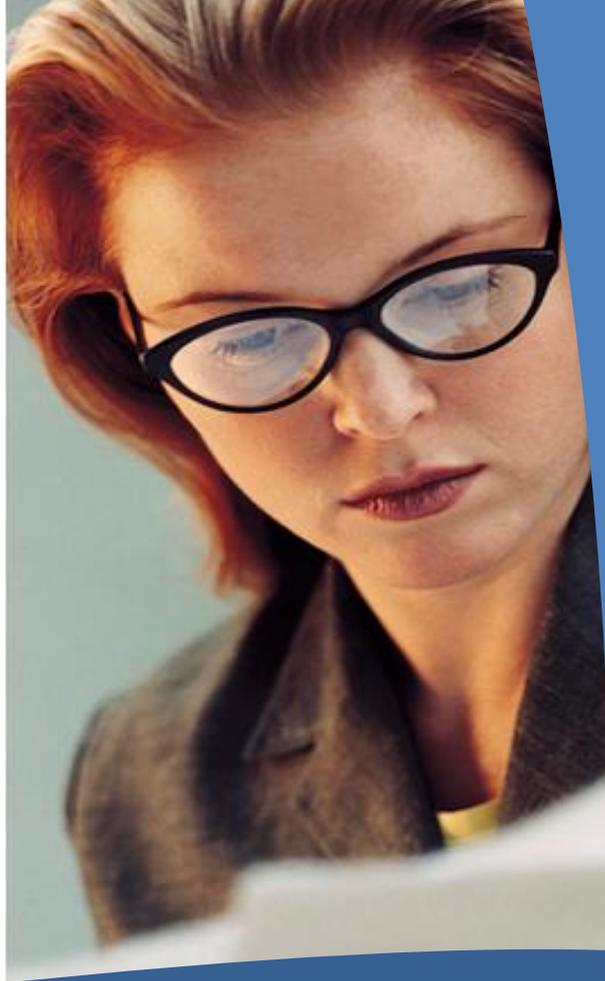




WESSEX
Local Medical Committees
Incorporating Wessex LEaD



Getting ready to qualify as a GP?

What you need to know . . .



The Final Furlong

This guide has been written to help you navigate the final few months of your GP training. By now you will be totally au fait with your ePortfolio and what is required of you as a GP trainee. As you qualify the rules change again and up until now there hasn't been a clear checklist of all the expected processes you need to do from all the different organisations.

Many of the VTS schemes will cover these during their Day Release sessions. This guide is to supplement this and also be a point of reference for those who may miss those sessions due to holiday, illness or extended leave.

Do visit our website to see more of the resources and services that we offer to GPs. In particular there is another guide to starting out as a locum which will shortly be available. As a new GP within Wessex you get a free first year's membership and there is now a 50% discount of the usual price for locums thereafter (reduced to £50), contact us at office@wessexlmcs.org.uk.

We hope this guide will be useful and as an LMC we look forward to supporting you in this next stage of your career.

Best Wishes,



Nigel Watson
Chief Executive
Wessex LMCs



Laura Edwards
Medical Director
Wessex LMCs

Index / Checklist:

	Page No.
<input type="checkbox"/> Applying for your CCT and Applying to be on the GMC Specialist Register	4
<input type="checkbox"/> Applying to the RCGP	4
<input type="checkbox"/> Applying to the GMC	5
<input type="checkbox"/> Applying to be on the Medical Performer's List	6
<input type="checkbox"/> Finding work – what do you want to do?	7
<input type="checkbox"/> Updating your CV	7
<input type="checkbox"/> Updating your medical indemnity	8
<input type="checkbox"/> Join the LMC	8
<input type="checkbox"/> Keeping on top of appraisal requirements	9
<input type="checkbox"/> Getting your Appraisal sorted	10
<input type="checkbox"/> Revalidation	11
<input type="checkbox"/> Looking after yourself	11
<input type="checkbox"/> Join or form a Small Group	12
<input type="checkbox"/> References / Abbreviations	13

Applying for your CCT and Applying to be on the GMC Specialist Register

If all has gone well and you are due to qualify as a GP then you need to apply to the GMC for your CCT.

Before you can practise as a GP you need to be accepted onto the General Medical Council's (GMC's) GP Register.

The GMC and the RCGP confer with each other to confirm you have met all the requirements before adding you but **you have to apply to both the RCGP and the GMC.**



Applying to the RCGP

This is done through your ePortfolio. You need to check your final ARCP form carefully. There is a [useful guidance and a checklist](#) on the RCGP website including common errors that can lead to delays.

After checking all details on your final ARCP are correct, you should accept it which means you have agreed to it and have electronically signed it off. You should then click 'Apply for a CCT' on the 'Progress to Certification' page as soon as it appears in your Trainee ePortfolio. When you have done this there should be a message of congratulations.

If there is no button or no message of congratulations then please contact the ePortfolio team at the RCGP: tep@rcgp.org.uk

The certification team at the RCGP will review the evidence and then make a recommendation to the GMC. This takes up to **15 working days** or longer if documents aren't complete. You should receive an email from the RCGP when your application has been passed over to the GMC.

