

# The Wales Deanery

**Towards 2010**

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If other formats of the strategy are required, please contact us at the above address.

This document is also available in the Welsh language. For copies of this please contact the address above.

# Foreword



This is the first of what will be yearly reports from the Wales Deanery. The aim of this report is to inform all our stakeholders of the current and planned work of the Deanery. It

introduces you to the names, faces and contact details of Deanery staff. It outlines this years work streams but also highlights the direction of travel for each of our major areas of work. It is our intention, in future years, to reflect on our published targets and comment on how well they were achieved within that year. New areas of work will undoubtedly arise and these will also be reflected in further reports.

I do feel that there is a need to communicate the work of the Deanery across Wales so everyone has a better understanding of the breadth of work we undertake to deliver and raise the standards of the training of doctors and dentists in Wales.

It is very understandable that many of our stakeholders think we are only involved in the recruitment of training grade doctors. The difficulties of the last 18 months have meant that a great deal of our time had to be diverted to that activity. I certainly am looking forward to the day when recruitment drops back to being a small part of the Deanery's overall workload. Despite the recruitment problems, this report highlights all the work that is also going on within the Deanery to deliver the Quality agenda.

We have made changes to the structure and function of the Deanery with many more work streams now supporting the delivery of quality teaching and training.

We have a quality assurance team that have re-modelled the hospital commissioning visits to better reflect the standards set by PMETB. We have a performance team that looks at supporting those doctors that have difficulties in their training programmes. Our E-Learning Unit is delivering modules on line for several specialities. We still run the highly regarded Masters in Medical Education programme and have increased the number of short modules available for more basic training the trainers programmes.

Compulsory GDC registration for dental nurses and dental technicians comes into effect on 31 July 2008 giving them license to work as a dental professional in the UK. As part of this, there will be a requirement for DCPs to keep their knowledge and skills up to date. In Wales, the Dental Practice team offer a wide variety of CPD programmes and courses for DCPs, thus ensuring that this group of some 3,500 DCPs have the necessary skills to deliver high quality front line healthcare. The Dental section has increased the number of university validated courses and has set up training for all dental nurses across Wales. They also run a very successful CPD programme for all dentists.

General Practice continues to lead the field in their work on revalidation and relicensing. They are also now introducing 18 month training in general practice for the first time in Wales.

Our links with Cardiff University are developing as we seek to form closer working relationships with other health related Schools. It is, however, pertinent to point out that we are the Deanery for all Wales and are seeking to develop strong working relationships with other universities across the country.

Our main strategic aims are:

- To professionalise the educator workforce.
- To lead the way on the quality agenda for teaching and training.
- To optimise the use of the E-platform for the delivery of education and training to all doctors.
- To lead on new initiatives of appraisal and revalidation.
- To raise the profile of training in Wales across the UK.

I believe we have the staff and the support of our stakeholders to develop Wales as a beacon of excellence that will attract the brightest and the best to live and work here in the principality.

This report is just another strand in our ongoing desire to communicate effectively but communication is a two way process so I would welcome any comments or feedback on this report.

My Blackberry is always on and my door always open!

**Professor Derek Gallen**  
*Postgraduate Dean*

# Hospital Practice

## Area of responsibility

Hospital Practice is responsible for trainees at Foundation, Core and Specialty training levels working in hospitals in the NHS Trusts across Wales. The trainees include those working in hospitals who are GP trainees (see section on General Practice).

There is a total of 2600 trainees in posts/programmes, with approximately 140 CCTs awarded each year following completion of training programmes.



**Professor Howard Young**

Vice Dean and Director of Postgraduate Education for Hospital Practice

## What we do

Hospital Practice is responsible for the recruitment, quality assurance monitoring and commissioning of training which fulfils the recruitment of the approved PMETB Foundation and Specialty curricula.

In 2007, the section established ten Specialty Training Schools (Anaesthetics; Medicine; Surgery; Paediatrics and Child Health; Obstetrics and Gynaecology; Laboratory based Specialties; Mental Health; Public Health; Radiology; General Practice) in line with PMETB recommendations for Specialty Training Schools. Heads of each Specialty Training School have been appointed, and have been accorded Associate Dean status.

The Deanery relies on the skills and dedication of trained educational and clinical consultant supervisors in Trusts. Training Schools relate to this constituency through Specialty Training Committees and their Programme Directors. Programme Directors monitor the day-to-day programmes and act as a central point of contact for trainees.

The Deanery recruits to its programme and posts through the Specialty Training Office (STO) for all specialties (except General Practice which has a separate recruitment office, GPSTO). Recruitment is in line with UK-wide policies, and provides administrative support to Training Schools.



A Deanery database (INTREPID) contains the details of all trainees, including demographics, rotations, placements, assessment outcomes and training completion dates.

The Section issues Occupational Health smart cards to trainees and medical students.

## Who do we report to?

Hospital Practice reports to the Management Executive of the Deanery and to the Postgraduate Dean. It reports to the Health Professionals section of the Welsh Assembly Government and works closely with WAG and National Leadership and Innovation Agency for Health (NLIAH) regarding workforce planning.

## Aims and objectives this year (April 2008 - 31 March 2009)

### How will we achieve this?

- To develop and deliver an electronic recruitment process for Wales – work is underway with Health Solutions Wales (HSW) to deliver a platform for this.
- To performance-manage Specialty Training Schools in respect of quality of postgraduate medical training in Wales.
- To instigate a mentoring system and an objective-setting process in conjunction with Heads of Schools.
- To ensure that assessment of competence progression reviews are undertaken and that they are quality assured. Administrative support is provided through the Specialty Training Office.
- To ensure that there is continued access to Less Than Full Time training (see separate section).
- To manage the introduction of a software link between Intrepid and the Electronic Staff Record.
- To gather data on educational and clinical trainers throughout Wales.
- To make Wales a first choice for applicants by providing evidence of high quality training, with motivated and trained clinical and educational supervisors.
- To recruit international medical graduates in line with Border & Immigration Agency policy and to identify their valued contribution to NHS Wales



### Outline plan to 2010

The Working Time Directive requirements of 2009 present a challenge to the Deanery, to training access for acquisition of skills and competencies, and to Trusts in being able to demonstrate adherence to the policy.

We will be contributing to an integrated workforce planning model which addresses the future requirements of NHS Wales, while addressing the balance of service and training in an increasingly target-driven NHS Wales.

2010 will see a maturing of the recruitment to core and specialty training in Wales. Building on experience, the piloting of selection centres will be undertaken.

The Balanced Scorecard targets for educational supervision will be refined, with continued emphasis on the professional development of consultants as trained trainers and assessors. Working with Trusts, the Section will be actively improving the educational environment which will underpin the recruitment strategy.

The Heads of Specialty Training Schools will be performance-managed, and interim reviews undertaken against the PMETB Domains and Standards for Generic Training.

### Contact

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### Further information can be found on the web at:

[www.cardiff.ac.uk/pgmde/hospitalpractice](http://www.cardiff.ac.uk/pgmde/hospitalpractice)

### Conferences, workshops, and presentations in 2006/2007

#### Poster

The Balanced Score Card: A Tool for Commissioning and Benchmarking Postgraduate Medical Education. Sally J Davies, Mandy Martin, Howard L Young and Melanie J T Jones. August 2007 AMEE Conference, Trondheim.

#### Workshops

Learning Across Cultures. Postgraduate Organisers Meeting, Portmeirion October 2006.

October 2006 and 2007, Postgraduate Organisers Conference, Portmeirion,

Recruitment and Selection Equality & Diversity Workshops across NHS Trusts in Wales 2006 – 2007.

Postgraduate Centres across Wales Summer/Autumn 2007.

#### Gold Guide Workshops

#### Conferences

Biannual conference (Spring and Autumn) organised for STC Chairs and Programme Directors - Deanery Update meeting.

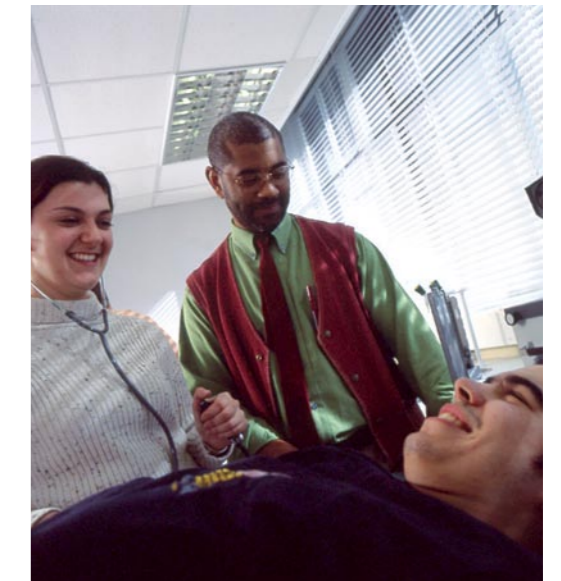
Annual conference organised for SpR trainee Specialty Training Committee representatives. Update on changes in Postgraduate Medical Education.

### Biography

Professor Howard Young graduated in 1973 and is Vice Dean and Director of Hospital Practice. He is an Honorary Consultant Surgeon to Cardiff and Vale NHS Trust with an interest in coloproctology.

He works closely with Welsh Assembly Government on education and training issues, is the Lead for MMC in Wales, a member of the UK MMC Co-ordinating Group and of the Wales MMC Programme Board.

He is a trained assessor and trainer for the National Clinical Assessment Service (NCAS).



# General Practice

## Area of responsibility

The section's work is divided into two distinct work areas:

- GP Specialty and Prescribed Training
- GP CPD and Appraisal



**Dr Malcolm Lewis**

Sub Dean and Director of Postgraduate Education for General Practice

## What we do

### Speciality Training

The Speciality Training work of the section includes annual recruitment of trainees to 12 GP Speciality Training programmes across Wales; delivery of elements of NMR CGP and ensuring GP training meets the standards required by PMETB (See Speciality Training School Section)

### GP Prescribed Training

The GP Prescribed Training work of the section comprises:

- Assessment and induction training for EEA and UK GPs who have not worked in UK general practice for three years or more.
- Remedial placements for GPs referred as a result of NCAS or GMC performance assessments.

The Section is a UK leader in this highly specialised field and has created a flexible model of remedial support that can be adapted to the supported GP's individual circumstances. A network of 24 advanced trainers based in 12 Advanced Training practices across Wales has been developed over the last five years.

### GP Appraisal

The Section manages a single web-based system of annual appraisal for all GPs in Wales. Appraisal is delivered through a network of eight Appraisal Co-ordinators who each lead local teams of approximately ten Appraisers.

As annual appraisal is a contractual requirement, the system is provided on behalf of the Local Health Boards (LHBs) under a Service Level Agreement with the Welsh Assembly Government. The Section works closely with the LHBs, the Welsh Assembly Government, GPC Wales and other key stakeholders. The appraisal system in Wales is recognised as a beacon of good practice and the RCGP recently suggested that other Deaneries across the UK should build on the success of the Welsh system.

The system is primarily developmental and focuses on review and planning of learning, progress, and Continuing Professional Development (CPD). Appraisal is a crucial component of the clinical governance spectrum. A communication protocol details how information is shared between appraisal and clinical governance processes. Constraints identified by GPs in their appraisals are collated and reported in an aggregated format to the LHBs to help inform planning of service delivery. It is likely that appraisal will inform future systems of revalidation and the Section is

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currently engaged in a project with the GMC to explore how this might work.

Quality management is integrated into the appraisal process and comprises:

- ongoing quality controls to establish required quality standards
- ongoing and periodic quality assurance, both internal and external
- a review of whether standards have been achieved
- quality evaluation and improvement including research and development. This is designed to ensure that recommendations concerning quality management are acted on and used to improve the overall process.

### GP CPD

The Section also employs a network of 24 CPD Co-ordinators. The CPD Co-ordinators provide support and educational advice to GPs and LHBs on an individual basis, including local delivery where appropriate.

The learning needs identified by doctors during their annual appraisals have been used to develop a 'core curriculum' of topics which is delivered on a regional basis. Learning needs will be analysed automatically from 2008 and used to inform ongoing delivery of CPD.

The Section provides a series of targeted CPD programmes for groups of GPs with common educational needs and a monthly programme of meetings for Sessional GPs is provided on a regional basis. Two CPD modules a year are offered to new GPs.

The new Organisational Effectiveness Programme was successfully piloted in 2007-08. This programme provides opportunities for delegates to undertake CPD in key areas of leadership and management and supports them in undertaking project work linked to local service delivery. The Retainer Scheme provides a supported programme for those who would otherwise have difficulty remaining in GP employment.

Additionally the Section manages the process for accrediting GPs with Special Interest (GPwSI) posts and supports Out of Hours providers in delivery of appraisal and CPD for the doctors they employ.

Quality evaluation and improvement activity has been undertaken in key CPD areas including the development of categories for learning objectives and a review of core curriculum delivery. During 2008-09 a Quality Management strategy will be developed for CPD incorporating quality control,

quality assurance and quality improvement an ongoing process of evaluation and improvement.

### Who do we report to?

The Section reports to the Management Executive of the Deanery and the Health Professional Section of the Welsh Assembly Government. It also works closely with Local Health Boards, the National Clinical Assessment Service (NCAS) and the General Medical Council (GMC)

### Aims and objectives this year (1 April 2008 - 31 March 2009)

#### How will we achieve this?

##### GP Speciality Training:

Please see Speciality School Section

##### GP Prescribed Training:

- To provide induction training places for up to nine UKGP returners or other EEA GPs.
- To recruit three North Wales training practices to the Advanced Training Practice Network.

