

Action Plan for:

Health Education South London;  
Health Education North West London;  
Health Education North Central and East London

Requirements

Report Ref	Due Date	Description	Action taken by Deanery/ LEP to date	Further action planned by the Deanery/ LEP	Timeline for action (month/ year)	Deanery/ LEP lead
<b>Deanery 1</b>	Next scheduled reporting to the GMC	The Deanery must monitor and support the LEPs to address the patient safety concerns identified at the visits to: <ul style="list-style-type: none"> <li>▪ Northwick Park</li> <li>▪ Charing Cross</li> <li>▪ The Royal London</li> </ul>	<p>Full and immediate investigations in the concerns identified at these three Trusts during the GMC's Regional Quality Assurance Visit were carried out in December 2012, with updates on these investigations being provided to the GMC prior to Deanery visit.</p> <p>Action plans are in place for all unresolved concerns and have been monitored via the Deanery Quality Management process.</p> <p>A quality visit has taken place to all the above Trusts/sites and further action plans have been put in place as required.</p>	<p>The action plans submitted by the Trust will continue to be monitored.</p> <p>Additional action plans following the quality visits will continue to be monitored.</p> <p>The Trusts will be revisited later in the year in order to allow for up to date reporting in the October LETB Report to the GMC.</p>	October 2013	<p>Postgraduate Dean for Health Education North West London (Northwick Park &amp; Charing Cross)</p> <p>Postgraduate Dean for Health Education North Central &amp; East London (The Royal London)</p> <p>Shared Service of London LETBs (Quality and Commissioning – Medical &amp; Dental).</p>
Charing Cross 1	Next scheduled reporting to the GMC	Provide an update to the GMC by 13 <sup>th</sup> December 2012 showing how it is addressing: the use of operating theatres as overflow intensive care units and the resulting delays to emergency surgery, and; The practice of anaesthetics trainees transferring complex patients from critical care to the radiology department without adequate handovers.	<p>An update was provided to the GMC on this issue on the 12<sup>th</sup> December 2012 via the Deanery.</p> <p>The GMC were advised that action had been taken to ensure that appropriate nursing cover was in place at all times, and that the Trust had taken action with regard to Handover.</p> <p>The Trust has advised that guidance was issued with regard to the management of Level 3 Patients requiring an ITU bed when one is not available. Despite this the Trust has advised that there has been an increase in the number of patients, and length of time these patients remain ventilated in theatre.</p>	<p>The Trust will continue to monitor the concerns identified during the GMC Visit and during the subsequent visit by Health Education North West London on the 16<sup>th</sup> and 18<sup>th</sup> April 2013.</p> <p>Health Education North West London will be monitoring this Trust closely and the additional action plan that has now been put in place.</p>	August 2013	<p>Postgraduate Dean Health Education North West London</p> <p>Shared Service of London LETBs (Quality and Commissioning – Medical &amp; Dental).</p>

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			<p>However, the Trust has confirmed that appropriate nursing support is available when this takes place.</p> <p>The Trust has implemented measures in order to remedy the concerns regarding the escort of patients being taken for scans from ITU. All patients are now escorted by a nurse along with a formal handover sheet.</p> <p>A visit to the Trust has taken place and additional actions were required of the Trust as a result of this visit.</p>			
Northwick Park 1	Next scheduled reporting to the GMC	The Trust must ensure that foundation doctors in general surgery have direct access to timely and appropriate supervision and support from senior colleagues at all times. This should include a review of foundation doctors' rotas.	<p>The Foundation School has been conducting monthly surveys of all foundation doctors at this Trust, any issues identified via the survey have been raised with the Trust formally by the Trust Liaison Dean and Foundation School Director.</p> <p>There remain some concerns at this Trust in General Surgery which are being managed in conjunction with the Trust and through existing quality management processes.</p> <p>The following details the actions from the LEP action plan that have now been fully implemented, and suitable evidence provided to show that this has taken place:</p> <ul style="list-style-type: none"> <li>On-call consultant to conduct twice daily ward rounds of emergency admissions and maintain regular contact with ward based foundation doctors</li> <li>Establish ward based middle-grade, released from other general surgical duties (except T&amp;O middle grade)</li> <li>Agree and circulate escalation policies</li> <li>Circulate requirements for clinical supervision</li> </ul> <p>There was deterioration in the results of the March Foundation Trainee Survey in relation to vascular surgery, which showed that Trainees had not always been able to receive immediate senior support when</p>	<p>The following action will continue to be taken by the Trust in order to remedy these concerns:</p> <ul style="list-style-type: none"> <li>Continue to conduct surveys of all foundation doctors.</li> <li>Monitor presence of middle-grade on wards.</li> <li>Audit trail of circulation of policies plus ongoing review.</li> <li>Audit trail of circulation of requirements for clinical supervision.</li> </ul> <p>Health Education North West London will continue to monitor the concerns at this Trust via current quality management processes and monthly surveys conducted of Foundation Doctors. The Trust Liaison Dean and Foundation School Director meet with the DME very frequently to monitor these issues, and this will continue for the foreseeable future.</p> <p>Further deterioration at this Trust will result in the suspension of training for Foundation Doctors in this specialty with immediate affect.</p> <p>From August 2013 four surgical Foundation Year 1 posts will be relocated from Surgery to posts that Collins compatible.</p>	August 2013	<p>Trust - Prof Robin Phillips Clinical Director - General Surgery</p> <p>Trust - Lawrence Freedman, Clinical Director Specialist Surgery</p> <p>Trust - Sean McCloy, Trust DGM</p> <p>Trust - Dr Roger Sharpe – Trust DME</p> <p>Postgraduate Dean Health Education North West London</p> <p>Foundation School Director – North West Thames Foundation School</p> <p>Shared Service of London LETBs (Quality and Commissioning – Medical &amp; Dental).</p>

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			required. This was investigated by the DME, Trust Liaison Dean and Foundation School Director. A paper to the Executive Team Meeting has been produced which highlights the risk of any further deterioration (patient safety and the subsequent suspension of training) requesting urgent additional resources to support the management of this issue.			
Northwick Park 2	Next scheduled reporting to the GMC	The Trust must ensure that foundation doctors are not asked to make decisions which are beyond their competence.	<p>The Foundation School has been conducting monthly surveys of all foundation doctors at this Trust, any issues identified via the survey have been raised with the Trust formally by the Trust Liaison Dean and Foundation School Director.</p> <p>The following details the actions from the LEP action plan that have now been fully implemented, and suitable evidence provided to show that this has taken place:</p> <ul style="list-style-type: none"> <li>Establish ward based middle-grade rota (freed from other duties) to supervise and support foundation doctors in decision making process.</li> <li>Review middle grade job plans to support this rota</li> <li>Establish single point of call (baton mobile phone) to improve lines of communication.</li> <li>Identify other sub-specialty middle-grades to provide cover with rotas linked to escalation plans</li> <li>Publication and circulation of baton contact number</li> </ul> <p>The Trust Liaison Dean for Health Education North West London has interviewed Trainees whom have reported that there is an improvement in this area following the action taken by the Trust.</p>	<p>The following action will continue to be taken by the Trust in order to remedy these concerns:</p> <ul style="list-style-type: none"> <li>Monitor against published rota</li> <li>Evidence with agreed job plans</li> <li>The Trust will continue to monitor the implementation of their plans and will advise Health Education North West London of any concerns via reports on their action plan.</li> </ul> <p>Health Education North West London will continue to monitor this requirement via Survey of Foundation Doctors, interviews with Trainees conducted by the Trust Liaison Dean and existing quality management processes that are in place, on a monthly basis.</p> <p>The Trust Liaison Dean and Foundation School Director meet with the DME very frequently to monitor these issues, and this will continue for the foreseeable future.</p>	August 2013	<p>Prof Robin Phillips, Trust Clinical Director - General Surgery</p> <p>Lawrence Freedman, Trust Clinical Director Specialist Surgery</p> <p>Sean McCloy, Trust DGM</p> <p>Postgraduate Dean Health Education North West London</p> <p>Shared Service of London LETBs (Quality and Commissioning – Medical &amp; Dental).</p>
Northwick Park 3	Next scheduled reporting to the GMC	The Trust must ensure that there is a robust handover of tasks to the night team in general surgery and that tasks handed over by trainees are completed.	The Foundation School has been conducting monthly surveys of all foundation doctors at this Trust, any issues identified via the survey have been raised with the Trust formally by the Trust Liaison Dean and	<p>The following action will continue to be taken by the Trust in order to remedy these concerns:</p> <ul style="list-style-type: none"> <li>Strengthen electronic handover</li> </ul>	July 2013	Sean McCloy (DGM)

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			<p>Foundation School Director.</p> <p>The following details the actions from the LEP action plan that have now been fully implemented, and suitable evidence provided to show that this has taken place:</p> <ul style="list-style-type: none"> <li>• Feasibility study in to the roll out of e-handover to all surgical take patients.</li> <li>• Plans to establish £10k funding to allow for this to happen and to allow for the purchase of software licence.</li> <li>• Immediate actions taken to improve the paper handover process with paper based task lists and increased site-practitioner presence at the intermediate 1800hrs handover.</li> <li>• Surveys of Trainees following the GMC visit show that tasks are being completed by the night team 100% of the time following the implementation of these immediate actions and that formal morning and evening handovers are occurring 67% of the time – a significant increase since the GMC visit.</li> </ul>	<p>by reviewing current IntPaCS/etrauma system to enable decision to roll out across all surgical take patients</p> <ul style="list-style-type: none"> <li>• Establish £10k funding to allow for the above to be rolled out.</li> <li>• Purchase software license to allow for rollout of electronic handover to all surgical take.</li> <li>• Continue to seek feedback from Trainees. The Trust will continue to monitor the implementation of their plans and will advise Health Education North West London of any concerns via reports on their action plan.</li> </ul> <p>Health Education North West London will continue to monitor this requirement via Survey of Foundation Doctors, interviews with Trainees conducted by the Trust Liaison Dean and existing quality management processes.</p>		
Royal London 1	Next scheduled reporting to the GMC	All foundation doctors must have rapid direct access to a senior colleague who can advise them in any clinical situation, including very busy periods in trauma and critical care outreach.	<p>The following details the actions from the LEP action plan that have now been fully implemented, and suitable evidence provided to show that this has taken place:</p> <ul style="list-style-type: none"> <li>• The surgical department has instituted several levels of support for all trainees including FY1s for escalation of the acutely unwell. Consultants are now free from elective duties on on-call days as per the guidelines of the Royal College of Surgeons Emergency Care Recommendations and are available to help manage the flow of these patients.</li> <li>• There is an active Critical Care Outreach Team (CCOT) who provides an interface between the wards, the Intensive Care Unit and High Dependency Unit.</li> </ul>	<p>The Trust is continuing to monitor this issue closely.</p> <p>Health Education North Central &amp; East London will continue to monitor this issue via existing quality management processes.</p> <p>This item has been marked as completed by the Trust, but will continue to be monitored. Health Education North Central &amp; East London will decide as to whether a recommendation to close this item should be made to the GMC following the results of the 2013 GMC National Trainee Survey.</p>	July 2013	<p>Trust College Tutor</p> <p>Trust Lead for Surgery</p> <p>Postgraduate Dean Health Education North Central &amp; East London</p> <p>Shared Service of London LETBs (Quality and Commissioning – Medical &amp; Dental).</p>

