

Action Plan for Defence Postgraduate Medical Deanery 2013/14

Requirements

Report Ref	Due Date	Description	Action taken by medical school/ deanery to date	Further action planned by the medical school/ deanery	Timeline for action (month/ year)	Medical school/ deanery lead
1	Next scheduled report to the GMC	DPMD must ensure that defence doctors in training and their educational supervisors have full access to the Royal College of General Practitioners (RCGP) trainee ePortfolio at their place of work. This must be addressed as an urgent priority.	Business case submitted to Surgeon General IT team requesting access to RCGP e portfolio via MOD Intranet. Funding has been identified for this business case to proceed. IT team are in correspondence with "owners" of MOD Intranet.	Brief all ES/ Trainers / Trainees at forthcoming Trainee/ Trainer conferences	Apr 15	Col Simpson GP Dean
2	Next scheduled report to the GMC	DPMD must formalise the selection, training and use of Lay Representatives in DPMD governance. This must include the	TORS developed and endorsed. Business case sent to finance for six lay people to be employed. Awaiting endorsement then recruitment campaign to	Recruitment of lay personnel Sharing of training with East Midlands deanery Governance conference	Subject to financial approval, plan to have recruited and run conference by Mar 15	Lt Cdr James

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		appointment of fully external lay representatives.	commence. Work undertaken with East Midlands Deanery to discuss sharing of best practice in regards to training of Lay Persons.			
3	Next scheduled report to the GMC	DPMD must work with HESW and Derriford Hospital to ensure full implementation and practice of handover policy in the T&O Surgery Unit.	DPMD has engaged with the Education team at Derriford and the HESW team to establish normal practice and policy. We have received 2 policies from Derriford.	DPMD will enter into discussion with the LETB & LEP, especially the latter regarding the detail of the policies received and will monitor DPMD survey feedback, GMC NTS comment and engage with HESW QA team for their survey feedback. This will be a hot topic on the next DPMD QA visit.	Discussion with LEP & LETB: Dec 14 DPMD QA visit – dates TBC but expected Mar 15	Col Frazer A / Dean
4	Next scheduled report to the GMC	DPMD must work with HESW and Derriford Hospital to ensure the policy for use of red bands for the identification of patients with particular conditions is used appropriately and clearly communicated to all relevant staff and doctors in training.	Derriford's response to Requirement 4: We plan to review 1) the red wrist band policy and 2) how the policy is disseminated to medical staff. We shall report the results of the review to you by the end of October this year.	The Defence Deanery will wait to receive the report from Derriford detailing the outcome of this review. This requirement will then be reviewed at the next QA visit to Derriford in Mar 15.	Mar 15	Col Frazer A / Dean
5	Next scheduled report to	DPMD must work with partner LETBs, deaneries and LEPs to	SLA for attachments to Single Handed practices to specifically include a	No DMS GP Trainees presently in Single Handed NHS or DMS GP Training	SLA has been amended.	Col Simpson GP Dean

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	the GMC	ensure doctors in training have adequate supervision when on placements in single-handed GP practices.	statement ensuring “doctors in training have adequate supervision when on placements in single-handed GP practices.	Practices. Should this change, then an AD will be allocated to specifically ensure compliance with this GMC requirement.		

Recommendations

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1	Next scheduled report to the GMC	DPMD should develop a framework, policy and register for the training and approval of trainers and supervisors of directly managed programmes.	Framework for the training and approval of trainers and supervisors of directly managed programmes exists but now needs to be made into policy inline with GMC requirements	Policy drafted but now needs to be confirmed with DCAs in OH and PH. Policy for GP needs to be updated in line with the GMC guidance <i>Recognising and Approving Trainers Implementation Plan</i>	Policy in place by 31 Dec 2014	Col Simpson GP Dean
2	Next scheduled report to the GMC	DPMD should conduct more detailed analysis of available quality data, including internal sources such as feedback from defence doctors in training, and other sources such as GMC NTS data.	Plan to conduct further trainee survey Dec 14. Difficulty remains with analysis of data due to manpower constraints, awaiting manning review (VSA) of DHET aspiration to have an analysis person within the governance team.	Further work required with GMC to distinguish military trainee data.	Subject to VSA Apr 15.	Lt Cdr K James
3	Next scheduled report to the GMC	DPMD should work with partner LETBs, deaneries and LEPs to develop more formalised information sharing agreements and processes.	DPMD is already in the process of seeking dates for the annual LETB visit programme to discuss our MoU.	DPMD will engage with HEE to establish a higher level MoU and seek confirmation regarding information sharing.	Visit programme will be established Nov 14 Visit programme will have been completed by June 15	Col Frazer A / Dean Col Simpson GP Dean
4	Next scheduled report to the GMC	DPMD should investigate options to further formalise relationships with HEE and deaneries in devolved	DPMD will engage with HEE to establish a higher level MoU and seek confirmation regarding information sharing. Meeting has been arranged with Mr Steve Clark.	Establish HEE level MoU	Meeting with HEE by Nov 14	Col Frazer A / Dean Col Simpson GP Dean