Applying to the GMC

You also need to apply to the GMC. They should send you a reminder email within the last 4 months of your training but this doesn't always happen. The application will be done through your GMC Connect account (online with your GMC number). Please see this [link for details](#). The current cost is £390 for a CCT.

The GMC will check the recommendation made by the RCGP against your application. If you are successful they will issue a CCT.

This will take up to **10 working days** but will not be issued before your final 10 days of training.

There are bulges in the applications around the end of January and the end of July – be organised and apply as soon as you can if you are planning to work straight away. It is often prudent to have a few days built in breathing space between finishing training and work commitments if you can afford to but life doesn't always work that way.

It is a legal requirement for your name to be listed on the GP register before you can work in NHS general practice in any capacity.



If you haven't completed a full GMC approved training programme, or have been released from training and completed the exam out of programme, you'll need to use the CEGPR route to apply for certification – please see the RCGP website for more [details](#) and be aware that the GMC cost is higher at £1500.

Be aware that your certification may be tax deductible – discuss this with your accountant.

Applying to be on the National Performer's List

The National Performer's List used to be held locally. There are now three national lists for Medical, Dental and Ophthalmic performers. The lists provide an extra layer of reassurance for the public that GPs, Dentists and Opticians practising in the NHS are suitably qualified, have up to date training, have appropriate English language skills and have passed other relevant checks such as with the Disclosure and Barring Service and the NHS Litigation Authority. You will already be on the Medical Performer's List as a Registrar but you need to update this to practise as a GP. The National Performer's List is still administrated locally. The website provides information about the [National Performers Lists](#).

You will need to ring and request a Performer Change Notification form. Contact details are as follows – ask to speak with the Medical Performer's List team –

Trainees with GP placements in	Hampshire, Isle of Wight and Jersey	Dorset or Wiltshire
Contact	Wessex Area Team PPSA offices	Bath, Gloucestershire, Swindon and Wiltshire Area Team SBS offices or branch offices
Email	england.wessex-joiningperformerlists@nhs.net	SBS-I.SWMPL-FHS@nhs.net
Address	Performer List Applications PPSA Coitbury House Friarsgate Winchester Hampshire SO23 8EE	NHS Shared Business Services Sanger House, 5220 Valiant Court Gloucester Business Park Brockworth Gloucester GL3 4FE
Telephone	01962 876601 01962 876651	0300 421 1215

They will require a copy of CCT and copy of medical indemnity and a letter of clinical reference (your last ESR report). These can be sent in electronic or paper format to the addresses above.

You need to allow up to 2 working days from sending in to inclusion on the list although it may be faster.

If you are intending to travel abroad you may wish to organise your change before you leave but note that you need to still perform some services within England during each year in order to maintain your status on the List. There is a suggested minimum figure of 40 sessions per year which would be taken from your appraisal discussion.

Anyone can check your status on the National Performer's List status online at this address <https://www.performer.england.nhs.uk/>

Finding Work – What do you want to do?



Have a look at this [excellent new GP survival guide from Severn](#) which will help you think about what you want from your career and what work might suit you best. Look at our locum area if this is your choice – there will shortly be a guide to ‘Starting out as a Locum’.

Updating your CV

Think ahead and get your CV written in your last 5 months of being a trainee. If you are intending to locum or apply for salaried posts you will want to have your CV ready to send out around 3 months in advance. Consider what your employer is looking for. Locum CVs need to be brief and to the point. Those for salaried posts should more in depth. Those for partnership positions need to include significant details and management/ leadership experience. There is no perfect CV and just as every GP surgery is different so is what they are looking for – if you can try to find out what they would like – a 17 page in depth account of your life or a 4 page succinct summary?

For some guides to get you thinking look at the links below:

http://www.oxforddeanery.nhs.uk/recruitment_careers/careers_support/writing_a_good_cv.aspx

<http://careers.bmj.com/careers/advice/view-article.html?id=3043>

<http://www.severndeanery.nhs.uk/about/careers-support/careers-guides/tips-for-producing-a-medical-cv/>

<http://www.pennine-gp-training.co.uk/life-after-training.htm>

Be inquisitive. Have a look at other people’s CVs that are already on the internet for inspiration about layout. Think about what works and what doesn’t.

Updating your Medical Indemnity

Make sure that you update your indemnity insurance. It is worth getting several quotes from the different companies out there – MPS, MDU and MDDUS - and comparing – the prices can be very different. Be very specific in what you are planning to do. In particular you need to declare any OOH work that you intend to do as this will affect your premium significantly. Many find the hike in premiums a surprise – make sure you have some money set aside for the first month. Explore options with the insurer as to payment schedules.

Join the LMC

You may well already be on our mailing list. When you qualify from a VTS within Wessex LMCs you are entitled to a free first year's membership if you sign up with direct debit to pay £50 annually (50% reduction on usual annual membership). This means that you will receive our invaluable email updates and notification of other upcoming events and resources. You are also entitled to our support whenever you need it. We are there when you don't know who to ask. To benefit from this offer simply email the office team at office@wessexlmcs.org.uk who will send you the form.