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			<ul style="list-style-type: none"> <li>The Trust has expanded the numbers of intensivists that are also available throughout the day. On weekends, they have instituted a separate senior clinical fellow to manage the ward referrals with the FY1 whilst a separate team run the on-call.</li> <li>In the surgery department the Trust have invested in an internal mobile phone system for use by the on-call staff including the consultant so that they can be reached at any time. This is over and above any bleep system or personal mobile phone.</li> </ul> <p>A recent visit to the Trust did not identify any concerns in this area and there were comments on how well supported they felt.</p>			
Royal London 2	Next scheduled reporting to the GMC	Handover must be consistent and organised to ensure continuity of care at the start and end of periods of day or night duties, particularly at weekends.	<p>The following details the actions from the LEP action plan that have now been fully implemented, and suitable evidence provided to show that this has taken place:</p> <ul style="list-style-type: none"> <li>The Trust has instituted a robust system of handover in the surgical department for all patients seen as vascular, general and trauma admissions. There is twice daily handover in a dedicated handover room with computer facilities and consultant supervision. This is in accordance to the Royal College of Surgeons Emergency Care Recommendations.</li> <li>The Trust now has an electronic database used to collate all information and to create handover lists so that they can be tracked. All specialists, including vascular, trauma and general surgery participate in this handover.</li> </ul>	<p>The Trust is continuing to monitor this issue closely.</p> <p>A recent visit to the Trust did not identify any concerns in this area. Health Education North Central &amp; East London will continue to monitor this issue via existing quality management processes.</p> <p>This item has been marked as completed by the Trust, but will continue to be monitored. Health Education North Central &amp; East London will decide as to whether a recommendation to close this item should be made to the GMC following the results of the 2013 GMC National Trainee Survey.</p>	July 2013	<p>Trust College Tutor</p> <p>Trust Lead for Surgery</p> <p>Postgraduate Dean Health Education North Central &amp; East London</p> <p>Shared Service of London LETBs (Quality and Commissioning – Medical &amp; Dental).</p>
Royal London 3	Next scheduled reporting to the GMC	The LEP should continue to work on improving telecommunications across the site.	<p>The below is an update on this issue:</p> <p>This issue relates to the new hospital building, which has good mobile phone</p>	The following action will continue to be taken by the Trust in order to remedy these concerns:	July 2013	<p>Trust Chief Operating Officer</p> <p>Postgraduate Dean Health Education North Central &amp;</p>

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			<p>coverage on all floors for the Trust's own mobile provider. This is a function of design on floors 5-17 and an innovative cell booster, specific to our own supplier, on floors 0-4. The Trust has advised that the cost of extending this to all suppliers (so that staff can use personal mobiles) is uneconomical.</p> <p>When the Trust moved into the new building they purchased 100 additional phones from their own network and provided them to on-call teams and to Accident &amp; Emergency.</p> <p>The Trust has advised that further phones are available on request as part of standard practice. However, the Trust have also reported that they have found that relying on mobile phones for an on call system creates issues about who has access to numbers. Therefore the Trust has also purchased a number of mobile landline handsets. They are role specific, only work in the building, and can be diverted in the manner of a desk phone. They can be dialled direct or via switchboard. They have been especially successful in communication between the Acute Admissions Unit and Accident &amp; Emergency.</p> <p>The Trust reported in December 2012 that there were cultural issues in relation to operating the bleep system in that the Trust's standard monthly bleep test was not always responded to by every employee. The Trust reported that this was being handled as part of discipline/performance procedures, likewise the same processes will be used for those senior staff who have decided (less than ten from two hundred) that they do not wish to hold a mobile handset and will delegate communication to their registrar.</p> <p>The Trust has one outstanding telecommunications issue, which is among those tracked by a weekly risk group chaired by the Deputy Chief Executive. The new switch does not contain an automated join</p>	<ul style="list-style-type: none"> <li>The Trust will continue to work on the known problems and investigate new problems as they arise.</li> <li>Stabilising and improving the telecommunications infrastructure will remain an important operational and strategic issue for the Trust.</li> <li>A longer term strategic approach is being considered to place all telecommunications infrastructure under a single provider.</li> <li>Communications are being put in place to inform all stakeholders as work progresses.</li> </ul> <p>Health Education North Central &amp; East London will continue to monitor this issue via existing quality management processes.</p> <p>The Trust Liaison Dean will be kept updated by the Trust as to how the above actions develop over the coming months.</p> <p>The above action plan will be reviewed following the 2013 GMC National Trainee Survey.</p>		<p>East London</p> <p>Shared Service of London LETBs (quality and Commissioning – Medical and Dental).</p>

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			function and so external callers seeking to speak to a bleep respondent cannot be directly and immediately connected. Siemens were due to introduce an upgrade to their product prior to installation in March, then again in April, July and December. Given the delays the Trust are actively considering changing supplier.			
<b>Deanery 2</b>	Next scheduled reporting to the GMC	The Deanery must monitor and support the LEPs to meet the requirements set out in the LEP reports for the following sites: <ul style="list-style-type: none"> <li>Northwick Park</li> <li>St Georges Hospital</li> <li>Croydon University Hospital</li> <li>The Royal London</li> </ul>	Action plans have been requested from each Trust in order to assess the Trust's plans for implementing the requirements of the GMC.  These action plans have now either been agreed by relevant Postgraduate Dean, or further alterations to the action plans have been asked for.  All LEPs have provided the action plan requested.	The Shared Service of the London LETBs will now monitor these action plans in conjunction with the relevant Postgraduate Dean in line with existing quality management processes.	August 2013	Postgraduate Dean for Health Education North Central & East London (The Royal London)  Postgraduate Dean for Health Education North West London (Northwick Park)  Postgraduate Dean for Health Education South London (St Georges Hospital and Croydon University Hospital)  Shared Service of London LETBs (Quality and Commissioning – Medical & Dental).
Northwick Park 4	Next scheduled reporting to the GMC	The Trust must ensure that the workloads for foundation doctors in general surgery are manageable and provide appropriate educational opportunities, including the opportunity to complete workplace based assessments.	The following details the actions from the LEP action plan that have now been fully implemented: <ul style="list-style-type: none"> <li>Two Foundation Posts have been moved from Central Middlesex Hospital to Northwick Park Hospital, in conjunction with the North West Thames Foundation School, in order to increase the pool of Surgical Foundation Year 1 trainees at this hospital from 13 to 15 in order to improve the workload of Foundation Doctors, and increase the educational opportunities of trainees.</li> <li>Weekly formalised teaching programmes are now in place – surveys of Trainees and interviews conducted by the Trust Liaison Dean have showed improvement in this</li> </ul>	The following action will continue to be taken by the Trust in order to remedy these concerns: <ul style="list-style-type: none"> <li>Continue to seek feedback from Trainees. The Trust will continue to monitor the implementation of their plans and will advise Health Education North West London of any concerns via reports on their action plan.</li> <li>Survey Foundation Year 1 Trainees with regard to the administrative tasks that they are carrying out, which have little or no educational value.</li> <li>Complete the recruitment processes for Surgical Pathway Coordinator Posts in order to</li> </ul>	July 2013	Sean McCloy – Trust DGM  Postgraduate Dean for Health Education North West London  Shared Service of London LETBs (Quality and Commissioning – Medical & Dental).

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			<p>area, with the opportunity for further alterations also.</p> <ul style="list-style-type: none"> <li>Evidence of Work Place Based Assessment being completed by consultants has been made available to the Deanery.</li> <li>All Educational and Clinical Supervisors have been reminded of their obligations and responsibilities to education and training during a cross-specialty meeting.</li> <li>The Trust has implemented a drive to increase the use of the London Professional Development Framework, and to ensure that all Educational and Clinical Supervisors are appraised.</li> <li>Business Plan for Surgical Pathway Coordinator Posts has been submitted to the Executive Team with support of the DME, Trust Liaison Dean and Foundation School Director.</li> </ul>	<p>move administration functions to a central administrative support and away from Foundation Doctors.</p> <p>Health Education North West London will continue to monitor this requirement via Survey of Foundation Doctors, interviews with Trainees conducted by the Trust Liaison Dean and existing quality management processes.</p>		
Northwick Park 5	Next scheduled reporting to the GMC	The Trust must ensure that foundation training posts are compliant with working time regulations.	<p>The following details the actions from the LEP action plan that have now been fully implemented:</p> <ul style="list-style-type: none"> <li>Two Foundation Posts have been moved from Central Middlesex Hospital to Northwick Park Hospital, in conjunction with the North West Thames Foundation School, in order to increase the pool of Surgical Foundation Year 1 trainees at this hospital from 13 to 15 in order to improve the workload of Foundation Doctors.</li> <li>Diary Card monitoring exercise was completed in order to assess the extent of this issue and to provide a baseline for improvement.</li> <li>The Trust has now reviewed and re-written the Surgical Foundation rota in order to ensure compliance with the working time regulations, this will be published shortly.</li> </ul>	<p>The following action will continue to be taken by the Trust in order to remedy these concerns:</p> <ul style="list-style-type: none"> <li>Continue to seek feedback from Trainees. The Trust will continue to monitor the implementation of their plans and will advise Health Education North West London of any concerns via reports on their action plan.</li> <li>Publish the new Surgical Foundation Rota.</li> <li>Repeat Diary Card monitoring Exercise to ensure compliance.</li> </ul> <p>Health Education North West London will continue to monitor this requirement via Survey of Foundation Doctors, interviews with Trainees conducted by the Trust Liaison Dean and existing quality management processes.</p>	July 2013	<p>Sean McCloy – Trust DGM</p> <p>Postgraduate Dean for Health Education North West London</p> <p>Shared Service of London LETBs (Quality and Commissioning – Medical &amp; Dental).</p>