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		administrations.	Engagement with NES will follow.			
5	Next scheduled report to the GMC	DPMD should identify the resources it needs to support and improve business continuity, sustainability, resilience and capacity.	DPMD are scheduling an infrastructure and manning review. This will review output and processes of departments against the current manning structure with the aim to build in business resilience and improve capacity by working smarter and more streamline within each section of DPMD.	Manning review will determine subsequent action	Before Apr 15	Mr Plume DHET COS
6		DPMD should work with partner LETBs to ensure all trainees have fair access to high quality clinical placements in a range of learning environments.	For indirectly managed Specialties this will be reviewed by discussion with DCAs, LETB QA teams and by monitoring feedback from trainee surveys (DPMD, LETB & GMC) as well as direct feedback from DPMD QA visits. Directly Managed: For GP, this will be by developing close working relationships with GP deans at COGPED, as well as monitoring feedback from DPMD QA programme. In OH and PH each trainee has a bespoke programme ensuring high quality clinical placements in a	QA visit programme is being extended this year to encompass a greater number of LEPS.	Ongoing but QA visit programme will be complete by May 15	Col Frazer A / Dean Col Simpson GP Dean

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			range of learning environments.			
7		DPMD should work with partner LETBs, deaneries and LEPs to ensure training on the RCGP curriculum is provided to secondary care supervisors delivering training in secondary care settings.	The GP Dean has contacted the Chair of COGPED and RCGP as to how this can be best taken forward. This action will be assured during each annual LETB / LEP visits.	GP dean to discuss with HEE GP Deans as well as GP Deans from Scotland, Wales and Northern Ireland.	Next COGPED meeting Oct 2014	Col Simpson GP Dean
8		DPMD should work with DPHC and HMS Drake to ensure adequate staffing to improve business continuity, sustainability, resilience and capacity for training.	The RN has appointed an Advisor in General Practice (AGP) to over see GP training in their respective training locations including HMS Drake. This post will inform RN and DPHC direction wrt staffing. In addition the ES at HMS Drake now only oversees one GPStR	AGP RN to visit HMS Drake to review improvements to business continuity, sustainability, resilience and capacity for training.	AGP RN to report to DMS General Practice Education Committee (GPEC) in Oct 2014	Col Simpson GP Dean

Good practice

Report Ref	Due Date	Description	Details of dissemination (across LEPs within the deanery or outside the deanery)	Any further developments planned to enhance the area of good practice	Timeline for action (month/year)	Deanery lead
1	Next scheduled report to the GMC	The comprehensive pastoral support for defence doctors in training.	Trainee support measures are a standing agenda item at the external visits to LETBs/LEPs and MDHUs. The Defence Deanery website provides a focal point for the sharing of information.	The website is still in its infancy and is being continuously developed. The Deanery is working hard to ensure that trainees are accessing information through this forum (website).	Sep 15	Defence Dean
2	Next scheduled report to the GMC	Innovations in clinical placements at DPMD's partner education providers. DPMD should disseminate the identified good practice with their education and training partners.	DPMD will make the GMC report & Action Plan available to all partner organisations and discuss placement options with stakeholders at forthcoming QA visits.	Manpower permitting, DPMD is keen to input into LETB QA panel visits to relevant LEPs and assist local development. This will be discussed with HEE.	Apr 15	Col Frazer A / Dean Col RG Simpson GP Dean
3	Next scheduled report to the GMC	DPMD should work with Joint Medical Command (JMC) to consider how the Defence Consultant Advisor role could be further supported and enhanced.	The Defence Dean works closely with the Medical Directorate Pillar to maintain communications between the Defence Deanery and the DCA cadre.	The bi-annual Postgraduate Medical and Dental DHET Board provide a forum for establishing how the DCA role can be further supported and developed.	Mar 15	Col Frazer A / Dean
4	Next scheduled report to the GMC	The resources and services provided by the Defence Medical Services Library.	The services provided by DMLS are published on the DHET website.	The DMLS page on the website needs further development. Once developed the access to this page needs to be widely distributed.	Sep 15	Senior Librarian

