



CESR Operational guidelines and handbook
SAS CESR Doctors and Trainers
2018

Introduction:

This document explains how the Local Faculty Group of SAS Doctors at East Kent Hospitals University NHS Foundation Trust will operate to support and advice selected SAS Doctors through the CESR Pilot process. This project is funded by the Deanery and overseen by Directorate of Medical Education Department at East Kent Hospitals University Foundation Trust

Purpose and Scope:

The purpose of this guide is to:

- demonstrate the Trust's commitment to promote the career progression of SAS Doctors
- encourage individual SAS Doctors to engage in their career development and take responsibility in achieving and demonstrating equivalence of their training to the post-graduate trainee.
- clarify the roles and responsibilities of Educational Supervisors and the SAS Doctors
- monitor the process and report to the LFG for SAS Doctors, LAB and Deanery
- provide contacts and resources to support doctors throughout the process

Duration:

The duration of the project is for 4 years commencing in June 2018. Some doctors will complete the CESR process earlier. After 4 years the support provided in the form of an allocated ES will be reviewed on a case by case basis.

Roles and Responsibilities:

SAS Doctors

The SAS Doctor will be expected to familiarise themselves with the CESR process and gather the relevant information from the GMC, relevant Royal College or Faculty by accessing the Speciality Specific guidance and the Gold Guide.

The doctor will collect the necessary documentary evidence and start the process of validating, authenticating and anonymising these as per the requirements of the GMC.

In areas where there exists insufficient evidence of training and/or experience, a learning plan will be required to achieve these and address the gaps.

It is strongly recommended that Doctors maintain an electronic portfolio to manage your documentation and log books, even though the submission to GMC continues to be on a paper format, information on how to collate this information is contained in this guidebook.

Although it is not mandatory to complete the examinations as expected of trainee doctors, SAS Doctors will have to strongly consider them as they contribute to a huge extent to align knowledge and skills with those of a trainee.

The Educational Supervisor is the SAS CESR Doctors advisor, trainer, mentor, guide and the person validating documentary evidence. The SAS CESR Doctor and ES are required to set out an educational agreement, to achieve educational requirements and workplace based assessments.

Educational Supervisor:

The ES will set out an educational agreement with the SAS Doctor to supervise and manage the doctor's educational requirements towards the CESR process and manage the educational progress.

The ES will be expected to advise and signpost the SAS Doctor towards the achievement of educational competencies that contributes to the CESR application process as stated in the Gold Guide and Specialty Specific guidance.

The ES role will last for the duration of time that it takes for the SAS Doctor to complete the application and the maximum is 4 years. During which the ES will take the responsibility in conducting assessments, appraisals, annual planning and validating documentary evidence.

There will be an initial meeting at the beginning of the pilot project followed by timely meetings throughout the year and especially preceding the relevant specialty LFG in order to gain and then provide feedback about the SAS Doctors progression.

ES are expected to attend the local SAS Faculty Group to present or generate progress reports and feedback on their SAS Doctor.

LFG for SAS Doctors

The Local Faculty Group for SAS Doctors is chaired by Mr Adrian Simoes. The overall responsibility of this group is to manage and monitor educational and developmental requirements of SAS Doctors. It reports to the Local Academic Board (LAB) and the Associate Dean for SAS Doctors at the Deanery.

In context of this pilot, feedback and progress as reported by the SAS Doctors and Educational Supervisors will be compiled and presented to LAB and Deanery.

Educational Supervisors (ES)

An educational supervisor is a named individual who is responsible for supporting, guiding and monitoring the progress of a named SAS Doctor for a specific period of time. He/She may be in a different department, and occasionally in a different department to the trainee. Every trainee should have a named Educational Supervisor and the trainee should be informed of the name of his/her Educational Supervisor in writing.

The standards for Medical Education and training within which an Education Supervisor must work are found on the GMC Website (see also Education Governance)

Trainers will be expected to take on the role of the SAS Doctors Educational Supervisor for the duration of the time that it takes for the SAS Doctor to complete the CESR application. The ES will be responsible for providing the ARCP appraisal, assessment and annual planning for the SAS Doctor.