Ask the LMC when you don't know who to ask. . .

Keeping on top of Appraisal Requirements

While tempting to log out of your ePortfolio for the last time and heave a huge sigh of relief, you do need to be mindful that requirements do not end. Most find the demands for appraisal are much less cumbersome than those for training but they do nevertheless need to be done. You may also wish to consider downloading or print out your ePortfolio for future use.

There are multiple ways of keeping records of your CPD. Do whatever is easiest for you. The most important thing is **to record it** and in particular **the impact** of what you have learnt.

We can recommend myLMC (www.mylmc.co.uk) which has a free CPD 'learning log' that tallies up your hours done and also can be emailed in to so that you can type your entry onto your iPad and then send it into your log when you get home. This gives you both an easy to access log of your notes together with a record for your CPD. The learning log can be easily exported to the MAG form or downloaded as an easy to read PDF.

Other options include – the RCGP kit (but it currently doesn't seem to show your CPD well in the summary), the MAG form, Clarity, the Severn Appraisal Toolkit, GP tools etc

Get linked in to local education via these pages from [Health Education Wessex](#), [WGPET](#) (Wessex Educational GP Trust), [Primary Care Education South West](#) or your [local RCGP Faculty](#) and by joining the LMC (LINK).



Getting Your Appraisal Sorted

When you qualify your details will usually be passed to the Appraisal service who will then contact you.

You should have your first appraisal at or just before 12 months after your final ARCP.



You will be notified 3 months in advance of your dedicated month (ie 8 months after you qualify).

Hampshire and Dorset: The team at the Appraisal and Revalidation Service for Wessex are based at Health Education Wessex (Otterbourne). They are keen to hear from you by telephone 01962 718400 or you can email them gpappraisal@wessex.hee.nhs.uk

Bath, Gloucester, Swindon & Wiltshire: The GP Appraisal Administrator is Samantha Green based with the Bath, Gloucestershire, Swindon and Wiltshire Area Team, NHS England, Sanger House, 5220 Valiant Court, Gloucester Business Park, Gloucester, GL3 4FE or by telephone on 0300 421 1732 or by email at BGSWHUB.GPappraisals@nhs.net

Systems are in place that generally you won't need to contact them but it is helpful to make sure they have the correct contact information for you.

Email them with your qualifying date, current contact information (email address and postal) and the best method of contacting you – email is preferable.

If you have moved into the area you may also wish to contact them although again systems should be in place via the Performer's List to alert them to your arrival. Likewise if you are leaving the area contact your new team as soon as possible.

Revalidation

Usually the issuing of a CCT will become your first revalidation date since qualifying as a doctor and therefore your next revalidation date will be in 5 years' time. Have a look on the [Revalidation Support team](#) or [RCGP website](#) to familiarise yourself with the requirements. To make things easy we have a [revalidation toolkit](#) which is free and although aimed specifically at sessional GPs contains the same 'at a glance requirements' for all in an easy to digest layout.

Looking After Yourself

The ST3 year is a busy year with lots of demands on you both physically and mentally. Make sure that you look after yourself. See our [health and wellbeing pages](#) for some simple tips and what to do if it is all getting on top of you and see www.support4doctors.org.uk

Make sure you keep time for your family and social life – there is life outside of work.

If you are worried about someone else you can always call the LMC for a confidential talk about what you can do.



[Join or Form a Small Group](#)

Before you finish your ST3 year why don't you make arrangements to keep meeting with a small group or join an existing one. Contact your local GP tutors for details of existing ones in your area or look at the following guidance, [Seedlings](#), to create your own successful one or use the [PBSGL](#) route for a ready-made option. You will find this helps you in several ways – clinically, socially and for CPD requirements. Also look around for your local First5 group from the RCGP. Read our ideas for what you could do in your small group.



References

Wessex LMCs www.wessexlmcs.com

RCGP www.rcgp.org.uk

GMC www.gmc-uk.org

National Performer's List <https://www.performer.england.nhs.uk/>

(Please see links within text for other references)

Abbreviations

ARCP	Annual Review of Competence Progression
CCT	Certificate of Completion of Training
CEGPR	Certificate of Eligibility for GP Registration
CPD	Continuing Professional Development
ESR	Educational Supervisor Report
GMC	General Medical Council
MAG	Medical Appraisal Guide
MDDUS	Medical & Dental Defence Union of Scotland
MDU	Medical Defence Union
MPS	Medical Protection Society
OOH	Out of Hours
RCGP	Royal College of General Practitioners
VTS	Vocational Training Scheme
WGPEP	Wessex Educational GP Trust



WESSEX
Local Medical Committees
Incorporating Wessex LEaD

**Wessex Local Medical Committees Ltd
Churchill House, 122-124 Hursley Road
Chandler's Ford, Eastleigh
Hampshire, SO53 1JB**

Tel No: 023 8025 3874 | Fax No: 023 8027 6414

DOC-0100 / 01.12.13

For more information, visit the LMC website. . .

www.wessexlmcs.com