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CUH 1	Next scheduled reporting to the GMC	Handover must be formalised and organised to ensure continuity of care at the start and end of periods of day or night duties every day of the week.	<p>The following details the actions from the LEP action plan that have now been fully implemented:</p> <ul style="list-style-type: none"> <li>The Trust has implemented a Hospital at Night Framework Business Plan. This framework represents the major piece of work the Medical Director is leading on, with support from the Health Education South London Trust Liaison Deans in order to ensure that there is a formal process in place to support formal handover and continuity of care.</li> <li>A specialist nurse has been recruited in order to support the implementation and management of this piece of work.</li> <li>Draft guidance for the Hospital at Night Framework has been provided to the Shared Services of the London LETBs as evidence.</li> </ul>	<p>The following action will continue to be taken by the Trust in order to remedy these concerns:</p> <ul style="list-style-type: none"> <li>The Trust intent to pilot the framework in mid-June with full implementation in line with the August 2013 rotation.</li> <li>The Medical Director continues to lead on this issue personally.</li> <li>The Trust will continue to monitor the implementation of their plans that already exist with regard to these issues and will advise Health Education South London of any concerns via reports on their action plan.</li> </ul> <p>Health Education South London will continue to monitor this requirement via updates from the Shared Service of the London LETBs, and the South East London Trust Liaison Dean.</p> <p>This action will be reviewed formally in August 2013.</p>	August 2013	<p>Trust Medical Director</p> <p>Postgraduate Dean Health Education South London</p> <p>South East London Trust Liaison Dean</p> <p>Shared Service of London LETBs (Quality and Commissioning – Medical &amp; Dental).</p>
CUH 2	Next scheduled reporting to the GMC	Trust and departmental induction must be improved to ensure that trainees understand all their duties (both during the day and as part of the hospital at night arrangements), their role in the inter-professional team and departmental policies wherever they work and train.	<p>The below is an update on the actions taken by the Trust thus far on this issue:</p> <ul style="list-style-type: none"> <li>The Director of Medical Education, Speciality College Tutors &amp; Medical Education Manager is actively working towards a robust departmental induction programme across all specialities.</li> <li>The Trust has advised that the most recent Local Faculty Group meeting it was highlighted that the paediatrics department has a very good programme for departmental induction. It has been agreed that this format will be shared across speciality and each department will be required to deliver a similar format.</li> <li>Those specialties rotating in April will be required to send their</li> </ul>	<p>The following action will continue to be taken by the Trust in order to remedy these concerns:</p> <ul style="list-style-type: none"> <li>The Trust will continue to monitor the implementation of their plans that already exist with regard to these issues and will advise Health Education South London of any concerns via reports on their action plan.</li> <li>Attendance registers showing attendees at Trust and Departmental Induction will be sent to and monitored by the Postgraduate Medical Education Centre.</li> <li>Departments that fail to present the relevant monitoring data will be reminded of the importance of induction and the importance</li> </ul>	August 2013	<p>Trust Director of Medical Education</p> <p>Trust Medical Education Manager</p> <p>Postgraduate Dean Health Education South London</p> <p>South East London Trust Liaison Dean</p> <p>Shared Service of London LETBs (Quality and Commissioning – Medical &amp; Dental).</p>

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			Departmental Induction Programme to the Postgraduate Medical Education Centre for sign off.	<p>of audit trail. Departments will then be required to ensure that induction is delivered to all trainees.</p> <p>Health Education South London will continue to monitor this requirement via updates from the Shared Service of the London LETBs, and the South East London Trust Liaison Dean.</p> <p>This action will be reviewed formally in August 2013.</p>		
St.GH 1	Next scheduled reporting to the GMC	Steps must be taken to ensure that hospital at night and 24/7 cover provide a safe service for patients.	There are currently weekly 24/7 meetings that are chaired by the Medical Director in order to monitor and check on progress of specialities in meeting this requirement set by the GMC.	<p>The following action will continue to be taken by the Trust in order to remedy these concerns:</p> <ul style="list-style-type: none"> <li>• The Trust will continue to monitor the implementation of their plans that already exist with regard to these issues and will advise Health Education South London of any concerns via reports on their action plan.</li> <li>• The Medical Director will manage any concerns with regards to 24/7 cover through the weekly meetings.</li> <li>• Updated reports will be provided to the Shared Services of the London LETBs in order to ensure progress and concerns with regards to out of hours cover arrangements are communicated and monitored.</li> </ul> <p>Health Education South London will continue to monitor this requirement via updates from the Shared Service of the London LETBs, and the South West London Trust Liaison Dean.</p> <p>This action will be reviewed formally in August 2013.</p>	August 2013	<p>Trust DME - Dr CWJ Gass Trust – D N Walters Trust – Ms E Barret</p> <p>Postgraduate Dean Health Education South London</p> <p>Shared Service of London LETBs (Quality and Commissioning – Medical &amp; Dental).</p>
St.GH 2	Next scheduled reporting to the GMC	Rotas for foundation year 1 doctors must be reviewed to ensure workloads are	The Trust has been asked, and has provided an action plan with regard to this issue.	The following action will continue to be taken by the Trust in order to remedy	May 2013	Trust DME - Dr CWJ Gass Trust – D N Walters

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		manageable.		<p>these concerns:</p> <ul style="list-style-type: none"> <li>The Trust will continue to monitor the implementation of their plans that already exist with regard to these issues and will advise Health Education South London of any concerns via reports on their action plan.</li> <li>All rotas to be reviewed by DME and Foundation Training Programme Director in conjunction with senior medical staffing input.</li> <li>Following rota review, where changes have been made these will be submitted to the Shared Service of the London LETBs to show suitable action has been taken with regard to this concern.</li> </ul> <p>Health Education South London will continue to monitor this requirement via updates from the Shared Service of the London LETBs, and the South West London Trust Liaison Dean.</p> <p>This action will be reviewed formally in May 2013.</p>		<p>Trust – Ms E Barret</p> <p>Postgraduate Dean Health Education South London</p> <p>Shared Service of London LETBs (Quality and Commissioning – Medical &amp; Dental).</p>
St.GH 4	Next scheduled reporting to the GMC	All foundation doctors and trainees, including those starting out of sync, must receive a focused and relevant departmental induction before starting work.	The Trust has been asked, and has provided an action plan with regard to this issue.	<p>The following action will continue to be taken by the Trust in order to remedy these concerns:</p> <ul style="list-style-type: none"> <li>The Trust will continue to monitor the implementation of their plans that already exist with regard to these issues and will advise Health Education South London of any concerns via reports on their action plan.</li> <li>Trainee Representatives in all specialties will be asked for their views on what they feel they are not being told on joining their department. This information will then be incorporated into a "Junior</li> </ul>	August 2013	<p>Trust - Ms M Aitken Trust - Ms S Leeder Trust - Ms C Low</p> <p>Postgraduate Dean Health Education South London</p> <p>Shared Service of London LETBs (Quality and Commissioning – Medical &amp; Dental).</p>

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				<p>Doctor Local Induction Checklist" which will be given to them on joining the Trust - either at medical induction or by post before their arrival. The checklist will include information about who can provide them with the information they require, and how they might be contacted.</p> <ul style="list-style-type: none"> <li>• Trainees who miss medical induction because they start out of sync will be provided with an induction pack outlining how they get their ID badges, smartcards, IT passwords and OH clearance.</li> <li>• The Trust will advise junior doctors that it is their responsibility to ensure that they get their local induction check list signed off by the relevant individuals. They will have details of who to contact if they cannot get their forms signed off.</li> <li>• Once completed the form will be returned to the Postgraduate Medical Education Centre. There will be sanctions placed on junior doctors who do not return their forms e.g. no access to study leave, not being signed off at ARCP etc.</li> </ul> <p>Health Education South London will continue to monitor this requirement via updates from the Shared Service of the London LETBs, and the South West London Trust Liaison Dean.</p> <p>This action will be reviewed formally at the end of August 2013.</p>		
<b>Deanery 3</b>	October 2013	The Deanery must closely monitor all aspects of training delivery during the transition to LETBs, and maintain its approach to shared services to ensure continuity and	Postgraduate Deans have been appointed for all three LETBs with the specific responsibility for the delivery and quality of postgraduate medical education and training. Each sits within their LETB	A joint deans/shared service operational group is being established which will meet monthly to ensure that operational issues in relation to training delivery and quality management can	May 2013	Postgraduate Deans for Health Education North Central & East, North West and South London

