

# **OUT OF HOURS WORKBOOK**

**GP Registrars,  
West Midlands Deanery.  
Shropshire VTS**

## COGPED OUT OF HOURS (OOH) RECOMMENDATIONS

ALL GP registrars need to do a minimum amount of out of hours work, even if their trainers have opted out of this under the new GMS contract.

"In an average urban setting" this will be a minimum of 12 X 6 hour shifts over the year for a full time registrar.

This is part of the GP Registrar's normal contract of employment.

The GP Registrar must have adequate supervision and adequate time for a debrief after each session.

The supervisor needs to have relevant competencies, but need not be a trainer or even a doctor as long as they have the necessary skills & competencies.

The number of hours worked per week will take the European Working Time Directive into account

"Red eye" overnight OOH will not take place on the night before any educational activity. A GPR working the whole night should have the next day off

The sessions need not be worked as one per month and could for example be worked as two separate weeks in each six month period.

GP Registrar competencies to be acquired during OOH sessions:

1. Ability to manage common medical surgical and psychiatric emergencies in the OOH setting
2. Understanding of the organisational aspects of NHS OOH care
3. Ability to make appropriate referrals to hospitals and other professionals in the OOH setting
4. Demonstration of communication skills required for OOH care
5. Individual personal time and stress management

### Shropshire VTS Out of Hours System.

Shropdoc are providing Out of Hours Training with accredited Trainers and other Doctors who have attended a specific OOH Training Course. It is the Registrars responsibility to arrange the 12 sessions per year ( or pro-rata) stipulated. This can be arranged via Shropdoc (Tel: 01743 285600)

#### **The principles of this system are:**

- Registrars can do shifts usually of 4-8hrs.
- Registrars will not be expected to do shifts over Christmas or New Year
- The registrar supervisor will generally be a doctor who is a trainer, or who has experience of working in a training practice, or who has attended an OOH Training Course.
- The OOH Supervisor will ensure the OOH logbook is completed at the end of the session. The Educational Supervisor ( normally the Trainer) will review the log to help define learning needs and develop a plan to meet these needs.
- IT training will be provided if necessary by the Shropdoc.
- The registrar will need to keep and take along to each session a log diary for their supervisor to sign
- The registrar's trainer will be able to discuss cases in their normal tutorial time, and will need to see the log diary in order to complete the structured trainer's report.
- As soon as the rota is published it is the trainer & registrar's responsibility to contact the trainers on the rota to arrange to undertake sessions. **The trainer will not be able to sign the structured trainers report unless registrars have completed 12 shifts.** It is the registrar's responsibility to meet these requirements.
- If Registrars experience any problems they should approach either their Trainer or Course Organiser.

# Out of hours Log Book

**Personal Details.**

**Name:**

**GMC Number:**

**West Midlands deanery training number:**

**Trainer:**

**Practice:**

**Practice Address:**

**Practice telephone number:**

**Date of starting as GP registrar:**

**Previous experience:**

**AIMS:**

To diagnose and manage acute situations appropriately.

**OBJECTIVES.**

- To understand the system of one model of out of hours care
- To use telephone triage appropriately and effectively
- To demonstrate clinical competence in emergency primary care
- To work effectively with the wider health care team

**PERSONAL OBJECTIVES.**

This section might include particular clinical situations which have not been encountered to date in training or even procedures which need observing for the structured trainers report such as obtaining venous access or doing a mental state examination.

1.

2.

3.

4.

5.

6.

**OUT OF HOURS SESSIONS.**

<b>Session</b>	<b>Date</b>	<b>Supervisor</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

**LOG BOOK ENTRY ( please photocopy )**

**Session Number**.....

**Date:** ...../...../.....

**Supervisor:**

**Shift & place:**

**Experience:( make short notes on experience and any learning needs identified)**

**Comments: ( discuss this with the Doctor covering the session and you Trainer )**

**Signed: ( Registrar)**

**Signed : ( Trainer )**

## EXAMPLE OF COMPLETED LOG BOOK ENTRY

**Session 1.**

**Date: 19.10.2004**

**Supervisor: Dr E J Muller**

**Shift & place: Saturday morning, Sir Robert Peel EPCC**

### **Experience:**

Telephone triage

Cases included

- baby with temperature for 4 hrs
- elderly lady with D&V
- suspected reaction to new drug given earlier in week

Cases seen in centre:

- 21 year old with acute exac of asthma
- 8 month old baby with viral illness

### **Comments:**

I think I coped well with triage, quite pressured at times as phones were busy  
Supervisor said I had a good telephone manner: reassuring and not dismissive  
Got on well with other team members  
A bit uncomfortable advising senior Nurses in distant cottage hospitals

**Signed: ( Registrar)**

**Signed : ( Trainer )**