##### GP Appraisal:

- To further develop and define working relationships and continue to work collaboratively with key stakeholders, in particular:
  - Review operation of communication protocol in liaison with LHBs.
  - Contribute to the development of appraisal in Hospital Trusts.
- To continue to define and review the appraisal process, in particular:
  - Complete and report on research into the impact of appraisal.
    - Publish and implement the recommendations of the Quality Management Strategy and Report.
    - Pilot work relating to the evidence GPs should provide for their appraisal.
- To learn from and share good practice and contribute to the development of appraisal across the UK, in particular:
  - Seek opportunities to inform work on appraisal being undertaken by the RCGP, GMC, Deaneries and others across the UK.
  - With the GMC, complete and report on the current project to evaluate the readiness of appraisal and clinical governance systems in Wales to inform relicensing.

##### GP CPD:

- To continue to deliver core topics based on the learning intentions identified through appraisal, and additionally:
  - to implement a process to automate analysis of learning needs identified through appraisal.
  - to launch a web-based resource locator.
- To continue the delivery of non-core topics to meet local needs and the needs of specific groups, in particular to evaluate and build on the success of the OEP pilot.
- To continue to build on collaborative working relationships and strategic partnerships, in particular:
  - Continue to support and develop the group of Out of Hours providers.
  - Review the GPwSI accreditation process.
  - Explore and formalize working relationships with RCGP and other educational providers.

Full details of the objectives for the appraisal and CPD team are provided in the Appraisal and CPD Annual Report 2008.

### Outline plan to 2010

- To continue to contribute at the UK level to the ongoing development of induction and remedial training for qualified GPs.
- To continue the development of the website to become a first class and reliable information source for administration, management and communication.
- To further develop links between appraisal, CPD and clinical governance in Wales.
- To develop appraisal in line with recommendations of quality management activities and the likely requirements of revalidation as set out in the 2007 White Paper Trust Assurance and Safety
- To inform UK-wide development of appraisal and its role in revalidation.
- To further develop CPD to support the introduction of relicensing and recertification processes.

### Contact

GP Specialty and Prescribed Training:  
gpenquiries@cf.ac.uk / 029 20687508

GP appraisal and CPD:  
gpappraisal@cf.ac.uk/029 2068 7509

Further information, including contact details for all administrative staff, Associate Deans and GP Educators can be found on the web at:  
<http://gp.cardiff.ac.uk>

### Conferences, workshops and presentations in 2006/2007

CPD Collaboration Conference May 2006:  
Appraisal, CPD and the Quality Agenda

CPD Collaboration Conference May 2007:  
Re-licensing in Wales:

UK developments, national collaboration, local support

National Appraisers Conference June 2006, 2007

Celtic Conference 2008

Programme Directors Conference May 2007

Advanced Training Practice Network Meeting  
February 2007

Programme Directors Conference November 2007

Advanced Training Practice Network Meeting  
October 2007

UKCEA 2007: Developing a skills based good practice model of the appraisal discussion (Katie Laugharne); Appraisal and revalidation (Malcolm Lewis)

AMEE 2006: Quality assurance of GP appraisal (Katie Laugharne)

Healthcare Events/BAMM Conferences 2007:  
Developing appraisal to meet the requirements of revalidation (Malcolm Lewis); Quality Assurance of GP Appraisal (Katie Laugharne)

### Research papers and publications in 2006/2007

7 presentations given  
AMEE 2006.

National Association of Primary Care Educators (NAPCE) 2008.

12 posters

#### Publications:

Lewis M, Evans K. Quality Assurance of GP appraisal: A two year study. Education for Primary Care. 2006;17(4):319-33.

Munro, Neil; Developing a new clinical skills assessment (CSA) for licensing UK general practitioners: the why, the how and the when. Education for Primary Care July 2006: 17: 4 pp. 301-310(10)

Lyons, Nick; Conlon, Maurice; Lewis, Malcolm. Clear directions for primary care education? Education for Primary Care May 2007: 18: 3 pp. 307-311(5)

Matthews, Phil; Beech, Mary; Rhydderch, Melody; Lewis, Malcolm. A new model of educational provision for GPs directed to undertake further training in Wales Education for Primary Care May 2007: 18: 3 316-327(12)

Rhydderch M, Laugharne K, Pownceby P, Marvell N Developing a skills based model to promote effective appraisal discussions amongst GPs in Wales. (submitted to Education for Primary Care 2008)

Malcolm Lewis, Stuart Murray, Agnes McKnight and Ruth Chambers. Revalidation: a role for postgraduate deaneries. Education for Primary Care November 2007: 18; 6 665-674

GP Appraisal Annual Report 2006, 2007

GP Appraisal Quality Assurance 2006, 2008

Contributions to:

Assuring the Quality of Medical Appraisal and Assuring the Quality of Training for Medical Appraisers London: NHS Clinical Governance Support Team Expert Group; 2005 and 2006.

Principles of GP Appraisal: RCGP 2008

# Dental Practice

## Area of responsibility

We are responsible for providing continuing and specialist education for dentists and Dental Care Professionals (DCP) in Wales.



**Eric Nash**

Director of Dental Postgraduate Education in Wales

## What we do

The section provides the following educational programmes:

- Short CPD courses (including the GDC's core topics) for dentists and DCPs within their practice setting.
- Short CPD courses (including the GDC's core topics) for the dentists and DCPs at Postgraduate Centres throughout Wales.
- Taught courses for dentists (Diploma in Dental Studies) and dental nurses (Higher Certificate in Dental Nursing).
- Basic Dental Nursing Training in South Wales.
- Management and delivery of Dental Foundation Training (11 schemes throughout Wales).
- Management of Specialist Dental Training including servicing of RITA committees.
- Management of Welsh Assembly Special Initiatives – eg Clinical Audit and Peer Review Projects for Dental Practitioners in Wales.
- Management of VT Equivalence Process and delivery of an Equivalence Scheme.
- Support and education for poorly performing dentists and DCPs.
- Support and education for overseas and refugee dentists.
- Introduction to Practice Schemes for dental therapists and hygienists.
- Management and delivery of the Clinical Attachment Educational Scheme for GDPs.
- We support the development of Personal and Practice Development Plans for dental professionals.

## Who do we report to?

We report to the Standing Committee for Dental Postgraduate Education in Wales.

The committee's membership includes representatives from the BDA, Royal College Faculty of General Dental Practitioners, GDC, Cardiff Dental School and representatives from its subcommittees.



The Director and Deputy Director represent the section on advisory groups, such as the Welsh Dental Committee, British Dental Association, Workforce Education and Development Unit Board, National Leadership and Innovations Agency for Healthcare, Welsh Dental and Welsh Council. The section manages the Dental Clinical Governance Education and Training Group on behalf of the Welsh Assembly Government. This group reports directly to the Chief Dental Officer for Wales.

## Aims and objectives this year (1 April 2008 - 31 March 2009).

### How will we achieve this?

Our aims for this year are:

- **To develop and expand Dental Foundation Training to meet the expected Dental School graduate number in 2009/2010.**

This will be achieved by continuing discussions with Trusts and LHBs in Wales to encourage the joint development and funding of further Foundation Training in Wales. The largest new development is the RCT Super Training Development – a longitudinal training scheme with five practice training posts in Porth and five hospital training posts in the Cardiff Dental School. It is anticipated that this will start in August 2009.



- **To ensure the success of the Higher Certificate in Dental Nurse Education.**

A pilot starts in September 2008. In order to maximise its success we will work with PRCOMS to advertise the course extensively in all secondary schools and tertiary colleges in Wales. We also aim to recruit high quality staff to support the programme.

- **To manage the effects of compulsory registration of dental nurses, which starts in August 2008, and to consolidate the delivery of the GDC's Core Topics for the Dental Team in relation to revalidation.**

Initially, we will focus on the effective and efficient delivery of the GDC's Core Topics and upgrade our information systems to ensure we capture details of all our target audience. This will include expanding our resuscitation training to include advanced resuscitation, the use of METI simulators, and by providing Cross Infection Training and Health and Safety Training within Postgraduate Centres.

- **To deliver the WAG-funded Maturity Matrix Dentistry (MMD) Pilot.**

Our PDP tutors will be working with a Professional Officer from the Welsh Assembly Clinical Governance Support and Development Unit to deliver this project. The MMD allows dental teams to consider 12 aspects of quality and safety to assess their own performance. The pilot will start in August 2008 in thirty dental settings. If proven to be beneficial it will be expanded to cover the whole of Wales.

## Outline plan to 2010

Our plans beyond 2009:

- **To increase the numbers in Dental Foundation Training.**

We will continue discussions with Neath Port Talbot LHB to develop a Foundation Training Scheme on the back of a PFI-funded project for a Primary Care Resource Centre. We anticipate that this scheme will start in August 2010. We will also seek to expand the use of rural practices in Wales as training centres. The first stage will be to analyse the cohort of experienced trainers in rural areas to gauge the feasibility of expanding their premises.

- **To establish additional ST2 quality dental specialist training posts in Wales.**

- **To provide CPD and training provision for DCPs throughout Wales.**

We will increase capacity on the Higher Certificate in Dental Nursing course to other regions in Wales, starting with satellite centres at Wrexham and Bangor. We will formalise our provision of Basic Dental Nurse Training. We will launch a distance learning Postgraduate Diploma for Dental Care Professionals and collaborate with the School of Nursing in developing shared modules. An Educational Clinical Attachment Scheme for Dental Care Professionals will also be introduced.

- **To provide adequate quality Postgraduate Dental facilities to support CPD developments.**

We will continue to support the improvement of facilities for dental education throughout Wales. The next major upgrade will be to Llandough Postgraduate Centre.

- **The development of robust educational assessment tools to evaluate the outcomes of the educational programmes we deliver.**

We aim to build on the evaluation tools used for assessing the effectiveness of Radiation Protection training, and extend this system to incorporate all GDC Core Topics starting with in-practice resuscitation training and Level 2 Cross Infection Training.

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Further information can be found on the web at:

[www.dentpostgradwales.ac.uk](http://www.dentpostgradwales.ac.uk)



## Conferences, workshops, and presentations in 2006/2007

### Workshops

Access and Registration – A Guide for DCPs

DCP Registration Evening Workshop, Miskin Manor – 20 November 2007

Access and Registration – A Guide for DCPs

DCP Registration Evening Workshop, Hilton Hotel, Newport – 28 November 2007

### Presentations

ITP Schemes in Wales

National Dental Tutors Conference, Hilton Hotel Cardiff – 28 October 2007

PDP for Dental Practices in Wales

National Dental Tutors Conference, Hilton Hotel Cardiff – 28 October 2007

Continuing Dental Education in Radiation Protection: Monitoring the Outcomes

National Dental Tutors Conference, Hilton Hotel Cardiff – 28 October 2007

## Research papers and publications in 2006/2007

### Research Paper

The Effectiveness of Dental Postgraduate Courses – Are we doing the right thing? Absi E.G., Drage N.A., Thomas H.S., Newcombe R.G., Nash E.S., (2006). British Dental Journal 19-23 Education Supplement Sept 2006.

Continuing Dental Education in Radiation Protection: Monitoring the Outcomes

Absi E.G., Drage N.A., Thomas H.S., Newcombe R.G., Nash E.S., (2007) British Dental Journal (submitted) Education Supplement.

## Biography

Eric Nash, Director of Dental Postgraduate Education in Wales, graduated in Bristol in 1967 and took up a resident post in Bristol.

He then became the first Restorative Registrar in the newly opened Dental School in Cardiff. After this he transferred to the Oral Surgery Department, first as the Registrar and then as Lecturer, a post he held for seven years. After completing specialist training, he was appointed as the first consultant in Oral Surgery to the newly established Hospital Department in Mid Glamorgan based at Prince Charles Hospital, Merthyr Tydfil.

His interest in Postgraduate Education started as a Dental Tutor at Prince Charles Hospital and, 22 years later, has completed about 18 years as the Postgraduate Dental Director for Wales. He has been instrumental in developing the VT, GPT and ITP programmes in Wales as well as creating the Department of DCP education with a tutor network throughout Wales.

His retirement from the consultant service has allowed him to concentrate more on the postgraduate arena as well as his role as Vice Chairman of CoPDend (UK).

# Postgraduate Centres & Libraries

## Area of responsibility – Postgraduate Centres

Our network of Postgraduate Centres is staffed by Postgraduate Organisers and Associate Postgraduate Organisers, Postgraduate Centre Managers and their teams of support staff. They play an active role in planning, delivering and quality assuring busy programmes of education and clinical training and encouraging multidisciplinary learning and teaching. Postgraduate Centres house the educational facilities and infrastructure to facilitate the education, training and continuing development of postgraduate professionals in hospital medicine, general practice and dentistry. They are centred in 25 district general hospitals and psychiatric hospitals across NHS Wales.

## Area of responsibility – Postgraduate Libraries

We co-ordinate, maintain and develop the All Wales Health Information Libraries Extension service (AWHILES – a partnership between NHS Wales libraries and Cardiff University Library Service) to ensure consistent service standards across Wales to training grade doctors and their educational supervisors.

We act in an advisory role to the Wales Deanery on matters relating to library and information services.



