

Health Education England North West (HEE NW)

**School of Acute Common Care Stem (ACCS)
Programme Support Team**

ACCS.nw@hee.nhs.uk

Natalie Dawson – Programme Support Manager
Lindsey Robinson – Programme Support Coordinator
Sally Rylands – Programme Support Administrator

Developing people

for health and

healthcare

HEE NW

Commonly referred to as the Deanery, “Health Education England North West” covers the North West and Mersey areas

- Lancashire
- Greater Manchester
- Merseyside
- Cheshire



School of ACCS Overview

We have a total of **124** placements across the NW region

Offers training routes in Anaesthesia and Core and Run-Through Emergency Medicine. No longer appoints to Acute Medicine from August 2020

Professor Jane Mamelok is the Postgraduate Dean and your Responsible Officer

School of ACCS Overview continued

Dr Alison Gale is the Head of School and Associate Postgraduate Dean.

Training Programme Directors for the first two years only:

Dr Jon Argall, North West and Dr Tim Wharton, Cheshire and Mersey

HEE NW School of ACCS Team for the first two years only: ACCS.nw@hee.nhs.uk:

Natalie Dawson – Programme Support Manager

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Parent Specialty Contacts

For Third Year ACCS Training:

SPECIALTY:	TRAINING PROGRAMME DIRECTORS
Anaesthesia	Mersey: janet.slee@sthk.nhs.uk North West: kirsty.maclennan@mft.nhs.uk and oliver.pratt@srft.nhs.uk
Emergency Medicine	Mersey: richard.hughes@liverpoolft.nhs.uk North West: richard.parris@boltonft.nhs.uk

SPECIALTY	HEENW TEAM
Anaesthesia	coreanaesthesia.nw@hee.nhs.uk
Emergency Medicine	emedicine.nw@hee.nhs.uk

Programme Support - What we do

New Starter Arrangements: New starters are contacted to complete a Form R and an NTN/DRN is created upon submission.

Period of Grace: As of 05/08/2020, those on of a run-through or higher training pathway are no longer entitled to a 6-month grace period. Need to apply to HEENW 7 months prior to CCT to advise if want to be considered for a grace period.

Rotations: The team will provide rotations to the Lead Employer (LEO) 14 weeks prior to the rotation.

- The **LEO** will inform trainees of their placement 12 weeks prior to the rotation. Any queries, please contact: Lead.Employer@sthk.nhs.uk
- **Host Trust** will advise you on your rota 8 weeks prior to the rotation.

Annual Review of Competence Progression (ARCPs)

ARCPs ensures that all competencies and elements of the curriculum have been met to progress to the next year of training

The Programme Support Team organises ARCPs across the year.

Trainees are required to have an annual ARCP as per the Gold Guide.

LTFT trainees may have more than one depending on progression dates.

ARCPs

Assessment Panels – panel reviews the ePortfolio against the College checklist and Educational Supervisors Report to make a recommended outcome based on the evidence

Feedback Panels – trainees are invited if they receive an adverse outcome i.e. Outcome 2*/3/4 to discuss training and support required.

***Educational Review** - any trainee that receives an Outcome 2 at their annual ARCP will be required to submit an up to date ePortfolio at the next Assessment (usually 6 months after their initial outcome).

ARCPs continued

Form R – need to be submitted before each ARCP. Mandatory for revalidation. **Please complete the entire form.**

ARCP dates are uploaded in advance to our website. Please also refer to our website for the ARCP Checklists and ARCP Guidance

https://www.nwpgmd.nhs.uk/Specialty_Schools/ACCS/ARCP

Please ensure to read the Curriculum and the information on the ACCS website (<https://www.accs.ac.uk/accs>).

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

ePortfolios

- For those with a Parent Specialty of Anaesthesia, please gain access to the RCoA Lifelong Learning Platform: <https://lifelong.rcoa.ac.uk/login>
- For those with a Parent Specialty of Emergency Medicine, please gain access to NHS ePortfolio: <https://www.nhseportfolios.org/>

Lead Employer Organisation (LEO)

The Lead Employer for all HEENW trainees is St Helens & Knowsley Trust: Lead.employer@sthk.nhs.uk

LEO deals with all enquiries regarding:

- Pay & Banding: leademployerpayroll@sthk.nhs.uk
- Confirmation of employment
- Travel expenses
- Parental leave
- Annual leave
- Communication of rotational placements

Occupational Health (OH) service

Access the service via the LEO rather than the Host Trust

Please ensure you are referred via your Training Programme Director.

If you self-refer HEE NW and the Training Programme Director are not informed of outcomes of the OH meetings and any reasonable adjustments that may be required to support your training may be missed.

HEE NW Policies & Procedures

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

Out Of Programme (OOP)

- **OOP:** for research, experience, training, career break and pause.
- You will need to apply a minimum of 6 months in advance.
- If want to count any time towards training need to apply prospectively to the College and GMC.
- Completed applications to be submitted to ACCS.nw@hee.nhs.uk

HEE NW Policies & Procedures

Inter-Deanery Transfers (IDT)

- A national process, ran by London, with 2 windows per year ; usually for an August or February start.
- Information on IDT can be found here:
https://www.nwpgmd.nhs.uk/Inter_Deanery_Transfer
- There is an intra-LETB process to transfer to the Mersey/North West region; this is purely for changes in circumstances since appointed

HEE NW Policies and Procedures

Study Leave

- Generally limited to 30 days per year, pro rata for LTFT Trainees.
- Please refer to our website for further details;
<https://www.nwpgmd.nhs.uk/study-leave>

Enquiries to the Study Leave Team:

studyleave.nw@hee.nhs.uk

HEE NW Policies & Procedures

Less Than Full Time (LTFT)

- There is the option to train flexibly, with an eligibility criteria and application process to follow.
- There is a minimum and maximum that you can reduce your hours to (between 50% and 80%).
- Only when confirmation has been received from LTFT will your change in hours be approved.

Enquiries to the LTFT Team: ltft.nw@hee.nhs.uk

How Can You Help?

- **Form R:** please complete as at the start of training and every ARCP Panel as this is required for revalidation
- **E-Portfolio:** make sure this is up to date and well organised, and you sign ARCP forms
- **Personal details:** the team use the details e.g. email address on the Form R. Please email the team to advise if details change between ARCP panels.
- **ARCP guidance:** please read and follow the guidance and curriculum.

Who Should I Contact?

- **Educational Supervisor:** training placement, health or personal issues, meeting competences, completion of training reports
- **Training Programme Director:** rotation queries, training placement, ARCP advice, escalate concerns
- **HEE NW Programme Support:** ARCP advice, OOP queries, CCT/end dates in conjunction with the Colleges, escalate concerns

Useful Websites

HEE NW website: www.nwpgmd.nhs.uk /

https://www.nwpgmd.nhs.uk/Specialty_Schools/ACCS

Lead Employer Website: www.sharedservices.sthk.nhs.uk

Intercollegiate Committee for ACCS website:

<https://www.accs.ac.uk/accs>

Royal College of Anaesthesia website: <https://www.rcoa.ac.uk/>

Royal College of Emergency Medicine website:

<https://www.rcem.ac.uk/>