

Medical Education

# NEWSLETTER



April 2023  
Issue no. 4

## Welcome to the LUHFT Medical Education Newsletter

*The Medical Education Team at LUHFT are keen that you are well supported both educationally and pastorally during your time here. Our aim is to maximise all your training opportunities to allow you to develop and progress. To do this we need to know when things are right, so we invite you to address any concerns or issues you have promptly with us or the relevant personnel at whichever site you are working. Also we would love to hear any suggestions how as a team we can improve.*

*LUHFT is a big organisation and so there are lots of opportunities available but sometimes these might seem too remote to access. We hope you find this bi-monthly newsletter a valuable resource which summarises and highlights upcoming changes, teaching opportunities and education quality to allow you to maximise your time in our organisation. Remember there is no such things as silly questions, so if you don't know, ask.*

Dr Daniel Komrower (Aintree)  
Dr Rachael Ellks (Broadgreen & Royal Liverpool)  
Directors of Medical Education

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Submit your  
newsletter stories  
here via your  
LUHFT email  
address



<https://forms.office.com/r/sb1NyZDrDJ>

• [Welcome to LUHFT](#)

• [LUHFT Website](#)

• [Staff Hub](#)

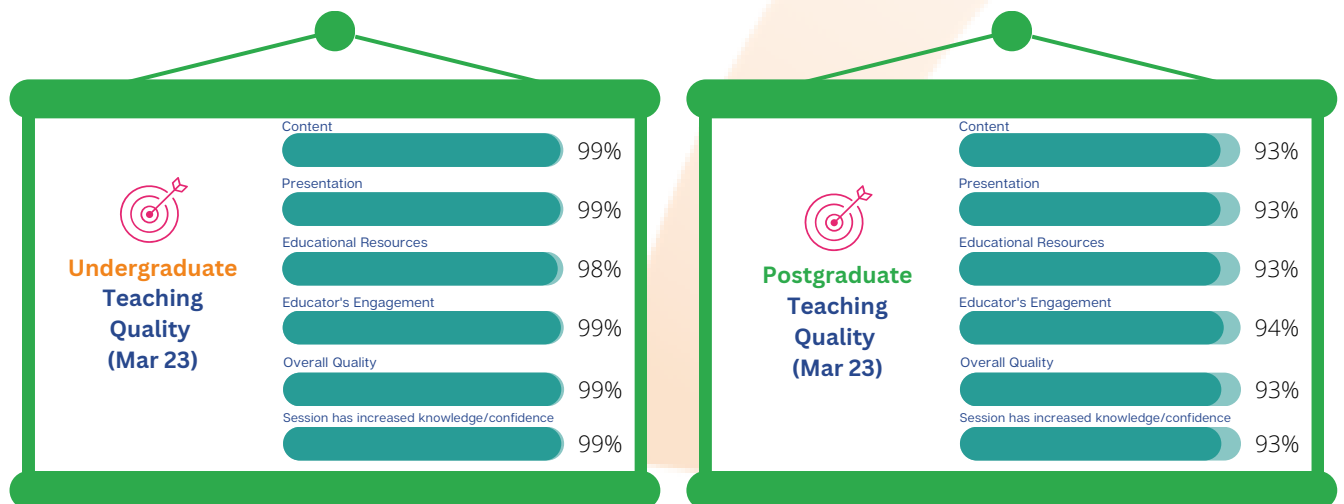
Click these links for  
further information  
about LUHFT



## Teaching Quality (Mar 23)

At Liverpool University Hospitals, the quality of our Medical Education teaching sessions is a high priority. In order to assure our teaching meets the needs of our students and trainees, we have implemented a Medical Education Teaching Feedback QR Code.

Student doctors, foundation staff and higher trainees are encouraged to scan/click the QR code and complete the short feedback form for every session they attend, whether a scheduled seminar or informal bedside teaching.



🔔

If you are an educator delivering a session, please do encourage your attendees to scan our code; All educators who deliver teaching will be provided with a copy of their feedback for portfolios and appraisals.

