



# **Trainee Handbook**

---

**Barts & The Royal London Higher Professional Training  
Scheme**

---

**General Adult & Old Age Psychiatry  
2020**

---

**Training Programme Director**

---

**Dr Sheraz Ahmad  
Consultant Psychiatrist**

---

# Contents

---

Introduction to the Scheme .....	3
Key Contact Details .....	4
List of Posts on Rotation .....	5
Special Interest & Research Opportunities.....	7
Research.....	7
The Portfolio of Evidence.....	8
Assessments.....	9
Objective Setting during Specialist Training .....	10
Quality Improvement.....	11
NELFT Bursary Scheme.....	12
Educational Objectives.....	13
Record of ST's Research Sessions .....	14
Record of ST's Special Interest Sessions .....	15

# Introduction to the Scheme

---

Barts and The Royal London Higher Professional Training Scheme in General Adult and Old Age Psychiatry covers much of East London and The City and mostly involves 2 trusts, East London NHS Foundation Trust and North East London NHS Foundation Trust. Roughly 2/3<sup>rd</sup> of the posts are in ELFT (City & Hackney, Newham, and Tower Hamlets) and 1/3<sup>rd</sup> in NELFT (Waltham Forest, Redbridge, Barking & Dagenham and Havering).

The scheme provides comprehensive training in general adult psychiatry and the psychiatry of old age, with opportunities for placements and special interest sessions in most sub-specialties. The geographical area covered is both ethnically and socio-economically diverse.

A Trust induction programme is arranged for all trainees new to the scheme. It is the responsibility of trainees to ensure that they attend locally designated personal safety/breakaway training. Trainees must also make themselves aware of local arrangements for security, health & safety, accommodation, on-call, etc. when starting with a new Trust. Terms and conditions of employment are issued to the trainee by the NHS Trust in which they are working for each 12 month placement.

Each site has an active postgraduate teaching programme. A monthly multidisciplinary academic programme is held at the Robin Brook Centre, St Bart's Hospital, usually on the first Wednesday of the month. On the 2<sup>nd</sup> Wednesday afternoon of the month there is an educational meeting arranged by & for the ST4-6 body and this is currently held at St Bart's Hospital. NELFT's fellow in medical education and ST postgraduate tutor, Dr Luca Polledri, organise monthly teaching programmes on the third Wednesday of every month which will focus on managerial skills, simulated scenarios and interview skills to prepare you for your role as a consultant.

There are numerous opportunities for both undergraduate (Barts and The London medical students) and postgraduate teaching. Training in the delivery of teaching is also locally available. There are library facilities on each site.

Placements are organised on an 8-1-1 basis with 8 core clinical sessions, 1 session for research/CPD and one session for special interest. Full details of special interest sessions and research opportunities on offer can be accessed through the postgraduate department although a summary is included in this handbook. The scheme's database of higher training job descriptions is also available electronically through the postgraduate department.

4-6 months prior to the anticipated rotation date in August, trainees will be asked for their preferences for their next post in rank order. Training requirements will take precedence over geographical considerations. Trainees can expect to complete one year in a specialist post during their time on the rotation. Trainees will be subject to NHS Appraisal and ARCP and are encouraged to compile portfolios of evidence.

Study leave entitlement is 10 days p.a. with no budget cap (please refer to new study leave arrangements <https://lasepgmdsupport.hee.nhs.uk/support/home?studyleave>).

Please refer to the Gold Guide and RCPsych OP69 for further information on higher training.

You will be allocated an Educational Supervisor on joining the rotation and this individual will be responsible for overseeing your learning contract over your 3 or 4 (dual trainees) years with us. You will meet regularly with your Educational Supervisor. You will also meet with the Training Programme Director at various points throughout your training.

