Learning Agreement for Specialty Trainees undergoing Postgraduate Specialty Training

Release: Final version (9 March 2016)

To be read in conjunction with the current ‘Gold Guide’

Specialty Training Secondary Care Learning Agreement

Date of Intake: from August 2017

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10. **Introduction**

This Learning Agreement represents our commitment as your Health Education England - East Midlands (HEEM) to provide you with high quality Specialty Training and your commitment to actively participate in your Specialty Training Programme as a self-directed learner. You are required to confirm that you have understood this Learning Agreement, which is part of your Portfolio, by returning the completed Agreement Acceptance to the HEEM Office (retain a copy of that page in this Learning Agreement). The Learning Agreement covers formal training, appraisal and assessment. It is intended for those in Specialty Training Programmes; i.e. Specialty Registrars (StRs). It sets out the educational roles and responsibilities of both the StR and the Training Programme.

It is important that you are familiar with The Reference Guide for Postgraduate Specialty Training in the UK (referred to as the ‘Gold Guide’). You are strongly advised to read this Learning Agreement in conjunction with the *Gold* *Guide* *sixth edition* can be found at <http://www.copmed.org.uk/publications/the-gold-guide>

We would also suggest that you are familiar with the Good Medical Practice documents at <http://www.gmc-uk.org/guidance/good_medical_practice.asp>

In order to facilitate the development of specialty training, HEEM has established Specialty Training Schools. Each training programme is located within a School. Your School will bring together the relevant Royal College or Faculty, the HEEM and the NHS Trusts and, where relevant, other providers of training. Your School will provide a structure for educational governance and set the direction for the development of postgraduate medical education in your specialty training programme.

Your continued progress on this training programme is subject to a satisfactory Annual Review of Competence Progression (ARCP).

Everyone recruited into a General Medical Council approved Programme, such as your own, will be known as Specialty Registrars (StRs) in all years of their training programme. GMC is responsible for setting and assuring the maintenance of standards for postgraduate medical education and for confirming eligibility for inclusion on the General Medical Council Specialist and GP Registers. HEEM is responsible for implementing specialty training in accordance with GMC approved specialty curricula and related assessment frameworks. Your curriculum is available from your College or Faculty, usually on their web site. The standards that must be delivered are set out in educational contracts between HEEM and your educational providers, for example your Trust.

**2. Equality, diversity and opportunity**

Postgraduate training must be fair and based on principles of equality

**3. Definition of Training, your programme title and key educational contacts**

**Definition of Training**

Training in the first stage of uncoupled training is known as “Core Training”. For most uncoupled specialties, core training lasts for two years – although core training in the Acute Care Common Stem (providing eligibility for entry into ST4 emergency medicine and ST3 anaesthesia) and core training in Psychiatry is for three years. For run-through specialties, such as Paediatrics, core ‘*level’* training is for three years. Higher level training is generally for three to five years.

**Certificate confirming Eligibility for Specialty Registration (CESR)**

Having successfully completed their training, Specialty Registrars awarded a Certificate confirming Eligibility for Specialty Registration (CESR) - rather than a Certificate of Completion of Training (CCT) - will have undertaken training, the part or whole of which has not been prospectively approved by GMC. StRs will be informed when they start their Programme as to which certificate they will be awarded once their training is successfully completed. StRs with a CESR can apply for entry to the Specialist Register or for a Certificate confirming Eligibility for General Practice Registration (CEGPR) for entry to the GP Register. For further information, refer to the Gold Guide.

**Programme title and key educational contacts:**

Please complete the following section with the help of your Educational Supervisor.

