

TRUST COMMISSIONING VISITS ('ACTION PLANNING MEETINGS') 2007

CARMARTHENSHIRE NHS TRUST SUMMARY REPORT

Date of Trust Commissioning Visit: 24th September 2007

Areas of Noteworthy or Innovative Practice in the Trust for Commendation

Domain 5. Delivery of Curriculum including Assessment

The requirements set out in the curriculum must be delivered.

Mandatory Standards	Areas of Noteworthy or Innovative Practice
Education and Training	
5.3 Trainees must be able to access and be free to attend training days, courses and other material that forms an intrinsic part of the training programme.	Innovative practices as part of the Trust's educational provision, including reflective learning sessions for training grade staff which are particularly well received.

Domain 6. Support and Development of Trainees, Trainers and Local Faculty

Trainees must be supported to acquire the necessary skills and experience through induction, effective educational supervision, an appropriate workload and time to learn.

Mandatory Standards	Areas of Noteworthy or Innovative Practice
Induction	
6.1 Every trainee starting a post or programme must attend a departmental induction to ensure they understand the curriculum, how their post fits within the programme, their duties and reporting arrangements, to ensure they are told about departmental policies and to meet key staff.	Departmental induction at Prince Philip Hospital, organised by the Postgraduate Centre Manager in conjunction with senior staff in specialties, provides training grade staff with an understanding of the curriculum, information on how their post fits within the programmes, their duties and reporting arrangements, departmental policies and ensures that all trainees receive 'sign off' by a Consultant or senior member of their team.

Training

6.13 Trainees must be regularly involved in the clinical audit process, including personally participating in planning, data collection and analysis.	Active encouragement of, and provision for, trainee involvement in audit projects with the Director of Education referring investigations arising from complaints handled by the Trust's Complaints Department to trainees for audit. The Audit Department issues 'Certificates of Completion of an Audit Project' to enable trainees to record achievements in their learning portfolios.
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Domain 8. Educational Resources and Capacity

The educational facilities, infrastructure and leadership must be adequate to deliver the curriculum.

Mandatory Standards	Areas of Noteworthy or Innovative Practice
8.1 The overall educational capacity of the institution and any unit offering training posts within it must be adequate to accommodate the practical experiences required by the curriculum, along with the educational requirements of all health care professionals in the same unit.	Joint working practices between the two Postgraduate Centres in the Trust, including cross-Trust provision of the F2 Core Curriculum Programme.
8.2 There must be access to educational facilities (including a library), and resources (including access to the Internet in all workplaces) of a standard to enable trainees to achieve the outcomes of the programme as specified in the curriculum.	Appointment of a Trust-wide librarian to ensure equality of library services across the Trust.

Actions to be Taken by the Trust in relation to Areas of Strength or Highlights

Domain 6. Support and Development of Trainees, Trainers and Local Faculty

Trainees must be supported to acquire the necessary skills and experience through induction, effective educational supervision, an appropriate workload and time to learn.

Mandatory Standards	Actions to be Taken	Deadlines for Completion/Follow-Up
6.1 Every trainee starting a post or programme must attend a	The Deanery would encourage the Trust to continue to develop its departmental induction provision ensuring the engagement and participation of all specialties in an induction process that provides training grade staff with an	Ongoing.

departmental induction to ensure they understand the curriculum, how their post fits within the programme, their duties and reporting arrangements, to ensure they are told about departmental policies and to meet key staff.	understanding of the curriculum, information on how their post fits within the programme, their duties and reporting arrangements, departmental policies and meetings with key staff.	
6.13 Trainees must be regularly involved in the clinical audit process, including personally participating in planning, data collection and analysis.	The Deanery congratulates the Trust on the extensive provision for training grade staff to participate in audit activity and, in particular, on the award of a certificate on completions of an audit project by a trainee. This should be considered an example of best practice for dissemination to other Trusts. The Deanery would be interested to receive a report on the numbers of trainees receiving a 'Certificate of Completion of an Audit Project' and the nature of the projects undertaken.	Provision of a report to the Deanery within two months of the Action Planning Meeting (24 th November 2007)

Actions to be Taken by the Trust in relation to Areas of Concern or Development Need

Domain 1. Patient Safety

The duties, working hours and supervision of trainees must be consistent with the delivery of high quality safe patient care.

Mandatory Standards	Actions to be Taken	Deadlines for Completion/Follow-Up
1.1 Trainees must make the needs of patients their first concern.	The Trust should provide evidence of a process by which the outcomes of audits of identified risks and 'lessons learned' are used to identify training needs and feed into training programmes.	Provision of evidence of a process by which 'lessons learned' feed into Induction and training content to the Deanery within three months of the Action Planning Meeting (24 th December 2007)
1.2 Trainees must be appropriately supervised according to their experience and competence.	The Trust should demonstrate that arrangements are in place to ensure that trainees in Accident and Emergency are appropriately supervised according to their experience and competence, and that each trainee is aware of who their clinical supervisor is and how they can be contacted. The Trust should also provide evidence that the workload of the Consultant staff in Accident and Emergency is being addressed through the appointment of a further Consultant and in plans for the new Accident and Emergency Department at West Wales General Hospital for April 2008.	Provision of details of the arrangements for clinical supervision in Accident and Emergency to the Deanery within two month of the Action Planning Meeting (24 th November 2007)

