

## Core Psychiatry Training Programme Induction Pack

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# 1. Health Education England (working across the northwest)

Health Education England (HEE) was established as part of the reforms under the Health and Social Care Act (2012). It took over the roles of Strategic Health Authorities and Deaneries regarding multi-professional workforce planning, education commissioning and education provision.

Its remit is to support the delivery of excellent healthcare and health improvement to the patients and public of England by ensuring that the workforce of today and tomorrow has the right numbers, skills, values and behaviours, at the right time and in the right place.

HEE works across the whole of England, and currently operates within thirteen local areas, grouped into four regions. The Northwest area is part of HEE North, and includes Lancashire, Greater Manchester, Cheshire and Merseyside.

Postgraduate medical and dental training in the Northwest is led by the Postgraduate Dean, Professor Jane Mamelok, who is supported by a team of Deputy Deans and Associate Deans. The Associate Dean for Psychiatry is Dr Clare Inkster.

## 2. Structure of the School

The Northwest School of Psychiatry is the second largest Psychiatry School in the country. The School is continuously working to align localities to ensure there are equal training opportunities across the region.

Whilst the School is made up of East (Greater Manchester), West (Cheshire & Merseyside) and Lancashire, each of the localities work together in an integrated approach to share best practice and promote training across the region.

### School of Psychiatry Board

The School of Psychiatry Board meets twice a year to share good practice, discuss regional and national updates on relevant issues and discuss any challenges related to the training programme. The Board consists of:

- Head of School (Chair) – Dr Raghu Paranthaman
- Associate Dean – Dr Clare Inkster
- Training Programme Directors
- Programme Support Manager
- Directors of Medical Education
- MRCPsych Course Director
- Trainee Representatives (core and higher)
- Lead Employer Representatives
- E-Portfolio Lead
- Education Manager
- Foundation Lead
- Academic Representative
- Regional Advisor
- Less Than Full Time Lead

Post Graduate Drs In Training (PGDIT's) are encouraged to make contact with the Postgraduate Dr In Training representative and ensure their views are brought forward. The details of the trainee representatives will be circulated.

### Training Programme Directors

East	
Greater Manchester Mental Health NHS Foundation Trust	Dr Emily Mountain <a href="mailto:Emily.Mountain@gmmh.nhs.uk">Emily.Mountain@gmmh.nhs.uk</a>
Manchester University Foundation NHS Trust Pennine Care NHS Foundation Trust	Dr Seri Abraham <a href="mailto:seri.abraham@nhs.net">seri.abraham@nhs.net</a>
Lancashire	

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Lancashire Care NHS Foundation Trust East Lancashire Hospitals NHS Trust	Dr Roshelle Ramkisson <a href="mailto:rramkisson@nhs.net">rramkisson@nhs.net</a>
<b>West</b>	
Alder Hey Children's NHS Foundation Trust Cheshire & Wirral Partnership NHS Foundation Trust	Dr Declan Hyland <a href="mailto:declan.hyland@merseycare.nhs.uk">declan.hyland@merseycare.nhs.uk</a>
Mersey Care NHS Foundation Trust	Dr Rachel Elvins <a href="mailto:Rachel.elvins@mft.nhs.uk">Rachel.elvins@mft.nhs.uk</a>
<b>East, Lancashire &amp; West</b>	
Academic Clinical Fellows	Dr Seri Abraham <a href="mailto:seri.abraham@nhs.net">seri.abraham@nhs.net</a>

## 3. Policies & Procedures

### 4.1 Out of Programme

Absences from the training programme to undertake time out of programme for clinical training (OOPT), research (OOPR), clinical experience (OOPE), career breaks (OOPC) or pause (OOPP) must be approved by the Postgraduate Dean or her deputy on the advice of the relevant Specialty School. Applicants are therefore advised to discuss their proposals as early as possible with their Training Programme Director.

More information and the details of how to apply can be found here:

<https://www.nwpgmd.nhs.uk/time-out-programme>

### 4.2 Inter/Intra LETB transfers

The Inter Deanery Transfer process was established to support trainees who have had unforeseen significant change of circumstances since accepting an offer of training post. More information regarding Inter Deanery Transfers can be found here:

[https://www.nwpgmd.nhs.uk/Inter\\_Deanery\\_Transfer](https://www.nwpgmd.nhs.uk/Inter_Deanery_Transfer)

Intra-LETB transfers are also available for trainees who meet the criteria. This allows for trainees to move from one part of the region to another, for example, moving from Cheshire & Mersey to Manchester.

