

## Action Plan for Health Education Kent, Surrey and Sussex

### Requirements

Report Ref	Due Date	Description	Action taken by LETB to date	Further action planned by the LETB	Timeline for action (month/year)	LETB lead
HEKSS1	Next scheduled report to the GMC	HEKSS must work with East Kent Hospitals University NHS Foundation Trust to address the patient safety concern identified during the visit to William Harvey Hospital.	HEKSS has been in discussion with the EKHU Trust's Senior Management Team and have carried out to two departmental visits to review progress. EKHUF Trust has developed a new clinical strategy and they are in consultation with their stakeholders. Meanwhile, they have appointed additional middle grade doctors to support doctors in training, which has addressed the specific deficiency in supervision in the evenings.	HEKSS postgraduate Dean is awaiting a formal response from the Chief Executive.	December 2015 and follow up visit will be arranged in 2016.	Postgraduate Dean

Report Ref	Due Date	Description	Action taken by LETB to date	Further action planned by the LETB	Timeline for action (month/year)	LETB lead
HEKSS2	Next scheduled report to the GMC	<p>HEKSS must monitor and support the LEPs to meet the requirements and recommendations set out in the visit reports for the following sites:</p> <ul style="list-style-type: none"> <li>• William Harvey Hospital, East Kent Hospitals University NHS Foundation Trust</li> <li>• East Surrey Hospital, Surrey and Sussex Healthcare NHS Trust</li> <li>• Worthing Hospital, Western Sussex Hospitals NHS Foundation Trust</li> <li>• Royal Sussex County Hospital, Brighton and Sussex University Hospitals NHS Trust</li> </ul>	HEKSS has received all four LEPs action plans following the GMC visit reports to address requirements and recommendations. HEKSS plans to review progress on the LEPs' action plans bi-monthly in the Quality Management Committee.	LEPs will be invited to submit progress reports for discussion in the Quality Management Committee.	The Quality Management Committee will have an additional standing agenda item bi-monthly to discuss the progress reports from the LEPs on requirements and recommendations.	Postgraduate Dean

Report Ref	Due Date	Description	Action taken by LETB to date	Further action planned by the LETB	Timeline for action (month/year)	LETB lead
EKHU1	Next scheduled report to the GMC	Current terminology must be used when referring to the grades of doctors in training and designing rotas to ensure appropriate clinical supervision and expectations of doctors' competence.	The Trust is actively discouraging the use of the term "SHO" and has sent communications to all doctors in training, consultants, managers, matrons and nurses.	HEKSS will be monitoring progress in the departmental visits and will promote this example in all LEPs in KSS. However, we believe the GMC should exhibit leadership nationally to agree with other stakeholders on an agreed terminology.	This will be an item of agenda in the HEKSS visits to LEPs in 2016.	Postgraduate Dean and Heads of Speciality Schools
EKHU2	Next scheduled report to the GMC	Doctors in training must be appropriately supervised according to their experience and competence.	EKHU has appointed nine additional middle grade doctors to support doctors in training.	This will be monitored in LEP visits.	Progress report will be reviewed in bi-monthly QMC.	Postgraduate Dean and Associate Deans for Quality
EKHU3	Next scheduled report to the GMC	Doctors in training must have well organised handover arrangements to ensure they understand their duties and how their posts fits within the programme.	The LEP is implementing Trust-wide electronic systems. Handover is one of four areas of focus through our EDQUIN initiative where LEPs have financial incentive for innovative practice.	HEKSS has organised a workshop to review examples of good practices based on the Quality and Innovation in Education initiative (EDQUIN) to share good practices on 20 <sup>th</sup> November 2015.	Progress report will be reviewed in bi-monthly QMC.	Postgraduate Dean
EKHU4	Next scheduled report to the GMC	Doctors in training must be free to attend organised educational sessions and other learning opportunities of educational value.	The LEP has reviewed and revised the educational programme delivery. A teaching dashboard has been established and innovative ways of learning have been intituled. These include webinars and simulation.	A new FTPD has been appointed with support from an experienced TPD to revise the foundation teaching programme.	Progress report and evaluation of the new approach will be reviewed in bi-monthly QMC meeting.	Postgraduate Dean