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		appropriate transfer of all responsibilities, accountabilities, processes and resources.	<p>structures but between them will adopt oversight of specific areas of shared service functionality (e.g. UK Borders issues, revalidation, academic training etc.) as well as nominated line management of a group of heads of schools.</p> <p>Shared service structures have been agreed and consolidated under a single management structure headed up by an Interim Chief Operating Officer (John Pope).</p> <p>A joint LETB Executive Group (LEG) meets monthly with senior managers from the Shared Service of the London LETBs to consider issues of pan-London concern and interfaces and the future sculpting of the (multi-professional) shared service. A joint Directors of Education and Quality and Postgraduate Deans meeting occurs fortnightly, and although the intention is that this will become a more strategic groups, it has had a specific remit around assuring oversight of transition issues as they affect postgraduate medical and dental education.</p> <p>A clear and transparent process of commissioning the remainder of secondary care specialties has been agreed and is due to complete by end of July 2013. This will result in all training programmes being run</p>	<p>be addressed effectively.</p> <p>Two advisory (non-executive) groups will continue to highlight, escalate and monitor issues as they arise in transition; a monthly Heads of School Forum and a Strategic Partnership Forum of London's lead providers. Both will include senior shared service managers in the membership.</p> <p>The role and remit of the heads of school, school boards and pan-London specialty fora are in the process of being finalised with the aim to achieve an agreement on the longer term future of the heads through the LEG.</p> <p>The first of a series of meetings to clarify the relationship of the quality and commissioning team within the shared service to postgraduate deans, lead providers and LETB quality committees is to take place on 17<sup>th</sup> April. It is envisaged that business will continue very much 'as usual' but with quality management processes enacted through a single shared service but with three-way reporting.</p> <p>A large scale piece of work has yet to be initiated around the future branding, identity of shared service functions particularly in relation to the 'London Deanery' brand. This has been</p>	<p>May 2013</p> <p>May 2013</p> <p>May 2013</p> <p>October 2013</p>	<p>Postgraduate Deans for Health Education North Central &amp; East, North West and South London</p> <p>Directors of Education and Quality / Postgraduate Deans for Health Education North Central &amp; East, North West and South London</p> <p>Shared Service of London LETBs (Director of Quality and Commissioning – Medical &amp; Dental) and Directors of Education and Quality / Postgraduate Deans for Health Education North Central &amp; East, North West and South London</p> <p>LETB Executive Group</p>

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			<p>under the auspices of one of the postgraduate deans (except for general practice).</p> <p>Despite the three LETB structure, in terms of recruitment a single unit of application (UoA) for London has been agreed with the department of health. Inter-deanery transfers will therefore align with the pan-London unit of application.</p> <p>The governance of Foundation schools has been realigned so that the north London foundation school directors now report directly to the relevant postgraduate dean.</p> <p>Risk registers are maintained by the shared service and escalated to the LEG and to the individual LETB Boards.</p> <p>Transition to three responsible officers for London trainees has been managed seamlessly and a clear operating model for the management of trainees in difficulty has also been agreed between the three deans and the shared service.</p> <p>A communications strategy for the educational network has been agreed and is now in place. Three bulletins have already been sent, a web presence and enquiries email address established.</p>	awaiting HEE and therefore LETB brand guidelines which were published at the end of March 2013. LETB Managing Directors have indicated that they will wish to direct this piece of work.		
<b>Deanery 4</b>	Next scheduled reporting to the GMC	The Deanery must ensure that ARCPs are delivered consistently and fairly, both within and across schools.	<p>A review has taken place of internal ARCP outcome data that failed to identify any variation across London regions, or discrepancies with other areas of the UK in relation to ARCP outcomes 3 or 4.</p> <p>500 panel members have attended face-to-face training in relation to the enhanced ARCP in the previous three months with a further 300 panellists booked for future sessions. All panellists are required to be trained in relation to the ARCP itself, revalidation and equality and diversity.</p> <p>Video-based e-learning module for panellists</p>	<p>Review and update of comprehensive structured 'ARCP Handbook' for operations staff.</p> <p>Postgraduate Deans will work with the HoS whom they line manage to identify and develop an action plan to address issues that are 'unfair' or 'inconsistent'.</p> <p>Increased clarity around recording of</p>	<p>June 2013</p> <p>June 2013</p> <p>September 2013</p>	<p>Shared Service of London LETBs (Head of Operations – Medical &amp; Dental)</p> <p>Postgraduate Deans for Health Education North Central &amp; East, North West and South London</p> <p>Shared Service of London</p>

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			<p>updated and released March 2013.</p> <p>Two training sessions for lay chairs (50 attendees) have been run since the GMC quality assurance visit.</p> <p>A checklist and RAG rating system for lay reviewers is in place to provide feedback on ARCPs. All 'red' rated encounters are escalated to the Head of School and action taken.</p> <p>An ARCP Transformation Board has been established to develop new IT systems to support the logistics of the ARCP and revalidation process including employers exit reporting.</p> <p>Ongoing dialogue with GMC about acceptable variation in workplace-based assessment requirements.</p> <p>A comprehensive pilot data summary relating to the quality of core medical training has been produced for lead providers. Further reports relating to other bundles of training programmes are planned.</p> <p>All schools have been directed to review their processes in relation to mid-year/interim education reviews and have been given a directive that such episodes must not be called an ARCP.</p>	<p>interim educational reviews will be sought through GMC data handling processes.</p> <p>Frequency of ARCPs in core medicine to be changed to 'annual' (from three in two years) from August 2013.</p> <p>Further clarification in internal documentation for trainees, trainers and staff about the place and function of interim/mid-year educational reviews following review of processes by each School.</p> <p>The submission of an academic supervisors' report to an ARCP panel for a training on an integrated academic training programme has been made a performance indicator for lead providers and will be monitored, and acted upon if necessary, annually.</p> <p>Audit contribution of Royal Colleges to quality assurance of ARCP processes across schools</p> <p>Review of 2013 national comparative ARCP data in dedicated Heads of School forum meeting with subsequent action and investigation as required.</p>	<p>August 2013</p> <p>September 2013</p> <p>October 2013</p> <p>September 2013</p> <p>October 2013</p>	<p>LETBs (Head of Operations – Medical &amp; Dental)</p> <p>Head of School for Medical Specialties</p> <p>Shared Service of London LETBs (Head of Operations – Medical &amp; Dental) and respective Heads of School for Medical Specialties</p> <p>Shared Service of London LETBs (Quality and Commissioning – Medical &amp; Dental)</p> <p>Shared Service of London LETBs (Head of Operations – Medical &amp; Dental)</p> <p>Shared Service of London LETBs (Head of Operations – Medical &amp; Dental)</p>

## Recommendations

Report Ref	Due Date	Description	Action taken by Deanery / LEP to date	Further action planned by the Deanery / LEP	Timeline for action (month/ year)	Deanery / LEP lead
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<b>Deanery 1</b>	Next scheduled reporting to the GMC	The Deanery should continue to monitor and support the LEPs to implement the recommendations set out in the reports for each of the ten LEPs visited.	All LEPs have been asked to consider the recommendations stated by the GMC, providing details of their initial intentions with regard to these recommendations.	The Shared Service of the London LETBs will continue to work with LEPs regarding the recommendations made by the GMC. LEPs will be supported to implement these recommendations as is required, noting that they are recommendations and not requirements.  The respective Trust Liaison Deans will work with DMEs in order to explore the value of implementing these recommendations and encouraging them to do so.	Progress on implementation will be formally reviewed in August 2013.	Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)
Northwick Park 1	Next scheduled reporting to the GMC	The Trust should continue efforts to incorporate and recognise educational responsibilities in job plans so that supervisors have adequate time for education and training.	This Trust has provided details on how they intend to engage with the recommendation made by the GMC.  The respective Trust Liaison Dean has been supporting the development of an action plan to support implementation.	The Trust have advised that they will take the following action with regard to this recommendation: <ul style="list-style-type: none"> <li>Incorporation of guidance on recognition of Educational Professional activities in the Trust's 2013 job-planning guidance for Clinical Directors.</li> <li>Postgraduate department to agree list of Educational Supervisors and EPA allocation with HR.</li> <li>Clinical Directors to agree individual job plans defining EPA1.</li> <li>Review of all Job Plans.</li> </ul> The Trust Liaison Dean for North West London will work with Trust on this matter, and will ensure that Health Education North West London are updated on this recommendation as it progresses further.	May 2013	Trust - Prof. Rory Shaw – Medical Director  Trust - Dr Roger Sharpe – DME  Trust - Clinical Directors  Trust Liaison Dean for North West London  Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)
Northwick Park 2	Next scheduled reporting to the GMC	The Trust should review the educational opportunities for foundation doctors in the cardiology unit to ensure that the post provides educational value.	This Trust has provided details on how they intend to engage with the recommendation made by the GMC. The Trust has advised that this recommendation has been reviewed with trainees at the Local Faculty Group meeting and agreement to implement weekly timetabled teaching for Cardiology Foundation Year 1 Doctors was agreed.  The respective Trust Liaison Dean has been supporting the development of an action plan	The Trust have advised that they will take the following action with regard to this recommendation: <ul style="list-style-type: none"> <li>Publish teaching timetable</li> <li>Re-evaluate teaching / educational opportunity</li> </ul> The Trust Liaison Dean for North West London will work with Trust on this matter, and will ensure that Health	May 2013	Trust - Dr Hugh Bethel - Educational Lead – Cardiology  Trust Liaison Dean for North West London  Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)

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			to support implementation.	Education North West London are updated on this recommendation as it progresses further.		
Charing Cross 1	Next scheduled reporting to the GMC	Ensure education is represented at all CPGs within the trust, that all CPGs allocate adequate time in job plans for education, and that clinicians are aware of and engaged with educational issues	In relation to this recommendation the Trust have advised that: <ul style="list-style-type: none"> <li>It is Trust policy that educational activity should be recognised in job plans.</li> <li>In the 2013 job planning round it is anticipated that data in relation to this will be of a suitable quality to report upon.</li> <li>Education is represented at all CPGs by a CPG Head of Education who sits on the CPG board.</li> <li>The Director of Education for the Trust has recently written to all Heads of Education to re-emphasise their role, and to give notice that these jobs are going to be re-advertised.</li> </ul>	The Trust have advised that they will take the following action with regard to this recommendation: <ul style="list-style-type: none"> <li>Heads of Education within CPGs will be re-advertised.</li> </ul> The Trust Liaison Dean for North West London will work with the Trust on this matter, and will ensure that Health Education North West London are updated on this recommendation as it progresses further.	August 2013	Trust – Director of Education  Trust Liaison Dean for North West London  Shared Service of London LETBs (Quality and Commissioning – Medical and Dental).
KCH 1	Next scheduled reporting to the GMC	The Trust should review the KCH site facilities management plan to ensure all education facilities are fit for purpose, and adequate educational capacity is in place to accommodate the practical experiences required by the curriculum.	In relation to this recommendation the Trust have advised that: <ul style="list-style-type: none"> <li>An in-principle agreement has been reached between the Medical School and the Trust to convert the Gym in the Education Centre to a multi-storey skills and simulation training facility.</li> <li>The business case for this is being developed on the back of a detailed feasibility study; this will ensure the facilities for the Postgraduate Trainees can be optimised.</li> </ul>	The Trust Liaison Dean for South East London will work with Trust on this matter, and will ensure that Health Education South London is updated on this recommendation as it progresses further.	June 2014	Trust – Dr Tj Lasoye – DME  Trust Liaison Dean for South East London  Shared Service of London LETBs (Quality and Commissioning – Medical and Dental).
KCH 2	Next scheduled reporting to the GMC	The Trust should ensure that all employees involved in medical education and training have adequate time for teaching and training identified in their job plans.	In relation to this recommendation the Trust have advised that: <ul style="list-style-type: none"> <li>The Trust Board has signed off a job planning policy which stipulates a minimum time for teaching in every consultant's job plan.</li> <li>Those with additional teaching or/and programme management responsibilities will also have appropriate amount of time allocated for such roles in their job plan.</li> </ul>	The Trust have advised that they will take the following action with regard to this recommendation: <ul style="list-style-type: none"> <li>Compliance will be monitored through trainers' appraisal and job plan reviews.</li> </ul> The Trust Liaison Dean for South East London will work with Trust on this matter, and will ensure that Health Education South London is updated on	January 2014	Trust – Dr Tj Lasoye – DME  Trust Liaison Dean for South East London  Shared Service of London LETBs (Quality and Commissioning – Medical and Dental).