# Key Contact Details

## Medical Education

### East London Institute of Medical Education

East London NHS Foundation Trust

► Robert Dolan House, 9 Alie Street, London, E1 8DE

✉ [elft.higher-training@nhs.net](mailto:elft.higher-training@nhs.net) ☎ 020 7655 4000

**Neetu Klair** Medical Education Manager  
**Marius Johnston** Medical Education Deputy Manager  
**Sharmin Khonij** Medical Education Coordinator

✉ [Neetu.klair@nhs.net](mailto:Neetu.klair@nhs.net) ☎ 0203 738 7291  
 ✉ [Marius.johnston@nhs.net](mailto:Marius.johnston@nhs.net) ☎ 020 7655 4193  
 ✉ [Sharmin.khonij@nhs.net](mailto:Sharmin.khonij@nhs.net) ☎ 020 7655 4914

## Training Programme Director

Dr Sheraz Ahmad

✉ [sherazahmad@nhs.net](mailto:sherazahmad@nhs.net) ☎ 020 8525 111

## College Tutor for Higher Trainees in NELFT

Dr Luca Poledri

✉ [luca.poledri@nelft.nhs.uk](mailto:luca.poledri@nelft.nhs.uk) ☎ 0300 555 1251

NELFT Medical Education

✉ [medicaleducation@nelft.nhs.uk](mailto:medicaleducation@nelft.nhs.uk) ☎ 0300 555 1201

## On-call rotas

**Linda Norman** (Tower Hamlets & Newham)  
**Sandra Lewis** (City & Hackney)  
**Florin Antonie** (NELFT)  
**Julie Fitzpatrick** (NELFT)

✉ [Linda.norman1@nhs.net](mailto:Linda.norman1@nhs.net) ☎ 020 8121 5525  
 ✉ [Sandra.lewis8@nhs.net](mailto:Sandra.lewis8@nhs.net) ☎ 020 8510 8297  
 ✉ [Doctorsoncall@nelft.nhs.uk](mailto:Doctorsoncall@nelft.nhs.uk) ☎ 0300 555 1201 ext. 56256  
 ✉ [Doctorsoncall@nelft.nhs.uk](mailto:Doctorsoncall@nelft.nhs.uk) ☎ 0300 555 1201 ext. 59283

## Addresses

### Newham Centre for Mental Health

► Glen Road, London, E13 8SP

☎ 020 7540 4380

### City and Hackney Centre for Mental Health

► Homerton Hospital, Homerton Row, London, E9 6SR

☎ 020 8510 5555

### Tower Hamlets Centre Mental Health

► Mile End Hospital, Bancroft Road, London, E1 4DG

☎ 020 7377 7000

### NELFT, The West Wing,

► CEME Centre, Marsh Way, Rainham, Essex, RM13 8GQ

☎ 0300 555 1201

### NELFT Simulation Centre,

► House 3 Hawkwell Court, 34 Colvin Gardens, London, E4 6PF

☎ 0300 555 1201

### Goodmayes Hospital,

► 157 Barley Lane, Ilford, Essex, IG3 8XJ

☎ 0300 555 1201

### Jane Atkinson Health and Wellbeing Centre,

► 714 Forest Road, Walthamstow, E17 3HP

☎ 0300 555 1201

### Woodbury Unit

► James Lane, Leytonstone, London, E11 1NR

### Phoenix Unit

► St Ann's Hospital, St Ann's Road, London, N15 3TH

☎ 020 8442 6387

► St Ann's Hospital - Haringey

☎ 020 8442 6000

# List of Posts on Rotation

Tower Hamlets	
Consultant	Speciality
Dr Ferdinand Jonsson	Adult/CMHT
Dr Iain Pryde/ Dr Dragana Ryan	Adult/CMHT
Dr Naveed Kausar	Adult/CMHT
Dr Mohammed Sessay	Adult/CMHT
Dr Khaldoon Ahmed	Adult/CMHT
Dr Elizabeth Leshchynska	Adult/CMHT
Dr Elizabeth Venables	Adult/CMHT
Dr Angela McGilloway	Liaison
Dr Rahul Bhattacharya/ Dr Mo Bains	HTT
Dr TBC / Dr Caroline Cleeve	Femal PICU/ Perinatal
Dr Leah White/ Dr Zaza Darwiche	Old Age
Dr Kapila Sachdev/ Dr Zaza Darwiche	Old Age
Dr Brent Elliott	Liaison

