

Out-of-hours Training for GP Specialty Registrars: Quality Assurance Monitoring Form

OOH Provider:

Date of Visit:

- In accordance with national agreement, deaneries have a responsibility to quality assure the training received by registrars in out-of-hours care.
- This quality assurance monitoring form has been designed for use with out-of-hours care providers.
- The form will be used as the basis of an annual review meeting between a Deanery representative, usually the local Associate Director, and the out-of-hours care provider.
- Prior to the annual review meeting, data relating to training in out-of-hours care will be collated by the Deanery from GP Specialty registrar feedback.
- Out-of-hours care providers are asked to comment on each of the quality standards and present supporting evidence at the annual review meeting.
- Paragraph numbers refer to the document *General Practice Training in Out-of-hours Care: Clinical and Educational Governance*

Standard	Comment	Evidence to be presented
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1. Clinical standards

The Out-of-hours Provider and/or Primary Care Trust will provide:

1.1 A workload that will enable trainees to acquire adequate clinical experience across the full range of age and disease.		
1.2 Written protocols on record keeping.		
1.3 A system of induction for all new staff.		

1.4 A system of audit of workload and practice that enables quality of care to be monitored and practice reviewed, as part of clinical governance.		
1.5 A system of critical incident reporting, analysis and feedback.		
1.6 A system of information that enables the members of the OOH team to keep up to date with clinical and administrative matters relevant to OOH work.		
1.7 An appropriate range of diagnostic and therapeutic equipment for static and mobile use.		
1.8 An appropriate range and quantity of drugs for emergency and OOH use.		
1.9 Adequate secretarial and support staff to run the OOH system and encompass training.		
1.10 Effective and efficient management and administration systems.		

1.11 Evidence of good team working.		
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1.12 An appropriate method of responding to patient comments and complaints and evidence that patients are involved in the organisation and development of the service (<i>desirable</i>).		
1.13 Methods of monitoring prescribing as an important part of the audit process and a formulary or prescribing policy including a statement on how the formulary is reviewed and implemented (<i>desirable</i>).		
1.14 Registers and indices that can be used for teaching, research and audit (<i>desirable</i>).		

2. Educational standards

The Out-of-hours Provider and/or Primary Care Trust will provide:

2.1 Sufficient consulting rooms so that the GP trainee and clinical supervisor can consult during the same session.		
2.2 An appropriate clinical supervisor for the whole of the trainee's shift.		
2.3 Sufficient time within the session for teaching, feedback and completion of paperwork.		

<p>2.4 Sufficient transport so that the GP trainee and clinical supervisor can travel together as required on home visits.</p>		
<p>2.5 A reliable method of transferring records of education to the trainee's GP trainer. Normally this will entail completion of the "Record of Out-of-hours Session" sheet</p>		
<p>2.6 Opportunities for trainees to learn from and about management and administration systems.</p>		
<p>2.7 Opportunities for trainees to appreciate how computerisation can contribute to clinical and organisational work in OOH (<i>desirable</i>).</p>		
<p>2.8 An environment that encourages multi-professional learning.</p>		

3. Clinical supervision standards

The Out-of-hours Provider and/or Primary Care Trust will ensure that:

3.3 All clinical supervisors must be qualified to teach although they will not necessarily require the educational expertise required of GP trainers. (Suitability is defined in governance document referred to above).		
3.4 Where non-GPs are involved as educational supervisors, they will only supervise red sessions i.e. where the trainee takes no clinical responsibility.		
3.6 There is a system of review, the purpose of which is to help clinical supervisors to reflect upon and develop their educational skills (<i>desirable</i>).		

4. Administration standards

The Out-of-hours Provider and/or Primary Care Trust will ensure that:

4.1 There is an administrative system that ensures that trainees are allotted clinical responsibility commensurate with their experience and competence.		
4.3 No trainee is expected to undertake an out-of hours session without appropriate supervision.		
An meeting is held annually with deanery representative to review the above quality standards.		

Summary of feedback from GP registrars

Highlights

Recommendations

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Signed on behalf of the out-of-hours provider

Signed on behalf of the Deanery

Date

The deanery representative should ensure that the out-of-hours care provider receives a copy of this form which should then be returned to: