

Supporting you into General Practice



General Practice Induction Pack for First 5 (C&W) GPs



**Coventry and
Warwickshire**
Training Hub

cwtraininghub.co.uk

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Sitting in the heart of the country.

Coventry and Warwickshire offer excellent connectivity to Birmingham, Solihull, Oxford, Rugby and London via the easily accessible M40 and M6.

It is bordered by 7 counties - Leicestershire, Staffordshire, Worcestershire, West Midlands, Northamptonshire, Gloucestershire and Oxfordshire, which makes it easily accessible, no matter where your journey begins.

Why Coventry?

Surrounded by picturesque countryside, Coventry provides an exceptional quality of life.

Boasting two prestigious universities, the University of Warwick and Coventry University, Coventry emerges not only as an ideal destination for higher education seekers, but as a hub of academic excellence, innovation, and learning



Coventry has undergone a remarkable transformation from its medieval routes to emerge as a contemporary hub for cutting-edge advancements



Its diversity is reflected in the vibrant food and art scene, and it is also one of the only cities to have a Temple, Church and Mosque side by side.

Sitting in the heart of the country.

More than just a place to live and work, Warwickshire extends an invitation to immerse yourself in a region where innovation thrives, and the future unfolds amidst green fields and charming market towns.

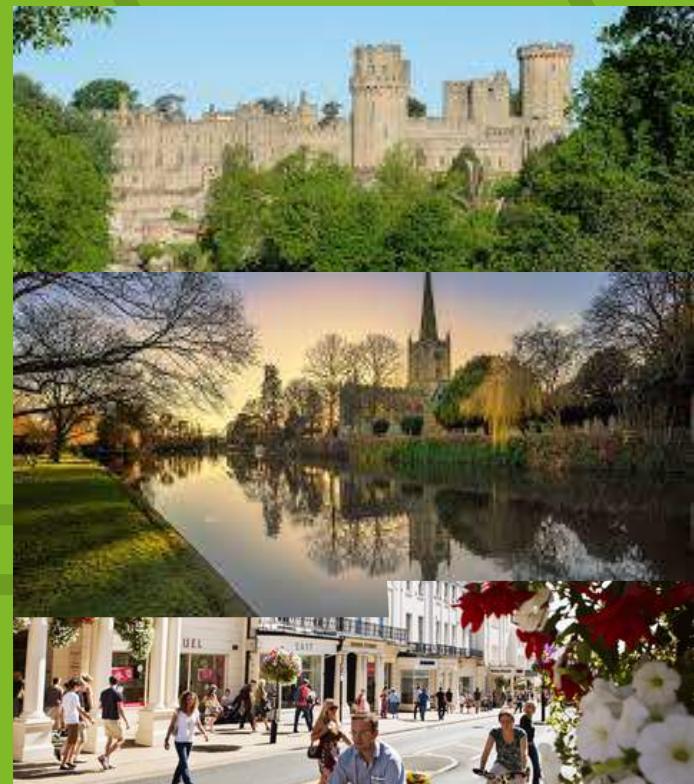
Why Warwickshire?

Warwickshire's enchanting landscapes and rich history make it an idyllic county to call home.

Whether you find yourself in Stratford-Upon-Avon with its outstanding countryside, the historical market town of Warwick, or the river Avon town of Rugby, Warwickshire has something for you.

The largest town of Nuneaton boasts a close-knit community feeling whilst Leamington Spa, a short bus ride from Coventry, is one of the happiest places to live in the UK.

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What does General Practice look like across Coventry and Warwickshire?