**This section is for your own use** and should be kept up-to-date as you move between posts and hospitals. You will need to note the location of the following individuals as some may not work in your current Trust. Please note that some of the names you include here may change as you rotate through your training programme. It is your responsibility to ensure you know and record who your educational contacts are at all times.

|  |  |
| --- | --- |
| Specialty Registrar Name: *(Trainee to complete)* |  |
| Your Specialty School and Programme Title is: *(Trainee to complete)* |  |
| Postgraduate Dean and Responsible Officer for Revalidation | **Professor Sheona MacLeod** |
| Head of School *(Trainee to complete)* |  |
| Your Programme Director is:  *(Trainee to complete)* |  |
| Your Director of Medical Education is: *(Trainee to complete, include your Trust)* |  |
| Your College Tutor is: *(Trainee to complete, include Trust)* |  |
| Your Educational Supervisor is: *(Trainee to complete, include Trust)* |  |

**4. The training placement**

Your training placements should deliver the range and depth of training and experience appropriate to your stage of training on your Programme. This should be in accordance with your speciality curriculum as set out by your Royal College, College or Faculty and approved by The GMC. If you feel that your training placement is not meeting this standard or that your educational supervision is inadequate, it is important that you discuss this with your Educational Supervisor promptly.

**4.1 Induction**

An induction to your Training Programme will be provided.

You agree to make every effort to attend this induction, or provide reasons in writing to your Educational Supervisor as to why attendance is not possible; you must then arrange for the induction to be provided for you promptly at another time in a suitable format within one month. In addition to this specialty Training Programme induction, you agree to attend any induction required by your employing Trust.

**4.2 Employment with your Trust/Education Unit**

For each placement, together with your employment contract with the Trust or Education Unit you should also receive details of your working pattern (shift, partial shift, on-call and any commitments to be resident). Termination of your employment contract for whatever reason terminates this Learning Agreement, except for the natural termination of contracts that occurs when a trainee moves between Trusts as part of their programme rotation. The standards governing this are set out in The Gold Guide.

**4.3 Specialty Registrars with University Commitments**

You should receive an honorary contract from your University, together with details of any requirements relating to teaching and research

**4.4 Specialty Registrars in Academic Posts, for example Academic Clinical Fellowships (ACF)**

The Gold Guidesets out the guidance governing Specialty Registrars in Academic Posts. Specialty Registrars in Academic Posts must familiarise themselves with this guidance and comply with the requirements it sets out.

When you have honorary Specialty Registrar commitments in the NHS, you must ensure that you receive an honorary NHS contract from the Trust or Education Unit within which you are carrying out your NHS commitments.

**4.5 Formal Teaching**

Ateaching programme to support your curriculum will be providedby your Programme.

You agree to make every reasonable effort to attend the teaching sessions and to inform the programme co-ordinator of any obstacles to your attendance. Your programme will have a minimum set number of sessions that you must attend. It is your responsibility to maintain a log of sessions provided for you that includes details of which sessions you attended and which sessions you did not attend with a reason for each non-attendance.

For those trainees in Higher Speciality Training Programmes training for a Dual CCT, it is your responsibility to meet the standards for attendance at formal teaching as set out for your Dual CCT Programme.

**4.6 Appraisal**

An Educational Supervisor will be assigned to you. Your Educational Supervisor will be responsible for helping you get the most out of your time in the programme and will act as your appraiser. Appraisals are based around GMC approved documentation and your portfolio. It will include constructive feedback from your Clinical Supervisor(s). It will relate to your assessments undertaken in your training environment, principally within the workplace, but on occasion outside the workplace. Assessments must include multi-source feedback.

You must write a Personal Learning/Development Plan for each block of training. Regular appraisals will allow you to develop and implement your written Personal Learning/Development Plan and will give you an opportunity to discuss your career development.

If, for any reason, you experience significant persistent difficulties with your Clinical Supervisor or with your Educational Supervisor, you must contact in writing a more senior officer of the training programme, for example your Trust College Tutor or your Trust Clinical Tutor/Director of Medical Education in confidence. If that is not appropriate, you should address your written concerns to your Programme Lead/Training Programme Director or your Head of School or the Associate Postgraduate Dean for your specialty, as appropriate and in confidence. You must also forward a copy of that letter to your Trust Clinical Tutor/Director of Medical Education. Clinical matters, for example those that might impact on patient safety, should also be copied to your Trust departmental Clinical Director, or, if inappropriate, a more senior member of your Trust Clinical Management Team in your hospital.

