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A warm welcome to the August edition of your Deanery newsletter, particularly to those new to training in Scotland and to all of our new Foundation Doctors.

I do hope you will really enjoy what we have to offer and flourish during your time in the Deanery!



Over the next year my team will be engaging with you on how to improve the working and learning experience in NHS Scotland. For those new to training in Scotland, we are always keen to hear from you about experiences, thoughts or ideas to improve your own or others experiences.

For all trainees I want you to remember the slide at induction about breaks.

On a full shift rota, or during a day shift, you should have a 30 min break for every 5 hours of work. Any shift over 9 hours requires 2 x 30 minute breaks.

If you start work at 8am, you should have a 30 min break before 1pm.

No Junior Doctor should work for more than 5 hours without a break.

Breaks are essential and you must take them. It is very busy in healthcare in Scotland just now, and that can seem overwhelming for all of us, try to take a few minutes with those you are working with to check in. It is OK to ask for help – even if others don't seem to.

I hope you all saw this slide too.

To get you off to a great start the newsletter signposts you to the Scotland Deanery website: a great resource where you can learn all there is to offer and find important guidance, forms and documentation. On the website we also flag-up our new Paediatric web pages.

01 FOREWORD

I would like to highlight the imminent launch of our new Turas Study Leave App that will make applying for, approving and receiving study leave funding easier- we would like to hear your experience of using the app after it goes live.

Turning to wider practice, we are pleased to introduce our new Human Factors Online Hub, a one stop area where you can learn more about how healthcare can be made safer through design and technology. We also feature some of our work to improve equity, diversity and inclusivity, outlining the key messages we want to promote amongst our multi-professional teams.

Returning to work after a period of extended leave can be difficult for everyone, but it can be especially hard for doctors in training grades and we are pleased to summarise the output of a short life working group established to look at the process and what could be improved to allow successful returns to work. A very worthwhile piece of work that should make a difference.

COVID-19 remains an issue and we update you on the latest guidance for pregnant employees. For doctors in training grades with experience of shielding or supervisors with supervising trainee doctors who were shielding during the COVID-19 pandemic are asked to participate in a study regarding this issue.

There is also an interesting article on value management and its role in healthcare, as well further information on our work to support you in the difficult area of grief and bereavement.

I want to acknowledge again how busy the NHS is right now, and how daunting it feels going in to winter, I don't have the solutions but remember you are part of a team, it is ok to ask for help and remember to take care of you.



02 NEW TO TRAINING IN SCOTLAND?

Welcome to the Scotland Deanery! We hope that you will enjoy your time here.

The Scotland Deanery website www.scotlanddeanery.nhs.scot is an essential resource which provides you with useful contacts and information in relation to your training.



For example:

- Who is your NES Training Management Administrator? www.scotlanddeanery.nhs.scot/about-us/our-people/training-management-team/
- Specific suites of pages in relation to Foundation Training: www.scotlanddeanery.nhs.scot/trainee-information/scottish-foundation-school/
- How to apply for Study Leave: www.scotlanddeanery.nhs.scot/trainee-information/study-leave/
- Study Leave for Foundation Doctors: www.scotlanddeanery.nhs.scot/trainee-information/scottish-foundation-school/current-trainees/study-leave/
- What you need to know about your Annual Review of Competence Progression (ARCP): www.scotlanddeanery.nhs.scot/trainee-information/annual-review-of-competence-progression-arcp/
- Advice and guidance on your options for:
 - Less Than Full Time Training: www.scotlanddeanery.nhs.scot/trainee-information/less-than-full-time-training-ltft/
 - Out of Programme: www.scotlanddeanery.nhs.scot/trainee-information/out-of-programme-oop/
 - Transfers (Inter deanery): www.scotlanddeanery.nhs.scot/trainee-information/transfers/
- How to Report a Concern: www.scotlanddeanery.nhs.scot/trainee-information/report-a-concern
- Advice and guidance in relation to Recruitment: www.scotlanddeanery.nhs.scot/trainee-information/recruitment/

Feedback is always welcome in relation to the Deanery website and Deanery communications – if you have any suggestions or comments, please contact us: www.scotlanddeanery.nhs.scot/contact/

03 PAEDIATRIC TRAINEE WEBPAGES LAUNCH

The Scottish School of Paediatrics Website

Now Live!