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				this recommendation as it progresses further.		
KCH 3	Next scheduled reporting to the GMC	The Trust should continue to support and resource those employees with education responsibilities. We recommend that the Trust implements standardised job plans for employees with education responsibilities; implements appropriate and timely education appraisals processes; and develops robust selection criteria to ensure continued standards of teaching and training.	In relation to this recommendation the Trust have advised that: <ul style="list-style-type: none"> <li>The Trust Board has signed off a job planning policy which stipulates a minimum time for teaching in every consultant's job plan.</li> <li>Those with additional teaching or/and programme management responsibilities will also have appropriate amount of time allocated for such roles in their job plan.</li> </ul>	The Trust have advised that they will take the following action with regard to this recommendation: <ul style="list-style-type: none"> <li>Compliance will be monitored through trainers' appraisal and job plan reviews.</li> </ul> <p>The Trust Liaison Dean for South East London will work with Trust on this matter, and will ensure that Health Education South London is updated on this recommendation as it progresses further. In addition to this the Trust Liaison Dean will work with the Trust in order to support them to explore the other areas of this recommendation that relate to more robust support and governance structures to support education and training at the Trust.</p>	August 2013	Trust – Dr Tj Lasoye – DME  Trust Liaison Dean for South East London  Shared Service of London LETBs (Quality and Commissioning – Medical and Dental).
KCH 5	Next scheduled reporting to the GMC	The Trust should improve the interface between training and support services, specifically phlebotomy and porter services, to ensure that trainees are fully supported to do their jobs properly.	In relation to this recommendation the Trust have advised that: <ul style="list-style-type: none"> <li>This issue is regularly discussed and managed at the bi-monthly Local Task Force meetings which have Trainee Representation.</li> <li>Those responsible at a Divisional level have given their assurance that any gaps in cover will be appropriately filled as a matter of priority.</li> </ul>	The Trust have advised that they will take the following action with regard to this recommendation: <ul style="list-style-type: none"> <li>This will continue to be discussed at bi-monthly Local Task Force meetings which have Trainee Representation.</li> </ul> <p>The Trust Liaison Dean for South East London will work with Trust on this matter, and will ensure that Health Education South London is updated on this recommendation as it progresses further.</p>	January 2014	Trust – Dr Tj Lasoye – DME  Trust Liaison Dean for South East London  Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)
KCH 6	Next scheduled reporting to the GMC	The Trust should improve the education culture within the radiology department so that all trainees feel supported in their interactions with radiology.	In relation to this recommendation the Trust have advised that: <ul style="list-style-type: none"> <li>This has been discussed with the leadership of Radiology and the possible reasons for this reporting have been highlighted.</li> <li>All Radiology staff have been made aware of this perception.</li> </ul>	The Trust have advised that they will take the following action with regard to this recommendation: <ul style="list-style-type: none"> <li>This will continue to be discussed at bi-monthly Local Task Force meetings and Trust wide Faculty Meetings, which</li> </ul>	January 2014	Trust – Dr Tj Lasoye – DME  Trust Liaison Dean for South East London  Shared Service of London LETBs (Quality and Commissioning – Medical

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			<ul style="list-style-type: none"> <li>This is a regular item on the Local Task Force agenda which has Trainee Representation.</li> <li>This issue is also discussed with Trainee Representatives at the Trust wide Faculty Meeting.</li> </ul>	<p>have Trainee Representation.</p> <ul style="list-style-type: none"> <li>The views of Trainees will continue to be sought through faculty meetings and Feedback Forum to ensure that the desired improvement is achieved as a matter of priority.</li> </ul> <p>The Trust Liaison Dean for South East London will work with Trust on this matter, and will ensure that Health Education South London is updated on this recommendation as it progresses further.</p>		and Dental)
QEH 1	Next scheduled reporting to the GMC	The Trust should review the effectiveness of its quality control and reporting systems to ensure education and training programmes are monitored, reviewed and evaluated in a systematic way; and to ensure that concerns or risks to the quality of medical education are identified and managed quickly and effectively.	<p>In relation to this recommendation the Trust have advised that:</p> <ul style="list-style-type: none"> <li>The Trust has undertaken an internal trainee survey based on the GMC National Trainee Survey in February 2013. Results of the survey were reported at the Medical Education Committee on the 28<sup>th</sup> February 2013, and will be sent out with the minutes to all Training Programme Directors.</li> <li>The Princess Royal University Hospital site is trialling informal meetings with Trainees Representatives. These meetings involve the Lead for Education Commissioning Contracting and Business, Centre Co-ordinator, and the relevant administrator. There is a set agenda and the meetings cover HR issues, rotas, as well as anything else that the Trainees wish to discuss. The meetings are minuted and issues raised discussed with the relevant Training Programme Director. The Trust has reported that thus far there have been 2 meetings with regard to Core Medical Training and 1 in relation to Foundation Training.</li> </ul>	<p>The Trust have advised that they will take the following action with regard to this recommendation:</p> <ul style="list-style-type: none"> <li>This recommendation will be measured and monitored through the Medical Education Committee/Local Faculty Groups and Risk and Governance Group as minutes from the Medical Education Committee are escalated to the Trusts Risk and Governance Group.</li> <li>The internal survey of Trainees will be repeated in May 2013.</li> </ul> <p>The Trust Liaison Dean for South East London will work with Trust on this matter, and will ensure that Health Education South London is updated on this recommendation as it progresses further. In addition to this the Trust Liaison Dean will continue to work closely with this Trust, during transition, in order to ensure that the quality of education and training are maintained and improved regardless of service reconfiguration.</p>	August 2013	<p>Trust - Dr Gerald Coakley – DME</p> <p>Trust - Ms Dawn Urquhart</p> <p>Trust Liaison Dean for South East London</p> <p>Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)</p>
QEH 2	Next scheduled reporting to the	The Trust should continue to ensure that all trainers and	In relation to this recommendation the Trust have advised that:	The Trust have advised that they will take the following action with regard to	December 2013	Trust - Dr Gerald Coakley – DME

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	GMC	supervisors involved in medical education and training have adequate time for teaching and training identified in their job plans.	<ul style="list-style-type: none"> <li>The 2013 Job Planning round from the new Medical Director includes an agreement that Educational Supervisors should be recognised in job plans with 0.25 SPA per trainee, up to a maximum of 1PA.</li> </ul>	<p>this recommendation:</p> <ul style="list-style-type: none"> <li>Feedback will be sought from education faculty at the end of this year's job planning round on whether they have the time in their job plans that they should have.</li> </ul> <p>The Trust Liaison Dean for South East London will work with Trust on this matter, and will ensure that Health Education South London is updated on this recommendation as it progresses further.</p>		<p>Trust - Ms Dawn Urquhart</p> <p>Trust – Ms Maxine Owen</p> <p>Trust Liaison Dean for South East London</p> <p>Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)</p>
QEH 3	Next scheduled reporting to the GMC	The Trust should continue to support and resource trainers and supervisors with education responsibilities. We recommend that the Trust implements standardised job plans for employees with education responsibilities; implements appropriate and timely education appraisals processes; and develops robust selection criteria to ensure continued standards of teaching and training.	<p>In relation to this recommendation the Trust have advised that:</p> <ul style="list-style-type: none"> <li>Educational Appraisals are currently being completed and these are expected to be completed by the end of 2013.</li> <li>The Trust has robust selection criteria for the appointment of DMEs, TPDs and College Tutors. The Trust also note that it must be recognised that many of these posts attract 1 or even 0 applicants, so their ability to enhance standards is challenged in some departments and sites due to an interest or desire to carry out educational role.</li> <li>The Trust keeps a record of all Educational Supervisors and their appraisal status.</li> </ul>	<p>The Trust have advised that they will take the following action with regard to this recommendation:</p> <ul style="list-style-type: none"> <li>Feedback will be sought from education faculty at the end of this year's job planning round on whether they have the time in their job plans that they should have.</li> </ul> <p>The Trust Liaison Dean for South East London will work with the Trust on this matter, and will ensure that Health Education South London is updated on this recommendation as it progresses further. In addition to this the Trust Liaison Dean will work with the Trust in order to support them to explore the other areas of this recommendation that relate to more robust support and governance structures to support education and training at the Trust.</p>	December 2013	<p>Trust - Dr Gerald Coakley – DME</p> <p>Trust - Dr Chris Palin – Medical Director</p> <p>Trust Liaison Dean for South East London</p> <p>Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)</p>
QEH 4	Next scheduled reporting to the GMC	The Trust should ensure stronger links between service planning and training design when configuring services to ensure trainee working patterns - particularly in surgical specialties, are appropriate for learning, add educational	<p>In relation to this recommendation the Trust have advised that:</p> <ul style="list-style-type: none"> <li>It has been a major challenge to get surgical consultants involved in educational leadership, not least because reconfiguration has a more significant impact on their working lives than many other specialties.</li> </ul>	<p>The Trust have advised that they will take the following action with regard to this recommendation:</p> <ul style="list-style-type: none"> <li>The Trust is going through significant service reconfiguration, which will result in the existing Trust being split</li> </ul>	The Trust Special Administrator programme runs until 2017.	<p>Trust - Dr Gerald Coakley – DME</p> <p>Trust - Dr Chris Palin – Medical Director</p> <p>Trust Liaison Dean for South East London</p>

