



Trainee bulletin

School of Anaesthetics

November 2024

Hello and welcome

In this bulletin, you will find updates on:

- Introduction
- HoS DHoS updates
- Regional Training Days
- HET update - ARCP
- Courses

Introduction

Welcome to the November 2024 edition of the London School of Anaesthesia bulletin.

Going forward we aim to circulate this bulletin every month to keep all trainees and trainers informed of everything that is happening within the school and with NHS England.

The content of the bulletin will vary from edition to edition depending on what is happening with the school. If you want to include any submissions, please use the following link: <https://forms.office.com/e/pQ5rYxw1GJ>, submissions via email are no longer accepted.

HoS and DHoS updates

London School of Anaesthesia Head of School – Dr Aasifa Tredray Deputy Head of School – Adreienne Stewart & Carlos Kidel				
London Anaesthesia Training Committees (STC)				
North London Anaesthetic Programme			South London Anaesthetic Programme	
North West TPDs	North Central TPDs	North East TPDs	South East TPDs	South West TPDs
Ruth Bedson (S1) Atika Sabharwal (S2) Amardeep Riyat (S3)	Abigail Whiteman (S1) Kate Sherratt (S2) Trudi Young (S3)	Naomi Hancox (S1) Stephan Hallworth (S2, S3)	Marina Choudhury (S1) Dev Mahtani (S2, S3)	Adam Shonfeld (S1) Daniela Mathew (S2) Anna Walton (S3)
Regional Advisor Sian Jaggar	Regional Advisor Sonia Brocklesby	Regional Advisor Roger Cordery	Regional Advisor Oliver Rose	Regional Advisor Rene Suite
Pan London and KSS Advanced Pain Training – London and KSS Pain Training Advisory Group (LKPTAG) Pain Training Programme Director – Fauzia Hasnie Faculty of Pain Medicine Regional Advisors – North London Ashish Shetty, South London – and KSS Sandesha Kothari				
Pan London Anaesthetics Educational Delivery TPDs – Gunjeet Dua, Emilie Hoogenboom				
Pan London Anaesthetic Simulation Leads – Janis Ferns, Ching Pang				
Pan London Anaesthetics Academic Training Programme Director – Gudrun Kunst				
Pan London Anaesthetic Less Than Full Time Training Advisor and SRTT Champion – Anna Fowler				
School Trainee Reps and NHS England Education Fellows				
Pan London NHS England Funded Anaesthesia Associate Training Programme – AA Training Lead – Dan Heaton, Ambassador Frances Marfleet				
Anaesthetics Health Education Team Service Delivery Manager (SDM) – Jemma Thompson, Operations Manager (OM) – Maureen Austin ICM and KSS Officer – Deborah Bunce Email: england.anaes.lase@nhs.net (trainer enquiries) PSP Link: https://lasepgmdesupport.hee.nhs.uk/support/home				
North London Anaesthetic Programme North London Officer – Rukayat Muhammed Administrators – Ben Owusu-Ansah (NE & NW) Mubeen Akhtar (NC)			South London Anaesthetic Programme South London and Pain Officer – Claire Bowden South London Administrator – Mohammed Rayhan	

Regional Training Days

New platform for Regional Training Day recordings

The HET team have developed a new platform for storing RTD recordings on the NHS Learning Hub. Trainees can access the [NHS Learning Hub](#) using their e-LfH or OpenAthens credentials and then request access to the **London School of Anaesthesia catalogue**. This is a restricted catalogue for London trainees only so trainees will need to request access for the HET team to approve.

Online RTDs will continue to operate on MS Teams and the recordings will be uploaded to the online catalogue on the NHS Learning Hub within 48 hours.

HET Team

Regional Training Days (RTDs)

Regional Training Days (RTDs) are expertly organised and delivered by faculty from across our city, mapped to the 2021 RCoA curriculum. As we prepare to release the 2025 calendar, here are some key details:

Dr. Gunjeet Dua (GSTT) and Dr. Emilie Martinoni Hoogenboom (UCLH) are the TPDs coordinating educational delivery in the region.