<https://www.scotlanddeanery.nhs.scot/trainee-information/paediatric-trainee-information/>

Featuring:

Regional Pages including local resources	Information about GRID and SPIN in Scotland
Paediatric Societies in Scotland and the UK	Wealth of resources for Support and Wellbeing
Contacts for Scottish Resuscitation courses	Courses and Events Calendar in Scotland and beyond



Please email medicine@nes.scot.nhs.uk to publicise a particular course/event
Any questions/comments/additions welcome – email zoe.jacob@nhs.scot or timothy.lewis@nhs.scot



As part of the Scotland Deanery's ongoing improvement work, we have redeveloped the Turas study leave system. This has been done to improve user experiences, to make authorising study leave easier for our trainers, and to enable better reporting on the use of study leave funding.



From the 15th of August: Doctors in training will continue to be able to apply prospectively for study leave, with or without funding, via the new Turas app.

Doctors in training will be able to upload expenses claims via Turas and receive payment, by BACs, directly to their bank account.

Trainers will continue to be able to authorise study leave with funding, without funding, or with partial funding. There will be improved alerts when study leave requests have been submitted.

Trainers will be able to manage their programme budget more easily and without waiting for the study leave support team to issue reports.

The new system will also improve reporting at a Deanery level, making it easier to identify training delivered via initiatives such as the Internal Medicine Training simulation programme and the Endoscopy training programme.

The study leave policy will be updated to reflect these system changes. We are confident that the new application will be easy and intuitive to use but the study leave support team are available to answer any questions or provide advice. They can be contacted at study.leave@nes.scot.nhs.uk. If you experience any technical difficulties using the new system, please raise these via the Turas helpdesk.



The new NES Human Factors Hub came online at the beginning of July 2022. As it evolves and more resources are added, the ambitious goal is for the Hub to become a ‘one-stop-shop’ for all things Human Factors for health and social care education and practice.



What is Human Factors?

Human Factors (also known as Ergonomics) is a science and profession concerned with the understanding of interactions among humans and other elements of a system, and the profession that applies theory, principles, data, and methods to design in order to optimize human well-being and overall system performance (IEA, 2001).

In other words, it is about designing work, technology and physical and social environments to make things easy and safe to use.

A whole suite of resources and materials are already available to access or download (see Table 1 for examples). These will be of strong interest to leaders, policymakers, educators, scientists and engineers, digital experts, improvement advisors, specialists in safety, risk, governance and procurement, as well as those working at the ‘sharp-end’ of health and social care practice.

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Table 1. Examples of Human Factors resources for application by educators, practitioners and others.

Resource	Application
HF e-Learning	Introduction to foundational Human Factors concepts and approaches. Ideal for embedding in undergraduate and post-graduate training curricula and educational programmes concerned with safety, risk and improvement.
Designing for People	A host of guides, principles and approaches can be accessed on human-centred design for optimising safety, experience and well-being.
Teaching Human Factors	Human Factors is often misunderstood and misapplied in health and social care. On the Hub educators can access articles and guidance on embedding related principles and methods in training curricula.
Short Pre-Recorded Webinars	A series of pre-recorded webinars by international experts on selected Human Factors topics and tools – for example, Safe Digital Healthcare, Healthcare AI, Task Analysis, Investigative Interviewing, SEIPS, Situation Awareness and Resilient Health Care.
Safety Investigations & Learning Reviews	Access Systems Thinking principles to inform learning from safety occurrences. Learn more about our understanding of how and why things go wrong (accident models) has evolved since the early 20th Century. Gain access to resources on Psychological Safety and Restorative Just Culture.
Systems Engineering Initiative for Patient Safety (SEIPS) Worksheets	SEIPS is the Swiss-Army-Knife of Human Factors and can be applied in many different ways as a generic system analysis problem-solving and improvement design tool. For example, to take a systems approach to risk assessment; designing work procedures; designing scenarios for simulation and analysing safety incidents and complaints.
Safety Culture Discussion Cards	A comprehensive and multi-functional PDF set of culture cards for health and social teams to enable

