

Medical Education

NEWSLETTER

December 2022
Issue no. 2

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

In this issue:

- Teaching Quality
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- Staff Services
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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

Undergraduate

Student Doctor Rotations (2022 – 2023)								
Year	Rotation 1	Rotation 2	Rotation 3	Rotation 4	Rotation 5	Rotation 6	Rotation 7	Rotation 8
2 nd	10.10.2022 – 16.10.2022	14.11.2022 – 20.11.2022	02.01.2023 – 08.01.2023	06.02.2023 – 12.02.2023	13.03.2023 – 19.03.2023	20.03.2023 – 26.03.2023	27.03.2023 – 02.04.2023	N/A
3 rd	12.09.2022 – 09.10.2022	17.10.2022 – 13.11.2022	21.11.2022 – 18.12.2022	09.01.2023 – 05.02.2023	20.02.2023 – 19.03.2023	10.04.2023 – 07.05.2023	15.05.2023 – 11.06.2023	N/A
4 th	05.09.2022 – 02.10.2022	10.10.2022 – 06.11.2022	14.11.2022 – 11.12.2022	02.01.2023 – 29.01.2023	06.02.2023 – 05.03.2023	13.03.2023 – 09.04.2023	24.04.2023 – 21.05.2023	29.05.2023 – 25.06.2023
5 th	26.09.2022 – 23.10.2022	24.10.2022 – 20.11.2022	21.11.2022 – 18.12.2022	02.01.2023 – 29.01.2023	30.01.2023 – 26.02.2023	10.04.2023 – 21.05.2023	22.05.2023 – 02.07.2023	N/A



The Undergraduate team would like to thank Dr Bridget Maher for her ongoing contribution to the 3rd and 4th year student doctor teaching programme. Her weekly clinical teaching sessions consistently receive excellent feedback; helping students to solidify and build upon the knowledge and skills they have acquired in clinical areas.

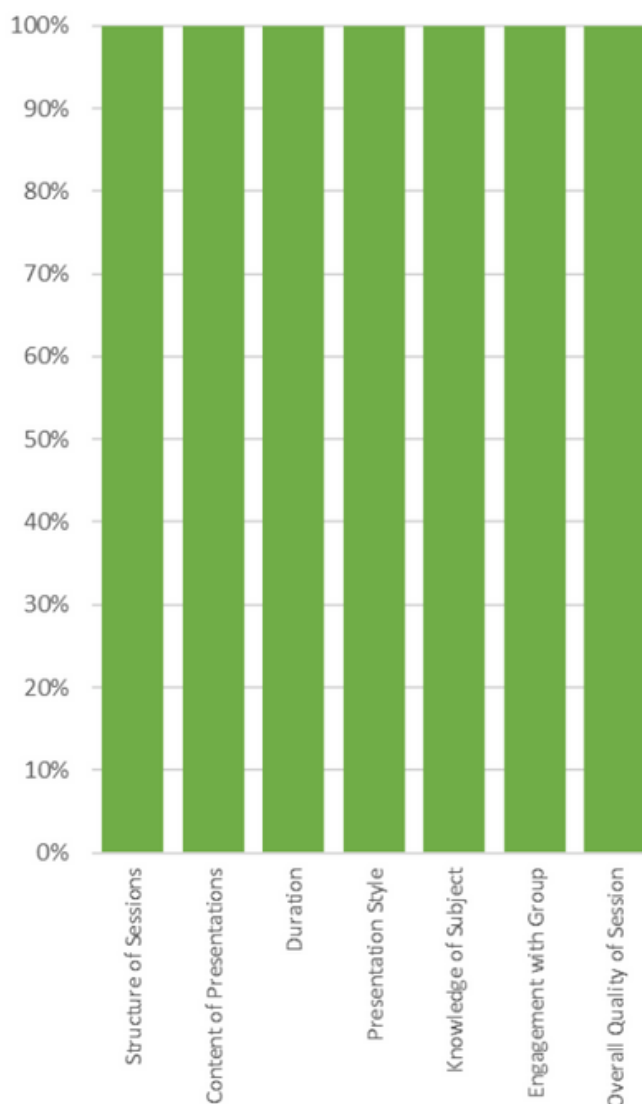
I have valued these sessions very highly. I have learnt so much, and feel much more confident in my knowledge & clinical skills. Cant thank you enough!!
- 4th Year Student Doctor

