

# NEMSA

## Educational Induction Notes on the Training Programme from the Programme Director

### 1. Communication

It is essential that the School of Anaesthesia has up to date contact details for you so that you can be informed of appointments, teaching sessions and so on. Please advise Sunita Gupta of any changes. You will be given a NEMSA email address for the duration of your training and **this will be the default means of contacting you**. Please look at the instructions on using your new NEMSA e mail address. Please note that this e-mail will be deleted on completion of your stay with NEMSA.

**Sunita Gupta can be contacted on 0115 823 1009 or from QMC ext 73-31009 .**

**E-mail:s.gupta@nemsa.net or sunita.gupta@nottingham.ac.uk**

### 2. Registration

If you have been appointed to a run through post, notification should be received from the Deanery of your appointment to a National Training Number and this should be used in all future training related correspondence. You will also need to register for Specialty Training in Anaesthetics with the Royal College of Anaesthetists. Please make sure you receive verification from both these bodies that you have been individually registered.

If you decide to raise enquiries directly with the Royal College or the Deanery, be sure to copy any correspondence to myself or Dr Lesley Woods c/o Sunita Gupta at the University Dept. of Anaesthesia, C Floor East Block, QMC.

### 3. Educational Supervision

You will all have a named Educational Supervisor with whom you must have regular contact. The Programme Directors carry the responsibility for managing the training programme – with the invaluable assistance of the RCA Regional Advisor and College Tutors.

### 4. Taking Responsibility

We have 116 trainees in the School of Anaesthesia and the programme directors officially have a combined total of 10 hours a week to manage the training programme (that is about 5 minutes a week per trainee!) It is essential that all trainees take responsibility for identifying their individual training needs and keeping on top of the documentation. Trainees from ST3 onwards will often be doing more than one module at once. It is essential to contact the College Tutor in advance of your placement to plan ahead. It is also important at the outset for all trainees to be familiar with the syllabus for each unit of training as outlined in the RCA training manual and with the more generic content of the CCT manual (download from the RCA at [www.rcoa.ac.uk](http://www.rcoa.ac.uk) ). Together with your Educational Supervisor you need to identify your training needs at the start of each placement and to review your progress at the mid-point.

## 5. Hospital Placements and other Queries

Queries regarding hospital placements should be addressed to me via e mail. You can also contact Sunita to make an appointment to see me on a Wednesday morning during my “NEMSA surgery”.

## 6. Assessment (Annual Review of Competence Progression ARCP)

You should read the Gold Guide ([http://www.mmc.nhs.uk/download/Gold\\_Guide290607](http://www.mmc.nhs.uk/download/Gold_Guide290607)) with respect to the arrangements for your ARCP and look also at the information on the NEMSA and Deanery websites.

The ARCP is an annual process whereby your portfolio and your modular assessment forms are reviewed by a panel of trainers which includes external parties. The panel will assess your fitness to progress to the next year of training. This is NOT an automatic process.

A complete set of training records is vital to support this process.

You will usually be notified of the date 2-3 months in advance and the schedule of dates published on the NEMSA website. The schedule is very tight due to the number of interviews that have to be performed. Avoid trying to change an appointment unless absolutely essential.

## 7. Portfolio

The development of a training portfolio is an essential requirement of the training programme. Please get advice about this from the handbook and discuss with your Educational Supervisor.

## 8. Study and annual leave allowances

These are set by the East Midlands Deanery and the Hospital Trusts. Teaching programmes are organised by NEMSA for novices and exam directed teaching. Other teaching activities take place within the various hospital departments. StRs are entitled to 10 days “personal” study leave a year. All study leave must be agreed by the local College Tutor. There is some leeway but both annual and study leave should generally be taken in proportion to the duration of your placement in any one unit. If you wish to carry over leave allowance this must be agreed **in advance** by the hospital in question.

## 9. Deanery website

There is a lot of resource available to support your training at the Postgraduate Deanery. Please visit the website. Examples include contact details, generic training courses, information on training in general, educational processes, flexible training, interdeanery transfers etc. Address is <http://www.nottingham.ac.uk/mid-trent-deanery/>. Information specifically related to the NEMSA training programme can be found on our own website [www.nemsa.net](http://www.nemsa.net)