**GP Returner Short Induction & Doctors doing the Enhanced Induction Programme - Suggested Topics and Resources**

This document provides a suggested list of topics to cover in a short induction for GPs returning to Scottish General Practice. It also includes resources relevant to doctors doing the Enhanced Induction Programme. It is designed to be used by Local Health Boards and GP practices as well as by the GP undergoing induction – some of links in the Resource section may be useful for the GP to look at prior to starting induction and essential training is included. Some elements of this document may be well known to returning GPs so it may not be necessary to cover all areas.

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| **An Introduction to Scotland** | Resource |
| * Living and working in Scotland
 | <http://www.scotland.org/live-and-work-in-scotland/living-in-scotland/> |
| **An Introduction to the NHS in Scotland** | Resource |
| * NHS Scotland – Introduction to NHS in Scotland
 | <http://www.gov.scot/Topics/Health/About/NHS-Scotland><http://www.gmc-uk.org/doctors/WelcomeUK.asp>  |
| **The GMC & Good Medical Practice** | Resource |
| * GMC Good Medical Practice
* GMC – Welcome to the UK
* What makes a good doctor
* Appraisal and revalidation
 | <http://www.gmc-uk.org/doctors/WelcomeUK.asp> [http://www.gmc‑uk.org/guidance/good\_medical\_practice.asp](http://www.gmcuk.org/guidance/good_medical_practice.asp) <http://www.gmc-uk.org/guidance/ethical_guidance.asp> [http://www.gmc‑uk.org](http://www.gmcuk.org)/ Overview of appraisal process – you will be set up with a Scottish Online Appraisal Resource (SOAR) account by the local health board when you join the performers list <http://www.appraisal.nes.scot.nhs.uk/help-me-with/appraisal/appraisal-this-year/gp.aspx>  |
| **Educational Needs Assessment** | Resource |
| * GMC Self Assessment
 | [http://www.gmc‑uk.org/doctors/welcomeuklogin/Default.aspx](http://www.gmcuk.org/doctors/welcomeuklogin/Default.aspx)  |
| **Essential Training** | Resource |
| * Competency in Safeguarding & Protecting Young People.
 | Online e-learning modules are provided by RCGP through [eLearning for Health](http://www.e-lfh.org.uk/programmes/safeguarding-children/) and by [RCPCH](http://www.rcpch.ac.uk/training-examinations/education/safeguarding-children-and-young-people-sgc-educational-programmes) and should be completed online whilst waiting to attend a local course |
| * Equality & DiversityTraining
 | Via local NHS board – to be completed by the end of Short Induction/Enhanced Induction programme |
| **Referrals** | Resource |
| * Referrals to secondary care including acute admissions
* Referrals to allied health professionals
* Referral guidelines are available online
 | **Practice induction including local hospital services and arrangements for acute admissions****Local intranet** e.g.: Lothian: [www.refhelp.scot.nhs.uk](http://www.refhelp.scot.nhs.uk)SciGateway online referral system: <http://www.sci.scot.nhs.uk/products/gateway/gate_desc.htm> Scottish cancer referral guidelines:<http://www.healthcareimprovementscotland.org/our_work/cancer_care_improvement/programme_resources/scottish_referral_guidelines.aspx>  |
| **Prescribing** | Resource |
| * Formulary prescribing
* Prescribing indicators. Most practices will have undertaken to work towards local prescribing indicators which you will need to adhere to e.g. reducing prescriptions of co-amoxiclav. You should ask your practice manager or practice pharmacist whether and which the practice has undertaken
 | Lothian: <http://www.ljf.scot.nhs.uk/Pages/default.aspx> Grampian: <http://www.nhsgrampian.org/nhsgrampian/GMM_home_new.jsp?pContentID=4244&p_applic=CCC&pElementID=494&pMenuID=464&p_service=Content.show>Glasgow: <http://www.ggcprescribing.org.uk/>Tayside: <http://www.taysideformulary.scot.nhs.uk/default.asp>Dumfries and Galloway: <http://www.dgprescribingmatters.co.uk/documents/Formulary_2015.pdf>Fife: <http://www.fifeadtc.scot.nhs.uk/fife-joint-formulary.aspx>Forth Valley: <http://www.communitypharmacy.scot.nhs.uk/nhs_boards/NHS_Forth_Valley/redesign/guidance/documents/FV_Formulary_Jan15v3_13thEdition_FinalONE_updatedpdf.pdf>Ayrshire and Arran: <http://www.nhsaaa.net/services-index/p-prescribing.aspx>Lanarkshire: <http://www.medednhsl.com/meded/nhsl_formulary/index.asp>Highland: <http://www.nhshighland.scot.nhs.uk/Publications/Documents/Guidelines/Formulary/Highland%20Formulary.pdf>British National Formulary (BNF): [www.bnf.org](http://www.bnf.org/)Children’s BNF: <https://www.medicinescomplete.com/mc/bnfc/current/>Sign up for free access online via Medicinecomplete website if you work for NHS <https://www.medicinescomplete.com/mc/> Phone apps for these also available |