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05 NEW HUMAN FACTORS HUB ONLINE

For educators interested in embedding Human Factors concepts and tools within training curricula and programmes, please get in touch. The Human Factors Hub can be accessed here: <https://learn.nhs.scot/21394/human-factors>

Prof Paul Bowie

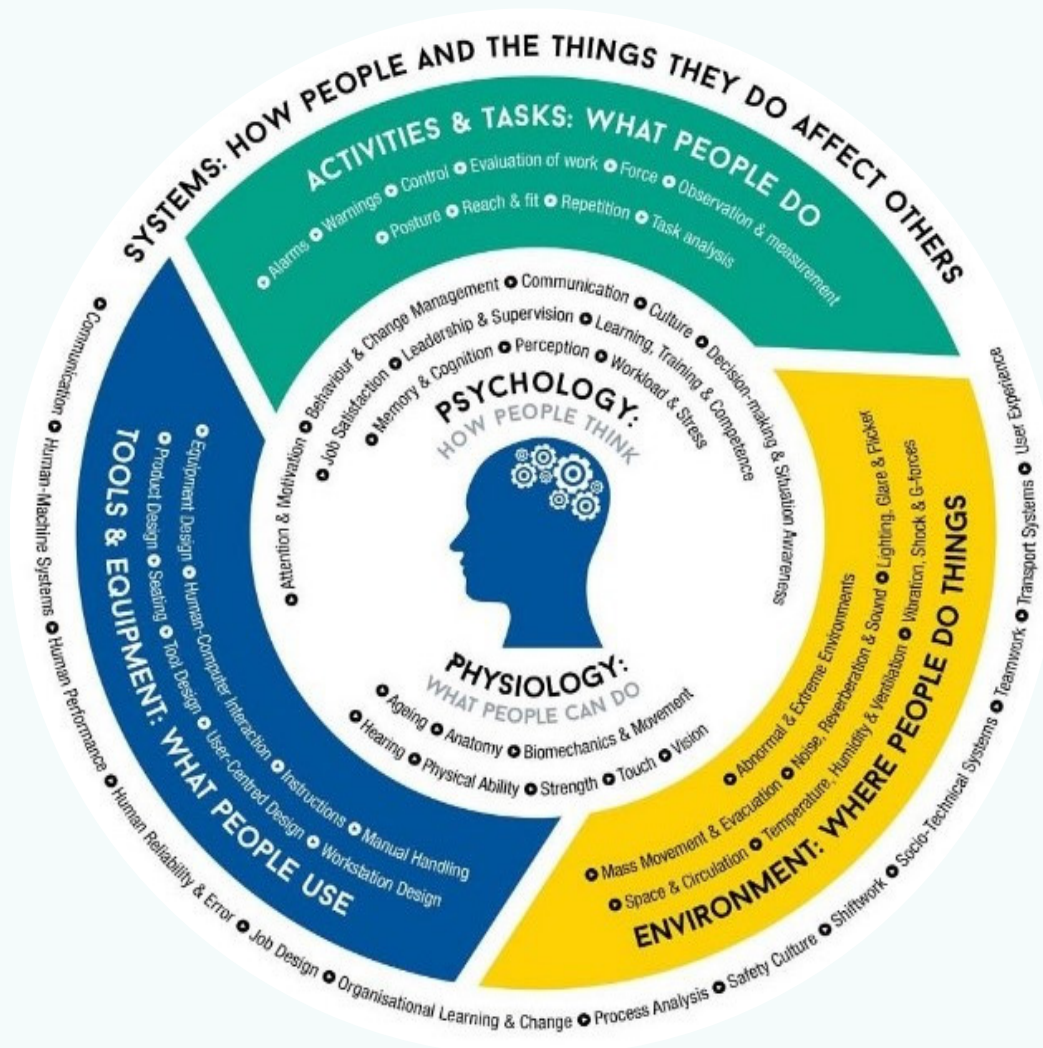
Programme Director (Safety & Improvement)

Contact: paul.bowie@nhs.scot

Twitter: [@pbnes](https://twitter.com/pbnes)

Paul Watson

Senior Project Officer



One of the real joys of working in the medical profession is working with and learning from our colleagues.