**Janet Peters**  
University Librarian and Senior Assistant Director, Information Services, Cardiff University



**Meg Gorman**  
Cardiff University/AWHILES Link Coordinator, Information Services, Cardiff University

## Postgraduate Centres

### What we do

The Deanery provides the Postgraduate Centres with:

- financial reimbursement to Trusts for capital charges, postgraduate centre premises, library services, postgraduate education support, Postgraduate Organisers' honoraria, training grade salaries and study leave.
- opportunities for two-way dialogue with Postgraduate Organisers and Centre Managers to ensure that they receive appropriate communications in a timely manner and promote the sharing of best practice.
- opportunities for consultation with Postgraduate Organisers, their Associates and Postgraduate Centre Managers concerning new policies, procedures and initiatives.
- continuous professional development for Postgraduate Organisers, their Associates and the Postgraduate Centre Managers.
- a centralised framework to recruit, develop and retain high quality Postgraduate Organisers and their Associates.
- support and advice for Postgraduate Organisers, their Associates and Postgraduate Centre Managers.

### Who do we report to?

We report to The Postgraduate Dean, Professor Derek Gallen and the Management Executive of the Deanery.



## Aims and objectives this year (1 April 2008 - 31 March 2009)

### How will we achieve this?

- **To arrange financial reimbursement to Postgraduate Centres and ensure that robust structures and mechanisms for funding are in place to deliver high quality postgraduate education and training.**
  - By transferring funds authorised by the Welsh Assembly Government to NHS Trusts for ongoing activities managed by Postgraduate Centres. Funds are transferred monthly.
  - Through the provision of guidance and advice on postgraduate structures for those involved in Trusts mergers.
  - By reviewing funding streams to the newly merged Trusts and amending the Service Level Agreements as appropriate.
- **To provide Postgraduate Centre staff with opportunities for information exchange, professional development, and consultation on key developments. Also to ensure that there is consistency of approach at the All-Wales level.**
  - Through regular communication with Postgraduate Centre staff. This is achieved through email, the Deanery's quarterly newsletter and a series of meetings – the quarterly All-Wales Postgraduate Centre Manager meetings, an annual Joint Postgraduate Organiser and Centre Managers' meeting, and a Postgraduate Organisers' three-day conference.

- **To recruit, develop and retain high quality Postgraduate Organisers and their Associates.**

- By co-ordinating job planning, recruitment and selection processes so that they are timely, effective and responsive to both the Deanery and the candidate's needs.
- Through appropriate and timely induction programmes for Postgraduate Organisers.

- **To professionalise the role of Postgraduate Organisers across Wales.**

- In the light of Professor Sir John Tooke's Final Report of the Independent Inquiry into Modernising Medical Careers, the Deanery has commenced a formal review into the role of the Postgraduate Organisers and Trust Foundation Programme Directors in Wales. This review will assess whether these roles continue to be fit for purpose.

- **To encourage Postgraduate Centre staff to make use of the various features of INTREPID as a useful management information system.**

- Through the provision of necessary information technology and training to support the Postgraduate Centre staff in the discharge of their work.

### Outline plan to 2010

After the Trust mergers that took place up to 1 April 2008, there is a need to continue to review the structure of funding streams to Trusts and amend the Service Level Agreements as appropriate.

The Deanery will continue to co-ordinate the Postgraduate Organisers and the All Wales Postgraduate Centre Managers' networks to ensure clear communication flows between the Centres and the Deanery and to provide professional development and information exchange on key developments.

It will be necessary to complete the review of the roles of Postgraduate Organisers and to develop and implement the ensuing recommendations.

### Further information can be found on the web at:

[http://www.cardiff.ac.uk/pgmde/pg\\_centres](http://www.cardiff.ac.uk/pgmde/pg_centres)

## Postgraduate Libraries

### What we do

- Work with NHS Wales libraries in the AWHILES partnership to improve library and information services to users
- Maintain and develop a shared library management system and library catalogue
  - Voyager
- Facilitate a Wales-wide co-operative Inter-Library Loan scheme between NHS Wales libraries and Cardiff University Libraries
- Develop library and information services through standards and guidelines
- Promote the efficient use of resources by co-operation and collaboration
- Organise an annual conference and training days for all AWHILES staff
- Provide connectivity from NHS Wales Trust computing networks to the JANET network via the CITRIX WYSE service for access to Cardiff University resources
- Register training grade doctors in Wales on the Cardiff University computing network to provide access to electronic resources to support their learning needs
- Advise the Dean and the Associate Deans for Quality Assurance and e-Learning on library and information issues

### Who do we report to?

We report to the Postgraduate Dean, Professor Derek Gallen and the Management Executive of the Deanery.

### Aims and objectives this year (1 April 2008 - 31 March 2009)

#### How will we achieve this?

The Review of the University Library Service Phase 2: Report and Recommendations of the Heath Park and All Wales Review Group, February 2008 sets out a vision for Cardiff University and the NHS in Wales working together in partnership to deliver flagship health information services for Wales.

Following the approval of this report and its recommendations, the next step will be to establish an implementation group working in conjunction with the Cardiff University Library Review Project Board to develop services to health librarians in collaboration with other library services in Cardiff University.

Recommendations relating to AWHILES and the Deanery with short term priorities:

- The University Library Service (ULS), AWHILES and the Wales Deanery should identify standards of library provision for staff and students across Wales, both in University and AWHILES libraries, as part of a robust Quality Assurance programme.
- ULS, AWHILES and Wales Deanery will further develop methods for monitoring and benchmarking standards of health information provision.
- Cardiff University Information Services (INSRV) will further enhance training for users of e-resources within Wales, in collaboration with the AWHILES librarians.

- Following initial work at Cardiff, further work will then be taken forward between AWHILES, Health Solutions Wales, Informing Healthcare Wales and other appropriate bodies to develop access to University resources to authorised users from any NHS Trust computer in Wales.

- In the light of increasing dependency on e-resources and e-learning for students and NHS staff, the University Healthcare Schools (in particular the Wales Deanery) and INSRV should work with staff in Informing Healthcare and Health Solutions Wales to improve Internet connection speeds and bandwidth.

- INSRV/ULS and NHS Trusts will work with Value Wales to investigate the potential costs and benefits for corporate purchasing of e-journals and e-resources for Healthcare staff and students in Wales.

- Trusts and Schools should consider whether librarians are appropriately placed in their structures to enable them to contribute to Trust and University strategies at appropriate levels. The Postgraduate Deanery expects each NHS Trusts to identify a champion for information services at Board level.

- Training in teaching skills will be offered to librarians to enable them to provide enhanced support in using library resources. This should encompass being instrumental in the creation of e-learning resources and assisting students in their use.

- The University (and Schools) emphasise further e-learning as part of the Learning & Teaching Strategy, recognising the role that librarians can play in support of e-learning.



- The Postgraduate Deanery should continue to support the AWHILES programme and, in conjunction with INSRV, seek to enhance the professional development of AWHILES librarians, for current and new roles. Such development should be aligned to the AWHILES strategy as it develops, and linked to the Knowledge and Skills Framework.

### Outline plan to 2010

Recommendations arising from the University library Service Phase 2 relating to AWHILES and the Deanery with long-term priorities:

- A key objective is to rationalise the library service at the University Hospital of Wales (UHW) site. This will require joint consideration by the Cardiff & Vale Trust, the Welsh Assembly Government and the University. A cost analysis will be required, once it is clear whether existing accommodation may become available to house such a library or if it will be necessary to consider a new build. However, providing a central core healthcare library on the UHW site is a key recommendation to support the development of the healthcare information service not only in Cardiff but also for the Principality as a whole.
- The Wales Deanery and the Schools of Medicine and Dentistry work with Trusts and Informing Healthcare to achieve equity of access to Internet, e-library and e-learning resources across Wales for all appropriate staff and students across Wales.
- Cardiff University, together with other providers, to take forward discussions with the Welsh Assembly Government over standardising funding for Trust libraries across the Principality

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### Further information can be found on the web at:

[www.cardiff.ac.uk/insrv/index.html](http://www.cardiff.ac.uk/insrv/index.html)  
[www.cardiff.ac.uk/pgmde/pg\\_centres/postgrad\\_libraries.htm](http://www.cardiff.ac.uk/pgmde/pg_centres/postgrad_libraries.htm)

### Biography

Janet Peters became University Librarian and Senior Assistant Director, Information Services at Cardiff University in 2005. A large part of her work since has been the implementation of recommendations arising from a major review of the way in which library services are delivered at Cardiff University. The review was begun in 2004/5, and the second phase, a comprehensive review of services in University health libraries in Cardiff and services to partner NHS libraries around Wales, was undertaken in 2007 under the chairmanship of Professor Simon Smal, the former Postgraduate Dean. Both reviews project a vision for the Cardiff University Library Service of a rich flexible information resource, with services customised to support research, learning and teaching.

Professionally active throughout her career Janet is currently a Board member of CURL (Consortium of Research Libraries) and a member of a Consultative group for RIN (Research Information Network). She is also on the Development Group for WHELF (Wales HE Libraries Forum) and on the HEFCW task and finish group devising an e-learning strategy for Wales.

Meg Gorman took up the role of Cardiff University/AWHILES Co-ordinator in addition to her role as Nursing and Healthcare Studies Librarian in 2004. She acts as a key link between the University Library Service, the Deanery and the AWHILES network, and organises the major staff development events for AWHILES such as the annual conference and training days. She has a major role in developing the AWHILES strategy and linking it to the PGMDE Business Plan, and has participated in most of the commissioning visits carried out by the Deanery.

### Postgraduate Centres



### AWHILES library locations



# Foundation Training

Area of responsibility

Foundation Programme In Wales



Tom Yapp  
Associate Dean (Foundation)

## What we do

The Wales Foundation School brings together the Medical School, the Deanery, Trusts and other organisations to offer foundation doctors training in a range of different settings in the Principality. There are over 600 posts within the two-year programme in Wales and we are involved in the recruitment process and the delivery of training and oversee the workplace-based assessments and the trainees' portfolio. This is achieved using a network of Trust Foundation Programme Directors and local Postgraduate Centres across all Trusts in Wales, as well as close working with other Foundation Schools and the UK Foundation Programme Office (UKFPO). We offer support and advice to Foundation Trainees, their educational supervisors, Trust Foundation Programme Directors and Postgraduate Centre Managers on a daily basis, in person, by telephone and e-mail. We also co-ordinate the e-portfolio system, which has been used by the Foundation Programme in Wales for the past two years.

## Who do we report to?

The Wales Foundation School reports to the Deanery at a local level and the UKFPO at a national level. We have regular meetings with the Postgraduate Dean and other Deanery staff as well as the Medical School and foundation trainee representatives. Both the Foundation School Manager and Foundation School Director (Associate Dean for Foundation) attend UKFPO events.

## Aims and objectives this year (1 April 2008 - 31 March 2009)

### How will we achieve this?

- **Recruitment**

To complete the process for August 2008 and modify the process for August 2009. This needs to involve all major stakeholders, including the UKFPO, Trust Foundation Programme Directors (FPD), Human Resource departments, educational supervisors and trainees. Discussion is also needed on new F1 posts in response to the predicted increase in graduate numbers in 2009.

- **Two year Foundation Programme rotations**

The current Foundation Programme in Wales has distinct F1 and F2 rotations, and the plan is to create complete two-year rotations. This requires discussion and negotiation with Trust FPDs at a local and national level.

- **Academic Foundation**

August 2008 sees the start of two new academic rotations at F1. These rotations need to be developed and widened across Wales, with the intention of moving onto academic F2 rotations. This requires close working with academic contacts within Wales and the academic sub-committee of the UKFPO.

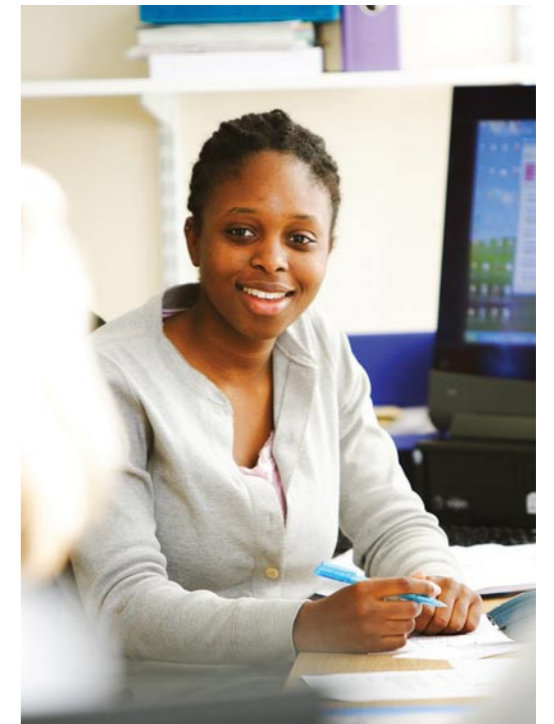
## Outline plan to 2010

- **The number of Foundation posts**

It is known that the number of students graduating in medicine in Wales will continue to rise up to and including 2010. Careful consideration needs to be given as to how we match this increased output within the Wales Foundation School, so we can balance the service and training needs of the trainees and the local Trusts.

- **The e-portfolio and training supported by the Foundation Programme curriculum**

The adoption of the electronic version of the e-portfolio has been positive and is seen as having considerable benefits over the previous paper-based version. The hope is to develop the e-portfolio further, incorporating aspects of the curriculum, in conjunction with the E-Learning Unit within the Deanery and e-learning for Healthcare (eLFH), to provide a blended e-learning environment.