Report Ref	Due Date	Description	Action taken by LETB to date	Further action planned by the LETB	Timeline for action (month/year)	LETB lead
EKHU5	Next scheduled report to the GMC	Doctors in training starting a post or programme must be able to access timely trust and departmental inductions.	The LEP's Trust and departmental inductions have been reviewed and strengthened. HEKSS has received confirmation that all doctors in training have had Trust and departmental induction in August 2015.	All departmental inductions have been streamlined and every doctor in training has received a departmental and team induction.	HEKSS through bi-monthly Progress report and update on uptake of induction will be reviewed in the QMC meeting.	Postgraduate Dean
EKHU6	Next scheduled report to the GMC	Working patterns and intensity of work for foundation doctors in training must be appropriate for learning.	The LEP has acknowledged the heavy workload. In recognition of this, additional investment has been made to recruit additional doctors at middle grade and core levels.	The additional doctors will help and support the foundation doctors in training. In addition, the model of working has been changed to ensure balance of intensity of work and learning	The DME and medical director will meet with doctors in training and HEKSS will expect feedback in by-monthly progress report to HEKSS through the LEP's action plans will review the progress.	Postgraduate Dean and Head of Foundation GP and medicine Schools
EKHU7	Next scheduled report to the GMC	The design and delivery of training for foundation doctors in training must be improved. The LEP must have the capacity to accommodate the practical experiences required by the foundation curriculum.	A new FTPD has been appointed, along with additional experienced physician to review the entire Foundation programme and improve the quality of training. This includes a new format of teaching programme with more emphasis on clinical scenario and low fidelity simulation teaching webinars. These will be on addition to regular one to one meeting with the Foundation Programme Director.	The Local Foundation Faculty Group will review the progress.	HEKSS through bi-monthly progress report from the LEP's action plans will review the progress.	Postgraduate Dean and Head of the Foundation School

Report Ref	Due Date	Description	Action taken by LETB to date	Further action planned by the LETB	Timeline for action (month/year)	LETB lead
SASH1	Next scheduled report to the GMC	Doctors in training in surgical posts must have more senior support during night shifts.	The LEP has recently appointed an advance nurse practitioner to support service delivery on the wards.	HEKSS will monitor the availability of senior support during night shift on the LEP progress report	HEKSS through bi-monthly progress report from the LEP's action plans will review the progress on senior support for doctors in training at night.	Postgraduate Dean and Head of the Foundation School
SASH2	Next scheduled report to the GMC	The induction process must be reviewed and made consistent across all departments and units.	The LEP has made efforts to improve the quality of inductions and there is coordination from the Postgraduate Education Centre to ensure that induction timetables and content are clearly documented and shared.	The LEP is reviewing the induction process.	The LEP will be required to provide bi-monthly progress report on implementation of departmental induction.	Postgraduate Dean and Heads of Speciality Schools
SASH3	Next scheduled report to the GMC	Handover processes must be reviewed and formalised across the different departments.	The LEP acknowledges that the situation is different for foundation doctors in surgical posts where handover does not always take place in a structured way.	The LEP is planning to review the handover processes across the different departments to ensure that they are uniformly fit for purpose, consistent and positive changes are shared across units.	HEKSS through bi-monthly progress report from the LEP's action plans will review the progress on handover process.	Heads of Speciality Schools and Postgraduate Dean
SASH4	Next scheduled report to the GMC	Current terminology must be used when referring to the grades of doctors in training and designing rotas.	The Trust is actively discouraging the use of the term "SHO" and have sent communications to all doctors in training, consultants, managers, matrons and nurses.	HEKSS will be monitoring progress in the departmental visits. However, the GMC should offer leadership nationally to agree with other stakeholders on an agreed terminology.	This will be an item of agenda in the HEKSS visits to LEPs in 2016.	Heads of Speciality Schools

