

Medical Education

NEWSLETTER



July 2023
Issue no. 5

Welcome to the LUHFT Medical Education Newsletter

Once again it is August rotation time. We hope you found your time at LUHFT beneficial, educational and possibly even fun. We are aware it's been a busy and potentially difficult 12 months due to new hospital move, service changes, NHS pressures and industrial action so we want to thank you all for the work you have done over the last year. If you do have any suggestions or feedback please do get in touch with us as we always enjoy hearing how we can continue to develop ourselves and our team.

To those that are new starters, 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 are 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>

Click these links for
further information
about LUHFT

- [Welcome to LUHFT](#)
- [LUHFT Website](#)
- [Staff Hub](#)



Undergraduate

The Undergraduate Team would like to thank the following people for their ongoing support to the Undergraduate Medical Education teaching programme at LUHFT...

Clinical Year Leads

Thank you to the Clinical Year Leads who have provided support to the student doctors, and the medical education administration team this academic year.

Special thanks to *Dr Anne Allan, Dr Junjack Wong, Dr Richard Harris, Dr Joe Abbott and Dr Leo Khoo*, who will be leaving their roles as Clinical Year Leads in August 2023.



Undergraduate AFL Examiners

Thank you to all of the doctors who acted as examiners for the 3rd & 4th Year AFLs in May 2023. Special thanks go to *Dr Richard Harris, Dr Rebecca Shankland and Ms Rebecca Hamm*.



Additional Clinical Teaching Opportunities

The Undergraduate Team would like to individually thank *Dr Bridget Maher, Dr Soheil Karmali, Dr Kesav Aditya, Dr Tilemachos Zaimas, Dr Akshita Dandawate, Dr Ciaran Tranter, Dr J Wood, Dr Paul Birkenhead and Dr Patrick Birkenhead* for going above and beyond to support student doctors on placement at LUHFT throughout academic year 22-23.



Thank
You!

Acting Educational Pharmacist

Thank you to *Ellen Wightman*, Acting Educational Pharmacist, for all her help with Student Doctors this academic year



Postgraduate

Lead Employer Updates



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

Dawn Bullen & Amanda Kane would like to formally thank Megan Brady, for her support and organisation, of the Student and Qualified Physician Associate teaching programmes at LUHFT this academic year.



Amanda Kane and the Postgraduate Admin Team would like to thank *Emma Readitt* for her support as Postgraduate Team Leader, and all wish her the best of luck in her new role!



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](#)



Compliance

Guardian of Safe Working (GOSW):

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



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

welcome

The Medical Education Team would like to welcome LUHFT's new Chief Registrars, commencing in Aug 23:

- Dr Stephanie Gall (Broadgreen)
- Dr Anish Kuzhiyanjal (Aintree)
- Dr Mariyam Adam (Royal)

[CLICK HERE](#)

Exception Reporting How-To Video



Exception Reporting

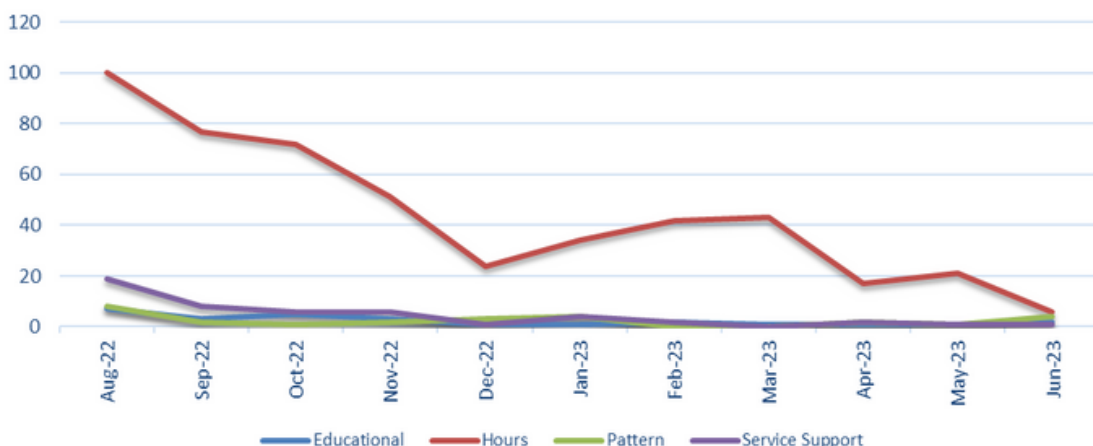
Exception reporting provides colleagues with the opportunity to inform their employers when their day-to-day work varies significantly and/or regularly from their work schedules. Please continue to submit your exceptions for the Guardians of Safe Working to oversee and monitor.

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, or by clicking the Exception Reporting 'How-To Video Link'.



Exception Reporting (by type)
(ME 5.0)



Staff Hub Pages



During your career with LUHFT, 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.*



[LUHFT Occupational Health
and Wellbeing](#)

[LUHFT Staff Psychology
Service](#)

[Lead Employer Wellbeing
Hub](#)



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](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.



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](#)

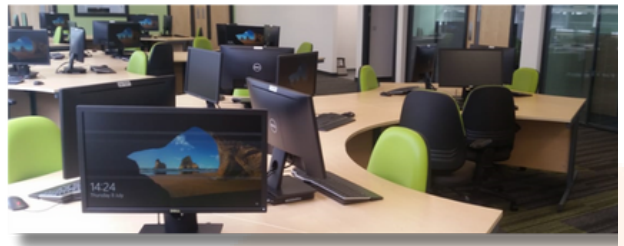
You can request a training session on how to search the literature effectively.