E-Registration

The Medical Education department are in the process of organising additional e-registration terminals in the New Royal building, as well as 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

Dr Maher's Clinical Teaching Session Quality



Teaching Bulletin

FY1 teaching:

21.12.22- Wellbeing morning
18.01.2023
01.02.2023

FY2 teaching:

14.12.22- Wellbeing morning
11.01.2023
25.01.2023

IMT teaching:

12.01.2023
26.01.2023

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. 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), Drs Weston and Hadcroft (Guardians of Safe Working Hours), or the Medical Compliance Department.

Hi all. I'm Tae Lee, an ST5 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



Name	Site	Role	Email
Dr Leah Hickson	AUH	JDF Lead, LTFT (IMT 3)	lhickson@doctors.org.uk
Mr Kieran Almond	AUH	(ST3 Orthopaedics)	kieranalmond@doctors.org.uk
Mr Samuel Marsden	AUH	(ST3 Orthopaedics)	Samuel.marsden@nhs.net
Ms Salma Ahmed	AUH	(ST3 General Surgery)	Salma.a.ahmed@hotmail.com
Dr Stephanie Bradbury	AUH	NW IMT Rep	Sbradbury27@hotmail.co.uk
Dr Elizabeth O'Connell	AUH	(CT1 Surgery)	elizabethoconnell@live.co.uk
Dr Madeleine Boyers	AUH	(FY2)	madeleineboyers@doctors.org.uk
Dr Jonas Schlautmann	AUH	NW FY Rep (FY1)	Jonas.schlautmann@liverpoolft.nhs.uk
Dr Asha Elmi	AUH	NW FY Rep (FY1)	ashaelmi@doctors.org.uk
Dr Kirsty Dey	AUH	(FY1)	kirstydey@doctors.org.uk
Dr Olivia Webster	AUH	Mess President (FY1)	Olivia.webster@liverpoolft.nhs.uk
Dr George Hurst	AUH	Mess President (FY1)	George.hurst@liverpoolft.nhs.uk
Dr Lucy Devlin	RLH/BGH	Royal JDF Lead (IMT 3)	lucydvln@googlemail.com
Dr Rajish Shil	RLH/BGH	(ACF – Walton Centre)	rajishrsk@gmail.com
Dr Tony Aphunu	RLH/BGH	LUHFT IMG / Clinical Fellow Rep (ITU Clinical Fellow)	Tony-aphunu.oghenechohwo@liverpoolft.nhs.uk
Dr Ella Crawford	RLH/BGH	(FY2)	lccrawf@gmail.com
Dr Rebecca Paterson	RLH/BGH	NW FY Rep (FY1)	Rebecca.patterson@doctors.org.uk
Dr Daniel Mercer	RLH/BGH	(FY1)	Daniel.mercer@liverpoolft.nhs.uk
Dr Vicky Chatzipavli	RLH/BGH	NW FY Rep (FY1)	v.chatzpavli@doctors.org.uk
Dr Alex Carrie	RLH/BGH	Mess President (FY1)	Alexandra.carrie@liverpoolft.nhs.uk
Dr Sam Weston	RLH/BGH	Mess President (FY1)	Samuel.watson@liverpoolft.nhs.uk

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.

Guardians of Safe Working (GOSW):

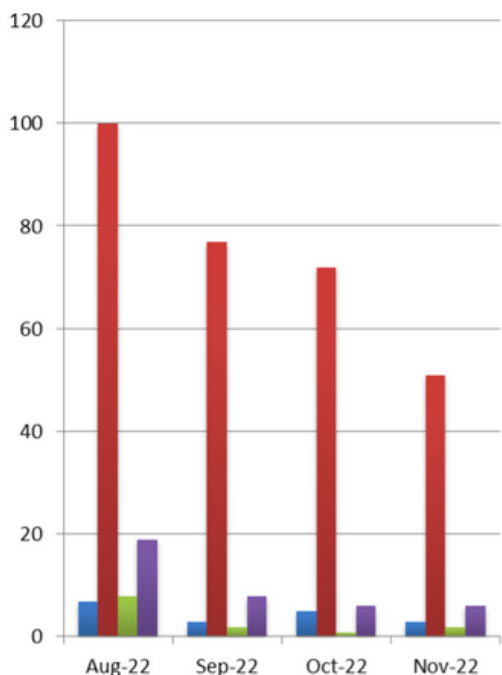
Justine Hadcroft: justine.hadcroft@liverpoolft.nhs.uk