Report Ref	Due Date	Description	Action taken by LETB to date	Further action planned by the LETB	Timeline for action (month/year)	LETB lead
WSH1	Next scheduled report to the GMC	Current terminology must be used when referring to the grades of doctors in training and designing rotas to ensure appropriate clinical supervision and expectations of doctors' competence.	The LEP recognises that this terminology has been used inconsistently and sometimes confusing terminology used to describe posts. The Trust is actively discouraging the use of the term SHO.	HEKSS will be monitoring progress in the departmental visits. However, the GMC should offer leadership nationally to agree with other stakeholders on an agreed terminology.	This will be an item of agenda in the HEKSS visits to LEPs in 2016.	Heads of Speciality Schools
WSH2	Next scheduled report to the GMC	Doctors in training must be free to attend organised educational sessions and other learning opportunities of educational value.	The LEP has long-established principles of bleep-free teaching and mandatory attendance at learning events. All departments are aware of the need to release doctors for this training and the DME has requested, through trainee reps, that any instance where a trainee is denied the opportunity to attend is reported to him directly.	The trust has recognised that trainees' time must focus on educational opportunities; inevitably there is an element of service commitment, and rightly so as this affords valuable experience, but we have, and continue to explore and adopt different ways of working to mitigate this issue.	The HEKSS through bi-monthly progress report will review attendance of doctors in training.	Postgraduate Dean and Heads of Speciality Schools
WSH3	Next scheduled report to the GMC	Working patterns and intensity of work must be appropriate for learning.	The LEP takes this issue very seriously and undertakes regular diary card exercises. The low response rates are notable but the trust acts on issues raised, in particular those around late finishes.	The LEP intends to work as an organisation to ensure that doctors in training recognise and work with the Trust to rectify this. The issue appears to have been raised in specific response to GIM placements and we will ensure that this department is aware of the concerns raised in the report and, through the Specialty tutor and operational managers, seek a robust solution.	The HEKSS through bi-monthly LEP's action plans review progress to ameliorate the intensity of work.	Postgraduate Dean and Heads of Speciality Schools

Report Ref	Due Date	Description	Action taken by LETB to date	Further action planned by the LETB	Timeline for action (month/year)	LETB lead
WSH4	Next scheduled report to the GMC	Doctors in training must be enabled to learn new skills under supervision, including during theatre sessions, ward rounds and outpatients clinics.	The LEP has been aware of these issues for some time. Generally, The Trust has a good record of teaching doctors new skills; for example they have a very dynamic simulation programme. Out patient attendance has been raised by doctors in training, and the Trust has acted on these concerns to ensure opportunity and availability of clinics.	The LEP is aware of that the access to theatre sessions, and adequate operative experience, had been a particular issue at the Worthing hospital site this year, primarily due to Winter pressures and resultant cancelled elective activity. This has since been addressed directly with the speciality tutor in surgery and they believe resolved; and will continue to monitor for ongoing efficacy.	HEKSS through bi-monthly progress report from the LEP's action plans will review the progress	Postgraduate Dean and Heads of Speciality Schools
BSUH1	Next scheduled report to the GMC	The handover process must be standardised in process and quality across different departments.	The LEP acknowledges that good handover is vitally important and they are working towards this end. They have tried and continue to use an electronic handover system in medicine.	The LEP is working with both doctors in training and supervisors in departments such as General Surgery to come up with the correct solution that meets the needs of the department and better handover process.	HEKSS through bi-monthly progress report on the LEP's action plans will review the progress.	Postgraduate Dean and Heads of Speciality School
BSUH2	Next scheduled report to the GMC	The trust must ensure that doctors in training are not exposed to unprofessional behaviour.	The LEP acknowledges that this has been an issue, but feels it is now addressed with all the clinical directors on board to ensure that this does not happen. All supervisors are aware of the importance of providing doctors in training with a supportive learning environment.	At each induction, the DME highlights to doctors in training that they should not tolerate any undermining or bullying behaviour. This requirement is supported by the Trust's Value and Behaviour initiative, which promotes positive ways of working together	HEKSS through bi-monthly progress report from the LEP's action plans will review the progress.	Postgraduate Dean and Sussex County Dean