The 2025 RTD calendars can be found here: (<https://london.hee.nhs.uk/regional-training-days>). All RTDs are open to pan-London trainees unless specified otherwise. Most sessions will be delivered in person, with limited capacity, while select events will be virtual or hybrid via MS Teams. Recordings will be accessible here: (<https://learninghub.nhs.uk/Catalogue/lisa>).

Booking and Attendance

To register for an event, click the booking link and follow the instructions. If you're unsure which events are most relevant to your training needs, consult your educational supervisor or college tutor. You may also need to request study leave through your department, so be sure to follow local procedures and provide ample notice. Check the website regularly, as you may not receive direct invitations for all applicable events.

Important Attendance Reminders

We encourage all trainees to notify organisers promptly if unable to attend an RTD. To support clear communication and ensure maximum benefit for all trainees:

- Regularly check your registration status and follow the guidelines for cancelling, particularly if unforeseen circumstances arise.
- Notify organisers directly if the event is within two working days. Contact information for organisers can be found on the RTD calendar.

We hope you will all enjoy the educational opportunities in the London School of Anaesthesia. We thank you for your cooperation in making these sessions productive and accessible for everyone.

Getting involved

RTD organisation also offers trainees a valuable opportunity to gain hands-on experience in management and coordination, building essential skills in planning, leadership, communication, and problem-solving.

Please contact us if you are keen on organising and we will guide you.

Your suggestions and feedback are highly valued to continually enhance and refine the program so please provide

regular feedback or email us with your suggestions.

Dr. Emilie Martinoni Hoogenboom (UCLH) and Dr. Gunjeet Dua (GSTT)

HET Update

ARCP

Dear Resident Doctors,

Subject- Annual Review of Competence Progression (ARCP)

As a requirement to assess your anaesthetic training, and as specified in the Gold Guide, this email provides you details of when your next annual review of competence progression (ARCP) will be and what you need to prepare.

In addition to formal assessment of your training, this process also incorporates your GMC revalidation, with the GMC requiring all doctors to have a yearly assessment regardless of Full Time or Less Than Full Time (LTFT) status. LTFT residents will not have completed a full training year since their last ARCP, and this will be considered when reviewing progress.

ARCP overview

Your ARCP will be in absentia, so you will not be present. It is therefore essential that all the evidence is uploaded onto your Lifelong Learning Platform (LLP) and can be easily accessed by the panel. Only evidence uploaded onto LLP will be assessed and we ask for this to be available for review 2 weeks prior to the date of your ARCP.

When do I need to start planning for my ARCP?

In theory this starts immediately after your last ARCP. In the weeks prior to your ARCP date, **you must meet with your educational supervisor (ES) in good time to discuss and plan your assessment.** Following this, your college tutor (CT) needs time to also review and electronically approve some of the documentation. You need to ensure you have factored time in for these mandatory steps, since your supervisors maybe on leave etc.

How do I plan for my ARCP?

The most important step in preparing for your ARCP is to follow the [RCOA ARCP checklist](#). The checklist details the

required evidence for your ARCP.

If you are an ACCS resident, please follow the [ACCS ARCP Requirement Guide](#).

The overwhelming majority of ARCP outcomes are anticipated beforehand. You must discuss this with your ES or CT. If you have any questions or are uncertain what you need to prepare, you can also contact your training program director (TPD).

What evidence do I need to present to progress in my training?

This should have been identified during discussions with your ES, CT and perhaps your TPD. The [Royal College of Anaesthetists \(RCOA\) curriculum guidance](#) can be found online as can the [ACCS curriculum requirements](#). Please ensure you are familiar with these requirements and keep abreast of curriculum updates (published on the RCoA website).

