# Educational Contract

**Oxford School of Anaesthesia**

*Between the Trainee, the School of Anaesthesia and the Local Training Providers (LTP):*

*Oxford University Hospitals, Frimley Health, Buckinghamshire Hospitals, Royal Berkshire, Milton Keynes, Great Western Hospitals*

Purpose of the contract:

To formalise the commitment and expectations from the individual, the local provider of training and the deanery, relating to national standards and guidance.

The Oxford school of anaesthesia is committed to high quality training and wishes to invest in and protect the educational environment. With the introduction of the New Junior Doctors contract there are new expectations for both trainers and trainees which are formalised below.

Please copy and paste the below into your Royal College of Anaesthetists (RCoA) e-portfolio and save it as an educational agreement with the correct dates for your current rotation.

By signing this contract you are joining the Deanery and the Local Training Provider (LTP) in making a commitment to training, education and development. The progress and adherence to this contract will be reviewed regularly at Educational Supervisors (ES) meetings and Annual review of Competence and Progression (ARCP). If trainees have any issues and concerns regarding training they can raised using pre-existing structures e.g. trainee representatives, local meetings and OxDAT. An action plan over a specific timeframe will then be agreed.

**THE TRAINEE has a responsibility to:**

• Be registered with the General Medical Council (GMC) and maintain adequate medico legal cover

• Inform the deanery and the LTP of any investigations by the GMC, Police or any other regulatory body

• Utilise and be aware of the principles of Good Medical Practice1 to ensure safe patient care

• Familiarise oneself with the most up to date version of the Gold Guide2

• Fully engage with the GMC revalidation process including the completion of a Form R prior to the ARCP.

• Support the evaluation of the LTP by completing the annual GMC Trainee Survey2

• Arrange an initial meeting with your Educational Supervisor to set educational objectives and form and create a specific work schedule within the context of writing a personal development plan (PDP). A minimum of two further meetings should occur to review attainment of your objectives and progress on the training programme. There should be a minimum of four further meeting for novices

• Ensure that any exception reports are submitted in a timely manner (within 7 days) of the variance from agreed work schedule. This should be to your ES and via the electronic system that is used by your LTP. Exception reporting is every trainee’s right and responsibility. No pre-authorisation or sign-is required before an exception report can be submitted.3

• Leave: Ensure the LTP’s processes are followed for the all of the below, plus

* Adequate notice for annual and study leave
* The total number of days sick leave is included in your form R
* Ensure the Deanery and Training Program Director are also included in conversations regarding maternity/paternity leave

• Be registered with the RCoA and any others appropriate to your training with access to their e-portfolio

• Be aware of requirements to demonstrate adequate progress at ARCP

• Attend LTP teaching sessions appropriate for your training level including regional OxDAT (after completion of fellowship exams) when permitted by the rota and record this. Attendance on leave/zero days is discretionary

• Maintain an up to date log book in an approved RCoA format

• Undertake formal College and Faculty examinations in a timely manner as suggested by the RCoA, unless there are educational or health reasons not to

• Respond promptly to communication regarding your training and to inform the Deanery/LTP of any change in contact details

• Reflect on your own performance and inform the Training Program Director (TPD) or ES of any issues that could adversely affect your performance e.g. illness etc. This is to ensure adequate support processes are in place and both your safety and patient safety is maintained.

**The LTP has a responsibility to:**

• Provide an induction for the Trainee within the first week of the training placement that includes:

* Their duties including their work schedule
* Educational/Clinical Supervisors details
* How to gain support from senior colleagues
* Any specific guidelines/workplace policies that they must adhere to
* Instruction on how to access learning resources3

• Ensure that Trainees have access to a named Educational Supervisor (ES) and time set aside to meet a **minimum** of five times within the academic year for novice trainees and three times per year for all other training grades

• All exception reports will gain a formal response within seven days. The LTP will try to minimise the time between the report and resulting time off in lieu or compensatory pay. Taking time off in lieu will need to take into account the level of staff coverage and clinical commitments to ensure the department maintains a safe level of staffing and doesn’t endanger the quality of patient care.

• Ensure that trainees have an appropriate level of clinical supervision at all times. The level of supervision must fit the trainee’s experience, competence and confidence3

• When performing solo lists there should be a named mentor [who is “doubled up”] as per RCoA Guidance4

• Meet or exceed the RCoA minimum standard of three supervised half day training lists per week averaged over a 16 week period (full time equivalent) for all training levels

• Ensure trainees have protected time for attending organised education sessions, regional training days and other learning opportunities to meet the requirements of their curriculum.3 The LTP should attempt to maximise the trainees’ attendance at OxDAT

• Encourage trainees to take study leave appropriate to their curriculum or training programme to the maximum time permitted and within the rules of the LTP 3

• Ensure that ES’s have enough time in their job plans to meet their educational responsibilities and are aware of trainees needs appropriate to their stage of training3

• Ensure where the Educational Supervisor is on leave alternative arrangements are in place to support educational and training requirements and to ensure the trainees always has a source of help and advice

• Promote a culture that encourages trainees and trainers to raise concerns regarding both training and patient safety issues in an open and safe environment. The LTP should investigate and take action as appropriate to make sure concerns are dealt with and informing the school of anaesthesia if required3

• Provide opportunities to take part in clinical governance, audit and quality improvement projects within the LTP

• Provide access to IT systems and library services

1. Good Medical Practice http://www.gmc-uk.org/guidance/good\_medical\_practice.asp
2. Gold Guide for Post Graduate Training in the UK <https://www.copmed.org.uk/publications/the-gold-guide>
3. Excerpt BMA website <https://www.bma.org.uk/advice/employment/contracts/junior-doctor-contract-2016/exception-reporting/step-by-step-guide>
4. Promoting Excellence: Standards for medical training and <http://www.gmc-uk.org/education/standards.asp>
5. RCOA guidance on doubled up <https://www.rcoa.ac.uk/system/files/TRG-SAS-SuperNonCons_4.pdf>