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		value and are appropriately supervised.	<ul style="list-style-type: none"> <li>The Trust has advised that this is one of the areas that typically have none or few applicants for educational leadership roles, unlike many other departments.</li> <li>This will be something that will become harder to do whilst the current reconfiguration continues.</li> </ul>	<p>and responsibility for service delivery transferring to receiving organisations that already provide acute services in London. As a result of this the DME will liaise with the receiving DMEs and the LETB to ensure that there is a focus on considering service redesign and education in tandem.</p> <p>Health Education South London has a dedicated Project Manager oversee the complex educational changes that will be required in South East London as a result of the reconfiguration taking place over the next three years. Health Education South London, as Commissioner, will lead the redesign of education and training opportunities in South London as a result of this service reconfiguration. The GMC have been kept updated thus far and Shared Service of the London LETBs will continue to update the GMC on this matter. Updates will be provided to the GMC every 4 months.</p> <p>The Trust Liaison Dean for South East London is working closely with the Trust on this matter, and is supporting the collection of trainee views on the current quality of education and training, as well as the future.</p>		<p>Directors of Education and Quality – Health Education South London.</p> <p>Postgraduate Dean – Health Education South London</p> <p>Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)</p>
Whipps 1	Next scheduled reporting to the GMC	The LEP should work with the School and the Deanery to ensure students, clinical teachers and foundation doctors understand the purpose and organisation of student assistantships and that they are informed of policy updates relevant to them, eg the London Deanery 'Doctors in Difficulty' policy.	<p>In relation to this recommendation the Trust have advised that:</p> <ul style="list-style-type: none"> <li>The Trust has already switched all verbal and email conversations about the 'final year student placements' to final year student 'assistantships'.</li> <li>Dr Adam Feather gave a presentation on the assistantships at our grand round.</li> <li>Support available for doctors in training is discussed by DME at induction.</li> <li>The actual deanery document</li> </ul>	The Trust will monitor this recommendation internally, and Health Education North Central and East London will monitor via existing quality management processes.	May 2013	<p>Trust - Dr Liz Carty – DME</p> <p>Postgraduate Dean Health Education North East and Central London</p> <p>Trust Liaison Dean North East and Central London</p> <p>Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)</p>

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			'Doctors in difficulty' will be referred to by the DME at future inductions.			
Whipps 3	Next scheduled reporting to the GMC	Handover should be formalised and monitored to ensure continuity of care.	In relation to this recommendation the Trust have advised that: <ul style="list-style-type: none"> <li>The GMC noted concerns in Urology &amp; Orthopaedics - Dr Abir Bhattacharya will initiate discussions to identify current handover processes.</li> </ul>	The Trust have advised that they will take the following action with regard to this recommendation: <ul style="list-style-type: none"> <li>A report on current processes will be submitted to the Whipps Cross Education Committee by August 2013 with a view to making improvements to this process.</li> </ul> <p>The Trust Liaison Dean for North Central and East London will work with Trust on this matter, and will ensure that Health Education North East and Central London are updated on this recommendation as it progresses further.</p>	August 2013	Trust - Dr Bhattacharya  Postgraduate Dean Health Education North East and Central London  Trust Liaison Dean North East and Central London  Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)
Royal London 1	Next scheduled reporting to the GMC	The LEP should review the space and facilities available for educational delivery across the site to ensure they are fit for purpose and adequate to support the learning needs of students and trainees.	In relation to this recommendation the Trust have advised that: <ul style="list-style-type: none"> <li>A brand new education centre is under construction with a scheduled date for completion by May 2014. Simulation and other teaching activities will be accommodated in this centre.</li> </ul>	The Trust Liaison Dean for North Central and East London will work with Trust on this matter, and will ensure that Health Education North East and Central London are updated on this recommendation as it progresses further.	May 2014	Trust – Medical Director  Postgraduate Dean Health Education North East and Central London  Trust Liaison Dean North East and Central London  Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)
Royal London 2	Next scheduled reporting to the GMC	The LEP should work with the School to ensure students, clinical teachers and foundation doctors understand the purpose and organisation of student assistantships and are informed of updates relevant to them, eg the London Deanery 'Doctors in Difficulty' policy.	In relation to this recommendation the Trust have advised that: <ul style="list-style-type: none"> <li>The DME and Associate Dean for undergraduate studies work closely with the Schools to run a rolling programme of updates for all students, teachers and foundation doctors.</li> </ul>	The Trust Liaison Dean for North Central and East London will work with the Trust on this matter, and will ensure that Health Education North East and Central London are updated on this recommendation as it progresses further.  In addition to this the specific areas noted by the GMC in regard to this recommendation will be reviewed by	December 2013	Trust - Dr Raj Thuraisingham – DME  Postgraduate Dean Health Education North East and Central London  Trust Liaison Dean North East and Central London  Shared Service of London LETBs (Quality and

Report Ref	Due Date	Description	Action taken by Deanery / LEP to date	Further action planned by the Deanery / LEP	Timeline for action (month/ year)	Deanery / LEP lead
				Health Education North Central and East London at the next Quality Visit to this Trust.		Commissioning – Medical and Dental)
CUH 1	Next scheduled reporting to the GMC	Shadowing period for F1 doctors should allow for sufficient time with the outgoing F1 in order to learn more about the job.	This Trust has provided details on how they intend to engage with the recommendation made by the GMC.	<p>The Trust have advised that they will take the following action with regard to this recommendation:</p> <ul style="list-style-type: none"> <li>The DME will ensure that when the induction programme is prepared the Foundation Year 1 Doctors each Trainee will be given quality time to shadow (a maximum of 3 full days) as per GMC requirements.</li> <li>This will be monitored by Induction Programme Evaluation Forms.</li> </ul> <p>The Foundation School Director for South Thames will work with the Trust on this matter, and will ensure that Health Education South London are updated on this recommendation as it progresses further.</p>	August 2013	<p>Trust – DME Trust – Medical Education Manager</p> <p>Postgraduate Dean Health Education South London</p> <p>Foundation School Director South London</p> <p>Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)</p>
CUH 4	Next scheduled reporting to the GMC	CUH should ensure that job planning is responsive to the needs of its educational partners to ensure that deanery requirements and minimal standards of clinical placements of SGUL are met.	<p>In relation to this recommendation the Trust have advised that:</p> <ul style="list-style-type: none"> <li>The Trust has a job planning tool that is utilised for all consultant job plans. However they note that it appears that the tool is not utilised effectively.</li> <li>The Trust is in the process of reviewing consultant job plans across directorates and re-enforcing the importance of the exercise to ensure that quality time for education is allocated to educational supervisors in line with deanery requirements.</li> </ul>	<p>The Trust have advised that they will take the following action with regard to this recommendation:</p> <ul style="list-style-type: none"> <li>The Trust will monitor this issue via the annual Appraisal and Medical Revalidation processes.</li> </ul> <p>The Trust Liaison Dean for South East London will work with the Trust on this matter, and will ensure that Health Education South London is updated on this recommendation as it progresses further.</p>	August 2013	<p>Trust - Medical Director</p> <p>Postgraduate Dean Health Education South London</p> <p>Trust Liaison Dean South London</p> <p>Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)</p>
St.GH 1	Next scheduled reporting to the GMC	Trainees should not regularly carry out routine tasks that do not need them to use their medical expertise and knowledge, or have little educational value.	<p>In relation to this recommendation the Trust have advised that:</p> <ul style="list-style-type: none"> <li>The DME working with firms identified where this is happening to address the concerns expressed in the report.</li> </ul>	<p>The Trust have advised that they will take the following action with regard to this recommendation:</p> <ul style="list-style-type: none"> <li>Details of additional support measures that are put in place as a result of this recommendation will be</li> </ul>	June 2013	<p>Trust - Dr CWJ Gass – DME</p> <p>Trust Liaison Dean South London</p> <p>Shared Service of London LETBs (Quality and</p>

Report Ref	Due Date	Description	Action taken by Deanery / LEP to date	Further action planned by the Deanery / LEP	Timeline for action (month/ year)	Deanery / LEP lead
				<p>provided to the Shared Services of the London LETBs.</p> <p>The Trust Liaison Dean for South East London will work with the Trust on this matter, and will ensure that Health Education South London is updated on this recommendation as it progresses further.</p>		Commissioning – Medical and Dental)
St.GH 2	Next scheduled reporting to the GMC	The standard of delivery of supervised learning events and other work placed based assessments should be reviewed to ensure consistency between specialties.	This Trust has provided details on how they intend to engage with the recommendation made by the GMC.	<p>The Trust have advised that they will take the following action with regard to this recommendation:</p> <ul style="list-style-type: none"> <li>• This issue and need will be highlighted to all Educational Leads.</li> <li>• Progress will be reviewed through LFG Meetings.</li> </ul> <p>The Trust Liaison Dean for South East London will work with the Trust on this matter, and will ensure that Health Education South London is updated on this recommendation as it progresses further.</p>	August 2013	<p>Trust - Dr CWJ Gass – DME</p> <p>Trust Liaison Dean South London</p> <p>Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)</p>
BCFH 1	Next scheduled reporting to the GMC	The Trust should clarify the roles, responsibilities and grades of trainees and ensure appropriate terminology for training grades is used when compiling rotas so that all staff is fully aware of the competence of the trainees they are working with.	<p>In relation to this recommendation the Trust have advised that:</p> <ul style="list-style-type: none"> <li>• This requirement was discussed at the Trust's Joint Education Committee on Fri 8th March. The Anaesthetics department reported that their departmental rota management system specifies trainee name and grade. This has been highlighted as a model of good practice so an example of the Anaesthetics rota will be sent to all Educational Leads with a request to modify existing rotas to the same level of detail and to submit copies of amended rotas to the Medical Education Dept.</li> <li>• This will also be raised at the next Clinical Directors meeting.</li> </ul>	<p>The Trust have advised that they will take the following action with regard to this recommendation:</p> <ul style="list-style-type: none"> <li>• These issues will also be highlighted and discussed at forthcoming Local Faculty Group meetings</li> <li>• Copies of rotas will be available to evidence progress in this area.</li> </ul>	August 2013	<p>Trust - Dr Tim Gluck – DME</p> <p>Trust - Dr Louise Schofield - Assoc DME</p> <p>Trust - Mr Joyti Saksena - Assoc DME</p> <p>Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)</p>