Two documents which are almost always mandatory are:

1. Educational Supervisors Structured Report (ESSR)
2. Form R

Educational Supervisors Structured Report (ESSR)

An essential document with the following details fully completed:

- Only submit ONE ESSR to cover the whole training period since your last ARCP.
- Start date – the day after your last ARCP.
- Labelled as 'ARCP ESSR (insert month and year)'
- Electronically approved by ES
- Electronically approved by CT

For information about MSFs and MTRs, please refer to the National ARCP ES checklist, ACCS ARCP requirement guide and training hub section on the RCOA website.

The ESSR should automatically collate most of the required evidence for panel review. Any evidence which has not automatically linked to it should be uploaded into your document store.

If this is your final ARCP, and you have completed any units of training from the 2010C units on the old e-portfolio. Please include a summary of this to assist the panel.

Form R

This is essential for your revalidation with the GMC. Please submit your FORM R (parts A, B, and self-declaration) using the digital Form, included as a core part of TSS. This must be completed and uploaded to your LLP as follows:

- Dates on the form must cover the entire period since the date of your last Form R
- If this is your first ARCP in stage 1 or 2, the start date is date you entered the training program.
- Any critical incidents you may have been involved in should be declared here.
- Time out of Training (TOOT)
 - Must be declared for any OOPs (which are NOT counting towards training) and/or any form of statutory leave.
 - Given in consecutive calendar days (e.g., one-year maternity leave stated as 365 days)
 - If TOOT is due to sickness, please remember to include start and finish date as part of your total.
 - Accrued annual leave is not considered TOOT and should be excluded.
 - If more than 14 days, please comment on your ESSR how many training days missed and ask your ES to comment if this has had an impact on your training or not.

1. Navigate [here](#)
2. Sign-up using the email address we contacted you
3. Complete and submit your Form R parts A & B

If you have any issues, please contact us [via PSP](#). If you need more information on the TIS Self Service system, please see our [website](#).

Reflection

This is embedded within the LLP and considered essential for higher level learning in medical education. If you have been involved in any patient safety incident investigations (previously known as serious incidents), you must have evidence of reflection uploaded onto LLP, in line with [GMC guidance on reflection](#).

I am on an OOP- what do I need to prepare for my ARCP?

ARCPs are still required during all OOPs. There is advice on the [school website](#) to guide you:

- You must upload a valid Form R for all OOPs.
- For OOPP, OOPE and OOPRs, you must upload either an ESSR (as previous) or alternative report to LLP, signed by your ES/supervisor. This report should indicate what you are doing during your OOP time.

- OOPT- submit an ESSR as above and follow the RCoA ARCP checklist as usual.

I am a dual anaesthetic and ICM resident; what do I have to prepare?

- You will have separate anaesthetic and ICM ARCPs
- If your ARCP period under review involves any Stage 1 ICM curriculum time, please contact your TPD for further advice.
- For all other dual trainees, please follow the anaesthetic ARCP guidance above to prepare for your anaesthetic ARCP.
- All relevant anaesthetic evidence needs to be uploaded on your anaesthetic LLP, even if completed during a block of training in an ICM curriculum post.

I am an academic resident - do I need to prepare any other evidence?

You must upload an [academic progress report](#) which has been approved by Dr Gudrun Kunst (academic TPD) prior to your ARCP. Allow sufficient time for this.

After your ARCP

- You will receive a notification of the outcome award via email.
- Please review the details on the ARCP outcome form and discuss with your ES.
- The month of your next ARCP will be indicated on the form.
- Please accept the outcome electronically.
- Any queries can be escalated to your CT or TPD.

Additional Online Resources

1. [NHSE London School of Anaesthesia Website](#)
2. [RCOA Website](#)
3. [2010 Curriculum guidance documents](#)
4. [RCOA CCT date calculator](#)
5. [Gold guide v10](#)

Should you have any queries relating to the ARCP review, please do not hesitate to contact us via [PSP](#). Click the link on the page where it indicates 'If no FAQ has answered your questions. This will generate an enquiry form which you need to complete and raise your query in the "Your Enquiry" box. If you have a query or issue related to your LLP, please contact the RCOA at lifelong@rcoa.ac.uk or call 0207 092 1556.

