



South of England

Education South West
Severn Deanery

Trainee Support Policy

August 2012

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1. Introduction:

- 1.1. The following policy has been developed by the Severn Deanery Trainee Support Team and should be referred to in combination with the Severn Deanery Trainee Support Guide.
- 1.2. The Severn Deanery Trainee Support Team believes that every trainee in a Severn Deanery Training Programme should have access to support should they encounter difficulties in their training for whatever reason. The development of a three-level model is designed to ensure that support is available for trainees at the trust and Deanery level. Where an issue cannot be resolved by those at Level-1 or Level-2, referral to the Deanery for Level-3 support is required. For initial guidance on how to support trainees, please refer to the Severn Deanery Trainee Support Guide.

2. Scope and Research:

2.1. This policy applies to all trainees on a Severn Deanery training programme, in any grade or specialty.

2.2. This policy is designed to provide guidance and information for those who are involved in supporting trainees at various levels, including:

- Educational Supervisors
- Directors of Medical Education
- Specialty (College) Tutor
- Training Programme Directors
- Heads of School
- GP Educators

2.3. Much of the research and evidence base relating to this area is covered in Cox, J., King, J., Hutchinson, A., and . McAvoy, P (2006). *Understanding Doctors Performance*. Oxford: Radcliffe Publishing (published in association with the National Clinical Assessment Service of the National Patient Safety Agency). Conclusions from the evidence include:

2.3.1. A trainee's performance is affected by a complex array of issues

2.3.2. The influence of work context and environment should not be underestimated and needs to be fully explored alongside factors in the individual

2.3.3. Early signs of performance issues are possible to detect and, in most cases, potentially amenable to early intervention

3. Principles:

- 3.1. The Severn Deanery has responsibility for all doctors in training and is responsible for problems that arise which prevent normal progression through the training process, for whatever reason.
- 3.2. The Trainee Support Team aims to support and encourage the development of trainees within a Severn Deanery training programme who have been referred or self-referred to the service.
- 3.3. Patient safety and the safety of the trainee is considered at all times.
- 3.4. The Trainee Support Team is advisory. This approach supports the assessment role of the Annual Review of Competence Progression (ARCP) and Human Resource (HR) policies at the employer level.

- 3.5. The Trainee Support Team relies on the engagement of the trainee in the process in order to be successful. If the trainee does not engage with remedial or supportive plans, future support or training provision may not be provided.
- 3.6. The support process will be as transparent as possible to reduce ambiguity
- 3.7. The Trainee Support Team strives to operate with a clear evidence base
- 3.8. The Trainee Support Team takes a responsible approach to the use of funding and resources
- 3.9. The Trainee Support Team will refer to appropriate national guidelines when appropriate
- 3.10. The Trainee Support Team will apply the operational guidelines laid out in the Severn Deanery Trainee Support Guide.

4. Objectives:

- 4.1. To offer and provide support, advice and appropriate resources to trainee doctors who have been referred or who have self-referred to the Trainee Support Team.
- 4.2. To manage concerns in line with the areas of the NCAS performance triangle (Behaviour, Health, Clinical Competence and Environment).
- 4.3. To identify and, if appropriate, fund or partially fund resources offered by external agencies in support of the trainee.
- 4.4. To offer and provide support and advice to trainers and educators involved in supporting trainees by directing to appropriate resources and documentation. This includes the Severn Deanery Trainee Support Guide and training courses.
- 4.5. To come up with a clear and jointly agreed action plan for the trainee moving forward (please see Appendix 1 in the Severn Deanery Trainee Support Guide).
- 4.6. To review progress through updates from both trainers and trainees and to log outcomes for the purpose of ongoing evaluation.
- 4.7. To take regulator (GMC) advice should a concern call into question the doctor's fitness to practice.

5. Responsibilities:

- 5.1. The Severn Deanery Trainee Support Team has developed a 3-level model of support for trainees. This is described in detail, along with the roles and responsibilities of those within each level, in the Severn Deanery Trainee Support Guide.
- 5.2. The Severn Deanery Trainee Support Team document issues and areas of support in line with the NCAS Performance Triangle – Behaviour, Health, Clinical Competence and Environment (Home and Work).

6. Confidentiality:

- 6.1. Data regarding referrals and self-referrals to the Trainee Support Team will be stored confidentially in line with the Data Protection Act and local Information Governance Policies.
- 6.2. Trainee Support Team information will be stored separate to the trainee's main Deanery training file.

- 6.3.** Information will be shared with parties agreed with the trainee, including external specialist resources and agencies for support.
- 6.4.** Data may be anonymised and used for research purposes to identify learning and development opportunities for the Trainee Support Team.

7. Ethics and Valuing Diversity:

- 7.1.** In undertaking our work the Trainee Support Team and the deanery are committed to working within the framework described in the Equality Act 2010 and fully recognise the protected characteristics described within the legislation.
- 7.2.** Where a situation arises where there is a conflict of interest – ex. A member of the Trainee Support Team knowing a trainee or trainer on a personal level – appropriate steps will be taken to address this so that this conflict of interest does not impact on the support provided.

8. Monitoring and Review:

- 8.1.** Each new referral to the Severn Deanery Trainee Support Team for Level 3 support will be allocated a sequential case number and details of the referral logged in a confidential and secure database.
- 8.2.** For on-going quality assurance and evaluation, cases will be reviewed by an expert panel on a quarterly basis to provide feedback and guidance, referred to as the Reference Group.
- 8.3.** An annual Strategy Group will be held to ensure on-going evaluation and service development for the Severn Deanery Trainee Support Team.
- 8.4.** Staff within the Trainee Support Team will undergo appropriate training and development.
- 8.5.** A rolling programme is in place to inform and develop knowledge and skills of Educational Supervisors who may be required to support a trainee in difficulty. This takes the form of a half day workshop 'How to Support Trainees'.
- 8.6.** It may be necessary for a Transfer of Information to take place if a trainee receiving support is moving to a new location/department. This will be discussed with the trainee and is for the purpose of ensuring patients safety as well as the on-going support of the trainee.

9. Procedures and Operational Guidelines:

- 9.1.** For full details on procedures, please see the Severn Deanery Trainee Support Guide and the Severn Deanery Trainee Support website <http://www.severndeanery.nhs.uk/deanery/trainee-support/>
- 9.2.** National frameworks and guidelines that may be referred to by the Trainee Support Team include, but is not limited to:
- NACT Guidelines
 - NCAS Guidance documents
 - GMC Good Medical Practice
 - GMC The Trainee Doctor
 - GMC Gold Guide 2010
 - UKFPO Guidance documents
 - DoH Maintaining High Professional Standards