

## Medical Education

# NEWSLETTER



January 2023  
Issue no. 3

## 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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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 <sup>nd</sup> | 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 <sup>rd</sup> | 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 <sup>th</sup> | 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 <sup>th</sup> | 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                     |



### 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 & The New Royal. 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)



### AFLs

Year 4: 18th & 19th April 2023

Year 3: 9th & 10th May 2023

If you or someone you know would like to be an examiner for the AFLs, please contact the undergraduate team!

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



The Undergraduate Team would like to formally thank the below educators for their ongoing contribution to the Undergraduate Medical Education teaching programme.

**Ciaran Tranter**  
**Joe Wood**  
**Akshita Dandawate**

Their supplemental sessions are appreciated by all students on placement at LUHFT.

# Postgraduate



## Teaching Bulletin

**FY1 teaching:**  
01.03.2023  
15.03.2023  
29.03.2023

**FY2 teaching:**  
22.02.23  
08.03.23  
22.03.23  
12.04.23

**IMT teaching:**  
23/02/2023  
09/03/2023  
23/03/2023  
30/03/2023  
13/04/2023



## FORUS Meetings

with the Foundation Programme Directors

**Every Wednesday 13:00– 14:00**

<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>

Meeting ID: 811 9035 6560

Passcode: 525771

## Lead Employer Updates



Joanne Baker would like to formally thank Tim Parr and the SIM Team for holding a bespoke simulation session for the Qualified Physician Associates at Liverpool University Hospitals.

“ Brilliant refresher which has increased my knowledge and confidence to treat acutely unwell patients on the ward. ”

## 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), Drs Weston and Hadcroft (Guardians 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.

A Microsoft Teams Meeting for March 23 will be circulated shortly.

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

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

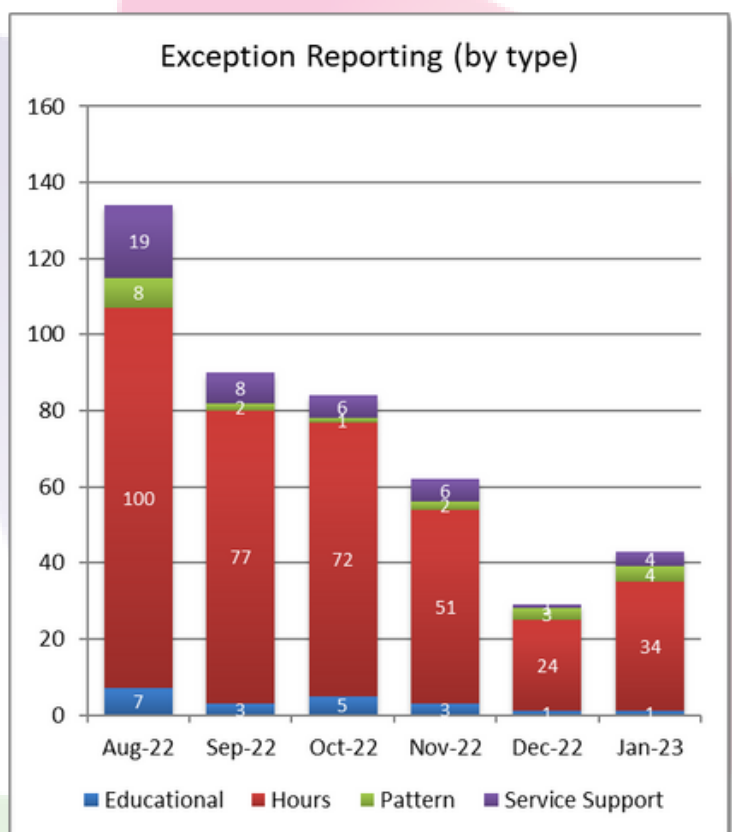
## Exception Reporting

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



## 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.



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

*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](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



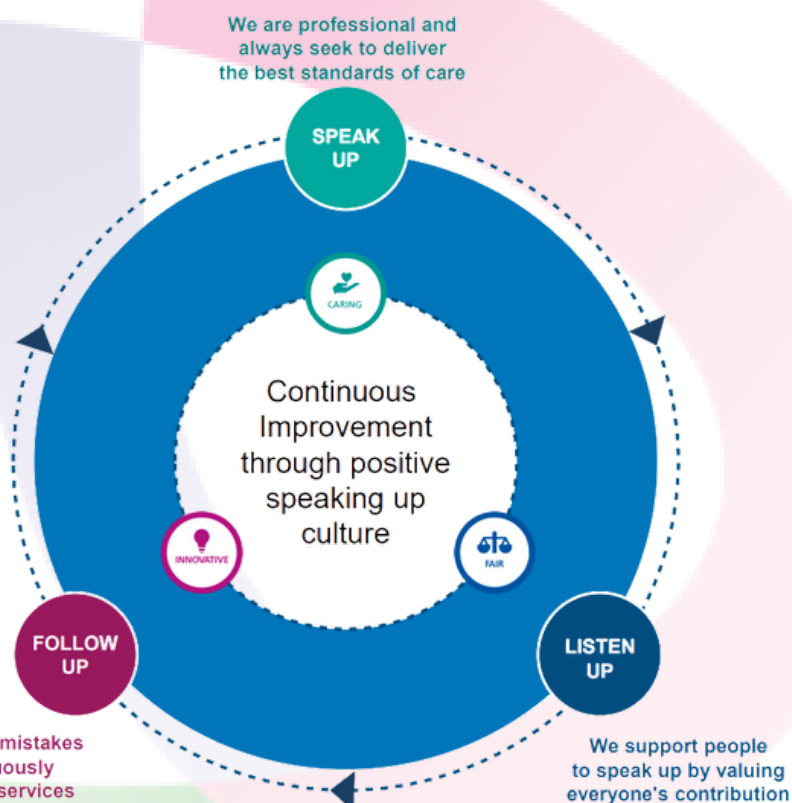
## Freedom to Speak-Up Champions

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





## Advanced Critical Care Practitioners (ACCPs)

Medical Associate Professions (MAP Roles)



Advanced Critical Care Practitioners (ACCPs) are highly experienced and skilled members working in critical care units.

### Role and Responsibilities

- Lead and support within a team of different healthcare professionals and staff
- Undertake comprehensive clinical assessments of critically ill patients
- Request and perform tests to diagnose a patient's condition
- Undertake certain invasive interventions (such as central venous access, inserting renal replacement lines and arterial lines)
- Coordinate the intra and inter hospital transfer of patients
- Manage episodes of patient care
- Undertake clinical 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

- First class undergraduate degree & previous significant experience working as a nurse or allied healthcare professional
- Level 7 MSc Advanced Healthcare Practice
- Minimum of 2 years in a trainee ACCP post



*I feel proud to be one of the first ACCPs in this Trust; forging a path for future trainees and new ways of working.*





## 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](mailto: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](mailto: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](mailto:Joanne.Baker@liverpoolft.nhs.uk) / 0151 529 5125
- Dawn Bullen (Royal & Broadgreen): [Dawn.Bullen2@liverpoolft.nhs.uk](mailto: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](mailto: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](mailto: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](mailto:medical.tempstaffing@liverpoolft.nhs.uk)