We all work in multiple and changing teams, and this can be a very rewarding experience, although sometimes challenging. Teams work best when everyone feels valued, included, and able to contribute. This allows us all to perform and learn at our best.



More than ever, we are aware of the rich diversity of our team members and its great potential to enable our teams to be more creative, innovative and effective in delivering high quality care for our patients. For all team members to feel valued, all of us need to recognise, understand and celebrate our differences. This requires us to be proactive and consider how each one of us can contribute to making all members feel part of our multi-professional teams.

Our Associate Dean who leads work on Equity, Diversity and Inclusivity, Dr Charu Chopra, has sought insights from trainers and trainees on promoting inclusivity. This has resulted in 5 key messages:

- Active allyship
- Promoting belonging cultures in the workplace
- Becoming sponsors and mentors for others
- Seeking to understand and value others
- Fostering compassionate cultures of practice

These are described in the attached poster. As educational leads, our aim is to promote these qualities with the Directors of Medical Education in the Health Boards and Undergraduate Leads. Cultures of organisations are changed by the people within the organisation – that's every one of us. We hope this poster helps you to think about behaviours and cultures in your areas of work, and to consider how you can further support this.



Returning to work after extended leave is a difficult time for any trainee. There are many reasons for extended leave and the following processes have been developed with those multiple reasons in mind.

This piece of work has been undertaken as part of the Once for Scotland DDiT work stream.



A SLWG was formed in May 2021 to look at the best process for returning to work and recommendations were made to the DDiT steering group. Following further consultation, the documents attached were signed off by the DDiT steering group.

The key principles of the documents are –

- Trainee centred
- Trainee / TPD discussion prior to planned leave
- Trainee / TPD discussion as soon as practicable / appropriate during a period of unplanned leave
- Transfer of information checklist to be completed by TPD following discussion with trainee
- Decision to rotate or not is based on discussion with trainee / TPD but there is no assumption that rotation is automatic
- Pragmatic dates of return to allow the trainee to be supported to succeed – e.g., not planning a return to work on Christmas day when induction arrangements are unlikely to be in place

- One point of contact within each health board for the trainee
- Checklist on return to work to be undertaken by nominated HB office / point of contact

This is a new process which has been in discussion for some time and the documents are to support a successful return to work. There will be instances where there may not be a flowchart to indicate the correct process – we welcome feedback about any situations we have not taken account of.

The BMA have reviewed the process and are comfortable with the documents:

1. [Flowcharts of RTW Processes](#)
2. [RTW Checklist](#)
3. [RTW DDiT Transfer of Information](#)

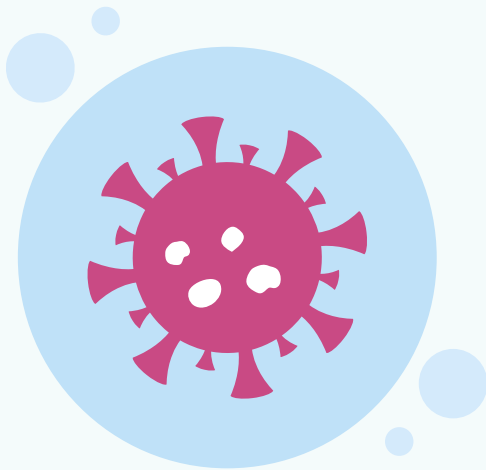
Lindsay Donaldson

Consultant in Intensive Care Medicine
Honorary Clinical Associate Professor,
Director of Medical Education

On behalf of the Return to Work SLWG.

As we move through the Transition Plan it is apparent that the individual COVID-19 occupational risk assessment guidance and tool are not aligned with current Scottish Government advice and guidance.

