Specialty School of Medicine
Core Medical Training

A Guide to CMT
August 2018
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Introduction

Congratulations on your successful appointment to the Wales CMT training programme.

This is administered by the Postgraduate Secondary Care Training Section (PSCTS) of the Wales Deanery & supervised by the CMT Specialty Training Committee (STC), chaired by the Interim Associate Head of School, Dr Rhian Morse (Rhian.Morse@wales.nhs.uk).

We aim to provide training of the highest quality to help you develop the skills you need to move into higher medical specialty training. We are continually working to improve your experience and the quality of training. If you have any suggestions for improvements we would love to hear from you.

We really hope you enjoy CMT in Wales. With very best wishes for the next 2 years.

Rhian Morse

Dr Rhian Morse
Interim Associate Head of Specialty School of Medicine
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Who's who?

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Compulsory Tasks

(Further details of each task listed in following sections)

- Enrol with JRCPTB. Pay your fee, they will Upload your training ‘programme’
- Learning Agreements in your E-portfolio to be signed by you and by your educational supervisor.
- Engage with the e-portfolio- make regular entries including reflection
- Review ARCP decision aid
- 10 x SLEs per year (4 of which must be ACATs)- spread out over the year
- One MSF per year
- Four multiple consultant reports (MCRs) per year- 2 per 6 month post
- Attend a minimum of 4 out of the 5 mandated Teaching Days
- Complete MRCP part 1 in CMT 1 year and Full MRCP in year 2
- 40 x Out Patient Clinics over 2 years (10 x every 6 months placement)

Training and Supervisors

Clinical Supervisor: the consultant(s) for whom you are working. He/she will inform your Educational Supervisor of your progress. Your CS does not have direct access to your e-portfolio and must be ‘ticketed’ for reports and WBA’s.

Educational Supervisor (ES) has responsibility for your professional development for the full 2 years duration of your training programme (3 years for Academic CMT trainees). Academic CMT trainees will also have a clinical & an academic Educational Supervisor. As a minimum you should meet them at entry and then at around 5, 11, 17 and 23 months during your training. It is your responsibility to arrange these

During the meeting your ES will review your progress against the curriculum, complete their assessment of your achievement of competencies, signing them off over the two years of training. At least annually and in preparation for your ARCP, they will complete with you an educational
supervisor's report in your eportfolio. This is the evidence which will subsequently be reviewed by the Training Programme Directors (TPDs) and at ARCP.

**Royal College of Physicians (RCP) Tutor** is your hospital’s local training director, responsible for your induction, teaching programme, supervision of study leave and also to ensure the quality of your training post in the hospital.

**Associate College Tutor (ACT)** is a core medical trainee who represents CMTs at each hospital site. New ACTs are appointed at the start of the year – if you are interested in applying, please contact your college tutor.

**Local Faculty Lead** and **Postgraduate Centre Manager** will assist in matters such as eportfolio, study leave, library facilities, QiPs/audits and teaching presentations

**Learning agreement**
The JRCPTB and STC require you to engage actively in your own training and take responsibility for your own actions. You will find your Learning Agreements in your E-portfolio. These should be signed by you and by your ES.

**Problems with your training**
If there are ways you’d like to improve your local training, speak to your ACT or RCP tutor. If you have specific concerns about training you should first approach your ES or the RCP tutor and TPD. If you feel like your concerns aren’t being addressed escalate your concerns to the Head of School, Dr Claire Williams (Claire.Williams8@wales.nhs.uk).

**Your curriculum**
Current GMC approved CMT curriculum available at:
http://www.jrcptb.org.uk/trainingandcert/Pages/ST1-ST2.aspx#cmtcurricassess

The JRCPTB posts curriculum updates and important information on their website, the Wales Deanery site and your e-portfolio account.
Essential features of your curriculum

ARCP decision aid – available at:

https://www.jrcptb.org.uk/sites/default/files/CMT%20ARCP%20Decision%20Aid%20August%202017%20.pdf

This is a useful way to ensure you are meeting the essential requirements for training and eportfolio. This is a key document and is referred to by ARCP panels assessing your progress – Please ensure you familiarise yourself with this

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**Educational Supervisor**

- You will be allocated an Educational Supervisor (ES) for the duration of your 2 year programme.
- You should arrange regular meetings with your ES, to ensure your eportfolio is regularly reviewed.
- You must ensure that an Induction appraisal is completed and an entry made in your eportfolio (at the beginning of each year).
- You must also ensure that an ES report is completed by **May** of each year.
- The FIRST meeting with your ES, should be within 2 weeks of you starting programme. It is your responsibility to do this.