We agree to ensure these appraisals are available and that they are appropriately conducted and documented. Discussions within the context of appraisal are confidential, except in circumstances set out by the GMC. Your Personal Learning/Development Plan is not confidential, nor are your work place based assessment outcomes and other assessments of your competency.

You are responsible for ensuring that you regularly meet with your Educational Supervisor at the prescribed frequency in your training programme. This will be at a minimum three times per year and usually at least twice in each training placement. You are responsible for ensuring your Educational Supervisor has completed the appropriate documentation arising from your appraisal.

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**4.7 Personal Learning/Development Plans**

We are committed to doing everything we can to help you complete your Personal Learning/Development Plan (PDP) with relevant and realistic learning objectives and outcomes, taking into account both your needs and your curricular requirements.

You are committed to taking time to prepare realistic learning objectives based on your curriculum, your assessments, your previous appraisals and your clinical experience.

You are committed to keeping your PDP up to date and to seeking advice from your Educational Supervisor and your colleagues or the HEEM should you experience difficulty using your PDP.

**4.8 Assessment**

You are responsible for maintaining your e-portfolio and ensuring that you have the necessary workplace based assessments required by your training programme and GMC approved curriculum. Doing so is a mandatory requirement for you and your success at the ARCP.

The ARCP is the process whereby trainees have the documentary evidence of their progress reviewed at least annually by an appropriately convened panel so that a judgment about their progress can be made and communicated to the Training Programme Director, the trainee and the trainee’s employer. There are a number of outcomes that you must familiarise yourself with as set out in section 7 of The Gold Guide. An Outcome 1 is achieving progress and the development of competences at the expected rate.

You are responsible for ensuring that you work, train and liaise with your Clinical Supervisor at the appropriate frequency in your training programme.

You are responsible for ensuring that your Educational Supervisor has all the available information present at all your appraisals, for example the appraisal prior to your ARCP.

You are required to fully familiarise yourself with the requirements and purpose of the ARCP and related matters in The Gold Guide*.*

You are responsible for keeping an electronic record in your portfolio of your formal teaching, courses attended; log book; assessments; your appraisals; other records such as of audit and research; and also the documented outcome of your ARCPs. This list of mandatory records for which you are the responsible owner and for which you are responsible for keeping up-to-date at all times, is not exhaustive. Your programme or personal circumstances may make it mandatory at times that you provide additional formal documentation for your portfolio. For example, an e-portfolio does not necessarily represent your whole training portfolio because additional mandatory paper records are usually a mandatory component of a complete portfolio. Paper records such as ‘certificates of attendance’ should be uploaded if an e-portfolio is used and offers this facility. If you use an e-portfolio, including if it is mandated by your programme that you use an e-portfolio, it is your responsibility to ensure you always have straightforward access to an identical up-to-date contemporaneous ‘back-up’ of your e-portfolio that can be made available to your Training Programme Director, for example for your ARCP.

You agree to make contact with your Educational Supervisor and to take responsibility for arranging your appraisals according to your programme’s requirements and to take responsibility for the preparation of all necessary documentation beforehand. It is your responsibility to ensure that documentation to be prepared by your Educational Supervisor is up to date, just as it is your responsibility to ensure this is true for mandatory documentation that must be prepared by yourself. All educational evidence, including but not limited to, educational supervisor’s reports, whether written or presented within an e-portfolio or as a combination of both, must be presented by you to the Training Programme Director a minimum of 2 weeks before your ARCP. The relevant standard is set out in The Gold Guide.

The HEEM is responsible for correctly arranging the ARCP and documenting the outcome.

**4.9 Progressing as a Specialty Trainee**

The arrangements for progression in Specialty Training follow the system based on the Annual Review of Competence Progression (ARCP).