Report Ref	Due Date	Description	Action taken by LETB to date	Further action planned by the LETB	Timeline for action (month/year)	LETB lead
BSUH3	Next scheduled report to the GMC	All educational and clinical supervisors must complete the relevant training for their education roles.	The LEP has confirmed that this is complete as far as they have data.	The LEP is keeping a waiting list of those who want to become clinical and educational supervisors so they may be notified of training opportunities. The LEP has planned to host a clinical supervisor training workshop soon.	HEKSS through bi-monthly progress report from the LEP's action plans will review the progress.	Postgraduate Dean
BSUH4	Next scheduled report to the GMC	Current terminology must be used when referring to the grades of doctors in training and designing rotas.	The LEP recognises that this terminology has been used inconsistently and sometimes confusing terminology used to describe posts. The Trust is actively discouraging the use of the term SHO.	HEKSS will be monitoring progress in the departmental visits. However, the GMC requires to offer leadership nationally to agree with other stakeholders on an agreed terminology nationally.	This will be an item of agenda in the HEKSS visits to LEPs in 2016.	Postgraduate Dean

## Recommendations

Report Ref	Due Date	Description	Action taken by LETB to date	Further action planned by the LETB	Timeline for action (month/year)	LETB lead
HEKSS1	Next scheduled report to the GMC	Quality management systems should provide more explicit articulation of escalation and intervention thresholds.	HEKSS is in the process of integrating with the London and South East geography Quality team with immediate effect, and a structure has been agreed. All future visits will be conducted with new protocols which will take account of this recommendation. This will provide an opportunity to review all processes.	Health Education England is in the process of reviewing the quality process.	January 2016	Postgraduate Dean and Associate Dean for Quality



Report Ref	Due Date	Description	Action taken by LETB to date	Further action planned by the LETB	Timeline for action (month/year)	LETB lead
HEKSS2	Next scheduled report to the GMC	The impact of 'requirements; and 'recommendations' in visit reports on the training environment should be re-evaluated.	The current HEKSS definition of "requirements and recommendations are as follows: Requirements in HEKSS reports are areas where the visitors feel that the GMC's mandatory requirements were not met, and were followed up actively by HEKSS. Recommendations are areas which are not in breach of GMC requirements, but where the visitors feel improvement could be made. Implementation is the responsibility of the DME who therefore has flexibility according to local circumstances. This avoids central micromanagement.	HEKSS is part of the review of quality system will consider the examples of the London and South East geography HEE, and the GMC processes.	March 2016	Postgraduate Dean and Associate Dean for Quality
HEKSS3	Next scheduled report to the GMC	Communications between doctors in training and HEKSS should be improved.	HEKSS Speciality Schools has communication plan for informing doctors in training. They will review their processes	HEKSS has another annual Students and doctors in training conference in March 2016, when learners will be engaged further to improve communication	March 2016	Postgraduate Dean and Head of Speciality School of Anaesthesia
HEKSS4	Next scheduled report to the GMC	HEKSS should ensure that all clinical and educational supervisors requiring training are scheduled to acquire appropriate training over the next twelve months.	HEKSS has published a comprehensive plan for the training of Educational and Clinical Supervisors which is in the process of being rolled out in Trusts. This will require some senior clinicians in the LEPs to undergo advanced training, which is under way.	A new approach to training of supervisors has been agreed with HEKSS Governing body to meet the GMC approval requirements.	April 2016	Postgraduate Dean