		Deanery within three months of the Action Planning Meeting (24th December 2007)
	The Trust will be subject to a Deanery Triggered Visit by the Deanery (to be led by Dr Chris Callander, Head of the School of Anaesthesia) focussed upon education and training in Anaesthetics. This Visit will consider the educational and practical experience available to training grade staff across both Trust sites and match this to the curriculum to establish the number of trainees the Trust can accommodate for successful delivery of the curriculum.	A Deanery Triggered Visit to be arranged for a date mutually convenient to the Trust and Deanery (no later than 24th December 2007)
1.6 Trainees in hospital posts must have well-organised handover arrangements ensuring continuity of patient care at the start and end periods of day or night duties.	The Deanery would encourage the Trust to establish handover led by senior team members. The Trust should also work with the Welsh Assembly Government's Junior Doctors' Co-ordinator to further develop its work on the Hospital at Night project and, in particular, to consider the working hours and rotas of Specialist Registrars in Surgery to ensure that they are non-resident out-of-hours (this would improve their education and training whilst still delivering a safe service) and fully engaged in the Hospital at Night project.	Provision of an update on progress (including the establishment of a base for handover at each site and the outcomes of discussions with the Junior Doctors' Co-ordinator) to the Deanery within three months of the Action Planning Meeting (24th December 2007)

Domain 5. Delivery of Curriculum including Assessment

The requirements set out in the curriculum must be delivered.

Mandatory Standards	Actions to be Taken	Deadlines for Completion/Follow-Up
Education and Training		
5.1 Sufficient practical experience must be available within the programme to support acquisition of competence as set out in the curriculum.	Please refer to 1.2 for issues relating to the education and training of training grade staff in Anaesthetics.	Please refer to 1.2
5.4 Trainees must be able to access and be free to attend training days, courses and other material that forms an intrinsic part of the training programme.	Please refer to 1.2 for issues relating to the education and training of training grade staff in Anaesthetics.	Please refer to 1.2

Domain 6. Support and Development of Trainees, Trainers and Local Faculty

Trainees must be supported to acquire the necessary skills and experience through induction, effective educational supervision, an appropriate workload and time to learn.

Mandatory Standards	Actions to be Taken	Deadlines for Completion/Follow-Up
6.23 Educational Supervisors in hospital and community Divisions must have been trained and selected for the role. Resources and time must be available for this task to be carried out, and included in their job and personal development plans.	The Trust should strengthen its work around the Educational Supervisor contract, taking a 'global' view of the time allocated to educational and clinical supervision in Consultant contracts and encouraging Consultant staff to consider their career development in wider terms (i.e. including educational and clinical supervision responsibilities) with feed in to the appraisal process. The Deanery will support innovative working on the part of the Trust in this area.	Provision of an update on progress to the Deanery within three months of the Action Planning Meeting (24th December 2007)

Domain 7. Management of Education and Training

Education and training must be planned and maintained through transparent processes which show who is responsible at each stage.

Mandatory Standards	Actions to be Taken	Deadlines for Completion/Follow-Up
7.1 Training programmes must be supported by a management plan with a schedule of responsibilities and defined processes to ensure the maintenance of PMETB standards in the arrangement and content of training programmes.	The Trust should develop a mechanism by which issues relating to the Foundation Programme are considered by the Postgraduate Board and ensure integration of the Foundation Programme Manager into the processes for the management of education and training across the Trust. The Deanery's Associate Dean (Foundation) will investigate the failure to submit a Foundation Programme Director report in advance of the Trust Commissioning Visit.	Provision of an update on progress (including a review of the membership of the Postgraduate Board) to the Deanery within three months of the Action Planning Meeting (24th December 2007)
	The Trust should consider ways of strengthening education and service reciprocity and incorporating any methods adopted into operational planning mechanisms, giving due consideration to the utilisation of the PMETB standards.	Provision of an update on progress (including copy of updated management plan and evidence of standards mapping) to the Deanery within three months of the Action Planning Meeting (24th December 2007)

Domain 8. Educational Resources and Capacity

The educational facilities, infrastructure and leadership must be adequate to deliver the curriculum.

Mandatory Standards	Actions to be Taken	Deadlines for Completion/Follow-Up
8.2 There must be access to	The Trust should identify all areas across the Trust in which training grade staff require IT access to support their	Provision of an action plan for,

<p>educational facilities (including a library), and resources (including access to the Internet in all workplaces) of a standard to enable all trainees to achieve the outcomes of the programme as specified in the curriculum.</p>	<p>training and use this information to establish a programme of standardisation in which these PCs are prioritised. The Deanery would encourage the involvement of the trainees, as well as library and Postgraduate Centre staff in this work, and in liaison with the Trust's IT Department to resolve other operational IT issues across the Trust.</p>	<p>and update of progress with regard to, the upgrade and standardisation of PCs across the Trust to the Deanery within three months of the Action Planning Meeting (24th December 2007)</p>
<p>8.5 Trainees must have access to meeting rooms and audio-visual aids.</p>	<p>The Trust should refurbish the existing video conferencing equipment in the West Wales General Hospital Boardroom (which is due to be replaced) and supply it to the Postgraduate Centre at Prince Philip Hospital, Llanelli to foster the provision of sub-regional teaching in order to facilitate trainees' participation in the postgraduate academic programme by allowing doctors to participate in training from their own locale.</p>	<p>Provision of an update on progress (on the installation and use of video conferencing facilities for education and training activity at Prince Philip Hospital) to the Deanery within three months of the Action Planning Meeting (24th December 2007)</p>

Please note – where deadlines are shown in *italics*, the requested response has been submitted by the Trust (as at 19th February 2008).