City and Hackney	
Consultant	Speciality
Dr Victoria Cohen & Dr Mark Salter + Dr David Briddle	Adult/CMHT
Dr Jide Morakinyo & Dr Peter Macrae	Adult/CMHT
Dr Alexander Verner / Dr Nick Price	Adult/CMHT
Dr Robert Fisher & Dr Nick Price	Adult/CMHT
Dr Thana Balamurali & Dr Pricilla Kent	Adult/CMHT
Dr Sander Kooij & Dr Mark Salter + Dr David Briddle	Adult/CMHT
Dr Luke Mearns / Dr Peter Macrae	Adult/CMHT
Dr Maria Eyres & Dr Emma Janes	Adult/Psychotherapy
Dr Olivia Protti & Dr Tara Lawn	Perinatal
Dr Sheraz Ahmad & Dr Kirsten Ellis	Rehabilitation
Dr Susham Gupta & Dr Olivier Andlauer	Early Intervention in Psychosis (EQUIP)
Dr Pierre Taub & Dr Sally Daly	Crisis/HTT
Dr Chloe Beale & Dr Hugh Grant-Peterkin	Liaison (Homerton)
Dr Waleed Fawzi & Dr Emma Teper	Old Age (Memory)
Dr Dewi Pritchard	Old Age (Community & Inpatient)
Dr Rinku Alam / Dr Jide Morakinyo	Adult Non-Core (PICU) + Adult ADHD Clinic

Newham	
Consultant	Speciality
Dr Anastasios Dimopoulos	Adult/CMHT
Dr John Babalola	Adult/CMHT
Dr David Baillie	Adult/CMHT
Dr Savitha Erranti	Early Intervention
Dr Sara Dimic	Crisi HTT/Crisis Hub
Dr Iyas Assalman	Adult

Dr Mazen Daher	Liaison
Dr Azad Cadinouche	Old Age
Dr Anastasia Apostolou	Psychotherapy
Dr Sophia Mehnaz	Adult Non-Core

North East London Mental Health Trust	
Consultant	Speciality
Dr Steve O'Connor	Romford Old Age Liaison
Dr Saheem Gul	Redbridge Old Age
Dr David Hinchcliffe	Old Age (Liaison, CMHT)
Dr Habeebu & Dr Bangalore	Adult Core
Dr Teresa Borrell & Dr Papanastassiou	Adult Non-Core
Dr Magnes / Dr Ragini Motwani	HTT/ Recovery Team
Dr Sujaa Arokiadass	Early Intervention
Dr Steve Linford / Dr Yasmin Sultana	Adult Core
Dr Luca Poledri	Adult Liaison
Dr Shakil Khawaja	Old Age (Community) Waltham Forest
Dr Joanne Rodda	Old Age (CMHT/Recovery) Havering
Dr Saman Ahmed	Old Age (Inpatient) Goodmayes
Dr Janet Carter	Old Age (Community, Liaison)
Dr Jude Ezeonwuka	Adult Non-Core (PICU)
Dr Moncrieff & Dr Claudis Olusegun	Adult Core
Dr Francis Dunne	Adult Non-Core (Community Recovery)

# Special Interest & Research Opportunities

---

See Separate Booklet with Special Interest Opportunities.

## Research

---

For information regarding newly arising opportunities for participation in research projects or trust-wide service evaluation projects and/or for general advice on planning / conducting research you can contact Dr Frank Rohricht, Associate Medical Director for Research & Innovation.

General information is provided on ELTs website: <https://www.elft.nhs.uk/Research/Conducting-Research>

# The Portfolio of Evidence

---

The portfolio builds from a collection of documentary evidence with regard to training, learning and experience with the inclusion of personal reflection. Reflection gives the doctor the opportunity to consider and consolidate their recorded achievements.

In the short term the portfolio is used to track training outcomes, in the longer term the portfolio will form a cornerstone of the revalidation process.

Portfolios are used to:-

1. Evaluate a doctor's ability to reflect and learn
2. Demonstrate professional development
3. Enhance learning and thus improve the ability of the doctor to care for patients

Portfolios can be adapted to the needs and aspirations of the individual and research studies have shown that they can be rated with sufficient reliability and contain the face validity that is needed for 'high stakes' assessment. Their use is greatly enhanced by consistency (but not necessarily total uniformity) of content and by the training of assessors. It is expected that the framework of an individual portfolio will be agreed between the trainee and those responsible for their training.