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**Top Tips for Appraisal:**

- For the Induction appraisal meeting, you should fill in the form yourself on your log-in **BEFORE** the meeting and ‘save’ rather than submit. This saves time at the actual meeting as your ES will then only have to make modifications rather than sit and watch you type.
- Make sure you have also completed a Personal Development Plan before the Induction Appraisal – again this can be discussed at the meeting and modified if necessary.
- Make the appointment for the appraisal through your Educational Supervisor’s secretary for an appropriate amount of time (15 – 30 minutes).
- Assume your ES may not be as familiar with the eportfolio as you should be and be prepared to lead them through it.
• Take proof of your ALS status to the Induction Appraisal as your ES will need to confirm these items in the portfolio.
• Make follow up appointments for mid-point/end of post appraisals at the end of the induction appraisal.
• Make PDP aims ‘SMART’: Specific, Measurable, Agreed, Realistic, Time limited.
• Please understand that completion of the required appraisals, assessments and e-portfolio record is your responsibility.
• Ensure you keep a steady update of your e-portfolio and completion of assessments. You should be performing Supervised Learning Events (SLEs) (minimum of one a month to achieve 10 before ARCP on June) and linking them with the competencies in the curriculum. If you leave it all until a couple of weeks before the portfolio is reviewed you will be a long way adrift from the targets. The more evidence you have in your e-portfolio the more likely the time spent with your ES will be productive in terms of addressing your PDP and educational planning.
• If you have difficulty identifying or meeting with your Educational Supervisor you should approach your Royal College Tutor or the CMT Programme Director for your region.

**Workplace based assessments (WPBAs)**

These include:

• Acute Care Assessment Tool (ACAT)
• Mini Clinical Evaluation Exercise (mini CEX)
• Case Based Discussion (CBD)
• Directly Observed Procedural Skills (DOPS)
• Multi Source Feedback (MSF).
• Quality Improvement Project Assessment Tool Physician (QIPAT)

In brief the key features are:

• JRCPTB requires you to carry out 10 SLEs per year, 4 of which must be ACATs – all 10 SLE’s MUST be Consultants. These are formative ie they are not pass/fail but designed to support your learning. So do not worry if an SLE does not go as well as you would have liked- this is an important learning experience
- An ACAT can be linked to a maximum of 8 competences on the curriculum, with CbD and mini-Cex linked to 2 competences on the curriculum. The ACAT is designed to be used for supervised learning events (SLEs) on the acute medical take but may be on a ward round or covering a day's management of admissions and ward work. The ACAT looks at clinical assessment and management, decision making, team working, time management, record keeping and handover for the whole time period and multiple patients. There **MUST be a minimum of 5 patient cases for an ACAT assessment.**

- A Multiple Clinical Supervisor report (MCR) on your clinical and professional progress and which feeds into your ES report and ARCP. You must have 4 per year, 2 in each 6 month placement.

- Linkage of your WBAs and other evidence to the competencies, scoring yourself against these competencies

- One MSF should be completed in each year of training. We recommend doing it towards the end of your first 6 month post each year i.e. start ticketing people in November. It must be completed within 3 months of initiation (in order to be valid) and by a minimum of 12 respondents – 3 of which MUST be consultants. There must be a response from your current clinical consultant supervisors.

- Multiple Consultant reports (MCRs)- 2 consultant reports are required for each 6 month post one of which should be completed by your main clinical supervisor

- All trainees are required to undertake a Quality Improvement Project **every year.** When complete, your ES should fill in the QIPAT assessment form in your e-portfolio.

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**Eportfolio**

This is the repository for all information about your training. What to include in eportfolio:

1. Involvement in ambulatory care
2. Attendance of outpatient clinics
3. Exams
4. ALS certificates
5. ES reports
6. ARCP outcomes
7. Quality Improvement Project/Audit
8. Teaching sessions completed
9. Conferences attended
10. Additional training / courses
In your E-Portfolio, please ensure:

Personal Details:
- Ensure all details on your personal profile are correct, in particular your email address and GMC number
- Upload a passport style photo.

Post/Supervisor Details:
- Check the name of your Educational Supervisor is correct. If it is not, notify the Wales Deanery by e-mail and this will be amended.
- Check the details for each post you will rotate through – the current post is highlighted in yellow, the previous post details are below, future posts are above.

Declarations and Agreements:
- The probity and health declarations need to be completed by you for each training year.
- The educational agreement needs to be signed by you, and then by your educational supervisor for each post i.e. 2 x each training year.

Certificates:
- This refers to certificates such as ALS. You can upload the details but your ES must see the original of the certificate and then confirm the expiry date.
- A current ALS certificate is mandatory throughout training. It must not be allowed to lapse.
- MRCP results will be entered in this section by the MRCP central office.
Personal Library:

- Allows you to upload any relevant documentation – the space is limited though to 20MB & will rapidly fill up if you upload large Powerpoint files so avoid this. Out Patient Clinics you have attended should be logged via the JRCPTB form (Downloaded from: https://www.jrcptb.org.uk/faqs/cmt-trainee-how-can-i-record-my-procedures-and-clinic-attendance and stored in the appropriate folder in your personal library

**Top Tip:** Create 2 folders in your library- one for CMT1 and the other CMT2. Within each of these you should create a number of 'sub'-folders for topics which at a minimum should include teaching, QiP/audits, OPD clinics, regional teaching day attendance certificates, GMC and EPEF survey certificates. **REMEMBER- the ARCP panel has to find the evidence so make it easier for them!**

Absences:

- You must record any unplanned absences from work in your e-portfolio- there is a specific section for this, & it may be cross-referenced with medical staffing records. This is further mandated by your sign off of your probity and health declarations.
- Therefore every time you are absent for reasons of sickness/compassionate leave etc you must ensure medical staffing in your Trust are informed for their records.