- **Links with undergraduate and specialist training**

Building on the good links with the Medical School and other Deanery sectors and units, we would like to see even better preparation for those trainees entering the Foundation Programme from Medical School and those trainees leaving the programme and entering specialist training. This can in part be achieved by adopting transfer of information documentation used elsewhere in the UK with good results.

- **Wales profile**

It is important to maintain and enhance Wales's reputation for high quality postgraduate medical education. The Foundation Programme in Wales should attract and retain good quality graduates and this relies on delivering and demonstrating high standard training. A national Foundation forum could facilitate this.

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## Further information can be found on the web at:

[www.mmcwales.org/foundation-programmes](http://www.mmcwales.org/foundation-programmes)

## Biography

Tom Yapp graduated from the University of Wales College of Medicine in 1988 and did his general medical training in North and South West Wales before entering specialist training in Gastroenterology. This training was carried out in South Wales and Australia and involved periods of research into haemochromatosis and the use of clinical information systems in gastroenterology.

He was appointed as a consultant physician with an interest in gastroenterology at the Royal Gwent Hospital, Newport, in 1999 before moving to his current post at the Princess of Wales Hospital, Bridgend in 2003. As a gastroenterologist in a DGH, Tom covers most aspects of the specialty and has subspecialty interests in hepatology and endoscopy, being a member of the Wales Endoscopy Training faculty.

He has had an interest in medical training for many years and has been a Royal College Tutor, a Foundation Programme Director in Bro Morgannwg NHS Trust in 2005, and became Associate Dean for Foundation for the Wales Deanery in 2007. He is a member of UK Foundation Rules and Eligibility groups.

Away from medicine, Tom is interested in most forms of the arts and sports and keeps himself sane by long-distance running. He is married to a local GP and has two daughters.

# Quality Assurance

## Area of responsibility

Quality assurance of the training of junior doctors in Wales from graduation to the completion of specialist training, including the facilitation of quality improvement of training where needed.



Sian Lewis  
Associate Dean (Quality Assurance)

## What we do

The QA Unit is responsible for ensuring the delivery of high quality patient care through the monitoring and development of high quality training and education for all training grade doctors in Wales. Utilising a risk based quality management framework comprised of routine and reactive processes, we ensure that when training does not meet national and local standards that changes are implemented to improve quality.

We monitor the ten Specialty Schools, the Foundation School and individual NHS Trusts. We also have special targeted processes which can be used to investigate specific problems which fall outside these routine systems.

Increasingly our work also includes the facilitation of programmes of quality improvement, and we are currently involved in the development of enhanced support for Education Supervisors.

## Who do we report to?

Our quality control findings are reported to the Wales Deanery Quality Assurance Committee. We also report to the Deanery Management Executive.

## Aims and objectives this year (1 April 2008 - 31 March 2009)

### How will we achieve this?

Our first aim is to ensure that effective, meaningful and robust quality assurance processes are in place which are responsive and not unduly burdensome to stakeholders.

#### The specific objectives underpinning this are:

- To set up quality management systems for specialist training and integrate them with Trust quality management processes. To begin evaluation of these processes.
- To adapt Trust quality management processes (ie Commissioning Visits) in response to evaluation of the 2007 round.
- To evaluate and adapt targeted quality control processes following the 2008 pilot.
- To measure the impact of new quality management systems in terms of resources and build them into the Deanery 2009 business plan.
- To improve communication with stakeholders.

Our second aim is to ensure that quality management systems facilitate the sharing of good practice and deliver constructive feedback around areas of concern.

#### The specific objectives underpinning this are:

- To ensure that quality control processes include analysis of noteworthy and innovative practice.
- To develop systems to disseminate them between specialties and Trusts.
- To establish forums for local education providers enabling the sharing of information on postgraduate medical training.

Our third aim is to take forward a programme of quality improvement in supporting and enhancing educational supervision in Wales.

#### The specific objectives underpinning this are:

- Communication strategy with stakeholders to promote the concept and engage them in the practical implications of the development.
- To establish a Programme Board which facilitates and co-ordinates the programme.
- To ensure the five project groups in the programme deliver its component parts within the first year.

## Outline plan to 2010

Our medium term strategy relates to the following areas:

- Ongoing refinement of quality management systems including increased engagement with trainees and trainers.
- Completion of the objectives identified in the programme of work related to supporting and enhancing Educational Supervision within Wales.
- Identification of new quality improvement agendas and developing programmes of work to enhance postgraduate medical education in Wales, supporting both trainees and trainers.
- Evaluation of the results of our quality management systems and quality improvement work, with both publication of our findings and presentation at national meetings and workshops.
- Establishing the Wales Deanery as a UK leader in the quality improvement of postgraduate medical education including the foundation of a UK quality assurance forum.

## Contact

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Further information can be found on the web at:

[www.cardiff.ac.uk/pgmde/qa](http://www.cardiff.ac.uk/pgmde/qa)

## Presentation

Using the Data from National Surveys  
21.09.07. PMETB stakeholders' conference,  
Royal College of Obstetricians and Gynaecologists,  
London

## Biography

Dr Sian Lewis took up the post of Associate Dean for Quality Assurance in March 2007. This was a newly created post established to help the Deanery meet the new quality standards established for postgraduate medical training in the UK.

She has worked for the Wales Deanery since 2003, first as Associate Dean for Pre-Registration House Officers and then as Associate Dean for Foundation Training. In addition she has extensive experience of undergraduate and postgraduate teaching and training as a

consultant haematologist in Swansea and then Carmarthenshire NHS Trusts. During 2002 she worked as Postgraduate Organiser in Singleton Hospital, Swansea and currently teaches on the Swansea Graduate Entry Programme. In 2001 she completed the Postgraduate Certificate in Medical Education.

Her own undergraduate medical education was in the University of Wales College of Medicine and she completed her pre-registration and general medical training in South Wales. She then moved to Oxford for her specialist training in haematology and also spent three years as a Leukaemia Research Fund Clinical Fellow at Oxford University. She became a consultant in 1997.

She continues to work as a consultant haematologist for Carmarthenshire NHS Trust and was appointed as Clinical Director for Support Services in 2007.





# Performance Unit

## Area of responsibility

### Performance And Disability Related Issues

We are a newly configured team that oversees and supports postgraduate medical trainees with performance or disability related issues. The recent appointment of Mrs Leona Walsh as Performance Unit Manager will enable the unit to improve identification of performance issues, improve liaison with Specialty Training Schools and develop robust assessment and remediation.



Sally Davies  
Sub Dean

## What we do

Doctors in training are required to progress through each year of their foundation and specialty training. This involves achieving GMC registration at the end of Foundation year 1 right through to the successful attainment of a CCT (Certificate of Completion of Training). These can be difficult years in a young professional's life often including marriage, moving house, and new family roles quite apart from the pressures involved in professional training.

Many factors including health, clinical knowledge and skills, attitudes and behaviour, as well as difficulties with communication can result in a reduction in performance e.g. failure in an important examination or routine assessments of competency. We review the concerns expressed by the Trusts, educational supervisors and Specialty Training Schools and offer trainees the opportunity to meet with members of the performance unit. Our aim is to support the trainees and their supervisors and advise appropriate assessment and remediation as necessary.

We support trainees with disability by promoting equal opportunities in employment and training. We ensure that their employing Trusts make reasonable adjustments to their working environment and offer links and liaison with Access to Work and a wide range of supportive external organisations.

We liaise with Occupational Health, Specialty Training Schools and the Individual Support Programme. There is close contact with the lead for Less than Full Time Training and Careers. We arrange appeal panels as required to review the evidence for decisions to extend or terminate a doctor's training programme.

Wales Asylum seeking & Refugee Doctors Project (WARD) addresses the education and training needs of refugee/asylum seeker doctors in Wales and helps them meet the standards required to pass the IELTS (International English Language Testing System) and PLAB (Professional and Linguistic Assessment Board) tests. The overall objective is to facilitate integration and ensure that refugee doctors in Wales are given the opportunity to revalidate their qualifications, gain sufficient experience, fill the gaps in their CVs and acquire references.

## Who do we report to?

We report to the Postgraduate Dean, Professor Derek Gallen and the Management Executive of the Deanery. We report any concerns about the

training provided to the Quality Assurance Unit and the training providers, the NHS trusts in Wales. We interact with the Heads of Specialty Training Schools, the Individual Support Programme within Cardiff University and external agencies such as the GMC, BMA and NCAS. The WARD Project also reports to the Displaced People in Action DPIA Board of Management.

## Aims and objectives this year (1 April 2008 - 31 March 2009)

### How will we achieve this?

- To develop and deliver support to the doctors in training in Wales if they are having difficulty with progress through the training programme.
- To attend RITA and ARCP assessments when performance issues have been highlighted.
- To have awareness of such trainees and robust methods of assessment and remediation available.
- To provide advice to NHS Trusts, educational supervisors and Specialty Training Schools on how to proceed with assessment and support if they have concerns about a trainee.
- To provide an accessible route for advice and support via a dedicated email contact point at the Deanery.
- To develop a network of expertise across the NHS Trusts and Specialty Training Schools in Wales to confidently assess and support trainees.
- To develop strong links with Occupational Health within Trusts to ensure that a trainee with health or disability issues is supported appropriately.
- To ensure that trainees with disability can continue training successfully with appropriate and reasonable workplace adjustment as they progress from post to post within the training programme.
- To continue to work with asylum seeking and refugee doctors in Wales.

## Outline plan to 2010

Over the next three years we aim to establish an easily accessible and supportive Performance Unit. The Performance Unit Manager will be aware of all trainee issues and will monitor progress and the outcome of assessments and remediation. Networks with the skills and confidence to assess and support trainees will have been established across Wales.

A group of advanced educational supervisors will be established within Specialty Training Schools and the NHS Trusts in Wales. We need to develop the faculty so that educational supervisors have the necessary assessment and feedback skills and awareness of the support mechanisms available.

We need to ensure the early identification of concerns over trainees and provide readily available appropriate support in accordance with the standards of PMETB. Trainees who are aware of weakness or lack of progress in a particular specialty will be able to access career advice and counselling. We will establish quality assured independent panels to hear appeals against decisions on training issues as necessary. The success of remediation will be assessed so that best practice can be developed and disseminated.

The Performance Unit will ensure that the growing number of medical students coming through medical training with disability are empowered and enabled to progress within foundation and specialty training.

We will continue to facilitate the integration of refugee doctors by giving them opportunities to revalidate their qualifications and gain sufficient experience to progress within the NHS in Wales.

We will continue to develop and learn from best practice in other Deaneries and outside organisations like NCAS.

## Contact

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## Further information can be found on the web at:

[www.cardiff.ac.uk/pgmde/performanceunit](http://www.cardiff.ac.uk/pgmde/performanceunit)

## Conferences, posters, workshops, and presentations 2006/2007

### Poster

August 2007. AMEE Conference, Trondheim. The Balanced Score Card: A Tool for Commissioning and Benchmarking Postgraduate Medical Education. Sally J Davies, Mandy Martin, Howard L Young and Melanie J T Jones.

August 2007. AMEE Conference, Trondheim. Trainee Medical Errors - a UK wide survey. Payne H, Smith D, Paice E.

29.06.06 - 01.07.06, COMET Conference, Cardiff: Professional re-socialisation via others' experiences: the case of refugee and asylum seeking doctors in Wales, L Brookes-Howell, S Sarangi, L Evans (Walsh), A Midha.

### Workshop

October 2007. Postgraduate Organisers' Meeting, Portmeirion, Performance of Doctors in Specialty Training.

2006 -2007. Interactive workshops on managing poor performance undertaken for specialty training committees across Wales.

### Presentation

October 2007. Deanery Update Meeting for Chairs of STC and Programme Directors, Cardiff. Performance issues, ARCP.



## Biography

Dr Sally Davies qualified in 1978 after training at Cambridge University and the London Hospital. As a Sub Dean within the Wales Deanery she oversees the development of the Performance Unit. Sally is a consultant in the All Wales Genetic Service based at the University Hospital of Wales with a special interest in Dysmorphology. She is the Chair of the SAC in Clinical Genetics at the Royal College of Physicians and a member of the Federation of Royal Colleges of Physicians CPD Policy Committee. An interest in medical education culminated in her undertaking a MSc in Medical Education and joining the Deanery in 2003. Sally attends the NCAS 'Network of Expertise' meetings and the Research group for NCAS.

# Careers & Less Than Full Time Training

## Area of responsibility

The Wales Career Strategy is based on the belief that career choice, career development and career management are proactive lifelong processes, which should be integral to every stage of medical education, training and work.

This means that career-related activities should not be treated as 'added-on', but fully integrated into the undergraduate medical curriculum as well as the Foundation Programme and Specialty Training curricula. Existing training programmes and appraisal processes should incorporate reflection and discussion regarding each student's or trainee doctor's career choice and development.

It is recognised that the ability to work on a less than full-time basis will ensure retention of the workforce and enable the development of fulfilling careers, while at the same time accommodating other demands in life, such as caring for a family or dealing with ill health. The mainstream inclusion of LTFT (less than full-time) trainees within the workforce of the NHS is promoted.



Melanie Jones  
Associate Dean (Careers and LTFT Training)

## What we do

### Careers

- We provide individual and group career management sessions for trainees at all grades in Wales
- We support PGOs and PGCMs in their role as local providers of careers support.
- We work with medical schools and universities in developing the inclusion of careers advice and information in the curricula.
- We work with the Speciality Training Schools to improve careers support.
- As a member of the National Education Advisors Forum Careers group, we liaise with colleagues across the UK to ensure Wales contributes to the development of best practice in careers support. We have contributed to the reference group of the UK Medical Careers Website.

