

## Action Plan for North Manchester General Hospital

### 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
NMGH 1	Next scheduled report to the GMC	Ensure that all staff with responsibility for educational and clinical supervision have agreed job plans, including allocated time for education.	Job plans for all doctors were addressed last year and a new round has commenced, job planning is taking place April to June. Job planners have guidance on time for education.	A new job planning IT module is currently being sourced which will make it much easier to track job plans. Updated guidance on job planning is available for Clinical Directors/Medical Director. Educators will be encouraged by exception to raise any issues.	30 <sup>th</sup> June 2014	Divisional Directors

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NMGH 2	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.	<p>a. Survey to be carried out on trainees following February 2013 induction this ensured correct titles had been issued.</p> <p>b. EWTB Project Manager to ensure correct rota template being used in all departments.</p> <p>c. Head of Medical &amp; Dental Education raised concern that national contract for trainees still contains old terminology, such as "SHO". Referred to Health Education England.</p> <p>d. A paper has been produced Medical Recruitment Manager for the Executive Directors approval which proposes the standardisation of job titles for all medical &amp; dental posts and the impact on trust systems.</p> <p>e. A review of the 192 telephone directory has been undertaken removing all incorrect terminology.</p>	Once approval of the proposals in (d) have been received from the Executive Directors the Trust can begin the necessary work to amend existing records & systems.	Timescales yet to be agreed	Executive Director of HR

## Recommendations

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Report Ref	Due Date	Description	Action taken by LETB to date	Further action planned by the LETB	Timeline for action (month/year)	LETB lead
NMGH 1	Next scheduled report to the GMC	Increase the supervision and support for doctors in training, so that they are able to take advantage of educational opportunities in their placements.	<p>The W&amp;C directorate has approved 2 extra middle grade doctors at night to ensure patient safety and increased opportunity to improve clinical attendance, increased opportunities for learning out of hours and defined the rota of the Tier 2 doctor attending clinics during daytime.</p> <p>In A&amp;E they have established a stable 5 man consultant team and from 1/9/14 they are proposing to have an 8 man senior team comprising of 4 consultants and 4 GPSI's in place.</p>	In A&E they are to recruit extra middle grades by offering a guaranteed training and secondment to allow progression via CESR to the specialist register.	June 2014	Clinical Directors
NMGH 2	Next scheduled report to the GMC	The LEP and the LETB should support senior education staff to implement robust systems for the quality control to ensure the provision of the highest quality of medical education throughout the LEP.	Robust systems are already in place but do not appear to have been well communicated. We are addressing this by updating our web pages with various flow charts which demonstrate the QA systems in place.	Transitional DME's in post and the interviews for the substantive positions are to be held on the 29 <sup>th</sup> April. Assuming internal candidates are successful they technically have to give 3 months notice for alteration of job plans. It is therefore planned that over the summer they will begin a piece of work to conduct an audit of what we currently have in place with a gap analysis and actions plans for senior staff.	Not yet defined more information will be included in our LEP report in Sept.	DME's

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## 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
NMGH 1	Next scheduled report to the GMC	The system for collecting evaluation data from, and providing feedback to, doctors training in the paediatric department	<p>This system has been ongoing for a number of months and the feedback from process has been regular shared at team meetings and at the Medical Education Forum.</p> <p>Quality improvement and trainee satisfaction has been presented nationally by the Speciality lead.</p>	ADME for W&C is leaving in April and this has been passed over to the Speciality lead for paediatrics for them to take it forward. The ADME has confirmed this will continue.	Ongoing Process	Speciality Lead for Paediatrics.
NMGH 2	Next scheduled report to the GMC	The LEP's implementation of training for supervisors which exceeds minimum standards required by HENW.	All Clinical (L1) & Educational (L2) supervisors in O&G were trained to Level 2 as standard and this has been rolled out across the Trust.	Having received the GMC guidelines on L1/L2 changes to the new requirements in terms of domains information has been issued to CS/ES who were are in the process of ensuring that they meet the requirements and/or are working to achieve them. Ensuring that domain 7 requirements of CPD are met annually – this has also been communicated to all appraisers in the trust to check – this was done in April 2013.	April 2015	DMEs

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