



CAMBRIDGE

Postgraduate  
Medical Centre  
Postgraduate Education

# Preparing for Professional Practice Week (PfPP) 2015 - 2016

Personal Guide

«Combined»



Cambridge University Hospitals   
NHS Foundation Trust



Health Education East of England

## Information Overview

Upon your arrival at Addenbrooke's you will be assigned an Educational Supervisor. You must arrange to meet your Supervisor within three weeks of your arrival for an induction meeting.

You **must** have met your Educational Supervisor by **Friday 21<sup>st</sup> August 2015**.

Your Clinical Supervisor will be the person that you will work under when you start your rotation at Addenbrooke's Hospital. The Clinical Supervisor will change with every rotation depending on the speciality that you rotate into. In most cases your Educational Supervisor will also be your Clinical Supervisor for your first rotation, although this is not always the case.

### Educational and Clinical Supervisors

Your Educational Supervisor and Clinical Supervisors are:

**Educational Supervisor:** «ES»

Clinical Supervisor (Rotation 1): «CS1»

Clinical Supervisor (Rotation 2): «CS2»

Clinical Supervisor (Rotation 3): «CS3»

### PfPP Week Training Group

For PfPP Week trainees are split into three groups (A, B & C).

You are in group: «PFPP\_Group»

### Rotations

Your rotations as recorded by the PGMC are:

Rotation 1: «R1»

Rotation 2: «R2»

Rotation 3: «R3»

**If this information is incorrect, please notify the Foundation Administrator as soon as possible.**



CAMBRIDGE

# Postgraduate Medical Centre Postgraduate Education

The Postgraduate Medical Centre at Addenbrooke's provides the infrastructure and support to facilitate the education, training and continuing development of health professionals at Cambridge University Hospitals Foundation Trust (CUHFT).

The PGMC oversees several training programmes including the Foundation Programme, Core Medical Training and GPSTR training. The department also runs courses at the Addenbrooke's Simulation Centre and Evelyn Surgical Training Centre near Royston.

Full details of all of the PGMC courses can be found online at:

**[www.cam-pgmc.ac.uk](http://www.cam-pgmc.ac.uk)**

## PfPP Week Schedule Overview

Week 1	Morning 09.00–12.30	Lunch 13.00-14.00	Afternoon 14.00-17.00	Evening 17.00-22.00
<b>Tuesday</b> 28-Jul-15	Medical Staff Induction William Harvey Lecture Theatre, Clinical School 08.15 Registration	Introduction to F1 Seminar Room 5/6/LT, Clinical School	A - IT Training session IT Training Rooms 1&2, Level 1, Main Hospital. 13.30 start	B - Clinical Skills Assessment Deakin Centre Lvl 2
<b>Wednesday</b> 29-Jul-15	ALERT – Lecture Session Lecture Theatre 2 08:45 – 13:00		B - IT Training session IT Training Rooms 1&2, Level 1, Main Hospital. 13.30 start	C - Clinical Skills Assessment Deakin Centre Lvl 2
<b>Thursday</b> 30-Jul-15	C - IT Training session IT Training Rooms 1&2, Level 1, Main Hospital.	Foundation Teaching Programme Safer Prescribing with Narinder Bhalla 13:00 – 14:30 Alice Fisher Lecture Theatre	F1/F2 delivered: “How to survive as an F1 in Addenbrooke’s” 14:30 – 17:00 Alice Fisher Lecture Theatre	
<b>Friday</b> 31-Jul-15	A - Clinical Skills assessment Deakin Centre Level 2			B – Evening Shadowing Session
Week 2				
<b>Monday</b> 03-Aug-15	A - ALERT – Practical Session Deakin Centre Level 2 08.45 – 12.30	B - ALERT – Practical Session Deakin Centre Level 2 13.00 – 16.15		C – Evening Shadowing Session
<b>Tuesday</b> 04-Aug-15	C - ALERT – Practical Session Deakin Centre Level 2 08.45 – 12.30			A – Evening Shadowing Session
<b>Wednesday</b> 05-Aug-15	Start work as Foundation Year One			

## ALERT Course



Your PfPP Group is «**PfPP\_Group**» this is the same group as you will be in for ALERT.