January ARCP Dates

Date	Region
10 th January 2025	North East LDN
14 th January 2025	North West LDN
16 th January 2025	North Central LDN
13 th January 2025	South East LDN
17 th January 2025	South West LDN

Courses

Confident Career Transitions: Stepping into the consultant role

Tuesday 26th November 2024 09:30 - 13:00

<https://lasepgmdeevents.hee.nhs.uk/events/psu/9597771a-79da-4233-a8b2-00d91486c924>

The NHSE Careers Unit London & KSS team is running a 3.5-hour workshop aimed at senior medical registrars and dentists who are 12 months or less from taking up a consultant post. This workshop aims to support you at this significant transition point in your career.

You will have the opportunity to take part in both reflective and future-focused activities with the following aims:

- *To reflect on the common themes and challenges experienced by newly appointed consultants*
- *To identify core areas to enhance competence as a new consultant, such as effective communication, leadership, administration, mentorship and wellbeing*
- *To have the opportunity to appraise existing knowledge and skills against key requirements of the consultant role, and consider how gaps may be addressed during the first 100 days in post*
- *To have reflected on next steps and start to develop an action plan to enable a confident transition*

NEW SRTT Course - Taking Control of your Career Return with Confidence

Wednesday 27th November 2024 9.30-13.00

<https://lasepgmdeevents.hee.nhs.uk/events/psu/8600274a-1a53-4f48-8760-86667ec96078>

This half-day facilitated session focuses on building your career confidence and will provide practical steps that you can take to ease your transition back to clinical work. In this interactive workshop you will have an opportunity to share

best practice and meet other clinicians virtually who are returning to clinical practice after a break.

By the end of the workshop you will have:

- *Experienced empowering and interactive techniques to build your self-belief and confidence*
- *Appreciated your strengths and new transferable skills*
- *Considered how transition points during your training could enhance your career and leadership potential*
- *Planned practical aspects of your return, integrating your work return and long-term objectives*
- *Identified resources available to you for your Supported Return To Training (SuppoRTT) and how to access them.*

NEW SRTT Course - Strategic Communication and Assertiveness

Friday 29th November 2024 14:00 – 17:00

<https://lasepgmdeevents.hee.nhs.uk/events/psu/b43d4ece-f5e8-43f9-8421-9403acdd5a0e>

Effective communication is essential in clinical practice, particularly when facing challenging interactions with colleagues. In this workshop, we will adopt an explorative and strengths-based approach to help you understand and develop strategic communication skills. This will empower you to handle difficult situations assertively, enhancing your ability to manage conflicts without harming professional relationships.

Through interactive group discussion and breakout groups, we will share activities and practical tools focused on conflict resolution, negotiation, and influencing skills. By engaging collaboratively, you'll gain insights and techniques to enhance your capability with complex communications, ultimately contributing to a more positive and effective working environment in your clinical practice.

Learning Outcomes:

- *Communicate assertively in challenging situations without damaging professional relationships.*
- *Apply effective conflict management strategies when interacting with colleagues.*
- *Enhance negotiation and influencing skills to improve collaboration within hierarchical environments.*
- *Employ practical techniques to handle aggressive behaviours and navigate hierarchical challenges professionally.*

The Careers & Coaching Team

Professional Development Team

<https://london.hee.nhs.uk>

If you have any questions or queries, please do get in touch with the HET team here at NHSE, either via the PSP portal or School line below.

Best wishes

Anaesthetics Specialty HET team & HoS Dr Aasifa Tredray

Healthcare Education Team, London and Kent, Surrey and Sussex

NHS England

KSS & LDN HEE Website: <https://kss.hee.nhs.uk/>

<https://london.hee.nhs.uk/>

PGMDE support portal:

<https://lasepgmdesupport.hee.nhs.uk/support/home>

School line: 0207 866 3237



[Unsubscribe](#)