A typical portfolio will in time contain the following

- Details of individual posts held including job plan, timetable, learning objectives, and progress towards achieving objectives
- Log or record of clinical activity (type and number of clinical contacts)
- Record of psychotherapy experience and supervision
- All workplace based assessments including observed clinical practice and any other clinical review data
- List of competencies relevant to ST level
- Audit reports/records
- Quality Improvement activity
- Reflective notes (e.g. consideration of significant events)
- Peer feedback
- Record of teaching activity including feedback or other assessment data
- Records of clinical and educational supervision
- Declaration of interests
- Note of any health concerns
- Management activity (e.g. committee or project work)
- Research activity including supervision record, ethics committee application/approval, presentations, publications
- Record of posters, presentations (e.g. at College Divisional or Faculty meetings)
- Examinations taken and results
- Copies of important documents such as GMC registration, memberships
- Copies of NHS appraisal sign off
- Structured reports from supervisors, tutors
- Record of attendance at training/educational meetings/local teaching



# Assessments

---

There are 9 workplace based assessments available. These are described in detail in the trainee and assessor guidance for each WPBA tool. Higher Trainees are expected to complete 12 WPBAs, plus a mini-PAT, of which 75% should be completed by consultants. Outlines:-

- **Assessment of Clinical Expertise (ACE)**  
The assessor observes a whole new patient encounter in order to be able to assess your ability to take a full history and mental state examination and arrive at a diagnosis and management plan.
- **Mini-Assessed Clinical Encounter (mini-ACE)**  
The assessor observes part of a patient interaction, for example history taking or negotiating a treatment plan, and rates your performance.
- **Case-based Discussion (CbD)**  
You select two sets of notes of patients you have recently seen and the assessor picks one to discuss. The discussion will allow demonstration of clinical decision-making and the application of clinical knowledge.
- **Case Presentation (CP)**  
This tool can be used when you give clinical presentations and involve assessment of domains such as presentation skills and interpretation of evidence.
- **Journal Club Presentation (JCP)**  
This can be used when you present a journal article and covers domains such as analysis, critique and answering questions.
- **Directly Observed Procedural Skills (DOPS)**  
This has more limited use in psychiatry compared to other areas of medicine but can be used in situations such as administering ECT.
- **Mini-Peer Assessment Tool (mini-PAT)**  
It allows co-workers to assess your attitudes and behaviours and ability to work well with colleagues.
- **SAPE**  
The curriculum indicates that trainees continue to develop their psychotherapeutic expertise as higher trainees, according to their interest and specialty. E.g. a rehabilitation or general adult trainee might seek experience of cognitive therapy of psychosis, etc.
- **Assessment of Teaching (AoT)**  
This allows an assessment to be made of teaching skills and may relate to a lecture, tutorial or small group teaching session that you lead.

# Objective Setting during Specialist Training

---

As you know, the GMC has introduced revalidation for all doctors (including training grade doctors) and you should be collecting evidence to support your revalidation now. It is good practice to define specific goals within each training placement. This will, hopefully, provide trainees with more focused training in each attachment to help gain the maximum benefit from their time in training. It will also help trainees become familiar with planning PDPs in their future consultant careers.

We have introduced the following forms a) to set and monitor educational goals, b) to monitor research targets and c) to monitor use of special interest sessions.

## 1. SETTING AND MONITORING EDUCATIONAL GOALS:

In addition to weekly supervision meetings, educational supervisors are asked to meet with their trainees at the beginning of the attachment and jointly agree specific goals (no more than 3 or 4) which are attainable during that 12 month period, together with a note on how they will be achieved. Following this, educational supervisors should review progress during the attachment. These meetings should be kept distinct from weekly educational supervision sessions and need to be planned carefully and in advance.

In order to help in the planning process, we strongly recommend you to look at the websites [www.appraisal-skills.com](http://www.appraisal-skills.com) or use the link from [www.londondeanery.ac.uk](http://www.londondeanery.ac.uk) where you will find an interactive programme on education appraisal skills for trainees and trainers. There may also be a copy available on CD in your local multidisciplinary library.

It is the training programme directors' role a) to check that specific goals have been agreed for each trainee within one month of the start of each placement and b) to establish that satisfactory progress has been made by the end of the attachment.

## 2. SETTING AND MONITORING STs' RESEARCH TARGETS:

**(STs will not normally use their 2 protected sessions for research unless with the prior agreement of the training programme directors and for an agreed period of time)**

Supervisors of research being done by STs are asked to provide an outline of the STs proposed research activities at the start of the attachment and then to provide a brief report on progress at the end of each placement (which can be read in association with the ARCP assessment form).