- ▶ 120 practices across 19 Primary Care Networks
- ▶ Practices range from small to large, serving patients in both rural and urban settings
- ▶ Over **one million** patients across Coventry and Warwickshire, with diverse backgrounds
- ▶ Options for **flexible working** and pursuing a portfolio career
- ▶ An innovative and evolving Training Hub
- ▶ Options to pursue a **Fellowship**, access networking events and more
- ▶ A strong **Health and Wellbeing** offer, including an employee assistance programme
- ▶ Active peer support groups for **First 5 (C&W) GPs**, including events and networking sessions

For more information, click below:



[Coventry and Rugby GP Alliance](#)



[South Warwickshire GP Federation](#)



[CWIPC](#)



Attract, support, develop and retain

We attract, support, develop, retain and value a skilled multi-professional workforce built around the needs of our population, GP practices and Primary Care Networks.

At the Training Hub, we aim to assist our local GPs to deliver exceptional health care for our population. We do this by engaging and delivering schemes to better support you and your career.

We can offer support in the following areas for First 5 GPs:

- Education and training through our CPD and Medical Education teams
- Peer Support Networks (at any stage of your career)
- Health and Wellbeing support
- General Practice Mentoring Scheme
- GP Fellowships
- Parental Leave Support Network
- International Medical Graduate Scheme
- Locum GP Network

Your First 5 GP (C&W) Ambassador

Hello, I am **Dr. Laura Doan**. I completed my Medical Training at The University of Warwick after being a Microbiology Technician and Specialist Scientist for Infection Prevention and Control for over 10 years.

Finishing your training is an exciting time but we know the transition from trainee to GP can sometimes be difficult.

I have a passion for teaching and education and in my role of First 5 (C&W) Ambassador, I aim to provide specifically tailored teaching opportunities and networking events for GPs during their first 5 years after qualification.



Your local **First 5 - GP Ambassador** is **Dr Laura Doan**.

You can contact Laura in the following ways:

- By email - l.doan@nhs.net
- Through our [First 5 webpage](#)

Your First 5 GP Network

Our **First 5 GP (C&W) network** has a specific WhatsApp group and runs regular evening meetings to enable peer support and group learning.

These sessions act as a great way to share thoughts, network and discuss in a safe environment. You can also access:

- Face-to-face or virtual evening meetings
- One-to-one advice or signposting
- **Free** CPD and training sessions
- Network with other First 5 GPs

Local Medical Committee (LMC)

Both Coventry and Warwickshire have a Local Medical Committee (LMC). These elected bodies represent GPs within the designated areas.

The LMC represents GPs in discussions with local, regional and national health bodies and also provides pastoral support.

Both Coventry and Warwickshire LMCs share a website. You can access this [here](#).

National Resources and Information

Royal College of General Practitioners (RCGP)



We are the professional membership body for GPs in the UK. Our purpose is to encourage, foster and maintain the highest possible standards in general medical practice. We support GPs through all stages of their career, from medical students considering general practice, through to training, qualified years and retirement.

Learn More - www.rcgp.org.uk/

British Medical Association (BMA)



The BMA is the professional association and trade union for doctors in the UK. The BMA offers step-by-step guidance, FAQs and tools on the topics you face on a day-to-day basis as a GP, including CPD and leadership courses.

Learn More - www.bma.org.uk/

NHS Leadership Academy



The NHS Leadership Academy's philosophy is simple – great leadership development improves leadership behaviours and skills. Better leadership leads to better patient care, experience and outcomes.

Learn More - www.leadershipacademy.nhs.uk/

Getting Started

After completing your final ARCP it is then possible to apply for CCT via your RCGP portfolio.

It is then important to apply for both the **GMC GP Register** and **The Performers List**.

- 1. GMC GP Register:** apply via your GMC online account. You have to pay for CCT (approximately £420) and then you will receive a certificate.
- 2. National Performers List:** All GPs must be on the NPL. This is done via PCSE online. The information takes many months to update but DO NOT worry, as long as you have applied for the changes you can still work.

CVs

- Important to have a good quality, up-to-date CV ready to apply for jobs
- Provide a cover letter specific to each job you apply for
- If you are an academic GP, it is important to also have an academic CV
- The BMA provides some useful advice and example CVs [here](#)

In April 2019, following extensive BMA lobbying and contract negotiations, state-backed GP indemnity schemes were launched in England (**Clinical Negligence Scheme for General Practice - CNSGP**) and Wales (**General Medical Practice Indemnity - GMPI**).

