

# Checklist of Competencies for ST1/2s in General Practice

				<u>Positive evidence</u>			
<b>1. IT Skills</b> The learner should be able to: Access Clinical System: Log on, access the medical records, record a consultation. Be able to view results & attachments (letters, ECGs, spirometry), and add/issue acute/repeat medication. Enter data using templates Have an elementary understanding of READ codes Send & receive emails using Outlook Use a Web Browser for basic navigation Start to access medical websites and use them appropriately as a learning resource and for patient education. Appreciate the relevance of confidentiality in information access and transfer				<b>Curriculum areas:</b> Information management and technology			
				Concerns	Further Development	Expected Level	
<b>2. Chronic Disease Management</b> The learner should understand the systems of management of chronic disease in primary care, including the role of PHCT, use of protocols, templates and call/recall systems. They should understand the “expertise” of the patient and the importance of concordance. They should be aware of guidelines.  Should be able to recognise presenting symptoms of asthma and diabetes, and investigate appropriately.  Should be able to measure blood pressure and assess whether further action needs to be taken.  Should be aware of the influence of social and cultural factors Should know when to involve secondary care				<b>Curriculum areas:</b> Cardiovascular problems, metabolic problems, respiratory problems, promoting equality and valuing diversity, management in primary care, information management and technology, being a GP.			
				Concerns	Further Development	Expected Level	
<b>3. Management of Emergencies</b> The learner should know where the practice resuscitation equipment is and how to use it. They should be aware of how to summon immediate assistance within the practice.  They should be aware of the presenting symptoms of MI, LVF, diabetic ketoacidosis, anaphylaxis, acute exacerbations of asthma and COPD, meningitis, status epilepticus, surgical emergencies and how to manage these while summoning appropriate assistance.  They should be aware of the practice emergency drug box and be able to discuss the use of its contents.  They should know how to call for emergency and urgent ambulances and how to arrange admission. They should be aware of the importance of accurate transfer of information for the accepting clinicians. They should be aware of the need for prioritisation				<b>Curriculum areas:</b> Care of acutely ill people, Patient safety, CVS, Respiratory and metabolic problems.			
				Concerns	Further Development	Expected Level	

**4. Managing Risk/Uncertainty/coping with not being and expert**

The learner should have insight into the key role of GPs in being able to manage risk and deal with uncertainty. He/she should recognise that medical referral, investigations and treatment may carry risks in the same way that not referring, investigating or treating may also carry risks. Risk management may be aided by shared decision making with the patient. Being able to use time appropriately to see what happens should also be appreciated. The learner should also have insight into his/her own ability to cope with uncertainty without causing himself/herself undue stress and be looking at developing/improving strategies in this respect as appropriate.

The learner should have insight that they are not expected to know everything and that uncertainty is a fact of life in General Practice. The learner should be aware of holding strategies such as using time and simple investigations in the management of problems.

**Curriculum areas:** Patient safety, The General practice Consultation, Care of acutely ill people.

Concerns

Further Development

Expected Level

**5. New learning skills**

The learner should show evidence of awareness of their learning needs and embracing the need to address those needs, be aware of and using PUNS and DENS, and have a PDP. They may still need support to identify and address learning needs.

They should show evidence of using the e portfolio as a learning tool and record

**Curriculum areas** The GP consultation, Patient safety, Evidence based practice.

Concerns

Further Development

Expected Level

**6. Organisational Skills**

The learner should be aware of time keeping and availability to patients. They should appreciate the importance of record keeping and ensuring tasks are completed in a timely manner. They should be aware of the need to prioritise workload eg on a duty doctor day.

They should be able to demonstrate the existence of a personal 'to do' system

They should use the PHCT appropriately, and communicate effectively between primary and secondary care

**Curriculum areas:** Being a general practitioner, the GP consultation, management in primary care, patient safety. Information management and technology, clinical governance.

Concerns

Further Development

Expected Level

<p><b>7. Being Patient Centred in Consultations</b></p> <p>The learner should demonstrate that they are beginning to address the following consultation tasks</p> <ul style="list-style-type: none"> <li>▪ <b>Aims to understand the problem</b> Listens to the patient’s opening story Uses more open questions than closed Tries to elicit the patient’s ideas</li> <li>▪ <b>Aims to understand the patient</b> Tries to establish how the problem affects the patient in his day to day activities Tries to establish the effects on those around the patient Tries to establish the patient’s concerns</li> <li>▪ <b>Share understanding</b> Uses explanations in “English” rather than medical jargon Where possible brings in the patient’s ideas</li> <li>▪ <b>Aims to establish a shared management plan</b> Offers options when possible Tries to explore the patient’s views on the way forward</li> <li>▪ <b>Maintains the doctor/patient relationship</b> Welcoming Open/positive body language Safety-nets</li> </ul>	<p><b>Curriculum areas:</b> Being a GP, the GP consultation. Promoting equality and valuing diversity.</p>		
	Concerns	Further Development	Expected Level
<p><b>8. Dealing with Own Emotions and Feelings</b></p> <p>Recognises that personal emotions and feelings affect professional behaviour</p> <p>Identifies and discusses emotion and feelings and how it might affect practice</p>	<p><b>Curriculum areas:</b> Being a GP, the GP consultation.</p>		
	Concerns	Further development	Expected level
<p><b>9. Dealing with External Distractions</b> (Personal life intruding on learning)</p> <p>The learner should be aware of the possible ways in which external factors may affect learning and be able to discuss these. These may include stressful home lives, illness, excessive outside commitments etc.</p> <p>They should be able to demonstrate that they have made suitable adaptations to their life to enable an appropriate work life balance and to ensure their education is not compromised.</p>	<p><b>Curriculum areas:</b> The GP consultation, Management in primary care.</p>		
	Concerns	Further Development	Expected Level

<p><b>10. Knowledge of the Primary Healthcare Team</b></p> <p>The learner should have knowledge of the different members of the PHCT and their roles. They should spend time with as many as possible and know how to make appropriate referrals. The learner should be aware of different PHCT models and the importance of the GP role within the team. The learner should show evidence of having used others' skills appropriately</p>	<p><b>Curriculum areas:</b> Being a GP, Management in primary care.</p>		
	Concerns	Further Development	Expected Level
<p><b>11. Knowledge of General Practice systems</b></p> <p>The learner should know of and have used all the administration systems for their current practice.(eg visit book, message handling) They also should be aware of how systems in other practices may vary.</p> <p>They should be familiar with SEA and audit in general practice</p>	<p><b>Curriculum areas:</b> Management in primary care, clinical governance.</p>		
	Concerns	Further Development	Expected Level
<p><b>12. Visiting and the Doctor's Bag</b></p> <p>The learner should have done visits on their own and know the minimum equipment and drugs necessary to carry in a doctor's bag. They will know how to admit patients to hospital from home and how to prioritise this. Ideally they will have purchased their own basic diagnostic equipment for use in visiting.</p>	<p><b>Curriculum areas:</b> Being a GP, care of the acutely ill.</p>		
	Concerns	Further Development	Expected Level