There will be an initial meeting at the beginning of the pilot project followed by timely meetings throughout the year and especially preceding the relevant specialty LFG in order to gain and then provide feedback about the SAS Doctors progression.

ES are expected to attend the local specialty Faculty Group to give feedback on their SAS Doctor.

SAS Faculty

The SAS Faculty is chaired by the SAS Tutor, Mr Adrian Simoes and meets three times per annum and reports to LAB. Reports from this are then sent to the Deanery. These meetings can also be part of a Faculty Development Day, which are held to develop and support both Trainers and Trainees.

Educational Governance

The standards for Medical Education and training around which an Education Supervisor and the CESR SAS doctor must work is found on the GMC Website: Promoting excellence- Standards for medical education and training and follows five themes: Learning environment and culture, education governance and leadership, supporting learners, supporting educators, developing and implementing curricula and assessment – full link in appendix. These are primarily focused on doctors in training but are beneficial for any doctor undertaking the CESR route.

Locally the governance of education and training is the responsibility of the Director of Medical Education (DME), who Chairs the LAB. The DME reports to the Trust Board and the Deanery.

Structure of LFG's

To support the work of the LAB, there are Local Faculty Groups (LFG) who monitor and report on their respective doctors in training and SAS doctors progression. EKHUFT maintain 12 Local Faculty Groups with Medical Education Administrators responsible for both site based and Trust wide administration of these (Foundation, GPST, Medicine, Surgery, Anaesthetics, ACCS/EM, O&G, Paediatrics, Radiology & Pathology, ICM, Ophthalmology and SAS).

Reports

It is a requirement that all ESs will provide a report on their trainee prior to the LFG that will be sent to the SAS Faculty Administrator.

A SAS CESR Representative will be nominated to be the SAS Doctors voice for feedback to the Faculty.

ePortfolio

All SAS Doctor embarking on this pilot must have an accredited ePortfolio system to record all agreed assessments. Links to ePortfolios and applying for them are below.

Eportfolios are available for SAS Doctors applying for CESR and are a good way to log all evidence of experience.

Emergency Medicine -

http://www.rcem.ac.uk/RCEM/Exams_Training/UK_Trainees/ePortfolio/RCEM/Exams_Training/UK_Trainees/ePortfolio.aspx

Paediatrics –

<https://www.rcpch.ac.uk/training-examinations-professional-development/assessment-and-examinations/assessment-tools/eportfolio>

Urgent Care –

<https://www.jrcptb.org.uk/eportfolio-information/accessing-eportfolio>

Anaesthetics –

<https://www.jrcptb.org.uk/eportfolio-information/accessing-eportfolio>

O&G -

<https://www.rcog.org.uk/en/careers-training/resources--support-for-trainees/training-eportfolio/>

Record Keeping

The **Certificate of Eligibility of Specialist Registration (CESR)** is a means by which doctors who have not completed an approved deanery training programme can be entered on the Specialist Register. It is a competency-based process where the trainee provides a portfolio of evidence that demonstrates that their training, qualifications and experience meet the requirements of the specialty curriculum. Therefore it is paramount that the accurate keeping of all documentation is kept and is relevant to the curriculum being followed.

Curriculum

Please find links below to all the relevant curricula for the SAS Doctors to be following to gain the competencies in that specialty.

- **Paeds**
 - https://www.gmc-uk.org/April_2015_General_Paediatrics_Curriculum.pdf_60877537.pdf
- **Urgent Care**
 - <https://www.rcplondon.ac.uk/education-practice/assessment-and-cpd>
- **Anaesthetics**
 - [Curriculum for Anaesthetics 2010 \(amended August 2017\)](#) (pdf)
 - [Assessment Blueprint 2010 \(amended 2014\)](#) (pdf)
 - [Annex A - Professionalism in medical practice 2010 \(amended 2017\)](#) (pdf)
 - [Annex B - Core Level Training 2010 \(amended 2017\)](#) (pdf)
 - [Annex C - Intermediate Level Training 2010 \(amended 2017\)](#) (pdf)
 - [Annex D - Higher Level Training 2010 \(amended 2017\)](#) (pdf)
 - [Annex E - Advanced Level Training 2010 \(amended 2017\)](#) (pdf)
 - [Annex F - Intensive Care Medicine 2010 \(amended 2017\)](#) (pdf)
 - [Annex G - Teaching and training 2010 \(amended 2017\)](#) (pdf)
- **O&G**
 - [Core modules](#)
 - [Ultrasound training modules](#)
 - [Advanced Training Skills Modules \(ATSM\)](#)
 - [Knowledge Assessment Blueprint April 2014](#) (pdf)