**4.10 Reviews and Appeals**

A ‘review’ is a process where an individual or a group who originally made an ARCP decision return to it to reconsider whether it was appropriate. They must take into account the representations of the person asking for the ‘review’ and any other relevant information, including additional relevant evidence, whether it formed part of the original considerations or has been freshly submitted.

An ‘appeal’ is a procedure whereby the decision of a group is considered by another (different) individual or body. Again, an ‘appeal’ can take into account information available at the time the original decision was made, newly submitted information and the representations of the ‘appellant’. Those involved in an ‘appeal’ must not have played a part in the original decision or the ‘review’.

Following an ARCP Outcome 2, a trainee can request a review in writing within 10 working days of notification of the ARCP outcome. The ARCP Panel Chair will undertake to arrange the review, if possible, within 15 working days of receiving this written request for the review. This letter must set out the basis for the request for the ‘review’. There is no further right of formal ‘review’ or ‘appeal’ once a ‘review’ of an ARCP Outcome 2 has been undertaken.

Following an ARCP Outcome 3 or 4, a trainee may request an ‘appeal’ against the decision. This request must be in writing to the Postgraduate Dean and be made within 10 working days of the trainee being notified of the ARCP panel’s decision and it must also set out the basis for the ‘appeal’.

An ‘appeal’ has two steps. The first is a Review Meeting. The second is the ‘appeal’ itself. Once a request for an ‘appeal’ has been received, the HEEM must arrange the Review Meeting within 15 working days if possible. If, following notification of the outcome of the Review Meeting the trainee wishes to proceed to a formal ‘appeal’ hearing, the trainee must request an ‘Appeal’ within 10 working days of being notified and the letter must set out the basis of the request. The HEEM will, if possible, then arrange the Appeal Hearing within 15 working days of receiving this request.

The details of ‘review’ meetings, Formal Appeal hearings are clearly set out in The Gold Guide, in section 7 and you are required to re-read this section in full if you plan to ask for one of these processes to be put in place as a result of an Outcome 2, 3 or 4.

**4.11 Feedback**

Weare committed to providing you with constructive feedback on your progress both clinically and professionally.

We will seek your views on your training programme through feedback and other processes and we will attempt to respond to constructive feedback. We may seek information from you at the end of your programme in the form of an exit questionnaire that might include a request for information on the quality of your programme and your career destination.

During your training programme, prior to the award of your CCT, it is a mandatory part of your GMC approved training programme that you always respond to requests for feedback from The GMC, the HEEM, your School and your Programme. This includes the result of professional examinations that are directly related to the specialty training curriculum you follow in your training programme. Examples of this mandatory requirement are the annual GMC Trainee Survey or post/exit questionnaires provided by the School/ HEEM.

You are committed to seeking feedback on your work, your progress and to responding to feedback in a constructive manner.

**4.12 Support**

Your Educational Supervisor will assist you, where appropriate, with issues relating to career guidance and support.

We can provide you with contact details for the HEEM confidential careers and training support services for doctors in training who consider they would benefit from this support. If your Educational Supervisor feels such support is necessary, they will inform you and assist you in accessing these services, in confidence. Further information is available on the Health Education East Midlands web site, <https://www.eastmidlandsdeanery.nhs.uk/page.php?area_id=8>

We would draw your attention to the Good Medical Practice document <http://www.gmc-uk.org/static/documents/content/GMP_.pdf> section 28-30 regarding protecting patients and colleagues from any risk posed by your health. It is expected that you will co-operate with HEEM in seeking medical support if necessary.

**4.13 Virtual Learning Environment**

Health Education East Midlands provides a Virtual Learning Environment (VLE) to support training activity. We will need to register you as a user of this system. Your details may therefore be transferred between our database (Intrepid) and the VLE database(s), which may not be held within the HEEM. We need your explicit consent to transfer this data to the VLE operator. Data within the VLE is held in a secure environment accessible by HEEM employees including your Supervisors. Please indicate your acceptance on the reply slip. If you have any questions about this please contact the VLE Administrator at HEEM.