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BCFH 2	Next scheduled reporting to the GMC	The Trust should ensure that all trainees have access to appropriate support and supervision, especially in departments where one rota covers multiple sites.	This Trust has provided details on how they intend to engage with the recommendation made by the GMC.	<p>The Trust have advised that they will take the following action with regard to this recommendation:</p> <ul style="list-style-type: none"> <li>In line with Barnet, Enfield and Haringey Clinical Strategy, from November 2013 no trainees will be on-call at the Chase Farm Hospital site and trainees doing elective and clinic work on the Chase Farm Hospital site will have Consultants present.</li> <li>Plans for supervision are being reviewed in light of the service changes in preparation for Barnet, Enfield and Haringey Clinical Strategy.</li> <li>In the meantime, trainee access to appropriate support and supervision is already being monitored through Local Faculty Group meetings with trainee representation.</li> </ul> <p>The Trust Liaison Dean for North Central and East London will work with the Trust on this matter, and will ensure that Health Education North East and Central London are updated on this recommendation as it progresses further.</p>	November 2013	<p>Trust - Dr Tim Gluck – DME</p> <p>Trust - Dr Louise Schofield - Assoc DME</p> <p>Trust - Mr Joyti Saksena - Assoc DME</p> <p>Postgraduate Dean Health Education North East and Central London</p> <p>Trust Liaison Dean North East and Central London</p> <p>Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)</p>
BCFH 4	Next scheduled reporting to the GMC	The Trust should ensure the effective representation of education and training issues at board level, for example by including education and training as a standard agenda item for discussion at each board meeting.	This Trust has provided details on how they intend to engage with the recommendation made by the GMC.	<p>The Trust have advised that they will take the following action with regard to this recommendation:</p> <ul style="list-style-type: none"> <li>The Director of Medical Education (DME) will write to the Medical Director regarding nomination of a Non-Executive Director to take on an interest and responsibility for education and for the inclusion of education and training as a standard Trust Board agenda item.</li> <li>Currently the organisation does not have a Trust wide</li> </ul>	August 2013	<p>Trust - Dr Tim Gluck – DME</p> <p>Trust - Dr Louise Schofield - Assoc DME</p> <p>Trust - Mr Joyti Saksena - Assoc DME</p> <p>Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)</p>

Report Ref	Due Date	Description	Action taken by Deanery / LEP to date	Further action planned by the Deanery / LEP	Timeline for action (month/ year)	Deanery / LEP lead
				<p>'educational committee' with representation from all educational stakeholders, therefore, the DME will also suggest that a wider educational committee is established to ensure effective collaboration on all aspects of education and training.</p> <p>Once the above are in place the Trust has advised that this issue will be progressed and evidenced by:</p> <ul style="list-style-type: none"> <li>• Regular Non-Executive Director meetings with education staff</li> <li>• Copies of agendas and minutes of Trust Board meetings</li> <li>• Implementation of a wider educational committee with representation from all educational stakeholders.</li> </ul> <p>This issue will also be monitored by the existing Performance Indicators that are in place in London, and specifically those that relate to Board level involvement in education and training.</p>		
BCFH 5	Next scheduled reporting to the GMC	The Trust should ensure time for training is recognised in consultant job plans and monitor the implementation to ensure this is applied consistently across all specialties.	<p>This Trust has provided details on how they intend to engage with the recommendation made by the GMC.</p> <p>In addition to this the Trust has advised that they are currently reviewing the job planning process to move to annualised/team job planning.</p>	<p>The Trust have advised that they will take the following action with regard to this recommendation:</p> <ul style="list-style-type: none"> <li>• The Medical Education Department will re-issue the educational tariff guidance to all Consultants and Clinical Directors to coincide with the wider review of job planning.</li> <li>• Quarterly reviews of job planning reports will take place to monitor this issue.</li> </ul> <p>The Trust Liaison Dean for North Central and East London will work with the Trust on this matter, and will ensure that Health Education North East and Central London are updated on this</p>	July 2013	<p>Trust - Dr Tim Gluck – DME</p> <p>Trust - Dr Louise Schofield - Assoc DME</p> <p>Trust - Mr Joyti Saksena - Assoc DME</p> <p>Postgraduate Dean Health Education North East and Central London</p> <p>Trust Liaison Dean North East and Central London</p> <p>Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)</p>

Report Ref	Due Date	Description	Action taken by Deanery / LEP to date	Further action planned by the Deanery / LEP	Timeline for action (month/ year)	Deanery / LEP lead
				recommendation as it progresses further.		
RF 1	Next scheduled reporting to the GMC	The Trust should clarify the roles, responsibilities and grades of trainees and ensure appropriate terminology for training grades is used when compiling rotas and name badges so that all staff are fully aware of the competence of the trainees they are working with.	In relation to this recommendation the Trust have advised that: <ul style="list-style-type: none"> <li>The directorate has been arranged with Security to discuss improving badges - the physical appearance, functionality and 'labelling' of the trainees. Until now it was down to the doctor to tell security what they want on their badge; however Security, HR and the PG team have agreed to agree a list of job titles for junior doctors. Therefore doctors will only be able to select their appropriate grade from the list, which does not include the term "SHO" or "SpR".</li> <li>FY1s and FY2s are already specifically labelled.</li> <li>The Trust is also talking to senior nursing staff to ensure they are familiar with the differences of the grade of doctors who will be attending.</li> </ul>	The Trust have advised that they will take the following action with regard to this recommendation: <ul style="list-style-type: none"> <li>Senior Postgraduate Medical Education team will meet with Jo Hockey (Clinical Director) in Obstetrics &amp; Gynaecology to discuss ways in which this problem can be overcome. At the minimum making the three tiers of on-call clear in the differences.</li> <li>Security will confirm the agreed titles and processes once the system has been formalised and put in to action.</li> <li>Rotas will have appropriate grade 'badging'.</li> </ul> <p>The Trust Liaison Dean for North Central and East London will work with the Trust on this matter, and will ensure that Health Education North East and Central London are updated on this recommendation as it progresses further.</p>	August 2013	Trust- Ailsa Evans  Trust Liaison Dean North East and Central London  Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)
<b>Deanery 2</b>	Next scheduled reporting to the GMC	The Deanery should standardise the appointment, training and appraisal of external Lay Representatives to ensure all Lay Representatives are treated equally.	Lay Representatives are managed through a single person and training is organised for them.  All Lay Representatives receive training bespoke to their roles, and complete standardisation of training across the board may not be useful considering the very different roles performed by those providing externality to the processes involved in postgraduate medical education e.g. the training to sit on an ARCP panel as a lay member is very different to the training required to attend a quality visit as a lay member.  A review of how Lay Representatives should be appraised is currently under way.	The following subsequent actions are planned with regard to this recommendation: <ul style="list-style-type: none"> <li>A review of training offered to those providing externality and what is offered and what should be offered as standard.</li> <li>Plans to mandate the amount, and type of training that each person should attend and when are being developed and will be implemented.</li> <li>A review of the type, and frequency of support provided to all Lay Chairs/Representatives will take place.</li> <li>It is intended that a 360°</li> </ul>	August 2013	Postgraduate Deans for Health Education North Central & East, North West and South London  Shared Service of London LETBs (Director of Quality and Commissioning – Medical and Dental)  Shared Service of London LETBs (Head of Operations – Medical & Dental)

Report Ref	Due Date	Description	Action taken by Deanery / LEP to date	Further action planned by the Deanery / LEP	Timeline for action (month/ year)	Deanery / LEP lead
			A review of attendance at training offered to those providing externality is currently under way.	approach towards appraisal will be implemented following the review that is currently underway.		
<b>Deanery 3</b>	Next scheduled reporting to the GMC	The Deanery should clarify the lines of accountability, responsibilities and role descriptions for its Heads of School.	<p>Organisational clarity has been achieved about the place of postgraduate deans within LETB structures, and the scope and role of the London LETB shared service.</p> <p>Each Head of School has been assigned to one of the three London postgraduate deans, who will ensure that they are provided with the appropriate support and line management.</p> <p>The role of specialty training committees and their chairs within lead providers has been revised with a systematic process of realignment to the lead provider network underway.</p>	<p>A description of the future role of heads of Schools has been developed with Heads, Deans and Directors of Education and Quality. A new HoS job description is in development and sign off from the three London LETBs for the continuing role of shared HoS will be sought.</p> <p>The role of School Boards is being reviewed with the aim of establishing non-executive pan-London fora to ensure mutual support of training leads and the sharing and development of good practice.</p> <p>A pan-London heads of School forum will continue to meet monthly to which will attend the three postgraduate deans and management leads for quality, commissioning and operations.</p>	<p>June 2013</p> <p>September 2013</p> <p>September 2013</p>	<p>Postgraduate Deans for Health Education North Central &amp; East, North West and South London</p> <p>Shared Service of London LETBs (Director of Quality and Commissioning – Medical and Dental)</p> <p>Postgraduate Deans for Health Education North Central &amp; East, North West and South London</p>

### Good practice

Report Ref	Due Date	Description	Details of dissemination (across LEPs)	Any further developments planned to enhance the area of good practice	Timeline for action (month/ year)	Deanery / LEP lead
<b>Deanery 1</b>	n/a	The areas of good practice highlighted in each LEP report:				
Charing Cross 1		The quality of education provided in anaesthetics; training takes place in a supportive environment that is responsive to feedback and provides a structured learning experience for students and trainees.	This LEP has been requested to produce a short case study with regard to this good practice.	<p>The case study will then be used to populate the next pan-London Good Practice Bulletin.</p> <p>In addition to this the Case Study will be shared with all London Heads of School, Foundation School Directors and Trust Liaison Deans in order to</p>	June 2013	<p>Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)</p> <p>Trust Liaison Deans</p> <p>Foundation School</p>