🗨️

*Dr Areej Shams-Khan spent lots of time teaching me during my time on placement in A&E, she has helped me acquire valuable knowledge and procedural skills, such as, ABG and cannulation. Dr Shams-Khan provided excellent feedback and guidance throughout my placement. She is an excellent teacher and I really appreciate the time and effort she gave to support my learning!*

- Student Physician Associate (AUH)

# Undergraduate

## University of Liverpool - Quality Visit (Aintree)

The University of Liverpool conducted an Undergraduate Medical Education Quality Visit at Aintree in March 23. Formal feedback will be circulated, but overall the visit was very positive. The contribution of the team was noted and they were very impressed with the progress on the job planning project.

Sally McCreith, Head of Medical Education, would like to thank all staff who facilitated the smooth running of the visit on the day, as well as all of the preparations behind the scenes.



The University of Liverpool would like to formally commend Linda Milligan and Debra Linacre for their ongoing contributions and exceptional support provided to Undergraduate Student Doctors on placement at Liverpool University Hospitals NHS Foundation Trust.



### Pre-Foundation Assistantship (PFA) Student Doctors

The PFA is the most senior medical student and most junior medic.

They can assume clinical responsibility and perform most clinical tasks.

**They**

**Cannot** Prescribe

**Cannot** Complete MCCD certification

**Cannot** Request any radiology investigations

**Cannot** Discharge patients

The students can be identified by this unique lanyard



### E-Registration



The Medical Education department are in the process of organising an additional e-registration terminal in AED at Aintree.

This will make it more convenient for students to log their attendance on their way to and from their clinical placement, as well as for weekend/evening shifts.

For further guidance, please contact the undergraduate team:

[undergraduateeducation@liverpoolft.nhs.uk](mailto:undergraduateeducation@liverpoolft.nhs.uk)



### Undergraduate Exams

Year 3 AFLs

9th & 10th May 2023

[undergraduateeducation@liverpoolft.nhs.uk](mailto:undergraduateeducation@liverpoolft.nhs.uk)



## Teaching Bulletin

### FY1 Teaching Dates:

03.05.2023  
17.05.2023  
31.05.2023  
07.06.2023  
28.06.2023

### FY2 Teaching Dates:

10.05.2023  
24.05.2023  
14.06.2023  
28.06.2023

### IMT Teaching Dates:

11.05.2023  
25.05.2023  
08.06.2023  
22.06.2023  
29.06.2023



## FORUS Meetings with the Foundation Programme Directors

Every Wednesday 13:00– 14:00

[https://us06web.zoom.us/j/85155579528?  
pwd=UUJSd21jaEYvSHJmcHB6OUYwdUE3dz09](https://us06web.zoom.us/j/85155579528?pwd=UUJSd21jaEYvSHJmcHB6OUYwdUE3dz09)

Meeting ID: 851 5557 9528

Passcode: 369929

Every Thursday 14:00 – 15:00

[https://us06web.zoom.us/j/81190356560?  
pwd=aE5nYks3ZUZheUVTY3dRTEZkLzgwZz09](https://us06web.zoom.us/j/81190356560?pwd=aE5nYks3ZUZheUVTY3dRTEZkLzgwZz09)

Meeting ID: 811 9035 6560

Passcode: 525771

## Lead Employer Updates



## Self Development Time (SDT)

SDT is advised by HEENW to be a minimum of 2 hours on average per week for FY1 & FY2 doctors and approximately 2 days per month for Higher Trainees. Some examples of non-clinical SDT include: supervisor meetings, collation of e-portfolio, ACRP preparation, preparing for & delivery of teaching, quality improvement projects and career planning & applications.

If SDT is not being given, it should be escalated to clinical and educational supervisors.  
If not resolved, trainees should exception report and discuss with their FPDs.

- [Intended uses of SDT](#)
- [STD FAQs](#)
- [Foundation Programme Review](#)
- [NHS Employers, Information on the Foundation Programme Review](#)



The Junior Doctors Forum is open to all junior doctors in the Trust, but if you are unable to attend and would like an item to be tabled for discussion, please contact your JDF rep, Tae Lee (Chief Registrar), Dr Weston (Guardian of Safe Working Hours), or the Medical Compliance Department.

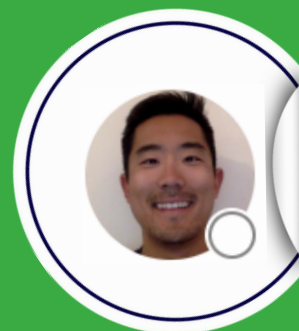


Junior Doctors are invited to attend the Junior Doctors' Forum; A Quarterly Meeting where concerns can be raised to the Guardians of Safe Working.