### LTFT

- We manage the All-Wales LTFT training scheme and assess eligibility of applicants against UK criteria.
- We arrange PMETB approved placements in all specialities via a network of flexible training advisors.
- We help trainees with carer's responsibilities and health issues to identify work placements which best meet their training needs.

## Who do we report to?

This work stream reports to the Management Executive of the Deanery and to the Postgraduate Dean. Information is provided to the Health Professionals section of the Welsh Assembly Government and the National Leadership and Innovation Agency for Health (NLIAH) regarding workforce planning.

We also participate in the biannual COPMeD survey of LTFT training which provides information to the BMA and UK health departments about access to LTFT training.

## Aims and objectives this year (1 April 2008 - 31 March 2009)

### How will we achieve this?

- The appointment of a full-time careers advisor in March 2008 will allow us to develop the training of those who assist in careers support across Wales and provide specific and professionalised individual career support to doctors in training. Careers skills development in the Foundation curriculum will respond to early feedback in this area.
- Careers leads will be identified in all the speciality training schools. Training materials for consultant supervisors will be produced.
- The development of a mentoring strategy will increase the skills of both consultants and trainees in providing support to their careers. This area will also include the early development of a 'buddying' network for doctors in training to support undergraduates.
- All eligible applicants for LTFT will be placed in approved programmes using slot sharing, reduced hours working and supernumerary placements within the defined budget.
- Outcomes of LTFT training programmes will continue to be measured by undertaking quantitative research through an online survey method - Bristol Online Survey. This contributes to the quality assurance of training programmes.
- The LTFT webpage will be updated to include a secure online forum where trainees can discuss issues and share solutions. There could also be buddying for new LTFTs by designated individuals in each speciality who can offer impartial advice and mentoring.
- Contribution to postgraduate learning events across Wales will ensure this work stream continues to be promoted and championed.

## Outline plan to 2010

- We will formalise the network of careers support for doctors in training across Wales, signpost sources of information and expand the training programme.
- Information and guidance will be provided to support trainees applying for posts in Wales.
- Working with colleagues in the medical schools, we will formulate a programme of work to develop careers support for medical students in Wales. This will include careers fairs.
- Feedback from doctors in training from PMETB surveys and other sources will be used to identify the drivers that influence young doctors in their career decision-making. This information will then be used to promote careers in Wales.
- Ongoing liaison on workforce issues will improve our understanding of career decision-making. This will improve the retention of Wales graduates and make careers in Wales attractive to the best graduates from the UK and overseas.
- It is predicted that demand for LTFT may rise to 20% of all doctors in training by 2010, in part due to the growing numbers of female undergraduates. Workforce information will inform staffing the NHS in terms of Whole Time Equivalents and deliver more LTFT training placements.
- Fixed flexible posts in the most popular specialities will be created in line with UK strategy.
- Training workshops and focus groups will be introduced so that LTFT trainees, advisors, and training programme directors can discuss new developments.

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## Further information can be found on the web at:

[www.cardiff.ac.uk/pgmde/hospital\\_practice/flexible\\_training](http://www.cardiff.ac.uk/pgmde/hospital_practice/flexible_training)

[www.cardiff.ac.uk/pgmde/careers](http://www.cardiff.ac.uk/pgmde/careers)

### Information available nationally on careers:

#### NHS Careers Information

[www.nhscareers.nhs.uk](http://www.nhscareers.nhs.uk)

#### BMJ Careers Information

[www.bmjcareers.com](http://www.bmjcareers.com)

#### MMC website

[www.mmc.nhs.uk](http://www.mmc.nhs.uk)

## Conferences, workshops, and presentations in 2006/2007

### Posters

Career Management and Support in Wales, ASME Career Management for Doctors in Training Conference, RIBA, January 2007.

### Presentations

1. Flexible training in Anaesthesia, RCOA College Tutors' meeting, London, July 2006.
2. Work, Workload and Work Life Balance – Association of Anaesthetists Annual Conference, Aberdeen, September 2006.
3. Run Through Training and the Flexible Trainee Applicant, COPMeD Flexible Forum, Sheffield, November 2006.
4. Career Management and Support in Wales, ASME Career Management for Doctors in Training Conference, RIBA, January 2007.

## Research papers and publications in 2006/2007

### Research Papers

1. How Medical Students identify potential careers – sources of information and role models, ASME Careers Meeting, RIBA, June 2007.
2. Choosing a Career – what is important to medical students, ASME Careers Meeting, RIBA, November 2007.

## Biography

Melanie Jones, Associate Dean for Careers and LTFT training, is a Consultant Anaesthetist in Bridgend, South Wales, with a special interest in elderly trauma patients. She trained in Wales, Scotland and Jamaica.

Her previous education leadership roles include College Tutor for anaesthetics in the Trust and Postgraduate Organiser in Bridgend.

Appointed as the Associate Dean for LTFT Training in 2003, she manages an annual budget of £3.5m and looks after over 100 LTFT trainees (5.5% of all trainees in Wales). Her role has expanded to include responsibility within the Deanery for developing careers support and career management skills. She contributed the section on Career Breaks to the Gold Guide.

She is the Flexible Training Advisor at the Royal College of Anaesthetists, where she represents Wales as a member of the training committee. She is currently Chair of the Intercollegiate 'Improving Working Lives' Committee.

Her interest in gender issues in the medical workforce led to involvement in the Medical Women's Federation and she was national President in 2003/4 – leading the Federation in discussions on flexible training, the consultant contract and pensions for women doctors.



# E-Learning

## Area of responsibility

Recent changes to the medical education and training environment have made it necessary to embrace technology. The use of technology enhances learning and provides flexible electronic learning opportunities at a pace, place and time of the learner's choosing.

There are two general learners' groups – trainees and their educational supervisors. The E-Learning Unit (ELU) was set up in February 2007 and is responsible for the delivery of two complementary themes – the provision of an e-learning portal for medical education and training in Wales, and the development of e-learning programmes covering induction, education and training in the medical specialties.



Peter Donnelly  
Associate Dean (E-Learning)



## What we do

### Strategic components

As part of its remit at the Wales Postgraduate Deanery, the ELU works with partner organisations in Wales – NHS Trusts, Welsh Assembly Government, NLIAH, Informing Healthcare and Health Solutions Wales – to contribute to strategy. We ensure 'joined up thinking' which streamlines the provision of resources and the delivery of e-learning related services to Postgraduate Medical trainees and their educational supervisors. On a UK level we work with NES and the DoH ensuring the e-portfolio and speciality-based electronic resources meet the needs of trainees in Wales.

### Operational Components

#### • Infrastructure

The ELU is a Deanery-wide service providing the necessary infrastructure to provide and maintain the single e-learning portal for medical education and training in Wales. ELU works with educational supervisors throughout Wales to provide an integrated model of training which incorporates technology-enhanced learning with work-based learning.

#### • Development of Learning Programmes

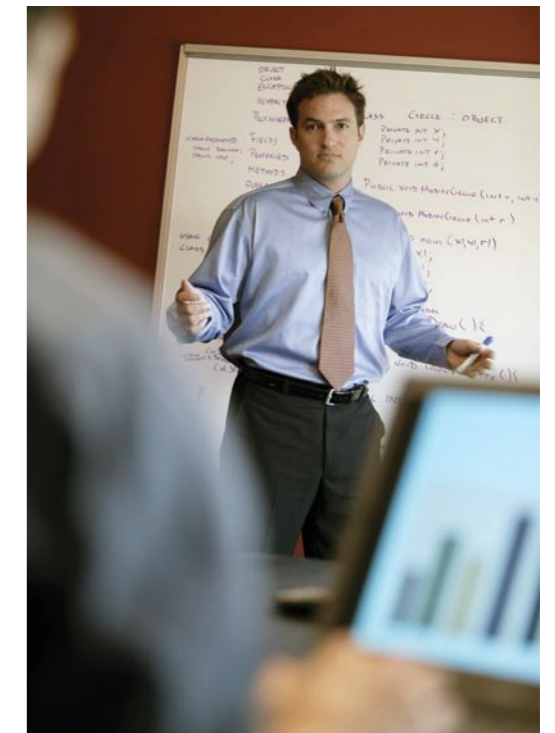
ELU provides electronic learning programmes using existing electronic resources from a variety of external providers. Where there are gaps in provision, ELU forms steering and operational groups which inform and manage the production of interactive e-learning packages. Two recent examples are resources contributing to education in the fields of Acute Pain and Child Protection.

#### • Provision of Integrated education and training

As part of its engagement strategy ELU works with all stakeholders in medical education and training to provide advice, guidance and a development resource for the provision of technology-enhanced learning.

## Who do we report to?

We report to Professor Derek Gallen, the Postgraduate Dean and the Management Executive of the Deanery.





### Aims and objectives this year (1 April 2008 - 31 March 2009)

#### How will we achieve this?

- launch the Wales E-Learning Portal for Medical Education and Training. The portal is under development with web and software developers working together with trainees and educational supervisors.
- develop and enhance the virtual learning environment. This will be achieved through ongoing training needs analysis, ensuring e-learning packages will be developed to meet local needs in Trusts.
- work with educational supervisors, clinical groups, Postgraduate Organisers and Speciality Schools to promote the integration of technology-enhanced learning opportunities into the workplace.
- complete and roll out a range of electronic resources including the Acute Pain Management, Child Protection, and educational supervisors induction into e-learning packages. These projects are under construction.

### Outline plan to 2010

By 2010 there will be a single platform used by all trainees and educational supervisors as a one-stop shop for resources. A key function is the ability to deliver training at a distance that can be tracked and recorded on the trainee portfolio. There is also a major signposting function to quality-assured external resources.

The plan is to have a number of e-learning champions in various specialities and Trusts across Wales. These e-learning leads will be Consultants in Trusts who lead activity at a local level, developing and revising resources and encouraging user engagement.

Additional Instructional Technologist posts will be required to further develop appropriate Wales-focused modules.

As with any distance training, support for users is required which will be delivered through specialist trainers supported by Postgraduate Centres and Libraries across Wales.

We aim to enhance our links with DoH and other providers to ensure a co-ordinated UK-wide approach with Wales providing a lead.

Our current working relationships with Cardiff and Swansea Schools of Medicine will also be enhanced, ensuring e-learning packages are available with a 'looking-forward-looking back' philosophy encouraging a blended approach to life-long learning.

### Contact

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### Further information can be found on the web at:

[www.mle.wales.nhs.uk](http://www.mle.wales.nhs.uk)



### Conferences, posters, workshops, and presentations 2006/2007

#### Poster

Providing a VLE for medical training in Wales. Slice of Life Conference, Lausanne, Switzerland, July 2006.

An e-learning resource to aid the management of acute pain. Slice of Life Conference, Salt Lake City, July 2007.

#### Workshop

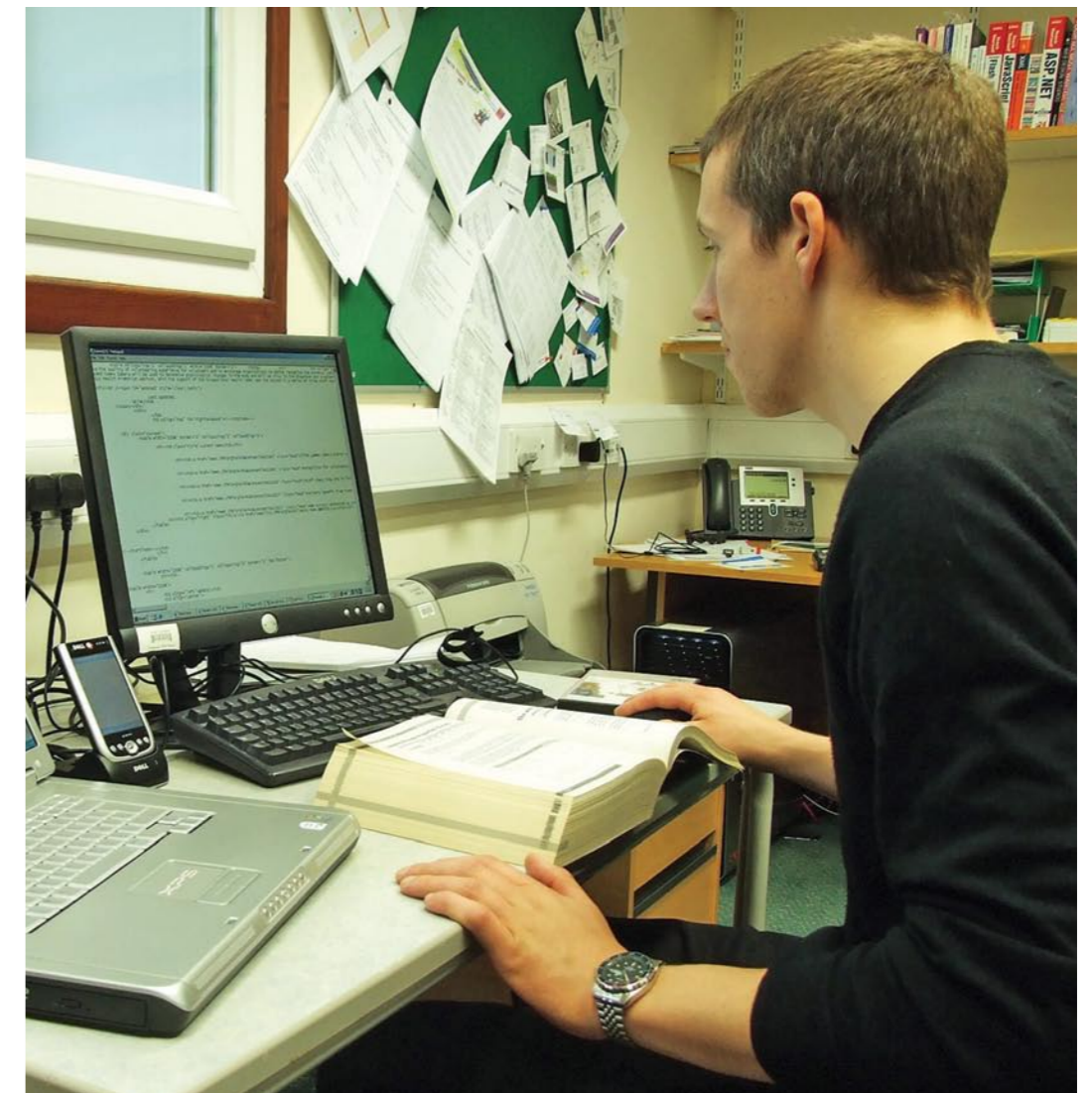
Using e-Portfolios to support reflective practice. NHS E-Portfolio symposium, Edinburgh, January 2008.

