reviewed, evaluated and improved. The quality management of programmes and posts must take account of the views of those involved, including trainees, local faculty and, where appropriate, patients and employers". "Trainees must have a means of feeding back, in confidence, their concerns and views about their training and education experience to an appropriate member of local faculty or the deanery, without fear of disadvantage and in the knowledge that privacy and confidentiality will be respected".

In advance of each visit trainees in the unit being visited are invited to complete a survey on their experiences during their training placement within the hospital and specialty being visited. This information is collated and shared with the visiting team in advance of the visit to the unit.

Trainee feedback from visits forms an essential element of NIMDTA's quality management processes and enables NIMDTA to obtain primary, independent, qualitative data to triangulate with information obtained from LEP self-assessment reports and from NIMDTA and GMC Trainee surveys. All specialties will be visited within a 5 year cycle. Trainees have signed an *Educational agreement for doctors in training in the Northern Ireland Deanery*, which includes the commitment to attend, if present in the workplace on the day of a NIMDTA visit, the scheduled session with the visiting team.

4. ARCP Panels

All trainees should have an Interim Review using a process defined by their Specialty School. This would normally involve the Head of School, Training Programme Director or Educational Supervisor meeting the trainee to consider the trainee's evidence and progress. This may be particularly relevant for specialties which do not currently use e-Portfolio where it will be more difficult to review evidence without the trainee present.

All trainees at risk of receiving unsatisfactory outcome (Outcome 2, 3 or 4) will be invited to attend the ARCP panel.

Some specialties will schedule all trainees to meet with the ARCP panel (after the evidence has been considered and the outcome decided on). This would be regarded as good practice and allows the panel to inform the trainee about the outcome, review their training to date and consider their future training needs.

5. One to one Meetings

Trainees may meet with lead or senior educators on a one-to-one basis for advice, to discuss career decisions, progress or difficulties that they are encountering.

6. Email Correspondence

The primary route for communication with trainees is electronically. Trainees sign an educational agreement on commencement to training and agree *to maintain regular contact with my Head of Specialty School/Foundation School Director, Specialty or Foundation Training Programme Director (TPD) and the Deanery by responding promptly to communications from them, usually through email correspondence.*

Information specific to individual training programme is communicated directly from the relevant School administrative team.

Circulations to trainees are limited to essential areas such as GMC surveys, information about revalidation or safety alert letters.

A Foundation Weekly Update is circulated to all F1 doctors, F2 doctors and Foundation contacts. The objective of the NIFS Foundation Weekly Update is to streamline communication to all Northern Ireland Foundation doctors, trainers in contact with Foundation doctors and all in health and medical education in Northern Ireland who are in contact with Foundation doctors. This contains the key weekly messages relevant to all involved in Foundation Programme training in Northern Ireland.

7. Website Correspondence

Trainee guidance and policies are published on the NIMDTA website www.nimdtg.gov.uk/trainee-policies-and-guidance/ and trainees are signposted to this regularly with reference to updated policies and new information relevant to their training.

Courses, events and other relevant news items are also published on the NIMDTA website. Additional training opportunities (eg Research, Clinical Leadership) and safety alerts will also be highlighted on the website

8. School Boards and Training Committees

The **Foundation School Board** is responsible for ensuring foundation training is delivered in accordance with the national standards set by the GMC and guidance developed by the UK Foundation Programme Office. Membership of the School Board includes a medical student, F1 trainee and F2 trainee.

Specialty School Boards support the Head and Deputy Head of School in the planning, delivery and assessment of postgraduate medical education and training within the Specialty School. Each School Board has trainee representation at core (or ST1-3) and higher level. These trainees are democratically elected by their peer group,

Specialty Training Committees (STC) are responsible for providing advice and guidance to national and local bodies on all matters relating to the education, training and professional development of general practitioners and potential general practitioners including undergraduate medical students. There are trainee representatives on each STC.

The **General Practice Specialty Training Committees (GPSTC)** is responsible for providing advice and guidance to national and local bodies on all matters relating to the education, training and professional development of general practitioners and potential general practitioners including undergraduate medical students. There are 2 trainee representatives on the GPSTC.

9. Trainee Forum

The Northern Ireland **Trainee Forum** has been established to provide a better opportunity for trainee views and feedback to be heard, and to ensure that training in the region is delivered to the highest standard in order to deliver excellent and safe clinical care to patients.

The forum meets 2-3 times per year and involves trainees from foundation, hospital specialty, dentistry and GP programmes, with the aim of listening to trainee perspectives on current issues and future developments.

The trainee forum aims:

- To provide trainee input into key strategic and management issues pertaining to NIMDTA's educational governance and quality management functions
- To consider policies and procedures which apply to training including, where appropriate, to challenge proposals and processes which impact adversely on the quality or delivery of training
- To monitor and report on consistency of standards in quality of training and delivery of patient care including identifying pertinent issues within training locations
- To work collaboratively in identifying, developing and implementing innovation in education, training and engagement of trainees and trainers throughout the region
- To share examples of good practice in all aspects of training
- To identify challenges to the quality or delivery of training and make recommendations to contribute to the formation of future strategy
- To provide an additional forum for communication, updates and dissemination of information between trainees and NIMDTA. This will include issues relating to workforce development, organisational change and national policy
- To nominate members to assist NIMDTA in processes requiring trainee representation (e.g. ARCP appeals, School Boards, Specialty Training committees, NIMDTA committees including Revalidation Steering Group)
- To work with NIMDTA to consider best means of appropriately involving trainee representation in Deanery processes (e.g. trainee engagement and participation in NIMDTA Visits and Specialty Reviews; trainee engagement and participation in GMC visits)

10. GMC National Training Survey

The GMC annual National Training Survey is a core part of the GMC's role in monitoring the quality of medical education and training in the UK. It provided the opportunity for trainees to have their voice heard.

All trainees are required to complete this mandatory survey which provides feedback and benchmarking of Trusts and programmes throughout the UK. NIMDTA uses the results from this survey to monitor and improve the quality of training.

11. Other Committees

NIMDTA Revalidation Operational Group is responsible for overseeing NIMDTA's processes to support trainees preparing for revalidation. Membership includes a trainee representative and deputy, elected from the trainee forum.

Joint NIMDTA/BMA Northern Ireland Junior Doctor Committee (NIJDC) Liaison meetings take place 3 times per year and aim to improve communication and information sharing between NIMDTA and the NIJDC. Information from the meetings is cascaded by the BMA to their members.

12. Trainee Presentations

Trainees may also meet NIMDTA educators and senior educators at other educational events or conferences (such as the joint Ulster Medical Society/NIMDTA/QUB Research Prize evening and the Faculty Medical Leadership and Management Regional Conference) which NIMDTA supports.