*Hi all. I'm Tae Lee, a Dual Anaesthetics and Intensive Care Trainee and currently the Chief Registrar for the Royal Liverpool University Hospital (22-23).*

*Please feel free to contact me for any issues, ideas and suggestions as to how to improve your working life at LUFT.*

*[taekyung.lee@rlbuht.nhs.uk](mailto:taekyung.lee@rlbuht.nhs.uk)*



Name	Site	Role	Email
Dr Leah Hickson	AUH	JDF Lead, LTFT (IMT 3)	<a href="mailto:lrhickson@doctors.org.uk">lrhickson@doctors.org.uk</a>
Mr Kieran Almond	AUH	(ST3 Orthopaedics)	<a href="mailto:kieranalmond@doctors.org.uk">kieranalmond@doctors.org.uk</a>
Mr Samuel Marsden	AUH	(ST3 Orthopaedics)	<a href="mailto:Samuel.marsden@nhs.net">Samuel.marsden@nhs.net</a>
Ms Salma Ahmed	AUH	(ST3 General Surgery)	<a href="mailto:Salma.a.ahmed@hotmail.com">Salma.a.ahmed@hotmail.com</a>
Dr Stephanie Bradbury	AUH	NW IMT Rep	<a href="mailto:Sbradbury27@hotmail.co.uk">Sbradbury27@hotmail.co.uk</a>
Dr Elizabeth O'Connell	AUH	(CT1 Surgery)	<a href="mailto:elizabethoconnell@live.co.uk">elizabethoconnell@live.co.uk</a>
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Dr George Hurst	AUH	Mess President (FY1)	<a href="mailto:George.hurst@liverpoolft.nhs.uk">George.hurst@liverpoolft.nhs.uk</a>
Dr Lucy Devlin	RLH/BGH	Royal JDF Lead (IMT 3)	<a href="mailto:lucydvln@googlemail.com">lucydvln@googlemail.com</a>
Dr Rajish Shil	RLH/BGH	(ACF – Walton Centre)	<a href="mailto:rajishrsk@gmail.com">rajishrsk@gmail.com</a>
Dr Tony Aphunu	RLH/BGH	LUHFT IMG / Clinical Fellow Rep (ITU Clinical Fellow)	<a href="mailto:Tony-aphunu.oghenechowo@liverpoolft.nhs.uk">Tony-aphunu.oghenechowo@liverpoolft.nhs.uk</a>
Dr Ella Crawford	RLH/BGH	(FY2)	<a href="mailto:lcrawf@gmail.com">lcrawf@gmail.com</a>
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Dr Daniel Mercer	RLH/BGH	(FY1)	<a href="mailto:Daniel.mercer@liverpoolft.nhs.uk">Daniel.mercer@liverpoolft.nhs.uk</a>
Dr Vicky Chatzipavli	RLH/BGH	NW FY Rep (FY1)	<a href="mailto:v.chatzipavli@doctors.org.uk">v.chatzipavli@doctors.org.uk</a>
Dr Alex Carrie	RLH/BGH	Mess President (FY1)	<a href="mailto:Alexandra.carrie@liverpoolft.nhs.uk">Alexandra.carrie@liverpoolft.nhs.uk</a>
Dr Sam Watson	RLH/BGH	Mess President (FY1)	<a href="mailto:Samuel.watson@liverpoolft.nhs.uk">Samuel.watson@liverpoolft.nhs.uk</a>

# Compliance

The Compliance team are responsible for the design of rota patterns within compliance framework. We are responsible for producing rotas, relaying incoming trainee information via Lead Employer to relevant departments, issuing work schedules to trainees and lead employer which detail rota pattern and pay. The team work closely with the guardians of safe working and support on junior doctors' forum and the processing of exception reports.

The team also explore gaps within rotas and working in partnership with services help to develop strategies and action plans for medical staffing workforce. This includes looking at rota redesign, costing recruitment of trust grades, and promoting a modern workforce to look at alternative roles and how they work.

The team works closely with Finance to maintain an Establishment of trainees that will support historic rota mapping and future gap forecasting exercises.

The team works in an advisory capacity to the HR Workforce functions; Recruitment, Employment and roster in terms of a medical workforce compliance function, giving advice on safe working rules, relevant systems and processes that may affect trainees.