More information regarding Intra-LETB Transfers can be here:

<https://www.nwpgmd.nhs.uk/policies-procedures>

## 4.3 Study Leave

Trainees are entitled to 30 days study leave per year (pro-rata). Study leave includes but is not restricted to participation in:

- Study (usually but not exclusively on a course or programme)
- Research
- Teaching
- Examining or taking examinations
- Attending specialist clinics
- Attending professional conferences for educational benefit
- Rostered training events.

To apply for study leave, you will need to complete [this form](#).

## 4.4 Less Than Full Time

Trainees who meet the eligibility criteria may apply to work less than full time within their role. This can be:

- 50% (5 sessions per week)
- 60% (6 sessions per week)
- 70% (7 sessions per week)
- 80% (8 sessions per week)

**Trainees are required to apply for Less Than Full Time Training whenever they rotate to a new Mental Health Trust.**

More information, including the eligibility criteria and how to apply to work Less Than Full Time, can be found here: <https://www.nwpgmd.nhs.uk/content/less-full-time-training>

You can now apply for less than full time via the Category 3 route, which means you do not need a reason to go LTFT. Applications to apply under category 3 can be submitted between Mid-March and Mid-April, and Mid-September to Mid-October.

## 4.5 Rotations

Before a new rotation is arranged, Postgraduate Drs will be supplied with a list of all available placements on the scheme and asked to fill in an online Placement Request Form.

Placement are based on educational needs, rather than location. It is essential that all fields are completed, as failure in completing the form will result in the trainee's preference not being taken into consideration. The online form will close on a specific date, and no exceptions will be made for late submissions.

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If you require being within a set mileage from your home, you will need this supported by an Occupational Health Report. **It is not possible to take travel and childcare into consideration.**

Once rotations are finalised, Postgraduate Doctors will be notified by the Lead Employer 12 weeks prior to rotating.

### 4.6 Annual Review of Competency Progression (ARCP)

Your Annual Review of Competency Progression will be organised every year as per the [Gold Guide](#). You will be given at least 6 weeks' notice of the date of your ARCP. If you are awarded an unsatisfactory outcome at the Assessment Panel, you will be required to attend the Feedback Panel.

Less Than Full Time PGDIT's may be reviewed more than once a year as the school reviews at progression dates and to ensure that all elements of the curriculum have been met.

The Assessment Panel will take place first - trainees will not be required to attend this. Those who's outcome is unsatisfactory at the Assessment Panel will need to attend the Feedback Panel face to face.

It is essential that all trainees save the date of the Feedback Panel in their diaries as it is compulsory to attend if the ARCP outcome is unsatisfactory.

The possible ARCP outcomes are detailed as follows:

Outcome	Description	
1	Satisfactory	Satisfactory progress. Competences achieved as expected.
2	Development of specific competencies	May progress but requires specific / targeted training to achieve certain competences.
3	Inadequate Progress	Has not achieved competences required to progress.
4	Released from training programme	Released from training programme with or without specified competences
5	Inadequate evidence presented	Incomplete evidence provided
6	Gained all required competencies	Recommendation for completion of training having gained all required competences.
8	Satisfactory	Out of programme, time may or may not count towards training

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### ARCP guidance:

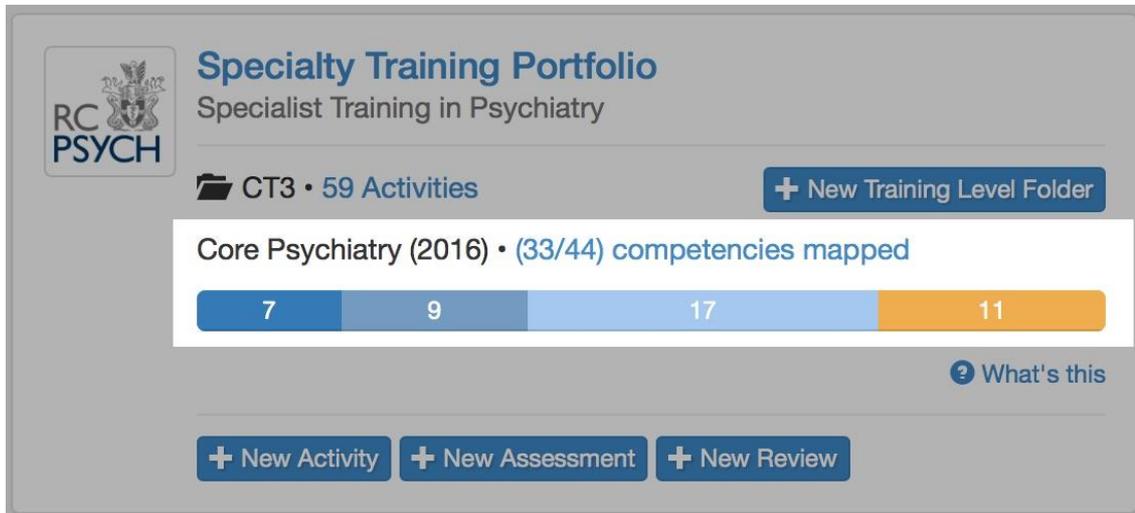
- Ensure the Psychiatric Supervisors Report and Educational Supervisor Summary report are completed and available on the e-portfolio at least two weeks prior to the Assessment Panel.
- Evidence cannot be used more than 7 times against the Intended Learning Outcomes (ILOs)
- Documentation must be recorded under the correct year of training and curriculum.
- The form R parts A and B can be completed via the TIS Self Service. A copy must be downloaded and added to the 'activities' section of the portfolio. You must also advise the Programme Support team when this has been completed.
- The self-declaration form and CCT calculators should be uploaded to the activities section of the E-portfolio.
- Any Serious Untoward Incidents (SUIs) and issues regarding probity must be recorded on the Form R for revalidation purposes.
- Details of any Time Out of Training (TOOT) and any additional paid work undertaken should also be recorded on the Form R.
- Use reflective learning in order to demonstrate progression and understanding.
- Read the curriculum – the panel will sign you off against the Work Place Based Assessments (WPBAs) and ILOs within this. If there is any issue with completing these in time for the Assessment Panel, contact your Clinical Supervisor, Educational Supervisor or Training Programme Director at the earliest opportunity.
- Ensure Mini-PAT is released prior to the Assessment Panel.
- If your end date is amended at assessment, please ensure you update this on your e-Portfolio.

### Core Psychiatry ARCP Dates 2022/23

Assessment Panel	Tuesday 6 <sup>th</sup> June 2023 & Thursday 8 <sup>th</sup> June 2023
Feedback Panel	Friday 23 <sup>rd</sup> June 2023 & Friday 30 <sup>th</sup> June 2023

## 4. E-Portfolio

The E-Portfolio is reviewed at the ARCP Assessment Panel. This is a tool to document your goals, progress and achievements, and the information which is available on your e-portfolio on the day of the ARCP Assessment Panel is used to determine your ARCP outcome, and which competencies have been met.



Specialty Training Portfolio  
Specialist Training in Psychiatry

CT3 • 59 Activities + New Training Level Folder

Core Psychiatry (2016) • (33/44) competencies mapped

7 9 17 11

[? What's this](#)

+ New Activity + New Assessment + New Review

It is important that you familiarise yourself with the new [curriculum](#), as this outlines the Intended Learning Outcomes (ILOs) that need to be demonstrated and the types of evidence that can be used in your e-portfolio.

You can register for the portfolio by following the below link. Please note, you must be registered with the college before a portfolio can be generated.

<https://www.rcpsych.ac.uk/training/your-training/training-resources/portfolio-online>

Online guidelines are available to help you use the E-Portfolio:

<https://portfolioonline.zendesk.com/hc/en-gb>

The North West School of Psychiatry Portfolio lead can be contacted at

[Nilika.perera@gmmh.nhs.uk](mailto:Nilika.perera@gmmh.nhs.uk)

### 5. Trusts

<b>East</b>	
Greater Manchester Mental Health NHS Foundation Trust	<a href="https://www.gmmh.nhs.uk/">https://www.gmmh.nhs.uk/</a>
Manchester University Foundation NHS Trust	<a href="https://mft.nhs.uk/">https://mft.nhs.uk/</a>
Pennine Care NHS Foundation Trust	<a href="https://www.penninecare.nhs.uk/">https://www.penninecare.nhs.uk/</a>
<b>Lancashire</b>	
Lancashire Care NHS Foundation Trust	<a href="https://www.lancashirecare.nhs.uk/">https://www.lancashirecare.nhs.uk/</a>
East Lancashire Hospitals NHS Trust	<a href="https://www.elht.nhs.uk/">https://www.elht.nhs.uk/</a>
<b>West</b>	
Alder Hey Children's NHS Foundation Trust	<a href="https://alderhey.nhs.uk/">https://alderhey.nhs.uk/</a>
Cheshire & Wirral Partnership NHS Foundation Trust	<a href="http://www.cwp.nhs.uk/">http://www.cwp.nhs.uk/</a>
Mersey Care NHS Foundation Trust	<a href="https://www.merseycare.nhs.uk/">https://www.merseycare.nhs.uk/</a>
Northwest Boroughs Healthcare NHS Foundation Trust	<a href="http://www.nwbh.nhs.uk/">http://www.nwbh.nhs.uk/</a>

