GP Trainees’ Out of Hours Experience - PELC guidance

Our team of OOH Clinical supervisors welcome all GP trainees to book their OOH sessions at PELC.

Our locations that provide OOH sessions:

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Hours</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queens Hospital</td>
<td>Rom Valley Way, Romford, Essex, RM7 0AG</td>
<td>All weekdays 1900-0000, Saturday/Sunday 0800-1300</td>
<td>Main Switch Board No - 020 8911 1130</td>
</tr>
<tr>
<td></td>
<td>Phone: 01708 435000.</td>
<td></td>
<td>Technical or operational queries on the day of your shift</td>
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<tr>
<td></td>
<td>Report to: Main entrance, signposted GP-OOH</td>
<td></td>
<td>Shift Supervisor: 0208 911 11 35 or 0208 911 1139</td>
</tr>
<tr>
<td>King George’s Hospital</td>
<td>Barley Lane, Ilford, Essex, IG3 8YB</td>
<td>All weekdays 1900-0000, Saturday/Sunday 0800-1300</td>
<td>Mobile and Telephone Consultation sessions</td>
</tr>
<tr>
<td>Becketts House</td>
<td>3rd floor 2-14 Ilford Hill, Ilford, Essex, IG1 2QX</td>
<td>Saturday/ Sunday 0800-1300</td>
<td>Lois or Lesley (VTS Scheme administrators) Email- <a href="mailto:lois.mcculloch@pelc.nhs.uk">lois.mcculloch@pelc.nhs.uk</a> or <a href="mailto:lesley.fineberg@pelc.nhs.uk">lesley.fineberg@pelc.nhs.uk</a></td>
</tr>
</tbody>
</table>

Additional Sessions may also be made available in other areas of PELC e.g. Harlow (on weekends 1000-2200) and Dunmow, where these bases are geographically close to the GPSTR’s place of work/residence, subject to availability of OOH supervisors at those bases.

Parking at the hospitals is paid (please remember coins etc) and Becketts house is easily accessible by walk from Ilford Train station or by Bus. Alternatively, the nearest paid multi-storey car park is on Clements Road, IG1 1AG.

Important Contacts

Main Switch Board No - 020 8911 1130

Technical or operational queries on the day of your shift

Shift Supervisor: 0208 911 11 35 or 0208 911 1139

Rota queries and any difficulties relating to rotamaster (after registration)

Lois or Lesley (VTS Scheme administrators) Email- lois.mcculloch@pelc.nhs.uk or lesley.fineberg@pelc.nhs.uk
PELC practicalities:

- We encourage you to bring your own medical equipment that you use at your surgery and for your day-time home visits (drugs, note paper and prescription pads are provided by PELC). In exceptional circumstances, equipment will be provided, but cannot be guaranteed and depends on the demand for it. Otoscopes, Specula, tongue depressors, Ophthalmoscope, BP monitors, vaginal specula etc will be provided as a standard.

- Get your NHS Smart card updated on the induction day, so you can use it at PELC.

- Record each session in your e-portfolio or scan the OOH record – giving times and describing cases / learning including case discussions.

- Based on your stage of training, you will have the opportunity to observe supervisors consulting, then for them to observe you and for you to see patients independently but with the supervisor available for immediate advice.

- These shifts may provide additional opportunity for getting some DOPs signed off.

- Telephone triage is acceptable for part of OOH experience providing there is an ‘appropriate’ balance with face to face sessions.

- You may need to arrange with your practice to finish in time to get to the OOH sessions on time. After a late (midnight) finish, you may need to arrange with your practice, a later start to work the next day to meet EWTD rules (11 hour rest).

- As with any other part of your job, just not turning up is not an option, if you cannot make it because you’re sick or you are running unavoidably late, please ring PELC and speak to the shift supervisor on numbers above.

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**Dr Mohamed Amin**  
Clinical Lead for Training and Transformation, PELC  
Tel : 0791 989 1417  
Email : m.amin@nhs.net

*Updated- 22.1.18*
HEE guidance on Out of Hours for GP-ST’s

Out of Hours is defined as care delivered between 18.30 – 08.00 on weekdays; all day/night at weekends and on public holidays. However, it does not include Extended Hours surgeries in general practice.