This removed the need for GPs to arrange and fund their own clinical negligence cover. All GPs and their staff will automatically be covered by the schemes if they are providing NHS services. No individual payments from GPs or their staff are required.

What does the state-backed scheme cover?

- GP contractors and their staff, including salaried GPs, locums, students and trainees, nurses, clinical pharmacists and other practice staff
- Any clinical negligence liabilities arising in general practice in relation to incidents that occur on or after 1 April 2019
- All NHS commissioned work, including out-of-hours

In general, cover will be provided if the answer to each of the following questions is yes.

- Is it an activity that consists of, or is in connection with, the provision of NHS services?
- Are those NHS services being provided by a person or organisation whose principal activities are to provide primary medical services (i.e. the NHS services are provided as part of general practice) or under a sub-contracting arrangement with such a person?
- Is the activity in question connected to the diagnosis, care or treatment of a patient?

What doesn't the scheme cover?

The schemes do not cover:

- Non-NHS work, such as private practice and chargeable services such as medicals, reports and statements will not be covered by the scheme
- GMC hearings and criminal cases will not be covered by the scheme. You will need to remain a member of a medical defence organisation for these areas

Medical Defence Cover

Retain membership of a MDO to provide indemnity cover for clinical negligence related to non-NHS work, and non-clinical negligence issues including:

- Support in GMC investigations and representation at hearings
- Assistance with criminal investigations arising from your clinical practice
- Representation and assistance in coroner inquests
- Protection for good samaritan acts and overseas voluntary work
- Help responding to patient complaints

Some practices will fund this cost as part of a group membership so check this information with practices prior to starting.

- **Common MDOs include - MDU, MDDUS and MPPS**

What do you need in your Doctors bag?

Your Doctors bag will likely need to include the following items:

- Stethoscope
- Otoscope
- Ophthalmoscope
- BP machine
- Tendon hammer
- Thermometer
- Pulse oximeter
- Glucometer and lances
- Peak flow meter and mouth pieces
- Gloves
- Tongue depressor
- Phlebotomy kit and mini-sharps bin
- Urine dipsticks and pots
- Lubricant jelly
- Alcohol hand gel
- Pregnancy test and swabs



Induction

After accepting your first job, it is good practice to arrange an induction to enable a smooth first day. Questions you may want to ask include:

Policies and Procedures

- Do they have an induction locum pack?
- How does the practice do referrals, letters, arrange investigations?
- How are results/tasks and QOF organised/delegated?
- What is the main method of communication - emails, screen messages, Microsoft Teams etc.

Building

- Security codes
- Car parking
- Emergency bag and equipment - where it is and what's in it?
- Emergency telephone number to contact the practice (e.g. if you are running late or unable to attend work)

Room

- Panic button
- Useful telephone numbers
- Equipment - do you have everything you need? Is it working?

IT Systems

- Which system and how to use it
- How to do referrals / imaging or blood test requests

You can use any of the GMC approved electronic appraisal programmes e.g. **Clarity or Fourteen Fish**. Some practices may fund the cost of this. All programmes have apps so that you can upload notes and reflections in real time, helping you keep up to date with your entries. **Please ensure you use GMC approved MSF and PSQ toolkits.**

Appraisal and Revalidation

It is a requirement to undertake an annual appraisal. You will, usually, keep the same appraiser for three years (three appraisals) and you will have a 5 yearly revalidation, where all your appraisals will be taken into account by a responsible officer. This usually happens automatically and you will get a letter confirming that you have been revalidated.

You will receive an email from the **revalidation team**, normally within 3-4 months post-CCT, with an appraisal month and appraiser details.

Appraisals are usually conducted virtually and will last around 2 hours. Preparation for your appraisal should take no longer than 2 hours of your time.