**5. Your responsibilities as a specialty registrar**

You are expected to:

* Promptly register with the Postgraduate Dean when you start your training programme by obtaining and returning the Form R [see Appendix 1 in The Gold Guide]. This is a mandatory requirement for all trainees in order Part A to continue training on their training programme*;*
* Promptly enroll/register with the relevant Royal College/College/Faculty when you start your training programme by using the prescribed enrollment/registration process. This is a mandatory requirement for all trainees in order to continue training on their training programme*;*
* Have read and understood the detailed curriculum produced by your Royal College or Faculty and approved by The GMC for Training in your specialty and/or subspecialty;
* Familiarise yourself with your training programme in each placement;
* Participate fully in your clinical and educational programme and be prepared to spend a significant and appropriate proportion of your own time on educational activities. Please note that timetabled postgraduate training sessions and educational programmes are as much part of the timetable as a clinic or operating list, for example;
* Develop a PDP with your Educational Supervisor for each placement. This plan should take into account your current training needs and the time and resources available;
* Contribute to audit, research and other relevant work in your training programme;
* Co-operate with your trainers and your Trust in order to ensure progress during your placement;
* Give the prescribed notice of all types of leave (for study leave, for curriculum development and for annual leave) to your Clinical Director so that suitable arrangements can be made to organise the service provision of the department in which you are placed; please note that you cannot take annual leave, study leave or leave for Curriculum Development unless your application to do so has been formally approved by your programme and by your Trust;
* Remember at all times that your departmental colleagues have their own educational requirements and make sure that your own educational needs and plans integrate with those of your colleagues;
* Submit an updated Form R Part A and Form R part B upon request from the HEEM. These may be requested more than once per year;
* Fully participate as required in assessment and appraisal. You are expected to promptly complete all training and assessment documentation required of you by your trainers, educational supervisors, Programme Lead, Programme Director, or by HEEM when they are required to be completed; completing them or most of them at the end of a placement or just before the ARCP will not necessarily represent an acceptable documentary process. It is mandatory that you prepare for and participate correctly in the ARCP the Gold Guidesets out the consequences of failing to do so;
* Assist where possible and appropriate in the training of students and others;
* Immediately advise HEEM (in addition to the Trust Medical Staffing Department and the GMC) of any change in your name, or your postal address or your email address; failure to do so may have adverse consequences;
* Regularly check your emails for any communications which HEEM may send
* Accept the terms and conditions applying to Core Trainees as specified in The Gold Guide
* Take full responsibility for the upkeep and maintenance of an up-to-date Training Portfolio as required by your Training Programme;
* Fully participate as required in feedback about your training and/or training environment. This includes the provision of feedback to GMC.

**6. Less Than Full-time Training (LTFT)**

Health Education East Midlands has a policy for LTFT which is managed by an Associate Postgraduate Dean who can be contacted at the HEEM and details are available on the web site at: [http://www.eastmidlandsdeanery.nhs.uk.](https://www.eastmidlandsdeanery.nhs.uk/page.php?id=799) The HEEM policy for LTFT for all CTs follows the principles set out in The Gold Guide*.*

**7. Taking Time Out of Programme (OOP) and Inter-Deanery Transfer (IDT)**

HEEM has a policy for OOP and for IDT, but as they will not normally be considered until a trainee has been in programme for at least one year. When considering either, you must do so in discussion with your Educational Supervisor and your Training Programme Director/Programme Lead. The HEEM policy for OOP for Higher Trainees follows the principles set out in the Gold Guide*.* When you read the Gold Guide, you should note the different types of OOP and that the requirements for both OOP and IDT are clearly set out*.*  HEEM policy on OOP and IDT first and foremost takes appropriate account of the needs of the individual, but it also considers those of the Training Programme. Application forms for OOP are available from your HEEM Administrator. IDT forms can be found on the Health Education East Midlands website <https://www.eastmidlandsdeanery.nhs.uk/page.php?id=970>