The current guidance is that a GPST must have completed 6 hours of OOH training for each month (full time equivalent) that they are in a GP training post during their training.

As Innovative training posts (ITP) are considered GP placements, they should include GP OOH training at a similar frequency.

Below is a brief guidance relating to Out of hours Shifts, You may want to have further information and discussion with your patch Training Programme Director.

A total of 108 hours need to be completed for a ARCP sign-off, out of which up to 6 hours are allowed for induction.

**ST1/ST2**
- A full time trainee in a four month GP or GP Integrated Training Post (ITP) is required to complete six hours per month = 24 hours experience in OOH (pro rata for Less Than Full Time Trainees).

**ST3**
- A full time trainee in ST3 is required to complete 72 hours experience in OOH (for LTFT trainees it may take longer to complete the programme but they would be expected to do the same total number of hours in their ST3 placement)

**ST3 Extensions**
- GPST3s granted a remedial extension to training involving a GP placement will normally also be required to perform additional OOH sessions. The actual requirement will be detailed and shared with the trainee through the ARCP process.

*** Please note that these number of hours (108 in total) is the minimum time it would usually be expected for a trainee to gain competence in OOH.
GUIDANCE ON EUROPEAN WORKING TIME REGULATIONS AND OOH

It is important that working arrangements (both in-hours and OOH) for trainees in GP placements are compliant with the EWTR and COGPED guidance on the “normal working week,” both to provide a fair working environment for the trainee and to ensure that the employer is properly fulfilling their statutory obligations.

The EWTR states that, within a 24-hour period, a trainee can work continuously for a maximum of 13 hours with a minimum 11 hours rest between work periods. The average working week maximum should not exceed 48 hours (This average is taken over a reference period of 6 months, so it is possible to have some weeks busier than others).

Below are some examples of how EWTR may require adjustment of the working week to meet the requirements:

A trainee working an evening week-day OOH session

• Add the day time commitment plus OOH shift (travel time is not included)
• If this is over 13 hours the timing of the surgeries on the day of the OOH shift may need adjustment.
• The following day the trainee may need to start later to ensure the 11 hour break is achieved.
• If the trainee starts the "normal" working day at 11.00 or 12.00, and therefore misses a morning surgery, they could be reasonably expected to do a surgery at another time, when they were not scheduled for one, in order to fulfil the COGPED Working Week guidance, or take some off this time as personal study.

*** It is the trainee’s responsibility to ensure that they book their OOH sessions in good time and with consideration to keeping within the EWTR. If they organise their OOH care in such a way such that there is significant impact on their daytime practice responsibilities, then this will need to be agreed with their trainer and the trainee will be expected to make up any practice sessions that are lost.

Updated- 22.1.18
The six competencies (T-SCORE) to be gained in the OOH are:
(more details in induction pack)

1. Individual personal **Time** and stress management.
2. Maintenance of personal **Security** and awareness and management of the security risks to others
3. Demonstration of **Communication** skills required for OOH care.
4. Understanding of the **Organisational** aspects of NHS OOH care.
5. Ability to make appropriate **Referrals** to hospitals and other professionals in OOH setting.
6. Ability to manage common medical, surgical and psychiatric **Emergencies** in OOH settings. This includes children too!

**OOH Session 2** - will be your initial self-assessment review please do your preparation work and bring it with you as discussed in the first session and agreed with your OOH Clinical Supervisor.

**OOH Session 7** - will be your mid-point self-assessment review, please do your preparation work and bring it with you.

**Your last session** (completing the required 108 hours) will be your final assessment review, please do your preparation work and bring it with you.

**References and Further reading:**

1. **GP Trainee; Out of Hours; Health Education East of England;**
   - For East of England region trainees

2. **Urgent and Unscheduled Care experience for GPSTs based in General Practice; Health Education England; Aug 2017**
   - For London region trainees.

3. **Guide to Developing & Assessing OOH Competence; HEE KSS GP School; June 2016.**
   Weblink - [http://kssdeanery.ac.uk/sites/kssdeanery/files/OOH%20Guidance%20(June%202016).docx](http://kssdeanery.ac.uk/sites/kssdeanery/files/OOH%20Guidance%20(June%202016).docx)
   - General guidance for all trainees

*Updated* 22.1.18