## Guardian of Safe Working (GOSW):

Philip Weston - philip.weston@liverpoolft.nhs.uk



## Exception Reporting

Exception reporting provides colleagues with the opportunity to inform their employers when their day-to-day work varies significantly and/or regularly from their work schedules. Please continue to submit your exceptions for the Guardians of Safe Working to oversee and monitor.

Educational Exceptions should be submitted within 24 hours of the missed teaching opportunity. All other exception reports need to be submitted within 14 days, or 7 days if you are claiming payment.

You can access further information by scanning /clicking on this QR code.

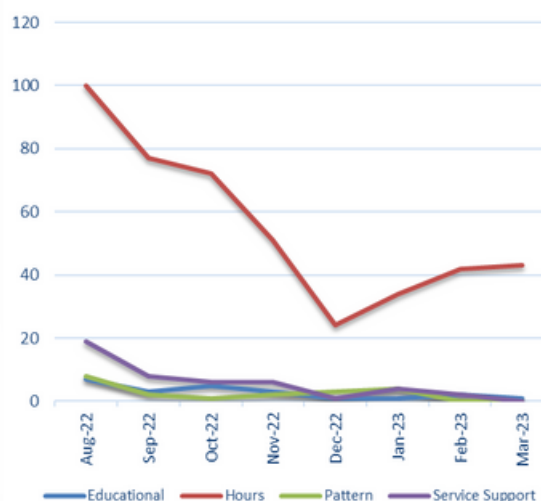


[CLICK HERE](#)

Exception Reporting  
How-To Video



Exception Reporting (by type)  
(ME 5.0)



## Staff Hub Pages



During your career with LUH, you may need to access some information to support you on a practical level. For managers and staff, these pages should assist with all the workforce actions needed to support you and your team.



*We have put together your 'Life at LUHFT' offer, so that when you need support you have a wide range of tools and resources at your fingertips.*

*This includes both internal LUHFT resources and national initiatives to support you as much as we can.*



## Life at LUHFT Your staff support offer

Life at LUHFT is our promise to take great care of you, to allow you to take great care of yourself. Our priority at LUHFT is to provide you with access to the tools and resources which will allow you to live life well.

**Your staff support offer includes information and resources in the below four sections:**

**Your Physical Wellbeing**



**Your Mental Wellbeing**



**Your Financial Wellbeing**



**Working Life**



# Staff Services



*It's okay not to be okay...  
for mental health support  
services, please scan/click  
our QR code.*

## Recruitment of Medical Education Practice Education Facilitators (MPEFs)

Medical Education at LUHFT have successfully recruited three new Practice Education Facilitators.

Deborah, Kathryn and Stacey will be commencing with us over the next few months, with two being based at Aintree, and one joining Dawn at the Royal.



## Headspace - Free for NHS Staff until Dec 2023

Mindfulness & meditation made easy - helps  
reduce stress, and aid resilience / sleep.



Enter the link into your search bar, and follow the sign-up prompt:  
<https://help.headspace.com/hc/en-us/articles/360044971154-Headspace-for-the-NHS>

If you are an NHS employee with a registered NHS email address you can sign up to access Headspace Plus at no cost. Please note: You will not be asked for payment to activate this subscription.



[LUHFT  
Occupational Health  
and Wellbeing](#)

[LUHFT Staff  
Psychology Service](#)

[Lead Employer  
Wellbeing Hub](#)





# Staff Services

## LUHFT Library & Knowledge Service

... is here for all your information needs, whether online or as a physical space for you to use – why not download our [Guide to Services](#) brochure to find out everything you need to know!

By accessing the [Library website](#) :

- You can sign up for an [OpenAthens](#) Account to access online resources –
- You can search our Knowledge & Library Hub search box to download the full text of an article or to request it from library staff.
- You can register to join the Library online at our [Library catalogue](#) link and search for or request books to borrow.

Our Resources include:

- [UpToDate](#) clinical decision support resource (To obtain access to the App via your mobile phone click on the relevant Hospital site at this [link](#) and then click on Register)
- [BMJ Best Practice Comorbidities](#) – a clinical decision-making support tool
- [BMJ Case Reports](#) - you can submit a case report free of charge by using our Institutional fellowship code – 839245
- [Anatomy.TV](#) – interactive anatomy software
- Quick links to [Healthcare Databases](#) like Medline, EMBASE & CINAHL [Oxford Medical Handbooks online](#)
- SPSS – Statistical software - Locate the 'software centre' icon on the desktop and install.