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

Exception Reporting How-To Video:

https://digitalliverpool-my.sharepoint.com/:v/g/personal/stephanie_carr_aintree_nhs_uk/EQsmNet3CYpAjhtmt3UwgSIB4ga8N-LUMtOLqYk_5AAwAQ

Exception Reporting (by type)



	Aug-22	Sep-22	Oct-22	Nov-22
Educational	7	3	5	3
Hours	100	77	72	51
Pattern	8	2	1	2
Service Support	19	8	6	6

■ Educational ■ Hours ■ Pattern ■ Service Support

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.

Staff Services

Staff Hub Pages

- [Mandatory training](#)
- [Medical Rostering](#)
- [Payroll](#)
- [Health & Wellbeing](#)
- [ESR Access](#)
- [Trust Policies](#)
- [SuppoRRT](#)
- [Exception Reporting](#)
- [LTFT](#)
- [Local Induction Booklets](#)



On-call rooms in new Royal

From 1 December the Trust will be trialling a new booking system for the six on call doctor's rooms on the 9th Floor at the Royal.

The new system will be reviewed in 8 weeks' time.

Keys for on call rooms 1/2/3 will be held in Theatre Recovery on 2nd floor, for use by the anaesthetic, critical care and surgical trainees. Keys for on call rooms 4/5/6 will be held in security, for use by the medical trainees. Room 6 is provisionally for non-resident trainees, if not used by midnight, it can be used by any medical trainee.

There will be a sign in/out book to keep a log of who uses the rooms and when. You will be required to record your name, specialty and the date/time you sign out the keys and return them in the morning. Please return the keys after each night shift to ensure the rooms can be cleaned.

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

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

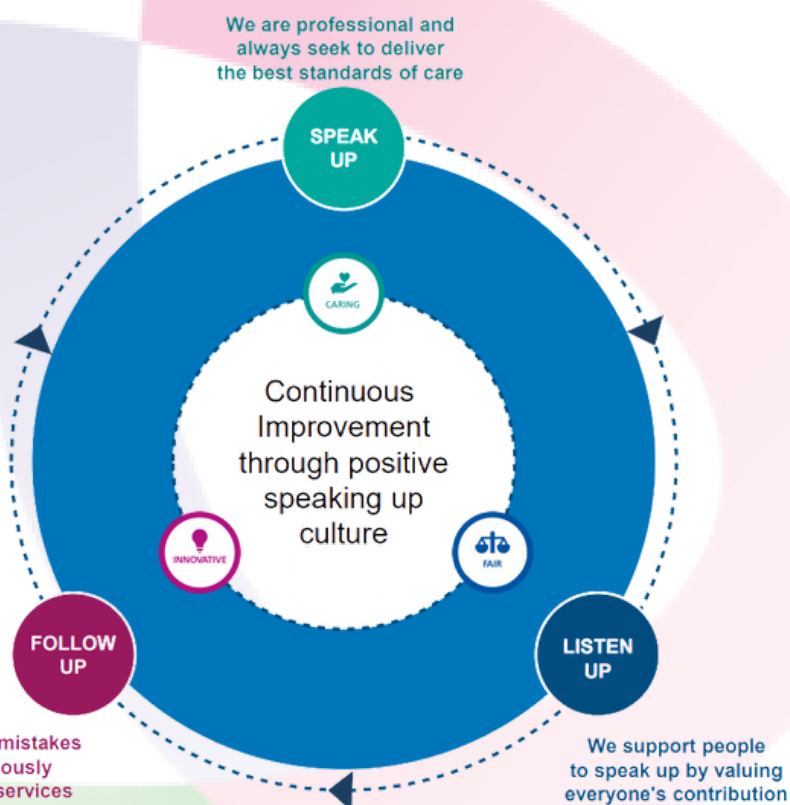
Freedom to Speak-Up Champions

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 follow the link below <https://www.liverpoolft.nhs.uk/covid-19-hub/freedom-to-speak-up/>