Legal requirements in relation to COVID-19 have been removed and, as of the 31 May, the Highest Risk List will end.



Furthermore, the guidance/tool did not account for the impact of vaccines and natural infection on personal risk. As such, we have removed the use of the tool from our SG webpage and instead have retained some useful information on the safer workplaces and public settings [webpage](#).

In addition, the UK guidance on pregnant staff and their risk to COVID-19 has been withdrawn. This means there is no longer a specific approach to managing a pregnant employee's risk to COVID-19, however, the non-COVID-19 specific [risk assessment process](#) for pregnant staff should continue to be followed regardless.

If staff remain concerned about their risk to COVID-19 for any reason, including their underlying health conditions, ethnicity or pregnancy, we will be recommending line managers have sensitive, supportive conversations with staff.

If anyone still feels unsafe following this, further information and advice may be available from:

- Occupational Health Services
- The Health and Safety representative in your workplace
- Human Resources
- Your trade union or professional body
- Staff with no union representation can seek advice and assistance from the [STUC](#) and [Scottish Hazards](#)
- The [Citizens Advice website](#) or the free Citizens Advice Helpline on 0800 028 1456, (Monday to Friday, office hours)
- [the Advisory, Conciliation and Arbitration Service \(ACAS\)](#)

If you have any queries on these changes please contact: HWFExperience@gov.scot.

09 VALUE MANAGEMENT

1. Value management is an approach that teams can use to manage and improve the quality of their service. Six Health Boards have been testing the approach with support of NES and Healthcare Improvement Scotland since 2019. Value Management has **demonstrated a positive impact** in reducing costs, improving staff engagement and morale, and improving patient safety.
2. Value Management's structured approach to data collection, analysis, and problem-solving serves to organise improvement activities and support sustained improvements over time.
3. The learning that has been gained from the pilot teams has helped develop a website based resource.
4. The resource pack provides those working within the health and care system with the tools and resources to design and apply a team level method to deliver high quality care so that people get the best possible outcome and experience, alongside the best value.
5. The resource pack includes animations and case studies and all the tools and resources a team needs to get up and running.
6. It is intended to be used by clinical, non-clinical and service provision teams to improve the quality of the service they provide whilst managing cost and capacity.
7. To access the resource pack please click: <https://ihub.scot/project-toolkits/value-management-resource-pack/value-management-resource-pack/>



NES Bereavement Conference - Poster Abstract



This year's NES Annual Bereavement conference is to be held on **Thursday 24th November**. The free, one-day virtual event, titled '**Exploring bereavement from a new perspective**', will be of relevance to health and social care staff working in all settings.

[#NESBereavement2022](#)

The programme will be published shortly, with registration expected to open in the coming weeks, however the window for submitting poster abstracts has already opened.

NES is inviting abstract submissions to cover any aspect of innovation and creativity leading to improved outcomes for those who are bereaved. These may include aspects of education, service delivery and quality improvement relevant across a wide spectrum of bereavement-related situations.

The deadline for submissions is **Friday 30th September**. For more information, [please visit the Events page of the Support Around Death website](#).

Supporting those who experience the death of a child – September webinar



Registration is now open for the next webinar in the NES bereavement series, aimed at those working across health and social care. Join us on **Thursday 15th September, 17:00-18:00**, to hear from speakers Yvonne Caie (Bereavement Nurse Specialist, NHS Fife) and Gordon Strang (Healthcare Chaplain, NHS Fife).

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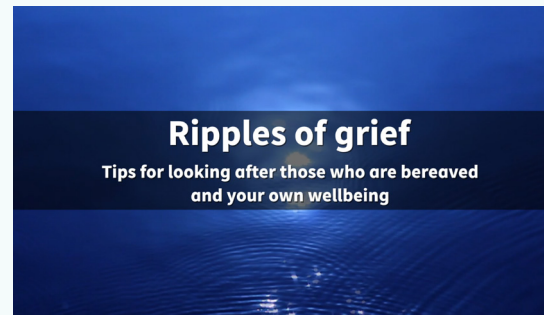
10 BEREAVEMENT-RELATED EDUCATIONAL RESOURCES AND EVENTS