### 6. Lead Employer

St Helens & Knowsley Teaching Hospitals NHS Trust is the Lead Employer for doctors in Speciality Training across HEE northwest. The trust will be your employer for the duration of your post.

The Lead Employer will:

- Send formal confirmation of rotations to trusts and trainees 12 weeks prior to rotation commencing
- Provide HR services, including:
  - Payroll
  - Travel expenses
  - Maternity/ paternity leave \*You must inform the Lead employer by 25 weeks
  - Occupational health
  - Contracts

More information can be found here <https://sharedservices.sthk.nhs.uk/>

## 7. Key Contacts

### 10.1 Health Education England

Department	Email address	Telephone number
School of Psychiatry	<a href="mailto:Psychiatry.NW@hee.nhs.uk">Psychiatry.NW@hee.nhs.uk</a>	0151 479 2506
Study Leave	<a href="mailto:StudyLeavePsych@hee.nhs.uk">StudyLeavePsych@hee.nhs.uk</a>	
SuppoRTT	<a href="mailto:SuppoRTT.NW@hee.nhs.uk">SuppoRTT.NW@hee.nhs.uk</a>	0161 268 9547
Revalidation	<a href="mailto:Revalidation.NW@hee.nhs.uk">Revalidation.NW@hee.nhs.uk</a>	0161 268 9900
Main Reception (Liverpool)		0151 479 2700
Main Reception (Manchester)		0161 268 9900

### 10.3 Lead Employer

Department	Email	Telephone Number
General Enquiries	<a href="mailto:Lead.employer@sthk.nhs.uk">Lead.employer@sthk.nhs.uk</a>	0151 290 4093
Payroll	<a href="mailto:Leademployerpayroll@sthk.nhs.uk">Leademployerpayroll@sthk.nhs.uk</a>	0151 290 4516
Pensions	<a href="mailto:Leademployer.pension@sthk.nhs.uk">Leademployer.pension@sthk.nhs.uk</a>	0151 430 1115
ESR	<a href="mailto:ESR.leademployer@sthk.nhs.uk">ESR.leademployer@sthk.nhs.uk</a>	0151 290 4127
Health Work and Wellbeing	<a href="mailto:Well.Being@sthk.nhs.uk">Well.Being@sthk.nhs.uk</a>	0151 430 1985
Expenses	<a href="mailto:leademployerexpenses@sthk.nhs.uk">leademployerexpenses@sthk.nhs.uk</a>	0151 290 4516

### 10.4 Core Psych Programme

General Enquiries		<a href="mailto:corepsychcourse@hee.nhs.uk">corepsychcourse@hee.nhs.uk</a>
Course Director	Latha Hackett	<a href="mailto:Latha.hackett@cmft.nhs.uk">Latha.hackett@cmft.nhs.uk</a>
Deputy Course Director	Dushyanthan Mahadevan	<a href="mailto:Dushyanthan.Mahadevan@elht.nhs.uk">Dushyanthan.Mahadevan@elht.nhs.uk</a>
Deputy Course Director	TBC	
Education Programme Manager	Claire McNally	<a href="mailto:claire.mcnally@hee.nhs.uk">claire.mcnally@hee.nhs.uk</a>