You can request a literature search by completing the [online form](#)

You can request a training session on how to search the literature effectively.

You can check the online [Journals](#) collection. You can request documents/articles/books not in stock by completing the [online form](#)

You can contact the Library by emailing [library.service@liverpoolft.nhs.uk](mailto:library.service@liverpoolft.nhs.uk) or by phoning 0151-706-2248 (RLUH) or 0151-529-3879 (Aintree) You can contact the Library Manager by emailing [angela.hall@liverpoolft.nhs.uk](mailto:angela.hall@liverpoolft.nhs.uk)

Why not follow us on Twitter @LUHFT\_Library or see our latest posts on the LUHFT Staff Facebook Group



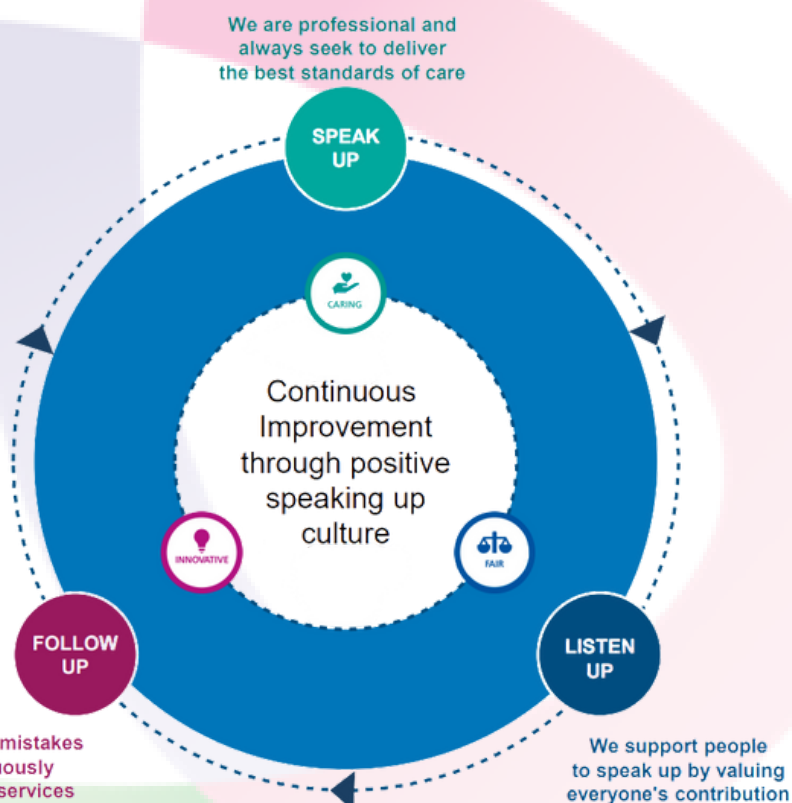
## Freedom to Speak-Up Champions

LUFHT have now enrolled a network of 20 Freedom to Speak-up Champions throughout the Trust including Dawn Bullen (Medical PEF) and Noon Altijani (F2) within Medical Education; they will be working to support Lorraine Heaton - Freedom to Speak up Guardian.

FTSP Champion Role Purpose

- To help empower staff, students, volunteers, and other workers at the Trust to speak up safely at work with ideas, concerns, or errors and feel that their voice counts, working together to continuously improve their services and achieve great care
- To support and signpost people who wish to speak up, listening to and communicating with them objectively and with empathy and compassion
- To support the FTSU Guardian to raise awareness, share information and promote the importance of speaking up and how to speak up effectively using Trust processes and routes

For more information and access the network FTSU Champions, please click [here](#).



## Surgical Care Practitioners (SCPs)

Medical Associate Professions (MAP Roles)



Surgical Care Practitioners (SCPs) work as part of multidisciplinary teams across the surgery pathway. Their main responsibility is to provide care before, during and after surgical procedures.