They will explore how to build confidence and skills in communicating with, and supporting families who are bereaved, as well as ways to look after yourself and your colleagues. [Click here to register.](#)

To view recordings from previous bereavement webinars please [visit the Support Around Death website](#). Sessions have featured topics including:

- Accurate completion of the Medical Certificate of Cause of Death
- Being homeless at the end of life
- Bereavement following substance use
- Supporting people who are bereaved in primary care

Ripples of Grief – new film launched



A new short film for healthcare staff has recently launched which features three of NHSScotland's Health Board Bereavement Strategic Leads & Coordinators. It is structured around 10 tips for ways in which healthcare staff can support those who are bereaved as well as look after their own wellbeing. To watch the film please click here: <https://vimeo.com/736794504>

Bereavement Update Quarterly e-Newsletter



NES is currently developing new bereavement-related educational materials on topics including bereavement in the workplace and body donation.

To be kept updated about the launch of these and other educational resources and upcoming learning events please [sign up to the quarterly NES Bereavement Update e-Newsletter](#) and / or follow us [@NES_Bereavement](#).

11 EXPLORING THE IMPACT OF SHIELDING ON JUNIOR DOCTORS

Are you:

- a junior doctor in Scotland with experience of shielding during the COVID-19 pandemic?
- a consultant doctor or GP trainer in Scotland who supervised a shielding junior doctor during the COVID-19 pandemic?

We are looking for participants to be interviewed about their experiences. It would be great to hear from you if you're interested in taking part.

Interviews are:

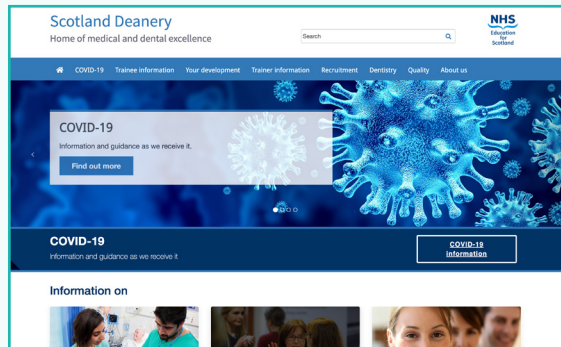
- approximately 30 minutes
- conducted over Microsoft Teams
- at a time convenient to you
- confidential
- accessible according to your needs

[Participant Information Sheet](#)

Please contact shieldingresearch@gmail.com for further information.



Created specifically for the needs of Scotland's Medical trainees and trainers, are the following resources:



The Scotland Deanery Website

The Scotland Deanery, along with our Local Education Providers, is responsible for managing Medical Training and Training Programmes across the four Scottish regions. Here you'll also find details of the Deanery's Quality Management activities, its key staff and locations plus information on Professional Development for doctors.

www.scotlanddeanery.nhs.scot



Scottish Medical Training

This site is the principal resource to learn more about how to apply for Foundation, Core and Specialty Medical Training in Scotland. Here you'll find regularly updated information about application windows (how and when to apply), a directory of 50+ GMC-approved medical specialty programmes and first-hand accounts about training from trainees and trainers. There are also useful insights on career direction and what it's like training and working in Scotland.

www.scotmt.scot.nhs.uk



SOAR

Designed for doctors (in both Primary and Secondary Care) working and training in Scotland, for their Appraisal and Revalidation needs. SOAR is used by Appraisers and Appraisees to aid the appraisal process, and for Trainees to complete their self-declarations. Here you'll also find a SOAR user guide, handy FAQ's and examples of Quality Improvement Activities.

www.appraisal.nes.scot.nhs.uk

Please **Contact Us** with information on any initiatives and projects you are involved in that you would like to share with your colleagues across Scotland. Also, please **Contact Us** with any feedback on the Deanery Newsletter or Deanery Websites.

Social

Join the conversation



This resource may be made available, in full or summary form, in alternative formats and community languages. Please contact us on **0131 656 3200** or email altformats@nes.scot.nhs.uk to discuss how we can best meet your requirements.