1. **Reasons for leaving the training Programme**

The Gold Guide (6.39) sets out a number of reasons why a training number may be withdrawn which include:

1. Has completed their training programme (including period of grace where relevant)
2. Is assessed as not being suitable for continuing training in the specialty in their current Health Education England
3. Does not comply with the requirements for registering or maintaining their registration with the Postgraduate Dean
4. Does not hold GMC registration with a licence to practice
5. Is erased or suspended from the Medical Register or where restrictions are applied to their licence to practice (including loss of licence) where such measures are incompatible with continuing in a medical training programme
6. Is dismissed by an employer
7. Resigns their place in a training programme”
8. **Data Protection Statement**

**Please keep this for your records**

**Terms Used**

**Data Controller**: HEEM is the Data Controller, and will collect, store and process information about you.

**Data Recipients**: Organisations to whom trainee data is disclosed.

**Data Subject**: The person about whom information is recorded. For the purposes of this notice, a Trainee Doctor is known as the Data Subject.

**Personal Data**: Recorded information where the data subject can be identified.

**Overview**

In order to manage and quality assure your training, we need to collect, store and process information about you. We do so in compliance with the Data Protection Act 1998, and in accordance with the data protection principles set out in the Act. Among other matters, these require that personal data must be processed fairly and lawfully.

This notice supersedes any earlier notices issued by the data controller regarding the use of your personal data by the data controller and data recipients.

Further information can be found in the [Gold Guide](http://www.copmed.org.uk/publications/the-gold-guide) Appendix 6 – Gold guide

Privacy Notice.

**Processing Your Personal Data**

The Data Controller and Data Recipients will process your personal data for the following purposes:

1. Managing the provision of training programmes
2. Quality assurance of training programmes
3. Workforce planning
4. Maintaining patient safety
5. Compliance with legal and regulatory responsibilities
6. Notification of events relating to your training which we might feel are of use to you

We will store and process information about you on our secure/encrypted management information systems including where you live, work and train. We will also store information about your qualifications, assessments and appraisals and any other information pertinent to the effective management of your training and education on a secure/encrypted database. Access to this information is restricted to authorised personnel within the HEEM and to authorised personnel working for the HEEM in the management of your training, such as programme directors, supervisors and other personnel in Trusts and recipient organisations. Your personal information will be treated as confidential by the data controller subject to what is said below about data sharing. It will be retained only for as long as necessary to manage and quality assure your training, at which point it will be securely destroyed in line with HEEs record management policies.

**Sharing personal data**

HEEM will transfer personal data to data recipients using secure channels, and will not transfer personal data unless it is satisfied of the following matters.

1. The data sharing is for a legitimate purpose and is proportionate.
2. Where the data are used for analysis and publication by the recipient, any publication will be on an anonymous and aggregated basis and will not make it possible to identify any individual.
3. The data will be handled by the data recipients in accordance with the Data Protection Act 1998.
4. The data recipients will maintain appropriate technical and organisational controls to ensure the protection of your personal data.
5. Data will not be transferred out of the EU.

Data recipients may include the following non-exhaustive list: the UK Health Departments, Medical Royal Colleges, other deaneries, the General Medical Council, NHS Trusts and approved academic researchers. You will be advised separately of any subsequent data recipients and your permission sought before sharing any data with them.

**Your responsibilities and rights**

It is vital you work with us to maintain accurate information. All communications from the HEEM and partner organisations will normally be by email. It is essential for you to maintain an effective email address. If we do not hold an effective email address for you, you may not receive information about your posts and your assessments or any other important news and information about your training and you may be excluded from participation in mandatory activities such as the National Survey of Trainees Doctors.

If at any point you wish to access your personal data, you may make a request in writing, and pay the appropriate fee where applicable. Please ask HEEM for details.