Anaesthesia Associates (AAs)

Medical Associate Professions (MAP Roles)



Anaesthesia Associates (AAs) work as part of the multi-disciplinary theatre team led by a Consultant Anaesthetist. AAs care for patients undergoing many aspects of anaesthetic care; before, during and after operations or procedures.

Role and Responsibilities

- Preoperative interviewing and assessment of patients (taking a history, physical examination, laboratory, radiography)
- Planning and implementing the anaesthesia care plan under appropriate supervision of a Consultant Anaesthetist
- Administering prescribed drugs and delivering or participating in the planned administration of general anaesthetic
- for a variety of surgical and medically related procedures
- Competently perform a number of invasive procedures associated with anaesthesia care depending on local training and need
- Interpreting and utilising data obtained from invasive and non-invasive monitoring equipment throughout the
- intraoperative period, whilst maintaining anaesthesia
- Initiating and managing fluid and blood therapy within the plan of care as required depending on the needs of the patient
- Participating in audit, complaints, compliments and clinical / non-clinical incidents with a view to improving patient care as part of the wider anaesthetic team
- Anaesthesia Associates support the education, training and assessment of other colleagues and students and are
- often involved in local research projects, governance planning and audits

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

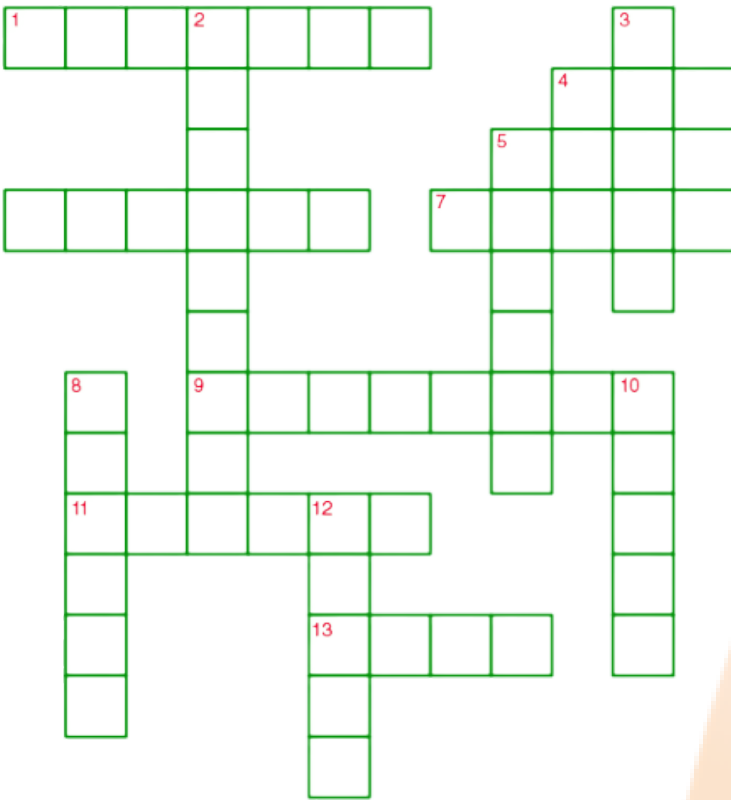
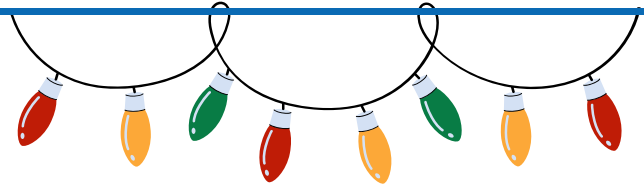
Qualifications and Experience on Graduation

- ✓ Experienced registered healthcare professional or new biomedicalscience graduate
- ✓ Anaesthesia Associate Postgraduate Diploma or an Anaesthesia and Perioperative Science MSc recognised by the Royal College of Anaesthetists
- ✓ Minimum of 27 months in a trainee AA post, where they work alongside Consultant Anaesthetists who continually support and assess them

I love looking after patients. In this job there is a limited time to gain their trust and make a scary situation as comfortable as possible. As a Nurse, gaining trust and rapport with patients is very important and this role has enabled me to further develop this skill. I see it as a vital part of my role.