Top Tip

When you are reflecting, this does not have to be in depth. Instead, focus on your key learning points and how they will influence your practice going forward.

Courses

- Consult the [Training Hub](#) website for all First 5 events, courses and lunchtime teaching opportunities
- [Regular PLTs](#) for each place - Coventry, Warwickshire North, South Warwickshire and Rugby
- Local and national RCGP Courses
- Red Whale, NB Medical, Clarity, Defence Organisations, FRSRH, etc.

E-Learning

- The BMJ, NB Medical, Red Whale, RCGP and FSRH all have clinical subjects
- Defence unions, indemnity providers, ELFH have non-clinical topics

Mandatory Training

- Available via the Practice or through ELFH/Bluestream

Podcasts

- The FCP Podcast is available to listen via the Training Hub and on Spotify
- NB Medical 'Hot Topics' podcast
- GP Notebook
- BMJ Best Practice
- Medics Money
- Red Whale
- RCGP eLearning
- You are not a Frog

Practitioner Health

Practitioner Health is a **free, confidential** service for doctors on a self-referral basis. Providing help with mental health or addiction issues.

T - 0300 030 3300

W - practitionerhealth.nhs.uk

GP Health

The GP Health Service can help with issues relating to a mental health concern, including stress, depression or an addiction problem. **GP Trainees can also use this service.**

W - gphealth.nhs.uk

AKESO

Every GP can access 6 fully-funded mentoring sessions with an AKESO coach to discuss issues impacting work and life.

W - akeso.org.uk

Other Support

Other support services include:

- [Doctors Support Network](#)
- [DocHealth](#)
- [Royal Medical Benevolent Fund](#)
- [Cameron Fund](#)
- [BMA Wellbeing Support Services](#)
- [BMA Doctor Support Service](#)
- [Family Doctor Association](#)



Wellbeing support for you

Meet your Health and Wellbeing Champions, register for wellbeing offers and access resources to support you on our dedicated webpage.

W: Health and Wellbeing

Freedom to Speak Up

Not sure what you can speak up about, how to speak up or who to speak to? [Click here](#) to access the Freedom to Speak Up policy for General Practice.

You can also contact your Freedom to Speak Up Guardian, **Mai Elftise**, via pcftsu.guardian@nhs.net.

Vivup - Employee Assistance Programme

Vivup offers access to wellbeing support on the go, a 24/7 confidential support line and savings across a wide range of high-street shops.

Click below to register and when asked for your organisation, enter: 'Coventry'

W: Vivup



Click the headings below to view a further list of resources and guidance from external organisations.

Working as a Locum

- [CWTH Locum Champion](#)
- [National Association of Sessional GPs -](#)
- [RCGP's First 5 Transition Handbook](#)
- [Locum GP Handbook](#)

International GPs (IMGs)

- [CWTH IMG Champion](#)
- [NHS International GP Recruitment Programme](#)
- [RCGP Guidance for Overseas Doctors](#)
- [Skilled Worker Visa](#)



Training Hub Programmes

- [Training Hub GP Page](#)
- [General Practice Mentoring Scheme](#)

Becoming or taking on a Partner

- [BMJ: Guide To GP Partnerships](#)

Working as a Salaried GP

- [BMA Salaried GP handbook](#)

Extended Roles

- [RCGP Guidance for GPs with an extended role](#)
- [RCGP Clinical Advisors Programme](#)

Contact Us

The CWTM is here to support you as you begin your career in General Practice and we hope you find the information in this induction pack useful.

If you have any further questions, or if you are looking for information that isn't covered here, please contact us using the information below.

GP Team Contacts

Clinical Lead: Dr Nicola Moerdyk
nicola.moerdyk@nhs.net

First 5 GP (C&W) Ambassador: Dr Laura Doan
l.doan@nhs.net

GP Team - gpteam.cwth@nhs.net

CWTM Main Inbox
cw.traininghub@nhs.net

Welcome to General Practice



Have more
questions?

Get in touch with us

cw.traininghub@nhs.net



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