#### Presentation

E-learning innovations in Wales. 2nd Annual E-learning in Medical Education Conference for the NHS, Manchester, September 2007.

### Biography

Peter qualified from University College Dublin in 1983. He trained in psychiatry in Mid Wales and Sheffield, before taking up a Consultant post in Swansea in 1993. He was Postgraduate Organiser and Royal College Tutor from 1999 to 2004 and was then appointed Director of Postgraduate Medical education in Swansea. In February 2007 he was appointed Associate Dean (e-learning). Peter's interests include life-long learning in medicine and training educational supervisors.



# Medical Education

## Area of responsibility

The Academic Unit of Medical Education provides leadership in teaching, scholarship and CPD through quality, evidence-based educational programmes, activities and developments.



Lynne Allery

Senior Lecturer and Director  
of Medical Education

## What we do

The academic unit offers a portfolio of courses in medical education and undertakes educationally-focused research and development which is responsive to the learning needs, national imperatives and policy developments relating to healthcare professionals' education.

### University Accredited Qualifications

- Taught postgraduate programmes of study are aimed at providing high quality developmental opportunities to clinicians across all specialities in NHS Wales and beyond who are currently involved in postgraduate medical and dental education or who may become involved at some stage in the future.
- We offer programmes including Postgraduate Certificate, Diploma, Masters and PhD level studies with both part-time and full-time study options. We offer both face-to-face and distance learning. All courses are Higher Education Academy accredited.

### Support for Trainers, Assessors and Educational Supervisors

We provide a menu of educational programmes and educational resources to support the development of clinicians in Wales wishing to undertake learning and teaching roles. More specifically we provide the following courses and resources:

- Essentials for educational supervisors Programme: provides a quality-assured progressive pathway for clinicians wishing to engage through core course and a menu of options (eg. active appraiser, workplace-based assessments). Credits can be transferred into our E-Certificate in Medical Education.
- Effective Teaching Skills and Contemporary Issues (Awareness of difference, writing for publication, chair side teaching, peer review, using simulators for training etc): short courses available as CPD for all staff working within a health care setting.
- Medical Education @Cardiff 'How to...' series: providing accessible information on topical issues in medical education that are regularly encountered by clinicians and other health care professionals in the workplace.
- Targeted Courses for Training Grade Doctors: Programmes on teaching techniques and assessing trainees are offered as part of the Generic Curriculum for training grade doctors in Wales.

## Scholarship in Medical Education

Educational research and development activities promote evidence-based policy and practice and inform an evidence base for the Deanery. The medical education unit consists of a small team of educationally qualified staff undertaking activities including educational research, publications in education, and presentations in education at conferences. Team members also hold positions on editorial boards, national associations, bodies and networks as reviewers, examiners, and as consultants and visitors.

## Who do we report to?

We report to the Postgraduate Dean and the management executive of the Deanery.

We report to Cardiff University for quality assurance of our academic activities. We also seek external accreditation for a wide range of activities from Royal Colleges, the Higher Education Academy and the Nursing and Midwifery Council. We report to research and development project funders, such as the Royal College of Surgeons of England.

## Aims and objectives this year (1 April 2008 - 31 March 2009)

### How will we achieve this?

- To provide internationally-recognised accredited qualifications across a range of modalities responsive to the learning and teaching needs of healthcare professionals. This will be achieved through mapping our current course content to national and international benchmarks and standards.
- To provide high quality CPD underpinned by educational theory, principles and practice for healthcare professionals undertaking educational roles and responsibilities. This will be achieved through mapping academic and professional development content ranging from short stand-alone activities, through doctoral studies to the learning needs of NHS clinicians.
- To commission and produce topical articles as part of the 'How To...' series for distribution to clinicians around Wales and provide access to educational professionals at CPD events.
- To strengthen the internationally-recognised Cardiff University-accredited programmes currently on offer through the introduction of an e-learning Diploma to MSc programme.
- To strengthen working relationships between the Deanery and national bodies responsible

for clinicians' education. This will be achieved through membership and representation on Deanery, University and professional bodies.

- To maintain and develop a leading profile in the medical education academic community. We will achieve this by maintaining and developing the Cardiff alumni network, Meducation newsletter and scholarship activities (journal reviewer and editor, Masters and Doctorate external examining).

## Outline plan to 2010

Our plan is to strengthen our internationally-recognised portfolio of medical education programmes designed to meet the needs of educators of various levels and environments while building on our research and development successes to strengthen the evidence base for educational policy and practice.

Specifically, we will consolidate our e-learning developments to strengthen our support for clinicians working in Wales, and to expand our EU/International marketplace. The marketplace for medical education doctorates is developing apace, and the potential for growth in this area will be a focus of activity in the following years. Additionally, we plan to strengthen our evidence-based practice through strategic research, using Wales as a case centre to feed into the Deanery mission for Wales to be the lead Deanery in the UK.

## Contact

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Further information can be found on the web at:

[www.cardiff.ac.uk/pgmde/medical\\_education](http://www.cardiff.ac.uk/pgmde/medical_education)

## Conferences, posters, workshops, and presentations in 2006/2007

### Posters

Seeing the bigger picture: peer review - an holistic approach. MacDonald J. (2006). AMEE Genoa, Italy.

Evaluate, evaluating, evaluated....! – S George, A Shenoy, M Salih, P Coles, R Gamanya, D Bose, A Mohsen, R Simpson, S Kamath, L Allery, J McDonald, S Brigley, L Pugsley. AMEE, Trondheim, Norway.

Taking account of diversity in the delivery of courses and programmes of medical education - N Bhal, T B S Lee, N Gupta, N G Jones, M Musa, J L Franks, N Kullar, S J Brigley. AMEE, Trondheim, Norway.

Big Brother is watching – but is he educationally sound? A critical analysis of the assessment of doctors in practice using multi source feedback - Chris Williams, Lesley Pugsley. AMEE, Trondheim, Norway.

The impact of computer assisted instruction (CAI) in Training medical students to perform obstetric abdominal examinations. N Bhal, PS Bhal, L Allery, N Amso. (2006). FIGO, Malaysia.

### Workshop

Week long workshop on Writing for Publication: Pugsley, L. – University of Johannesburg, School of Education. 2007.

### Presentations

Playing the game: Structured educational experiences. Allery, L. (2007). Plenary Symposia. AMEE, Trondheim, Norway.

Learning some lessons: researching programmes in medical education. Allery, L.A. (2006). Aberdeen, ASME.

Dental chair side teaching: Valuing the experience? The student perspective. Pugsley L, Sweet J, Wilson J. (2007). LTSN.

Discussant, learning and learning styles session. Allery, L. (2007), AMEE, Trondheim, Norway 2007

Presentation as Panel Member in symposium Playing the game: structured educational experiences. MacDonald, J. (2007) AMEE, Trondheim, Norway.

The introduction and reaction of medical students to Case Based Learning (CBL) in obstetrics and gynaecology. N Bhal, PS Bhal, L Allery. (2006). International Federation of Gynaecology and Obstetrics, Malaysia.

Gaming, blaming or sharing: participants' reactions to educational gaming. MacDonald, J. Pugsley, L. (2007) AMEE, Trondheim, Norway.



How to successfully supervise a medical education dissertation. Pugsley L & MacDonald J (2007). AMEE : Trondheim, Norway.

Discussant. Arts and humanities in Medical Education Session. Pugsley L (2007). ASME.

Discussant. Publishing in social science journals – round table. Pugsley L. (2007) AERA: Chicago.

## Research papers and publications in 2006/2007

### Research Publications

Degrees of difference: an investigation of Masters and Doctorate programmes in medical education. Allery L, Brigley S, MacDonald J, Pugsley L. (2006). Edinburgh: Association for the Study of Medical Education.

Assessing trainees in the clinical workplace using the mini-CEX (Clinical Evaluation Exercise). Allery, L. A. (2006). Education for Primary Care.

Insights into endoscopy training: a qualitative study of learning experiences. Thuraingham, A.I. MacDonald, J. Shaw, I.S. (2006). Medical Teacher 28 (5) pp 453-459.

How to develop your teaching through peer review. MacDonald, J. Kell, C. (2006). Education for Primary Care 17 (4) pp 404-407.

Returners as learners: a different species? A qualitative study. Edwards, J. MacDonald, J. Merrinan, H. (2007) Education for Primary Care. 16 (4) pp 496-498.

Medical Education Special Edition. Pugsley, L.A. & McCrorie, P. (2007)(Eds). Teaching and Teacher Education. Vol.23.

Improving Medical Education : improving patient care. Pugsley, L. A. and McCrorie, P (2007). Teaching and Teacher Education. Vol. 23.3

Key Issues in medical Education. Pugsley, L. A. and McCrorie, P (2007). Editorial. Teaching and Teacher Education.

Using a sledgehammer to crack a nut. Pugsley, L.A. & Dorman, T. (2007). Medical Education Vol 41.8.

Hospital doctors' views of their CPD and its relationship to learning in the organisation. Brigley, S., Johnson, C., Bird, J. & Young, H. (2006). Medical Teacher 28 (4), 379-381.

How to teach ethics. Brigley, S. (2006). Education for Primary Care 17 (5), 511-15.

Distance tutors and academic departments: supporting learners in remote environments. Brigley, S. & Kell, C. (2007). Open Learning.

Young People's Attitudes to Student Debt and Participation in Higher Education. Fitz, J. Pugsley, L. & Taylor C. (2006). Y The Rees Report. Welsh Assembly Government.

## Biography

Lynne Allery has a background in education and psychology and has a wealth of teaching experience in both national and international settings.

As Director of Medical Education, she heads up the academic team and takes the lead in the strategic direction and management of medical education activities. Alongside this she is Director of the Postgraduate Diploma/MSc in Medical Education, which she set up at a time when providing educational courses for clinicians was considered revolutionary.

She has been involved in teaching and curriculum development for the Royal College of Surgeons and has reviewed the curricula of a number of specialties for PMETB Curriculum Approval Panels.

She is an appointed PMETB Visitor (Postgraduate Medical and Training Board), and has recently been re-elected to serve on the Executive of ASME (Association for the Study of Medical Education). She is a Fellow of the Higher Education Academy and member of the National Education Advisers' Forum and Academy of Medical Educators. Currently Lynne is an external examiner for the University of Warwick.



# Welsh Institute of Minimal Access Therapy

## Area of responsibility

WIMAT provides a wide range of training courses for medical staff and professions allied to medicine (PAMS) in all specialities, and is part of the Welsh Deanery. WIMAT is also responsible for assistance, technical expertise and services for initiatives such as the National Leadership and Innovation Agency for Healthcare, the All Wales Endoscopy Programme and All Wales Laparoscopic Colo-rectal Training. We oversee satellite training units in Llandough, Royal Glamorgan, Singleton and Wrexham Maelor Hospitals. WIMAT provides support for training in the majority of hospitals in the Principality.



Neil Warren  
Lecturer and Manager



## What we do

WIMAT is an extremely busy training centre providing a cross-section of training courses in all specialities. These include mandatory courses as dictated by the Royal Colleges and relevant training bodies. We liaise closely with appropriate agencies to adapt and develop new courses as the need arises.

The development of innovative training models and surgical instruments has become increasingly important. Many are now being produced and marketed commercially.

## Who do we report to?

WIMAT reports to the Postgraduate Dean and the Management Executive of the Deanery and to the National Leadership and Innovation Agency for Healthcare (NLIAH) on specific funding projects and to the Welsh Assembly Government.

## Aims and objectives this year (1 April 2008 - 31 March 2009)

### How will we achieve this?

- To continue to provide training for a wide spectrum of medical professionals and surgical trainees from foundation year to consultant level in mandatory and specialised surgical areas.
- To establish links with all Welsh trainees and advise them about training opportunities. This will promote Deanery training that will be more cost effective, ergonomically and environmentally accessible.
- To develop further the cross section of programmes available in Wales so that Welsh trainees can have access to all relevant courses.
- To develop the Colo-Rectal Training Programme in line with the National Institute for Clinical Excellence programme for laparoscopic surgery for Welsh surgeons.
- To continue with the Endoscopy Training Programme for gastroenterologists in line with

the WAG guidelines that each hospital across Wales should be accredited as a centre of clinical excellence.