The ALERT Course is a mandatory course, which is provided by the PGMC during the PfPP week. You will receive an ALERT Course manual at registration (listed in the appendices list). You will need this as part of the course.

If you lose your manual, then you will need to purchase a new one for £15.00.

Candidate's attendance certificates will be sent out by the Foundation Programme Administrator.

### **Facilitated by Chris Mee, Zoe Taylor and Esther Price** **Critical Care Outreach**

#### **Wednesday 29<sup>th</sup> July 2015**

08.45 - 13.00 Lectures for all candidates in Lecture Theatre 2. Medical School.

#### **Monday 3<sup>rd</sup> August 2015**

08.45 - 12.30 Group A practical session in the Clinical Skills Lab, Level 2, Deakin Centre.

13.00 – 16.15 Group B practical session in the Clinical Skills Lab, Level 2, Deakin Centre.

#### **Tuesday 4<sup>th</sup> August 2015**

08.45 - 12.30 Group C practical session in the Clinical Skills Lab, Level 2, Deakin Centre.

## Shadowing

You will be required to complete a set amount of shadowing. This is a mandatory requirement.

You will have daytime shadowing sessions and an evening one.

You must complete an evening shadowing session, as we want you to be aware of the hospital out of hours.

### Designated Shadowing Times

There are designated shadowing times on your group specific schedule or shadowing sessions are shown on the schedule below.

Week 1	Morning 09.00–12.30	Lunch 13.00-14.00	Afternoon 14.00-17.00	Evening 17.00-22.00
<b>Tuesday</b> 28-Jul-15			C	
<b>Wednesday</b> 29-Jul-15			A	
<b>Thursday</b> 30-Jul-15	A, B			
<b>Friday</b> 31-Aug-15	C		A, B, C	B – Evening Shadowing
Week 2				
<b>Monday</b> 03-Aug-15	B		A, C	C – Evening Shadowing
<b>Tuesday</b> 04-Aug-15	B		A, B, C	A – Evening Shadowing

### Additional shadowing sessions

You are encouraged to do additional shadowing sessions before you start as a FY1 on Wednesday 5<sup>th</sup> August. You will however have to organise this independently with the Foundation Doctor or Doctors you are shadowing.

You cannot work past 22:00, before you begin work on Wednesday 5<sup>th</sup> August 2015.

## Friday Teaching Programme

We provide a formal Foundation Year One teaching programme, which runs every Friday and is **mandatory**. A **minimum of 70%** attendance is required by Health Education East of England (HEEoE). If for any reason you are unable to attend a session you must inform the Foundation Programme administrator **before** the session (unless you have exceptional circumstances). Your attendance at Friday teaching is recorded and used in your end of year sign off.

The programme and venue is always up to date on WikiFY.

## ePortfolio and Assessments

Information about accessing your ePortfolio account and assessments will be emailed to you in the first week. Also, remember to update your current email address on your ePortfolio. For any questions once you start accessing your ePortfolio account, please contact the PGMC.

[pgmcfoundation@medschl.cam.ac.uk](mailto:pgmcfoundation@medschl.cam.ac.uk)

01223 256229 ext. 56229

All information about the assessments you are required to complete during your FY1 year can be found on the Health Education East of England website as well as the 'Foundation Programme Reference Guide' on the UKFPO website.