Report Ref	Due Date	Description	Action taken by LETB to date	Further action planned by the LETB	Timeline for action (month/year)	LETB lead
HEKSS5	Next scheduled report to the GMC	HEKSS should ensure the LEPs consistently provide adequate time in job plans for those involved in medical education, including clinical and educational supervisors so that doctors in training can be supported and meet the requirements of their curricula.	HEKSS has a specified formula for time in job plans for educational and clinical supervisors. Most LEPs are either compliant or working towards compliance. However, it has been challenged by some LEPs as there is no backing for this approach from the GMC. Such backing would be helpful.	HEKSS has raised adequate time in job planning in the annual LDA (learning development agreement), and will continue to monitor the process. However the GMC should offer leadership nationally to agree with the national organisations a consistent approach for adequate time in job plans for those involved in clinical and educational supervision.	April 2016	Postgraduate Dean
EKHU1	Next scheduled report to the GMC	Incident reporting should be better used to facilitate learning.	EKHU developed educational sessions for "learning from incidences" sessions including regular newsletters "riskwise".	EKHU has set up the junior doctor patient safety group to review the incidences to disseminate the learning from them. In addition, HE KSS will be collecting and promulgate good practice.	April 2016	Postgraduate Dean
EKHU2	Next scheduled report to the GMC	Education is considered at board level, but should be better incorporated. LEPs should have an executive or non-executive director at board level with explicit responsibility for education, and education should, where possible, be a standing item on the board agenda.	EKHU currently has an Executive Education Lead (Head of the Human Resources) at the Trust Board who is responsible for education. In additional the Medical Director represents medical education at the Board Level.	EKHU is currently scoping a new education structure integrating medical and other education and reviewing presentation of education at the Trust Board.	April 2016	Postgraduate Dean and the Kent County Dean

Report Ref	Due Date	Description	Action taken by LETB to date	Further action planned by the LETB	Timeline for action (month/year)	LETB lead
EKHU3	Next scheduled report to the GMC	There should be greater consistency in the allocation of SPA time for those with an educational role.	EKHU has a new job planning policy which has input from the DME.	EKHU has scheduled a series of workshop in January 2016 to train the NHS appraisers to apply the policy and in particular the tariff requirements for educational roles appropriately.	April 2016	Postgraduate Dean and the Kent County Dean
SASH1	Next scheduled report to the GMC	The function of the Physician Associates should be better communicated to each new cohort of doctors in training during their induction.	SASH has appointed twelve Physician Associates to support delivery of service and provide opportunities for doctors in training to meet their educational needs.	SASH will continue to work with doctors in training and all other workforce to communicate the function of physician associates.	Ongoing	Postgraduate Dean and Surrey County Dean
SASH2	Next scheduled report to the GMC	Doctors in training in general internal medicine should have access to feedback from their supervisors following post-take ward rounds.	SASH is taking part in the EDQUIN initiative. Feedback is one of four areas of focus through the initiative and has already started working on.	SASH has received financial incentive through EDQUIN and HEKSS has planned a workshop on sharing good practices in November 2015.	April 2016	Postgraduate Dean and Surrey County Dean
WSH1	Next scheduled report to the GMC	Trainers should make time to review the progress of training through supervised learning events and provide constructive feedback on performance.	WSH has worked with clinical supervisors to ensure that they are aware of these requirements for example the issue is addressed in our specialty-specific induction videos.	WSH has produced a series of speciality specific induction video to address supervision too.	April 2016	Postgraduate Dean and Sussex County Dean