Research supervisors should keep a copy of the agreed plan so that they can comment on whether or not these targets have been achieved later in the year.

## 3. USE OF SPECIAL INTEREST SESSIONS:

Supervisors of Special interest sessions are asked to complete the form with the trainee and sign it as an agreement that these sessions are available and being used. The special interest supervisor should keep a copy of the form so that he/she can comment on whether or not the agreed targets have been achieved later in the year.

# Quality Improvement

---

Higher Trainees will have ample opportunities to engage in quality improvement activity. To a certain degree, QI has replaced audit (or rather is a significant enhancement over simple audit in improving services) and has become an essential component of clinical governance and developing a high quality service. Both ELFT and NELFT have quality improvement programmes, and as each usually lasts 12 months, higher trainees have the opportunity to be involved in more than one project over the course of their 3 or 4 year training.

## 1. ELFT Programme:

### Objectives:

- Learn skills in continuous quality improvement
- Lead an improvement project within the team
- Learn about managing change, influencing people and leading a team
- Publish an improvement project in the BMJ

### Process:

- Session on QI within Trust induction for all new doctors on their first day with the Trust
- Talk to all higher trainees within first month of joining
- Learning available: IHI Open School (online, via PC or phone/tablet); deeper face-to-face training by IHI / ELFT
- East London's QI team will help support each higher trainee to develop their project charter (aims, measures, change ideas, strategy & tactics)
- BMJ Quality platform to document the project along the way, and submit for publication at the end

Email: [elt-tr.qi@nhs.net](mailto:elt-tr.qi@nhs.net)

Web: <https://qi.elft.nhs.uk/>

## NELFT Bursary Scheme

---

Bursaries are available for higher trainees in NELFT throughout the year to help further your professional development. This can be applied for, on a competitive basis, as a bursary to part fund academic programmes/projects such as MA, MSc, or other courses, or research projects that require small funding and are in addition to your study leave.

Application forms must provide a paragraph of max 200 words detailing your proposal you are interested in pursuing and signed by your clinical supervisor. Application forms are available when you start and can be emailed to [medicaleducation@nelft.nhs.uk](mailto:medicaleducation@nelft.nhs.uk)

# Educational Objectives

NAME OF TRAINEE:.....

PLACEMENT:.....

TRAINING SCHEME:.....

EDUCATIONAL SUPERVISOR:.....

PERIOD OF ATTACHMENT:.....

## OUTLINE OF OBJECTIVES TO BE ACHIEVED IN THIS PLACEMENT

OBJECTIVE	COMMENTS (e.g. how will this be achieved)

*Please note that objectives can, for example, include attendance at a management course, shadowing certain members of staff, developing specific skills relevant to the attachment etc.*

.....  
[SIGNED BY EDUCATIONAL SUPERVISOR)

DATE:.....

.....  
(SIGNED BY TRAINEE)

DATE:.....

# Record of ST's Research Sessions

**(NB. STs WILL NOT NORMALLY USE THEIR 2 PROTECTED SESSIONS FOR RESEARCH UNLESS WITH THE PRIOR AGREEMENT OF THE TRAINING PROGRAMME DIRECTOR):**

NAME OF TRAINEE:.....

CLINICAL PLACEMENT:.....

RESEARCH SUPERVISOR(S):.....

## OUTLINE OF RESEARCH TARGETS TO BE ACHIEVED IN THIS PLACEMENT

RESEARCH PROJECT AND PERIOD OF INVOLVEMENT	COMMENTS (e.g. how will this be achieved)

.....  
[SIGNED BY RESEARCH SUPERVISORS)

DATE:.....

.....  
(SIGNED BY TRAINEE)

DATE:.....

# Record of ST's Special Interest Sessions

NAME OF TRAINEE:.....

CLINICAL PLACEMENT:.....

SPECIAL INTEREST SUPERVISOR(S):.....

## OUTLINE OF TARGETS TO BE ACHIEVED IN THIS SPECIAL INTEREST ATTACHMENT

DETAILS OF SPECIAL INTEREST SESSIONS AND PERIOD OF INVOLVEMENT	COMMENTS (eg outline the purpose of the attachment)

.....  
[SIGNED BY SPECIAL INTEREST SUPERVISORS)

DATE:.....

.....  
(SIGNED BY TRAINEE)

DATE:.....