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 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

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



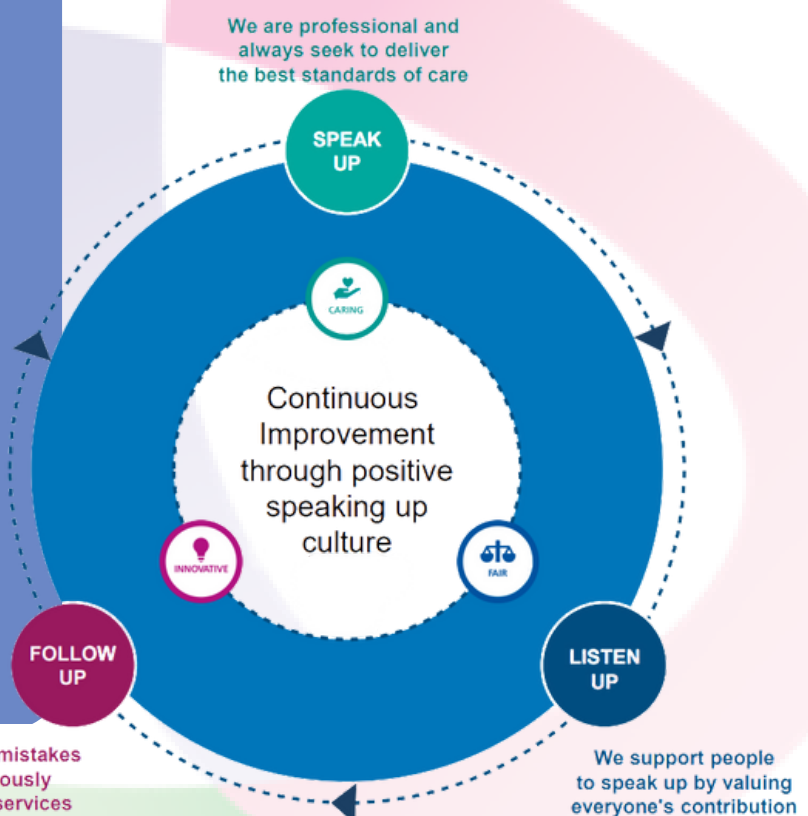
Freedom to Speak-Up Champions

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](#).





Liverpool University Hospitals
NHS Foundation Trust

Practice Education Facilitators for Medical Education (MPEF)

medicalPEF@liverpoolft.nhs.uk
Aintree: 0151 529 5125
Royal: 0151 706 2307

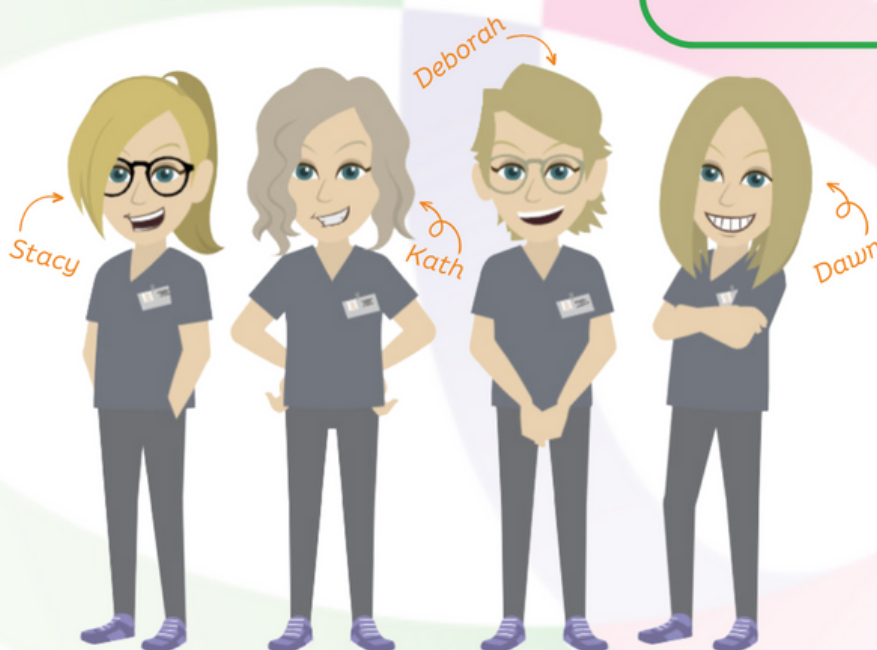


Liverpool University Hospitals NHS Foundation Trust have a team of four Medical Practice Education Facilitators: Dawn, Stacy, Kath and Deborah.

The role of the MPEF is to support Student Doctors, Foundation and Trainee Doctors, as well as Medical Associate Professionals such as Physician Associates.

MPEFs offer an additional layer of support to that of the Clinical and Educational Supervisor, acting as a liaison person for you to discuss your health, wellbeing and placement experience. This may include signposting to services, listening to concerns, coaching sessions or workplace visits.

We aim to strive for a high-quality workplace which supports wellbeing, alongside a learning environment which supports learners and builds on good 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
- 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
- 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.

- medicalpef@liverpoolft.nhs.uk
- 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 / 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

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

Employment and Payroll

- Monthly Pay - payrolluh@sthk.nhs.uk
- Weekly Pay - 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
- 0151 706 (2000) (4666)

LIVING OUR VALUES