[Knowledge Assessment Blueprint 2015 \(pdf\)](#)

[Academic Curriculum 2013 \(pdf\)](#)

[Generic Sub-specialty Curriculum 2013 \(pdf\)](#)

- **EM**

- [Curriculum for Emergency medicine 2016 \(pdf\)](#)

- [Assessment Blueprint 2015 \(pdf\)](#)

- [Appendix 1: Emergency medicine Assessment System 2015 \(pdf\)](#)

- [Appendix 2: ACCS Specialty Specific Assessment Forms and EM Workplace Based Assessment Forms 2015\(pdf\)](#)

- **Development Opportunities**

Completion of the CESR will allow the Doctor to join the Specialist Register. If you have knowledge, skills and experience in a specialty that is approved for the award of a CCT by the GMC, but have gained these outside of an approved training programme, you may apply for entry onto the Specialist Register with a CESR in a CCT Specialty.

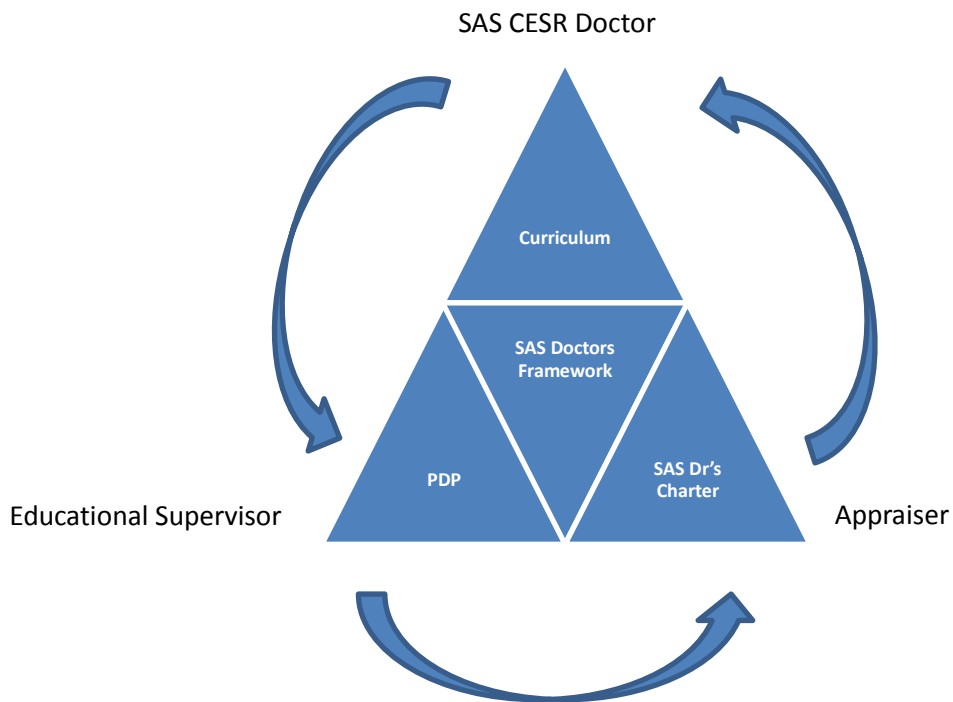
- **Appraisal**

Please get in touch with Maria Asperilla and ensure you have an up to date log in for the electronic appraisal system (PReP). She would also be able to suggest to you a list of Appraisers for you to choose and keep your name on the books for any forthcoming appraisal training. Next step would be to collect documentary evidence to be populated on the PReP e-portfolio system. GMC, Royal College of Surgeons, BMA and colleagues in your speciality would be able to guide you with the practicalities of appraisals and revalidation.