Curriculum:

- You should record your experience against the Core Medical Training Curriculum 2009 (Amendments 2013).
- By clicking on curriculum you can see your curriculum record – if you click on the ‘expand all’ button you will then see a list of all the competencies that need signing off at some stage over your CMT training period, including examinations and procedures.
- Use the ARCP Decision Aid to correctly link the curriculum
- The curriculum can be found at: https://www.jrcptb.org.uk/specialties/core-medical-training-and-acute-care-common-stem-medicine

**MRCP**

MRCP Part 1: is a requirement for a successful Year 1 ARCP
MRCP Part 2 & PACES: required to complete Core Medical Training and Final Year 2 ARCP
Tips for MRCP;

- Familiarise yourself with the rules and organisation of MRCP. Read the documents at www.mrcpuk.org/Regulations/Pages/_RegsHome.aspx
- Immediately on completion of Part 1 book the written section of Part 2
- Plan to allow yourself an attempt at PACES 12-18 months into CMT (you are permitted to sit and pass PACES before the written element of Part 2)
- The Wales Deanery has free PACES teaching for CMT trainees who have MRCP Part 1. Dates will be advertised via the Wales Deanery and you will be notified via e-mail.

**CMT Teaching**

Bimonthly CMT training days occur in four centres across Wales. Each centre delivers its session on different dates, so for those scheduled to be on call there is opportunity to attend in an adjacent region on a different day.

You will be emailed invitations to attend these sessions and once you receive this email you can book your place at your preferred centre online (see appendix IV for a full list of topics, venues and dates).

Heath Boards, Clinical and Medical Directors have been instructed that attendance is mandated and that trainees must be permitted to attend. The training days are pre-approved for study leave by the Deanery and the material covered aligns to the CMT curriculum and the requirements of the MRCP Part 1 and Part 2 written exams.

Attendance at a minimum of 4 out of the 5 Teaching Days is a mandatory requirement for those who have not passed part 2 written. Failure to attend and evidence in your e-portfolio, may mean an unsatisfactory outcome at ARCP.

Attendance is optional once part 2 written has been passed.
**ARCP**

**Check of progress meetings:** You will be called to a meeting with your ES around 8 and 18 months of training. These meetings are to ensure you are satisfactorily following your training programme and on track with the decision aid and MRCP membership exams. He/she will be looking at your ability to demonstrate at ARCP that you are likely to complete CMT within the allotted 2 years of training. These meetings will be updated in your E-portfolio as an ‘Educational Meeting’.

- If you are on track it is most likely that your ARCPs will be completed “virtually” with no need for you to attend, at 11 and 23 months
- If you are slightly off course, an action plan with be agreed and you will have a further review at the standard ARCPs at 11 and 23 months
- If you are considered to be seriously adrift, the Royal College Tutor will agree an action plan with you, but will also inform the STC. The STC will wish you to have a formal ARCP and will need to consider whether there is a need for targeted or extended training.

**Annual Review of Competency Progression (ARCP)** - is mandated by JRCPTB to ensure you are acquiring the essential elements of your curriculum. They are held at 11 and 23 months of training. Your progress is compared with the ARCP decision aid. They are carried out by the STC with an external (from another Deanery) assessor present. The system in Wales is that all trainees' e-portfolios are inspected, known as a 'Virtual' ARCP. If satisfactory progress is being made against the curriculum and the decision aid you are given outcome 1 – “satisfactory progress” - in your CT1 year and outcome 6 – “achieved all competencies” - in your CT2 year. In the event of concern you will have to attend for a formal meeting known as a ‘face to face’ meeting with a full ARCP panel. Decisions about targeted or additional training will be made and agreed with you at that meeting.

**Useful names and contact numbers**

- Interim Associate Head of School: Dr Rhian Morse - Rhian.Morse@Wales.nhs.uk (Geriatrician, University Hospital of Wales)
Manager for the School of Medicine: Mrs Hilary Williams – Williamsh3@cf.ac.uk or Tel 02920 687444
Clinical Lead for CMT Teaching: Dr Lena Izzat – Lena.Izzat@Wales.nhs.uk
(Cardiologist at Prince Philip Hospital, Llanelli)

Useful links:

- School of Medicine website: https://www.walesdeanery.org/specialties/medicine
- Eportfolio aid: http://www.jrctb.org.uk/eportfolio-information
- Review ARCP decision aid: https://www.jrctb.org.uk/training-certification/arcp-decision-aids