- To research and develop simulation models that will enhance WIMAT's training programme.
- To maintain WIMAT's symbiotic relationships with the Royal College of Surgeons, Royal College of Obstetrics and Gynaecologists and the National Institute for Clinical Excellence.
- To maintain WIMAT's reciprocal relationships with organisations such as Covidien, STORZ, Key Med and other companies that enhance WIMAT's courses by supplying essential items and equipment for training provision.
- To continue to provide the Welsh faculty with facilities for its teaching commitments, both for undergraduates and postgraduates. This will help develop CPD and allow informal teaching sessions to be offered which will enhance medical students' overall training and skills.

## Outline Plan to 2010

WIMAT is in a period of rapid growth, due to RCS, RCOG, JAG and the recent changes in the surgical training programme which demand simulation training across all specialities. WIMAT currently (2008) co-ordinates over 50 courses in Wales, the majority in Cardiff on the UHW campus and the remainder in Wrexham, Carmarthen, Swansea, Newport, Abergavenny and Llantrisant. Cardiff is at the centre of WIMAT's activity due to local faculty resources and its accessibility for visiting faculty members.

The demand for WIMAT's resources means we have reached working capacity, and any further growth in services will require more teaching accommodation and an increase in technical staff.

Regular capital funding is required to ensure that simulation equipment keeps abreast with surgical advances and procedures. Our current facilities include Symbionix GI Mentor and URO Mentor Simulators, ten laparoscopic workstations, Hillway Knee and Shoulder Simulators, Obstetric and Gynaecological simulators and Erlangen Upper GI



training models with GI Stacks. This technology places the Institute at the forefront of medical training and concern for patient care and safety. WIMAT is continually looking for sources of new simulation equipment to maintain the excellence of its training facilities. It is hoped that a SIM Baby will be purchased to provide simulation for paediatric courses for all associated paediatric medical staff and a SIM Man to provide many simulated medical scenarios for trainees across the profession.

WIMAT continues to work in collaboration with leading medical companies, which enables its courses to be of an excellent standard, keeping all who use the facilities in touch with developments in surgical procedures.

WIMAT is driven by the requirement to train surgical personnel through the simulation medium, and with this in mind is striving towards obtaining a cadaver license. Until this is achieved WIMAT is working in conjunction with Cardiff University's Undergraduate department to share their cadaver facilities.

A full suite of new courses in Laparoscopy is being developed, including Training the Trainers, Core Skills and Intermediate. These courses will allow Welsh Surgeons to develop their Laparoscopic skills and increase significantly the numbers of surgical procedures that can be effectively carried out in Welsh Hospitals. This will reduce waiting lists, as well as the length of post-operative bed care.

During 2008, Laparoscopy Training will include a fully integrated operating theatre with AV Links to WIMAT. This means that Live Link modules will be part of a whole suite of training courses. This will attract surgical personnel from across the UK

and abroad to participate in innovative Specialist Register and Consultant courses.

By 2010, WIMAT's vision is to continue to be a centre of training excellence and a one-stop shop for the specialist training requirements of Welsh and UK surgeons.

### Contact

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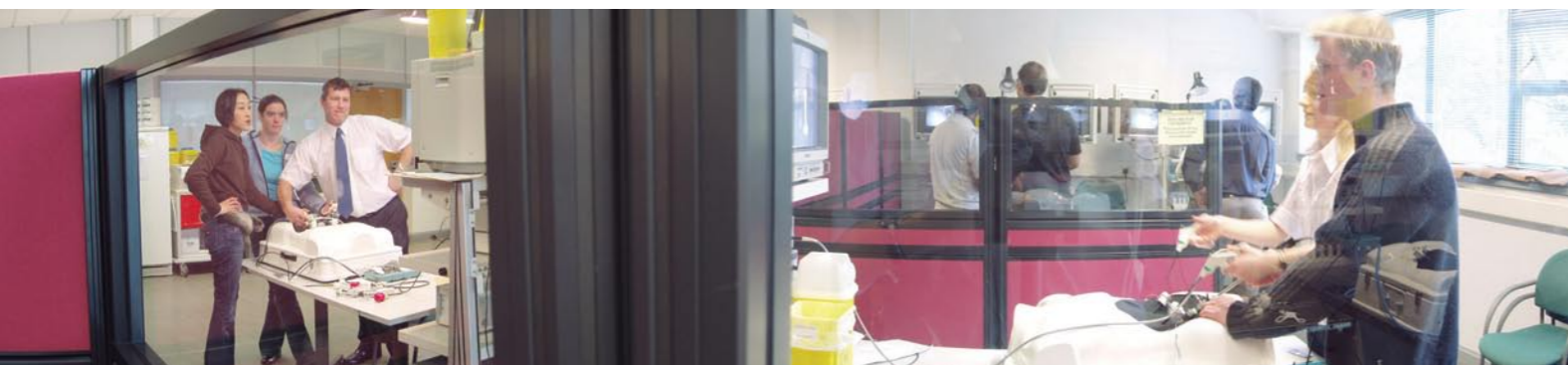
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Further information can be found on the web at:

[www.cardiff.ac.uk/pgmde/wimat](http://www.cardiff.ac.uk/pgmde/wimat)



### Biography

Neil Warren graduated from Cardiff University in 1985 and then worked in oncology research at Velindre Hospital and the Departments of Surgery and Haematology, University Hospital of Wales.

He has been heading up the WIMAT team since its conception in 1993 and was fortunate to be involved at the start of the laparoscopic boom in the early 90s when he trained in the UK, France, Germany and the United States.

Neil has always had an interest in medical education and has devised and written a number of training courses that have been recognised nationally and are now mandatory for a number

of disciplines. He has completed a Training the Trainers Course in 1998 and finished his Diploma in Medical Education in 2002. He is a Royal College of Surgeons and a Royal College of Obstetricians and Gynaecologists tutor, and is a tutor and surgical advisor for the National Association of Assistants in Surgical Practice.

In the past few years Neil has also helped set up Medical Education in the Southern Region of Ethiopia in conjunction with the Southern Ethiopia Gwent Health Link and the Tropical Health and Education Trust.

# University Links

## Area of responsibility

The Wales Deanery considers that its role and close relationship with the NHS in Wales will enable it to make a significant contribution to the University's strategic aims in Innovation and Engagement, Teaching, Learning and Assessment, and Research and, in so doing, will also provide opportunities for the University to extend further its activities into an all-Wales NHS context. This work stream seeks to identify and develop links with other key Schools and groups in the University to contribute to the delivery of the University's strategic aims.



Dr Arun Midha  
Director of Strategy and Resources

## What we do

Identify and develop ways in which the Wales Deanery can contribute to the University's strategy in the areas of Innovation and Engagement, Learning, Teaching and Assessment and Research and identify and develop ways in which other University Schools can feed into Deanery activity and the NHS in Wales.

**Innovation And Engagement** – The Wales Deanery's primary responsibility is the management and quality assurance of education and training of all junior Doctors and Dentists in Wales and, for General Practitioners and Dentists, their continuing professional development in line with the requirements of the General Medical Council (GMC), the General Dental Council (GDC) and the Postgraduate Medical Education and Training Board (PMETB). Training is delivered by NHS Consultants and General Practitioners (educational supervisors) across Wales. This means that it is able to make a significant and sustainable contribution to the health of the population in Wales and also the education of the Welsh medical and dental workforce. In delivering this responsibility, it also makes a significant contribution to a key aspect of University strategy.

**Learning, Teaching And Assessment** – The Wales Deanery's strategy in respect of Learning, Teaching and Assessment is to work with other parts of the University to rationalize the taught course provision, ensuring that its small portfolio of taught courses are 'fit for purpose'. The Wales

Deanery works with other schools in the University to extend further the learning environment into an all-Wales NHS context, tailoring existing course provision, developing bespoke short 'training the trainer' and 'rapid induction training' courses to target the continuing professional development needs of doctors and dentists. This also includes a quality assured and co-ordinated electronic education and training service to all doctors in Wales to address the need for a flexible and integrated approach to training with e-training available at a time and place to suit the learner.

**Research** – The unique position of the Wales Deanery in relation to the NHS in Wales as the body in Wales responsible for the management and Quality Assurance of education and training of all junior doctors and dentists in Wales and, for GPs and dentists, their continuing professional development means that significant opportunities exist for the University to develop research opportunities in the NHS in Wales. The strategy for research and evaluation focuses on the Wales Deanery acting as a gateway for other Schools in the University, primarily the School of Social Sciences to undertake research in the area of junior doctor training and professional development. This will enable academic colleagues from across the University to gain access to key research opportunities within the NHS in Wales as well as allow research-active colleagues within our School to benefit from a greater critical mass of research expertise.



## Who do we report to?

We report to the Postgraduate Dean, Professor Derek Gallen, and the Management Executive of the Deanery.

## Aims and objectives this year (1 April 2008 - 31 March 2009)

### How will we achieve this?

- **To take forward the Wales Deanery's links as one of 28 Schools in Cardiff to make a positive contribution to the University and also act as a gateway to the NHS for the University.**

This will be achieved by conducting a series of links with key leads within sections, portfolios and workstations in the Wales Deanery to: i) gain a greater understanding of the particular remit within the Wales Deanery and intended outcomes to enable potential matching of opportunities for delivery/collaboration within other and, ii) explore collaboratively how areas might fit with and benefit from closer links with other parts of the University.

- **Look at i) which Schools within the University that the Deanery could have a strategic alliance with; ii) which schools should be able to offer the Deanery opportunities to collaborate with, either on work or research or the delivery of courses and; iii) which courses the Deanery may be able to access.**

By working with key individuals within University (Heads and leads of relevant Schools - in particular Social Sciences, Business School, Medicine, relevant Pro-Vice Chancellors (e.g. Research, Teaching and Learning; relevant

Directors on University Board etc.) to discuss and promote potential opportunities identified to ensure development of cross collaboration with staff.

- **Ensure that the Deanery is seen as a gateway to the NHS and a collaborative partner in accessing the NHS to link in with other Schools.**

By identifying new collaborative areas of activity and taking forward in partnership with leads from individual Schools and the Deanery.

- **Setting in place apparatus to appoint a Chair jointly with the School of Social Sciences to ensure a greater integration of social sciences research in junior doctor training and professional development.**

By continuing to work with the School of Social sciences to appoint a joint Chair.

- **Work towards the establishment of a joint research unit with Social Sciences to conduct and co-ordinate methodologically-sound and theoretically-informed multidisciplinary research in junior doctor training and professional development.**

Working in partnership with the School of Social sciences develop a joint research unit.

- **Working towards the establishment of a joint approach with School of Healthcare studies and School of Medicine to provide induction training for Educational supervisors across the NHS in Wales.**

By developing a joint approach with Healthcare studies including overarching SLA.

## Outline plan to 2010

Ensure that progress towards delivering aims and objectives identified for 2008 - 2009 are built upon and taken forward.

Continue to identify and develop additional ways in which the Deanery can contribute to the University's strategy in the areas of Innovation and Engagement, Learning, teaching and Assessment and Research and identify and also develop ways in which other University Schools can feed into Deanery activity and the NHS in Wales as a whole.

Ensure that joint Chair and Research unit are fully embedded within the Deanery and Social Sciences to maximise the potential to exploit research opportunities in key areas of the Deanery's activity.

Develop opportunities for Schools within the University to contribute to and enhance Educational programmes within the Deanery.

## Contact

### Dr Arun Midha

Director of Strategy and Resources

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Further information can be found on the web at:

[www.cardiff.ac.uk/pgmde](http://www.cardiff.ac.uk/pgmde)

## Biography

Dr Arun Midha was brought up in Swansea and educated at Gowerton comprehensive School. After gaining a degree in Politics from Swansea University in 1986, Arun studied Industrial Relations and Industrial Sociology at University of Oxford (Exeter College) before completing an MBA at Cardiff Business School in 1990. In 1997, he was awarded his PhD from Swansea University. Prior to becoming Director of strategy and resources within PGMDE, Arun was the Assistant Director of the Wales Centres for Public Health and Manager of the Public Health Medicine Training Scheme in Wales. He is a member of the General Medical Council and sits on the GMC Education committee and Undergraduate Board. Arun is also GMC Treasurer and Chair of Resources. In 2007, Arun was appointed to serve as Member of PMETB and sits on its Training and Audit committees. Arun has also been asked by the Assembly to Chair the Renal Advisory Group. Arun is a Welsh speaker and is currently a member of the Welsh Language Board.



# Finance & Corporate Services

## Area of responsibility

### Finance

We are responsible for the financial management and financial reporting of all activities within the Deanery including the funding allocated by the Welsh Assembly Government, Cardiff University, Taught and Short courses and other external stakeholders. We ensure that the Postgraduate Dean, Management Executive and budget holders receive up-to-date financial management information as part of their decision-making process. We also provide financial reports to the Welsh Assembly Government and Central Finance in the University.

### Corporate Services

We are responsible for leading the co-ordination of business services such as human resource management, registry, public relations and marketing, estates management, and corporate compliance, ensuring that a consistent approach is taken by each of the different workstreams across the Deanery.