[heeoe.hee.nhs.uk/foundation\\_main](http://heeoe.hee.nhs.uk/foundation_main)

[foundationprogramme.nhs.uk/pages/home](http://foundationprogramme.nhs.uk/pages/home)

## WikiFY

WikiFY forms part of the Addenbrooke's induction programme and is a way of recording all the information that your predecessors wish they'd known before they started their rotations four months ago. It is aimed at FY1s and FY2s, and it should help you feel more prepared and comfortable during your first few shifts here at Addenbrooke's. It contains pages for all FY1 and FY2 rotations, but more information can be found on the WikiFY here ([fyguide.cam-pgmc.ac.uk](http://fyguide.cam-pgmc.ac.uk)).

All content on the WikiFY is created and updated by foundation doctors at Addenbrooke's and you will all be given login details to the site which will allow you to edit pages of the WikiFY. You will be required to make at least one edit to a page in order to be signed off by your Clinical Supervisor.

# Courses in FY1

## ALS Course (Advanced Life Support)

The ALS Course is a mandatory course which you are required to complete during your FY1 year.

The course takes place at Madingley Hall, Cambridge. The dates of the courses for 2015 -2016 are:

- 16th & 17th November 2015
- 10th & 11th March 2016
- 2nd June 2016 (eALS)
- 3rd June 2016 (eALS)

*(Please note the eALS courses are equivalent to the 2 day course)*

Please contact Emma Shone ([es351@medschl.cam.ac.uk](mailto:es351@medschl.cam.ac.uk)) in the PGMC to book yourself onto one of these courses.

You will need to ensure that you have approval to leave the wards. If you have any problems with attending your course then please contact Emma as soon as possible.

## Simulation Days

You are offered the opportunity to attend a Simulation day whilst here as an FY1. This takes place in the Simulation Centre at Addenbrooke's Hospital.

This is an excellent opportunity for 'hands on' experience in the treatment and management of critically ill patients through simulation scenarios using the simulation manikins.

The dates for 2015-2016 are:

- 2nd October 2015
- 11th February 2016
- 9th June 2016

Places are limited to 8 trainees and confirmation of your place will only be made once you are able to confirm your clinical commitments have been covered.

To book your place please visit the PGMC website ([www.cam-pgmc.ac.uk](http://www.cam-pgmc.ac.uk)), see guide for details.



# Useful Information

## Useful Websites

### Addenbrooke's Specific Websites

Website URL	Website
<a href="http://cuh.org.uk">cuh.org.uk</a>	Cambridge University Hospital Trust
<a href="http://cam-pgmc.ac.uk">cam-pgmc.ac.uk</a>	Addenbrooke's Post Graduate Centre
<a href="http://heeo.e.hee.nhs.uk">heeo.e.hee.nhs.uk</a>	East of England Deanery Website
<a href="http://foundationprogramme.nhs.uk">foundationprogramme.nhs.uk</a>	The Foundation Programme
<a href="http://medschl.cam.ac.uk">medschl.cam.ac.uk</a>	Clinical School Website
<a href="http://cambridgesurgicaltraining.co.uk">cambridgesurgicaltraining.co.uk</a>	The Evelyn Cambridge Surgical Training Centre

## Useful Contacts

### PGMC

Position	Name	Email	Telephone
Director of Postgraduate Medical Education	Dr Arun Gupta	<a href="mailto:arun.gupta@addenbrookes.nhs.uk">arun.gupta@addenbrookes.nhs.uk</a>	01223 217060
Associate Director of Postgraduate Medical Education	Dr Pamela Todd	<a href="mailto:pamela.todd@addenbrookes.nhs.uk">pamela.todd@addenbrookes.nhs.uk</a>	01223 217060
Foundation Training Programme Director (FY1)	TBC		N/A
Medical Education Manager	Mrs Mary Archibald	<a href="mailto:ma10001@medschl.cam.ac.uk">ma10001@medschl.cam.ac.uk</a>	01223 217060
Foundation Programme Coordinator		<a href="mailto:pgmcfoundation@medschl.cam.ac.uk">pgmcfoundation@medschl.cam.ac.uk</a>	01223 256229