Season's Greetings!



Across

1. Ten Lords A-_____.
4. _____ Geese A-laying
6. Two _____ doves.
7. Eight _____ A-milking.
9. Twelve _____ drumming.
11. _____ Pipers piping.
13. Five _____ rings.

Down

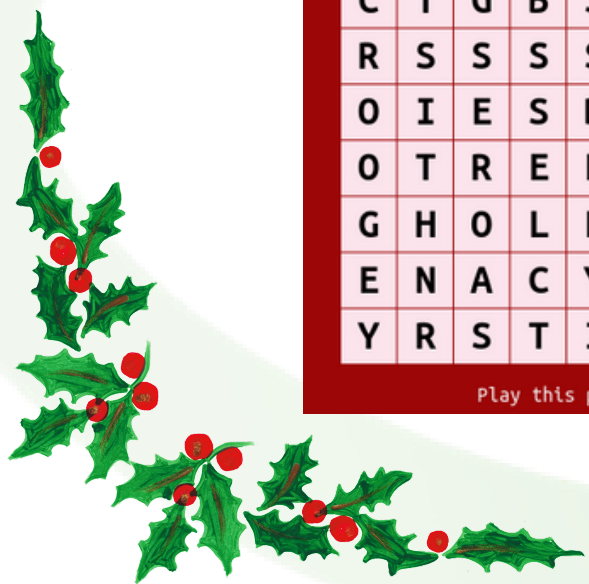
2. A _____ in a pear tree.
3. Four calling _____.
5. Nine _____ dancing.
8. Three _____ Hens.
10. Seven _____ A-swimming.
12. _____ Maids A-milking.

<https://www.playosmo.com/kids-learning/christmas-crossword-puzzles/#adults>

L	N	S	O	N	U	T	C	R	A	C	K	E	R
E	A	T	V	R	G	J	C	I	H	R	G	R	A
S	E	O	M	N	U	A	O	C	S	L	I	N	E
N	E	C	S	I	N	D	N	L	G	E	N	A	A
I	M	K	L	E	N	I	O	A	L	B	G	M	N
T	R	I	L	G	R	C	T	L	A	Y	E	W	S
S	A	N	E	G	C	N	E	R	P	O	R	O	O
C	T	G	B	S	A	S	S	P	L	H	B	N	B
R	S	S	S	S	N	T	L	G	I	T	R	S	A
O	I	E	S	D	E	F	M	I	T	E	E	D	U
O	T	R	E	E	L	I	S	N	G	U	A	N	B
G	H	O	L	L	Y	G	L	A	E	H	D	E	L
E	N	A	C	Y	D	N	A	C	A	S	T	I	E
Y	R	S	T	I	A	E	L	V	E	S	A	S	M

MINCEPIE
JOLLY
STAR
LIGHTS
CANDYCANE
TINSEL
SANTA
STOCKING
SNOWMAN
SCROOGE
GINGERBREAD
ELVES
BELLS
TREE
GIFTS
BAUBLE
NUTCRACKER
RUDOLPH
HOLLY
GRINCH

Play this puzzle online at : <https://thewordsearch.com/puzzle/4339739/>





Undergraduate

The Undergraduate 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

Postgraduate

The Postgraduate 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

MPEFs

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.

- Joanne Baker (Aintree): Joanne.Baker@liverpoolft.nhs.uk / 0151 529 5125
- Dawn Bullen (Royal & Broadgreen): Dawn.Bullen2@liverpoolft.nhs.uk / 0151 706 2307

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)

Compliance

Medical 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

Roster

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

Temporary Staffing

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

LIVING OUR VALUES