### Role and Responsibilities

- Preparing patients for surgery including venepuncture and catheterisation
- Supporting a supervising surgeon as a first or second assistant
- Surgical procedures under supervision of a surgeon
- Daily ward rounds, making assessments and formulating plans for patients' post-operative care
- Writing of operation notes and ward round note taking
- Care after the surgery (wound assessment, treatment and identification of surgical problems and complications)
- Evaluating a patient's condition, including the discharge process and follow-up care arrangements
- Training of trainee surgeons
- Provision of support to on-call and emergency services

### Benefits of MAP Staff for Clinical Teams and the Wider Organisation

- ✓ Providing a continuity of care as permanent members of staff in clinical departments
- ✓ MAP staff are a flexible, adaptable, sustainable part of the multidisciplinary workforce, freeing up consultants for complex cases

### Qualifications and Experience on Graduation

- ✓ Previous experience as an Allied Healthcare Professional
- ✓ Level 7 MSc Surgical Care Practice





## Medical Education

The **Undergraduate Medical Education** Team aims to promote and provide the best possible clinical teaching for all undergraduate medical students allocated to clinical placements at LUHFT

- [undergraduateeducation@liverpoolft.nhs.uk](mailto:undergraduateeducation@liverpoolft.nhs.uk)
- Aintree: 0151 529 (5808) (5869) (6744)
- Royal: 0151 706 3783

The **Postgraduate Medical Education** Team provides both administrative and pastoral support to doctors from Foundation years to Consultants at LUHFT

- [postgraduate.education@liverpoolft.nhs.uk](mailto:postgraduate.education@liverpoolft.nhs.uk)
- Aintree: 0151 529 (5858) (5807)
- Royal: 0151 706 3742

**Practice Education Facilitators** for Medical Education are an additional layer of support for students doctors and postgraduate trainees. You may see them on wards, clinics, and in lectures to ensure your environment delivers safe and effective learning.

- Dawn Bullen (Royal & Broadgreen): [Dawn.Bullen2@liverpoolft.nhs.uk](mailto:Dawn.Bullen2@liverpoolft.nhs.uk) / 0151 706 2307
- [physician.associates@liverpoolft.nhs.uk](mailto:physician.associates@liverpoolft.nhs.uk)

**Medical Education Compliance**, build compliant trainee templates issuing work schedules and managing establishment of hosted staff.

The team pages can be found here: <https://staffhub.liverpoolft.nhs.uk/working-with-us/medical-Education.htm>

- [medicalcompliance@liverpoolft.nhs.uk](mailto:medicalcompliance@liverpoolft.nhs.uk) / 0151 529 3557

## Lead Employer

Part of St Helens & Knowsley Teaching Hospital trust, the Lead Employer employs over 12,000 doctors and dentists-in-training who are based across six regions within the UK, including the Northwest, West Midlands, East Midlands, East of England, Thames Valley and London and the Southeast.

- Lead Employer - [Website - Shared Services \(sthk.nhs.uk\)](http://www.sthk.nhs.uk)
- Contact Page - [Contact Us – Shared Services \(sthk.nhs.uk\)](http://www.sthk.nhs.uk)

## HR & Workforce Services

**Medical Roster**, deal with live rota management working with specialties to ensure safe staffing.

The team pages can be found here, <https://staffhub.liverpoolft.nhs.uk/working-with-us/medical-rostering.htm>

- [medical.roster@liverpoolft.nhs.uk](mailto:medical.roster@liverpoolft.nhs.uk)

**Medical Temporary Staffing**, support the trust with ensuring safe working by sourcing locum and agency cover were required.

The team pages can be found here, <https://staffhub.liverpoolft.nhs.uk/working-with-us/bank-and-agency.htm>

- [medical.tempstaffing@liverpoolft.nhs.uk](mailto:medical.tempstaffing@liverpoolft.nhs.uk)

**Employment and Payroll**

- Monthly Pay - [payrolluh@sthk.nhs.uk](mailto:payrolluh@sthk.nhs.uk)
- Weekly Pay - [weeklybank@sthk.nhs.uk](mailto:weeklybank@sthk.nhs.uk)
- 0151 290 4940

**Recruitment**

The recruitment team is here to support you to ensure you select the most suitable candidate and that recruitment is completed within a timely manner and safely as possible.

- [recruitment@liverpoolft.nhs.uk](mailto:recruitment@liverpoolft.nhs.uk)
- 0151 706 (2000) (4666)

LIVING OUR VALUES