Report Ref	Due Date	Description	Details of dissemination (across LEPs)	Any further developments planned to enhance the area of good practice	Timeline for action (month/ year)	Deanery / LEP lead
				<p>ensure the good practice is spread within geographical patches, pan-London and pan-Specialty.</p> <p>This will also be included in the October 2013 LETB Report to the GMC.</p>		<p>Directors</p> <p>Heads of School</p>
Charing Cross 2		The way the surgical department has responded to the challenges associated with being lead provider for core surgery. Specifically, how the trust has proactively identified a number of innovations to improve the trainee experience.	This LEP has been requested to produce a short case study with regard to this good practice.	<p>The case study will then be used to populate the next pan-London Good Practice Bulletin.</p> <p>In addition to this the Case Study will be shared with all London Heads of School, Foundation School Directors and Trust Liaison Deans in order to ensure the good practice is spread within geographical patches, pan-London and pan-Specialty.</p> <p>This will also be included in the October 2013 LETB Report to the GMC.</p>	June 2013	<p>Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)</p> <p>Trust Liaison Deans</p> <p>Foundation School Directors</p> <p>Heads of School</p>
Northwick Park 1		The integration of service needs and education in obstetrics and gynaecology, specifically the design of rotas which ensure that trainees receive a high number of training opportunities.	This LEP has been requested to produce a short case study with regard to this good practice.	<p>The case study will then be used to populate the next pan-London Good Practice Bulletin.</p> <p>In addition to this the Case Study will be shared with all London Heads of School, Foundation School Directors and Trust Liaison Deans in order to ensure the good practice is spread within geographical patches, pan-London and pan-Specialty.</p> <p>This will also be included in the October 2013 LETB Report to the GMC.</p>	June 2013	<p>Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)</p> <p>Trust Liaison Deans</p> <p>Foundation School Directors</p> <p>Heads of School</p>
Whipps 1		Strong educational culture resulting from strong local educational leadership. Anaesthetics' training takes place in a supportive environment that is responsive to feedback and trainee needs, particularly those who want to work less than full time.	This LEP has been requested to produce a short case study with regard to this good practice.	<p>The case study will then be used to populate the next pan-London Good Practice Bulletin.</p> <p>In addition to this the Case Study will be shared with all London Heads of School, Foundation School Directors and Trust Liaison Deans in order to ensure the good practice is spread within geographical patches, pan-London and pan-Specialty.</p> <p>This will also be included in the October 2013 LETB Report to the GMC.</p>	June 2013	<p>Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)</p> <p>Trust Liaison Deans</p> <p>Foundation School Directors</p> <p>Heads of School</p>

Report Ref	Due Date	Description	Details of dissemination (across LEPs)	Any further developments planned to enhance the area of good practice	Timeline for action (month/ year)	Deanery / LEP lead
Whipps 2		WCUH has highly responsive local quality control mechanisms.	This LEP has been requested to produce a short case study with regard to this good practice.	<p>The case study will then be used to populate the next pan-London Good Practice Bulletin.</p> <p>In addition to this the Case Study will be shared with all London Heads of School, Foundation School Directors and Trust Liaison Deans in order to ensure the good practice is spread within geographical patches, pan-London and pan-Specialty.</p> <p>This will also be included in the October 2013 LETB Report to the GMC.</p>	June 2013	<p>Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)</p> <p>Trust Liaison Deans</p> <p>Foundation School Directors</p> <p>Heads of School</p>
Whipps 3		Surgery training has an appropriate balance between education and service, offering good pastoral care and support.	This LEP has been requested to produce a short case study with regard to this good practice.	<p>The case study will then be used to populate the next pan-London Good Practice Bulletin.</p> <p>In addition to this the Case Study will be shared with all London Heads of School, Foundation School Directors and Trust Liaison Deans in order to ensure the good practice is spread within geographical patches, pan-London and pan-Specialty.</p> <p>This will also be included in the October 2013 LETB Report to the GMC.</p>	June 2013	<p>Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)</p> <p>Trust Liaison Deans</p> <p>Foundation School Directors</p> <p>Heads of School</p>
CUH 1		Handover in obstetrics and gynaecology is well organised and facilitated by an innovative online template.	This LEP has been requested to produce a short case study with regard to this good practice.	<p>The case study will then be used to populate the next pan-London Good Practice Bulletin.</p> <p>In addition to this the Case Study will be shared with all London Heads of School, Foundation School Directors and Trust Liaison Deans in order to ensure the good practice is spread within geographical patches, pan-London and pan-Specialty.</p> <p>This will also be included in the October 2013 LETB Report to the GMC.</p>	June 2013	<p>Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)</p> <p>Trust Liaison Deans</p> <p>Foundation School Directors</p> <p>Heads of School</p>
CUH 3		The F1 quality improvement projects, which have resulted in the trust implementing changes to procedures.	This LEP has been requested to produce a short case study with regard to this good practice.	<p>The case study will then be used to populate the next pan-London Good Practice Bulletin.</p> <p>In addition to this the Case Study will be shared with all London Heads of School, Foundation School Directors and Trust Liaison Deans in order to</p>	June 2013	<p>Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)</p> <p>Trust Liaison Deans</p> <p>Foundation School</p>

Report Ref	Due Date	Description	Details of dissemination (across LEPs)	Any further developments planned to enhance the area of good practice	Timeline for action (month/ year)	Deanery / LEP lead
				<p>ensure the good practice is spread within geographical patches, pan-London and pan-Specialty.</p> <p>This will also be included in the October 2013 LETB Report to the GMC.</p>		<p>Directors</p> <p>Heads of School</p>
BCFH 1		GP supervisors' approach to the calibration of assessments where trainers graded the same trainee and then compared scores to promote consistency.	This LEP has been requested to produce a short case study with regard to this good practice.	<p>The case study will then be used to populate the next pan-London Good Practice Bulletin.</p> <p>In addition to this the Case Study will be shared with all London Heads of School, Foundation School Directors and Trust Liaison Deans in order to ensure the good practice is spread within geographical patches, pan-London and pan-Specialty.</p> <p>This will also be included in the October 2013 LETB Report to the GMC.</p>	June 2013	<p>Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)</p> <p>Trust Liaison Deans</p> <p>Foundation School Directors</p> <p>Heads of School</p>
BCFH 2		The surgical Foundation trainees at Barnet valued the opportunity to feedback on all aspects of their training to their consultants at weekly forums.	This LEP has been requested to produce a short case study with regard to this good practice.	<p>The case study will then be used to populate the next pan-London Good Practice Bulletin.</p> <p>In addition to this the Case Study will be shared with all London Heads of School, Foundation School Directors and Trust Liaison Deans in order to ensure the good practice is spread within geographical patches, pan-London and pan-Specialty.</p> <p>This will also be included in the October 2013 LETB Report to the GMC.</p>	June 2013	<p>Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)</p> <p>Trust Liaison Deans</p> <p>Foundation School Directors</p> <p>Heads of School</p>
RF1		The engagement of the senior team in education and training at board level, for example, the participation of the Medical Director in the serious incident review panel meetings, the investment in teaching personnel, and the preparedness and flexibility of the Trust to use their financial resources to achieve their strategic outcomes of teaching,	This LEP has been requested to produce a short case study with regard to this good practice.	<p>The case study will then be used to populate the next pan-London Good Practice Bulletin.</p> <p>In addition to this the Case Study will be shared with all London Heads of School, Foundation School Directors and Trust Liaison Deans in order to ensure the good practice is spread within geographical patches, pan-London and pan-Specialty.</p> <p>This will also be included in the October 2013 LETB Report to the GMC.</p>	June 2013	<p>Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)</p> <p>Trust Liaison Deans</p> <p>Foundation School Directors</p> <p>Heads of School</p>

Report Ref	Due Date	Description	Details of dissemination (across LEPs)	Any further developments planned to enhance the area of good practice	Timeline for action (month/ year)	Deanery / LEP lead
		service and research.				
<b>Deanery 2</b>	n/a	The work of the Professional Support Unit (PSU) and the Deanery's efforts to share the positive impact of the PSU with other UK bodies. The support provided for doctors in difficulty is exceptional.	The good work of the PSU will continue to be advertised to all LEPs within London.	The PSU is currently being reviewed, and changes made will be to the benefit of London as a whole. These changes will not impact on the support provided to doctors in difficulty.	NA	Postgraduate Deans – Health Education North West, South and North East & Central London
<b>Deanery 3</b>	n/a	The work of the Trust Liaison Deans (TLD) in fostering positive relations with the Deanery's educational providers, and the joint working evident across the team of TLDs to disseminate good practice across the region.	The TLDs will continue to work within London and will continue in their role within the Health Education England structures.	There are no plans currently to review or change the TLD role.	NA	Postgraduate Deans – Health Education North West, South and North East & Central London
<b>Deanery 4</b>	n/a	The extensive implementation of portfolio based accreditation of staff with education responsibilities.	All LEPs are aware of this aspect of practice already.	Further ways in which this part of the business can be developed is under constant review.	NA	Postgraduate Deans – Health Education North West, South and North East & Central London
<b>Deanery 5</b>	n/a	The Maximising of Training Opportunities in emergency medicine training posts	The three London LETBs have noted the GMCs comments with regard to the Maximising of Training Opportunities project and will be reviewing where it will be possible to use a similar approach.	There are plans to publish the project in a peer reviewed journal in order to spread this good practice further across the UK.	December 2013	Head of the London School of Emergency Medicine  Directors of Education and Quality - Health Education North West, South and North East & Central London.
<b>Deanery 6</b>	n/a	The moves towards the matching of training with patient care pathways.	Further developments such as this will be used more and more with the development of the three London LETBs. The LETBs intend to build on the success of the London Deanery.	MDECS Stage 3.  Review of Foundation Training Programmes in line with Collins Report.	December 2013	Directors of Education and Quality - Health Education North West, South and North East & Central London.  Postgraduate Deans – Health Education North West, South and North East & Central London.  Heads of School

Report Ref	Due Date	Description	Details of dissemination (across LEPs)	Any further developments planned to enhance the area of good practice	Timeline for action (month/ year)	Deanery / LEP lead
						Shared Service of London LETBs (Quality and Commissioning – Medical and Dental)