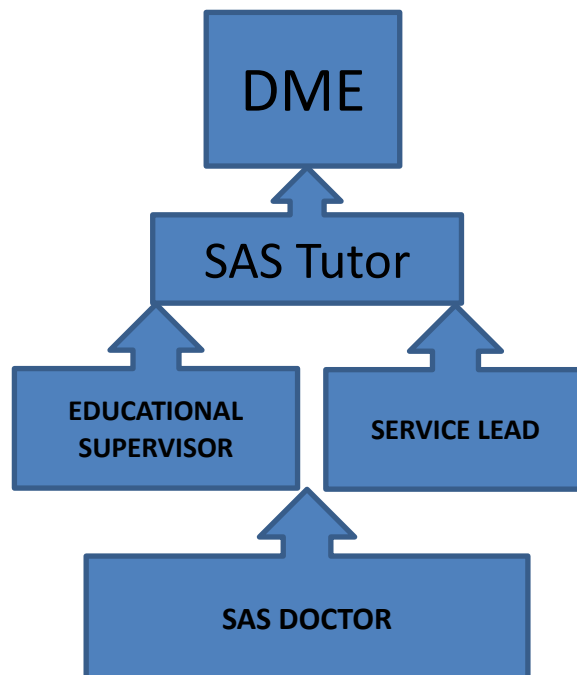
You will find the appraisal and revalidation policy on SharePoint here:

<http://kchspprd03/DocumentCentre/Document%20Centre/HR%20and%20Corporate%20Services/HR/Packs%20and%20Toolkits/Appraisal%20and%20Revalidation%20Policy.doc>

It is expected that ES, Appraiser and SAS Doctor work in a triangulated way to ensure appraisal completion, referencing the SAS Development guide, curricula, SAS Dr's Charter, PDP information and the SAS Doctors Framework.



Escalation process for a SAS Doctor in Difficulty



- If you are a SAS Doctor experiencing difficulties with the project, your concerns **must** be discussed with either your Educational Supervisor or your Service Lead to help resolve any issues; these issues may then be escalated as appropriate.
- If you are an ES with concerns regarding your SAS Doctor, please escalate to the SAS Tutor, Mr Adrian Simoes, who will help discuss these issues and escalate if necessary.



Useful Resources

GMC Main Website

www.gmc-uk.org

Email for CESR Advice

equivalence@gmc-uk.org

CESR GMC Helpline

0161 923 6602

Joint Royal Colleges of Physicians Training Board

<https://www.jrcptb.org.uk/>

COPMeD SAS

<https://www.copmed.org.uk/copsas>

SAS Doctors Development Guide

http://www.aomrc.org.uk/wp-content/uploads/2017/02/SAS_doctor_development_guide_220217-1.pdf

SAS Doctors Charter

<https://www.bma.org.uk/advice/employment/contracts/sas-contracts/sas-charters>

EKHUFT – Medical Education Website

<http://meded.ekhufnhs.uk/sas-doctors/>

Gold Guide 7th Edition

https://www.copmed.org.uk/images/docs/gold_guide_7th_edition/The_Gold_Guide_7th_Edition_January_2018.pdf

Contacts

Your Faculty support from the Medical Education team and EKHUFT are below, please do contact any of us for any further information.

Mr Adrian Simoes – SAS Faculty Tutor adrian.simoes@nhs.net

Ms Cathy Kidd – SAS Faculty Administrator - tel: 7231807 Catherine.kidd@nhs.net

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Ms Lara Pimblett – Operational Support Manager – tel: 7236694 lara.pimblett@nhs.net

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Glossary

ARCP –	Annual Review of Competence Progression
BMA -	British Medical Association
CCT -	Certificate of Completion of Training
CESR –	Certificate of Eligibility for Specialist Registration
DME -	Director of Medical Education
COPMeD -	Conference of Postgraduate Medical Deans (UK)
ES –	Education Supervisor
GMC –	General Medical Council
HEKSS –	Health Education Kent Surrey and Sussex
LAB –	Local Academic Board
LFG –	Local Faculty Group
PMETB -	Postgraduate Medical Education and Training Board
SAS Doctor –	Specialty and associate specialty Doctor