## 8. Find Us

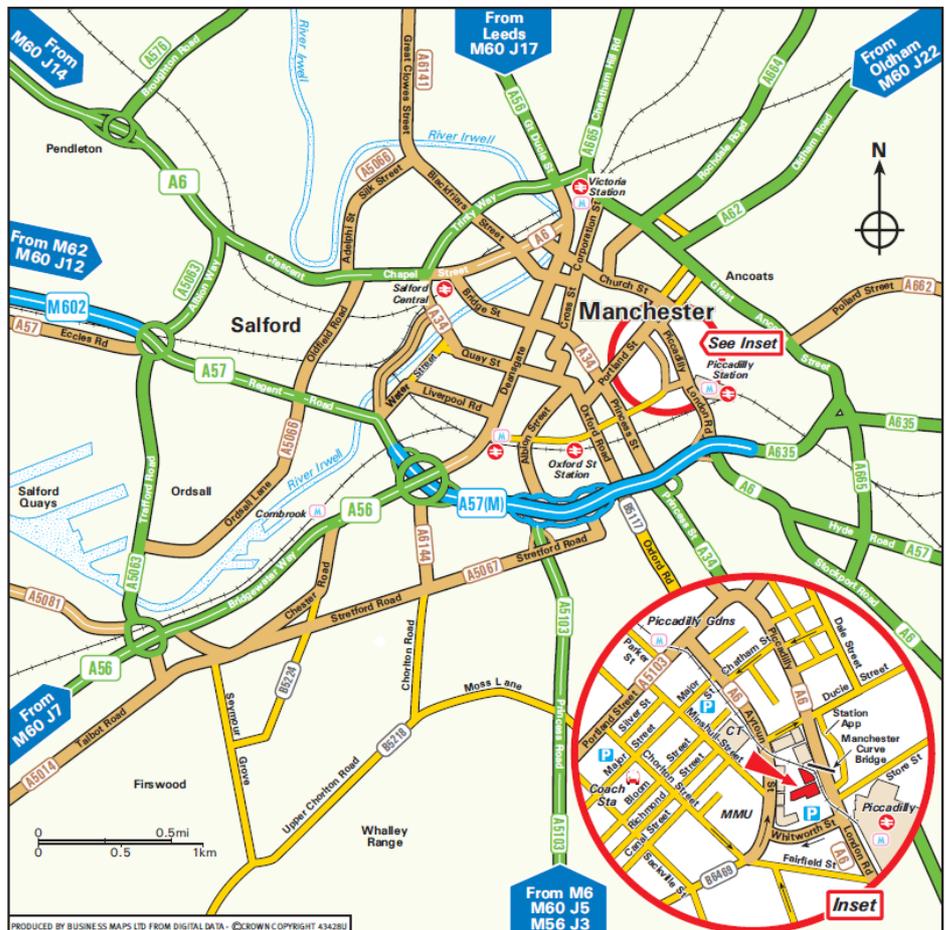
### Liverpool Office

Health Education England  
1<sup>st</sup> Floor, Regatta Place  
Summers Road  
Brunswick Business Park  
Liverpool  
L3 4BL



### Manchester Office

Health Education England  
3<sup>rd</sup> Floor, 3 Piccadilly Place  
Manchester  
M1 3BN



## 9. Useful Resources

Core Psychiatry Training Curriculum	<a href="https://www.rcpsych.ac.uk/training/curricula-and-guidance">https://www.rcpsych.ac.uk/training/curricula-and-guidance</a>
Lead Employer	<a href="https://sharedservices.sthk.nhs.uk/">https://sharedservices.sthk.nhs.uk/</a>
Health Education England (working across the north west)	<a href="https://www.nwpgmd.nhs.uk/welcome">https://www.nwpgmd.nhs.uk/welcome</a>
HEE NW School of Psychiatry	<a href="https://www.nwpgmd.nhs.uk/Specialty_Schools/Psychiatry">https://www.nwpgmd.nhs.uk/Specialty_Schools/Psychiatry</a>
HEE NW Policies & Procedures	<a href="https://www.nwpgmd.nhs.uk/policies-procedures">https://www.nwpgmd.nhs.uk/policies-procedures</a>
Health Education England (national)	<a href="https://www.hee.nhs.uk/">https://www.hee.nhs.uk/</a>
North West School of Psychiatry	<a href="https://schoolofpsychiatry.net/">https://schoolofpsychiatry.net/</a>
Portfolio Online	<a href="https://training.rcpsych.ac.uk/">https://training.rcpsych.ac.uk/</a>

## 10. School of Psychiatry Website

As per the above the School of Psychiatry website can be accessed via <https://schoolofpsychiatry.net/>

The website includes information on each sub speciality, contacts within the School, Study Leave and the MRCPsych course. As well as upcoming courses and conferences.

The MRCPsych PGDIT portal is accessed via the website: <https://schoolofpsychiatry.net/trainees/mrcpsych-course/>

The PGDIT portal password is: Trainee01

The MRCPsych pages contain all the Local and Regional Academic Programme schedules and handbooks. Each week the power point presentations and handouts are added to the website for reference.

The MRCPsych pages also lead to the Virtual Learning Environment (VLE) <http://manchesterpsychiatry.net/> which contains MCQs banks to help with revision for the Paper A and Paper B exams.