| **Clinical Protocols** | Resource |
| * Practice based protocols usually developed by the practice
* Local Health Board clinical protocols
* Ordering lab tests online e.g. using the ICE system. Your practice IT manager should be able to talk you through this
 | **Induction at practice****Local Intranet** |
| **QoF & Enhanced Service** | Resource |
| * Your practice manager will be able to detail what areas the practice has signed up for
 | <http://www.isdscotland.org/Health-Topics/General-Practice/Quality-And-Outcomes-Framework/>PDF of most recent QoF Guidance also available online |
| **Out of Hours (OOH) Services** | Resource |
| * NHS 24
* Local OOH GP service provision
 | NHS 24 Website: <http://www.nhs24.com/explained/services/> Practice induction – information about local OOH services, interaction between practice and OOHLocal induction for OOH Service if wishing to do OOH shifts |
| **Roles of Attached Staff** | Resource |
| * Health visitors
* Practice nurses
* Nurse practitioners
* Physicians Associates
* District ( community) nurses
* Practice pharmacist
* Other members of primary health care team
 | **Practice induction – sitting in with attached staff**Practice nurses + Nurse practitioners: <http://www.nhscareers.nhs.uk/explore-by-career/nursing/careers-in-nursing/general-practice-nursing/>District nurses: <http://www.nhscareers.nhs.uk/explore-by-career/nursing/careers-in-nursing/district-nursing/>Health visitors: <http://www.nhscareers.nhs.uk/explore-by-career/nursing/careers-in-nursing/health-visiting/>Physicians Associates: <http://www.nhscareers.nhs.uk/explore-by-career/wider-healthcare-team/careers-in-the-wider-healthcare-team/clinical-support-staff/physician-associate/>Care management: via local council, see local websites  |
| **Role of Community Pharmacies**  | Resource |
| * The provision of weekly dispensed medication in Dosette boxes or blister packs
* The minor ailments scheme
* The Chronic Medication Scheme (CMS)
* Their work with care homes
* Emergency prescriptions
* Discharge Medication reconciliations: community pharmacies will often help in ensuring safe patient care by checking that the medications on discharge summaries are congruent with current repeat medication lists in patient records
 | <http://www.communitypharmacy.scot.nhs.uk/core_services/cms.html> **Sit in with local pharmacist to get idea of services available and how system organised****Practice induction*** **Use of CMS prescribing, process for completing scripts for dosette/weekly/daily dispense**
* **Time with practice pharmacist re: practice protocols and targets**
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| **IT Systems** | Resource |
| * IT Systems including clinical systems e.g. Vision, EMIS
* NHS mail
* document management systems e.g. Docman
* appointment systems
* the use of READ codes,
* computer based prescribing
* illness certification
* online death certificate system
* online lab test
* online referrals
* messaging systems
 | **Practice induction: familiarisation with local computer systems, sit in with admin staff**YouTube Vision Tutorial:<https://www.youtube.com/watch?v=kpYUMi0hNyo>Docman demonstration:<https://www.youtube.com/watch?v=mbsqlV_2BGI>(Demo starts at approx 3m30sec)YouTube EMIS Web Tutorial:<https://www.youtube.com/watch?v=zR1t0Nk8gkE>Demonstrations for electronic test requesting and prescribing in Vision/EMIS tutorialsIllness certification: MED3<https://www.gov.uk/government/collections/fit-note>Death Certification (recent changes)<http://www.healthcareimprovementscotland.org/our_work/governance_and_assurance/death_certification.aspx>In practice tutorial as to how to complete an electronic death certificate |
| **Practice Specific Issues** | Resource |
|  | e.g. :Teaching within the practice – medical/nursing students, FY2s, GP traineesPractice meetings –Partners meetings, Palliative care/child protection meetingsClinical governance – system for SEAs, audits etcPLT |
| **Professional Bodies** | Resource |
| * British Medical Association
* Royal College of General Practitioners
 | Trade union, advice and support, CPD and online learning, access to BMJ<http://bma.org.uk/> Professional body for GPs, access to courses, online learning, CPD, BJGP monthly<http://www.rcgp.org.uk/>  |