Report Ref	Due Date	Description	Action taken by LETB to date	Further action planned by the LETB	Timeline for action (month/year)	LETB lead
WSH2	Next scheduled report to the GMC	Incident reporting should be better used to facilitate learning.	WSH is analysing the Datix register on a monthly basis to identify issues specific to training or individual trainees.	<p>WHS Executive team agrees that better use of the DATIX system as a learning tool could be made. This is something that applies to the whole organisation, not just doctors in training, and the Trust is addressing it. For example in the past reporters have often not received feedback on their reports. This will change with improved Datix functionality.</p> <p>Datix reporting is now a standing item on the education executive agenda, and escalation made to the LAB and hence the LFGs.</p>	April 2016	Postgraduate Dean and Sussex County Dean
WSH3	Next scheduled report to the GMC	There should be greater consistency in the allocation of SPA time for those with an educational role.	Trust policy is very specific on the time required by educational and clinical supervisors. This reflects the requirements of the HE KSS LDA educational contract. The Trust has undertaken a robust round of job planning this year. The DME is able to scrutinise job plans and ensure that adequate time for educational roles is incorporated; challenges have been accepted and acted upon. It is recognised however that demands on SPA resource grow ever more and it	The DME, through the LAB, requests regularly that any incidences where there is inadequate time for educational needs are escalated directly to him.	April 2016	Postgraduate Dean and Sussex County Dean

Report Ref	Due Date	Description	Action taken by LETB to date	Further action planned by the LETB	Timeline for action (month/year)	LETB lead
			is notable that educational needs are one of the few specified categories for SPA time. WHS is aware that there are a small number of job plans that are still in negotiation.			
BSUH1	Next scheduled report to the GMC	Doctors in training should receive feedback on the incidents they report on the trust's incident reporting system.	BSUH executive team acknowledges that the feedback from DATIX is not always as robust as it should be.	BSUH has agreed that this should improve and highlighted that the Trust Safety and Quality Team to review the process.	April 2016	Postgraduate Dean and the County Dean
BSUH2	Next scheduled report to the GMC	The revised structure of the management of medical education should be reviewed in the near future.	The interim structure of the Integrated Education Directorate is currently under review including the Medical education structure. There will be a period of consultation before any new structure is implemented.	Processes for the BSUH Local Academic Board are being reviewed with a clearer governance structure.	April 2016	Postgraduate Dean and Sussex County Dean
BSUH3	Next scheduled report to the GMC	The trust should review simulations to ensure they are used efficiently in educating doctors in training.	BSUH Simulation activities have been strengthened	The BSUH has carried out a recent survey which resulted to identify a diverse range of simulation activities and rapidly evolving to increase integration of simulation to educational process.	April 2016	Postgraduate Dean and the Sussex County Dean
BSUH4	Next scheduled report to the GMC	Doctors in training in general internal medicine should have access to feedback from their supervisors following post-take ward rounds.	The BSUH has issued guidance on good practices when giving feedback to all clinical and educational supervisors.	Feedback is one of four areas of focus through HEKSS EDQUIN initiative where BSUH has received financial incentive for innovative practice.	April 2016	Postgraduate Dean

## Good practice

Report Ref	Due Date	Description	Details of dissemination (across LEPs within the LETB or outside the LETB)	Any further developments planned to enhance the area of good practice	Timeline for action (month/year)	LETB lead
HEKSS1	Next scheduled report to the GMC	Interim reviews are a useful tool to check progress of doctors in training and offer support and advice.	HEKSS is pleased this initiative has been recognised by the GMC. It is considered very valuable in HE KSS, and has been adopted by most schools.	HEKSS is reviewing the process to strengthen its outcome.	April 2016	Postgraduate Dean
HEKSS2	Next scheduled report to the GMC	The training, deployment and engagement of lay representatives.	HEKSS values highly the input of our very strong lay representatives.	HEKSS is in the process of reviewing lay input in the educational process.	April 2016	Postgraduate Dean
SASH1	Next scheduled report to the GMC	The CEO has taken leadership of education management in the trust.	HEKSS recognises and value highly the exceptional leadership of the SASH CEO.	HEKSS will continue to share good practices in educational leadership with out LEPs. This has been highlighted in the HEKSS Governing body meeting in September 2015.	Ongoing	Postgraduate Dean
BSUH1	Next scheduled report to the GMC	The friendly pharmacist initiative is a good example where feedback is used successfully as a learning tool.	The impact of this initiative has been shared widely.	HEKSS will promote this initiative.	Ongoing	Postgraduate Dean