Richard Thomas  
School Director of Finance

## What we do

Both the finance team and the corporate services team provide the necessary business services to enable the key workstreams to achieve their key aims and objectives through the provision of key enabling priorities and actions needed to support them. The Finance team's primary focus is to provide a range of financial services and advice across the Deanery. Specific activities include:

- Ensuring that there are procedures and processes in place to comply with the University's Financial Regulations.
- Promoting high standards of governance and accountability within the Deanery through the ongoing development of good systems of internal financial control.
- Contributing to strategic planning for the Deanery by advising the Management Executive on appropriate financial systems and financial management arrangements.
- Providing detailed costings of all activities for the Deanery's annual business plan.
- Providing monthly financial reports to the Management Executive and all budget holders as part of their budget monitoring.
- Updating, reconciling and maintaining the Deanery's commitment accounting system on a daily basis.
- Maintaining and reconciling the Deanery's staff establishment and payroll costs with central HR and payroll systems.
- Cash Management of funds drawn down, on a monthly basis, from the Welsh Assembly Government into the University.
- Authorisation and approval of funds transferred, on a monthly basis, from the Welsh Assembly Government to NHS Trusts, Postgraduate centres and Business Service Centres across Wales.
- Preparing Annual Accounts for audit and approval.
- Liaising with NHS Trusts and Business Service Centres across Wales with regard to maintaining and updating the Deanery's Training Grade Salary, GP Registrar and Less Than Full Time Trainee doctor establishment budgets.
- Costing the Deanery's Short and Taught Courses in line with University Financial regulations and setting appropriate fee levels.
- Maintaining and updating the Deanery's Asset Inventory.

The focus of the corporate services team is to lead and manage the delivery of high quality human resources services ensuring that best practice is embedded across the Deanery. Areas include staff planning, recruitment and selection, pay and reward, contract management, performance management, training and development. In addition, the team provides a Central Registry function supporting all aspects of the student life cycle for the taught programmes. The team also ensures high standards of communication with external stakeholders through the co-ordination, production and dissemination of various Deanery publications and public relations exercises. We also deal with estates management issues, ensuring that Deanery staff are provided with a stimulating, safe and pleasant environment in which to work. The team is also responsible for corporate compliance with University policies and procedures, ensuring that a consistent approach is taken by each of the different workstreams across the Deanery.

## Who do we report to?

Postgraduate Dean, the University and the Welsh Assembly Government.

## Aims and objectives this year (1 April 2008 - 31 March 2009)

### How will we achieve this?

#### Finance

- We will continue to improve the internal governance and accountability within the Deanery. This will be achieved through the introduction of education and training sessions, ensuring compliance of the financial regulations and procedures, including Purchasing and value for money.
- We will improve the quality of financial data/information and communication with the budget holders on a regular basis by implementing a monthly closedown timetable and conducting regular meetings with budget holders.
- A review of the current authorised signatories across the Deanery will be undertaken in line with the recommendations of the internal audit report. We will meet with each of the Directors to agree how this could be taken forward within each of sections and consider the availability of the senior staff in each section and their operational effect.
- The Deanery's Asset Inventory will be reviewed in line with the recommendations of the internal

audit report. The structure and format of the Inventory will be assessed to ensure compliance with University Financial Regulations. The review will also include the validation of all the information on the Asset Inventory and the introduction of asset identification labels.

- We will develop and improve the financial forecasting of the GP Registrars data with the Business Service Centres and GP Registrar's website. This will involve meeting with the GP team to understand the data already on the website, and developing reports from this data to validate the claims from the Business Service Centres. We also aim to improve the forecasting of the costs associated with GP registrars for budget/planning purposes.
- The post approval process for new trainee posts agreed by the Deanery and Programme Directors within the Trusts will also be reviewed, in conjunction with the QA Team.
- A system will be introduced whereby all posts are signed off by the Deanery's Finance team. All training posts will be validated with the programme directors, and we will identify which posts are funded by the Deanery and which by Trusts or Welsh Assembly Government.
- We will also review the Less Than Full Time Trainees and improve the accuracy of forecasting by validating the current data held on Access database and transfer to INTREPID. Improved liaison with NHS Trusts across Wales will mean we will be able to obtain more detailed financial information.

#### Corporate Services

- The primary aim of the Corporate Services team is to continue to recruit, develop and retain high quality staff. This involves co-ordinating job planning, recruitment and selection processes so that they are timely, effective and responsible to both the Deanery and the individual candidate's needs.
- We are working towards Investors in People status, which we hope to achieve by the end of 2008. We must ensure that appropriate induction processes are embedded across the Deanery and that performance review procedures are effectively implemented and supportive of both individual staff and the Deanery as a whole. The team will help staff to develop and enhance their skills and capabilities and to maximise their contribution to the Deanery.

- We will continue to develop a positive working environment by improving the Deanery's communications to ensure effective and timely information is provided to staff and NHS Stakeholders. We will raise awareness of equality and diversity issues throughout the Deanery and embed equality and diversity in all policies and procedures. We will ensure that managers have the skills, knowledge and behaviour to manage people effectively. We will also promote the various University HR policies, such as the absence management and Dignity and Work and Study policies. Excellence will be recognised and rewarded in all the Deanery's activities.
- We will provide high level administrative and managerial support to the taught programmes delivered across the Deanery ensuring compliance with the University's academic regulations and update staff on policy developments thus ensuring that processes and procedures are accurate, consistent and trustworthy and enjoy the full confidence of all parties. Maintaining provision of the highest academic standard, achieving optimum results in the periodic review and Quality Progress Review.
- We will continue to improve essential infrastructure by implementing an estates strategy and ensuring that all future estate developments and initiatives are in keeping with the Deanery's vision.
- We will maintain the highest standards in respect of Health and Safety and ensure compliance with all relevant legislation including the Disability Discrimination Act.
- We will ensure that all staff comply with University policies and procedures and are routinely updated on legislative changes and policy developments.

#### Outline plan to 2010

##### Finance

The aim will be to continue to develop financial awareness across the Deanery and increase the understanding of the activities associated with each budget. We will work with budget holders to develop and improve the quality of financial information within each of their budget areas so as to improve the accuracy of our financial monitoring and reporting. One influencing factor for this improvement will be the development, by Cardiff University, of a new centralised finance system in 2009/2010 which will result in new developments and changes to our financial systems in the Deanery.

We are also developing our links with the Central Divisions of Cardiff University, using the full range of expertise and services that is available to the Deanery. In addition, improving communication with the Welsh Assembly Government will help us to manage the budget more effectively.

#### Corporate Services

We will continue to deliver the HR aims and objectives mapped out for the current year, but will undertake further work to help staff develop and enhance their skills and capabilities and to maximise their contribution to the Deanery. We will continue to co-ordinate the University's HR processes across the Deanery.

We aim to be actively involved in the IT developments associated with the University's Modern Working Environment project to improve the effectiveness and efficiency of HR systems.

We will continue to develop a culture of diversity based on dignity, respect and courtesy by raising awareness of equality and diversity issues throughout the Deanery.

We will build on the work that we have undertaken to achieve a positive working environment with the aim of gaining Investors in People status by the end of 2008. This will enable us to contribute towards the aim of achieving IIP status for the whole University by the end of 2009.

We will continue to improve communications, develop an estates strategy and maintain the highest standards in respect of Health and Safety, ensuring compliance with all relevant legislation.

#### Contact

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#### Further information can be found on the web at:

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[www.cardiff.ac.uk/pgmde/deanery](http://www.cardiff.ac.uk/pgmde/deanery)

#### Biography

Richard Thomas, School Director of Finance, has twenty years' experience of working in the public sector, 16 of which have been in education. He is a fellow member of the Association of Chartered Certified Accountants, and was appointed to his current post in November 2006. He leads the financial management and financial reporting of all activities within the Deanery and liaises with Welsh Assembly Government, Cardiff University and other external stakeholders.

Jane Powell, Corporate Services Manager, has a Masters degree in Health Care Management and an MBA from Cardiff University. She is a member of the Postgraduate Management Board, the University's School Managers' forum and the Association of University Administrators. Jane is responsible for all University human resources activities, and acts as the Deanery's lead on Investors in People. In addition she manages the Deanery's premises and facilities ensuring that staff work in a safe, pleasant and comfortable environment. She has coordinated and advised the postgraduate education support services in NHS Trusts for the past seven years and advises the virtual network of 25 Postgraduate Centre Managers located in Trusts across Wales.

# Heads of Specialty Training Schools

The Heads of Specialty Training Schools in Wales are responsible for providing strategic leadership for the development of each of the Specialty Training Schools. They provide the overall delivery, management and quality assurance of training programmes that deliver the specialty curriculum and enable trainees to gain the relevant competences and experience. They will be working closely with individuals within the Deanery, Specialty Training Committee (STC) Chairs and Programmes Directors, Postgraduate Organisers, Royal Colleges and College Tutors, Trust personnel and educational supervisors to ensure that all training programmes across Wales meet Deanery and PMETB (Postgraduate Medical Educational and Training Board) standards for training. In addition they will be promoting high standards of quality in training and education in Trusts across Wales and supporting the Postgraduate Dean in the development of overarching deanery policies and strategies



Chris Callander  
Head of Specialty Training School for Anaesthetics



Dr Phil Matthews Sub Dean and Head of Specialty Training School for General Practice



Rhid Dowdle  
Head of Specialty Training School for Medicine



Christopher Roseblade  
Head of Specialty Training School for Obstetrics and Gynaecology



Peter Dale  
Head of Specialty Training School for Paediatrics



Brendan Mason  
Head of Specialty Training School for Public Health Medicine



Stephen Davies  
Head of Specialty Training School for Radiology



Louis Fligelstone  
Head of Specialty Training School for Surgery

## Head of Specialty Training School - Anaesthetics

### Area of responsibility

Postgraduate training in anaesthesia, intensive care medicine and acute care common stem programmes.

### What we do

For over 10 years the Welsh School of Anaesthesia has supported the training of up to 280 trainees in Anaesthesia and Intensive Care Medicine, based at 13 acute sites across Wales.

- We co-ordinate balanced 7-8 year training rotations that meet the differing needs of our many trainees.
- We encourage and facilitate trainee involvement in academic activities.
- We co-ordinate appraisal and assessment programmes that underpin appropriate trainee progression through the national curriculum.
- We provide individual and group career management sessions for all of our trainees.
- We ensure that appropriate less than full time anaesthetic training is facilitated.
- We work closely with the quality assurance unit to identify and act on areas of concern.
- We liaise with colleagues across the UK to ensure that Wales learns from and contributes to the development of best practice in anaesthetic training.

### Who do we report to?

We report to the Postgraduate Dean, Professor Derek Gallen and the Management Executive of the Deanery. We report any concerns about the training provided to the Quality Assurance Unit, and to the NHS trusts in Wales. We interact with the Individual Support Programme within Cardiff University and external agencies such as the RCA, GMC, BMA and NCAS.

### Aims and objectives this year (1 April 2008 - 31 March 2009)

#### How will we achieve this?

- There is an urgent need to review the complement of anaesthetic training posts in Wales. A full restructuring plan should lay the foundation for a move to universal delivery of quality training with reasonable prospects of appropriate career progression for trainees.
- The Welsh School of Anaesthesia will work with the Deanery to establish a robust school structure that identifies lead roles in areas such as curriculum delivery, recruitment, less than full time training, quality assurance, and support where poor performance is identified.
- To forge strong links with the Deanery Quality Assurance unit and develop a reliable end-of-placement evaluation programme.
- To introduce a meaningful ARCP process for trainees in anaesthesia.
- To assist the deanery in the introduction of on-line recruitment methods.
- To develop a programme of 'visits' to hospitals within the School: 100% of hospitals to be visited over a two-year period.

### Outline plan to 2010

- To assist the Deanery, WAG, health purchasers and Trusts in the process of defining and recognising specialist training activity. The aim is to professionalise this activity.
- Build strong advisory links to the Welsh Assembly Government.
- Gradual evolution of the complement of anaesthetic training posts in Wales, taking into account developments in national training programme guidance.
- Creation of additional two-year novice entry posts with February starts. This will facilitate staggered entry to the specialty.
- A reduction in the number of second year stand-alone training posts. The aim is for a ratio of CT2 to ST3 posts of less than 2:1.

- Contribute to the long-term planning of future manpower for anaesthesia in Wales, with consideration of the training/service interface.

## Contact

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Secretary, Specialty Training School - Anaesthesia

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## Further information can be found on the web at:

Welshschool.co.uk

## Presentations in 2006/2007

April 2007. Royal College of Anaesthetists Regional Advisers Meeting, London. PMETB Stakeholders meeting update

October 2007. Deanery Update Meeting for Chairs of STC and Programme Directors, Cardiff. The Autumn experience.

## Biography

Dr Chris Callander, Head of Specialty Training School – Anaesthetics

Chris Callander has been a consultant in Anaesthesia at the Royal Gwent Hospital since 1991. He has also spent time training in England, Scotland and South Africa.

Chris has always been interested in the practical implementation of effective and practical methods of medical training. As college tutor, he was involved with colleagues in setting up local and national training courses. He is currently a senior examiner at the Royal College of Anaesthetists and has been closely involved in the development of new exam formats. Chris has been Regional Adviser for Wales for the past two years and represents the Royal College of Anaesthetists at PMETB stakeholder meetings.

# Head of Specialty Training School - General Practice

## Area of responsibility

The Specialty Training School is responsible for annual recruitment of trainees to 12 GP speciality training programmes across Wales, the delivery of elements of nMRCGP and ensuring GP training meets the standards required by PMETB.

## What we do

The GP Specialty Training School is responsible for:

- Recruitment of doctors to GP Specialty Training Programmes in Wales via the GP Specialty Training Office (GP STO).
- Management of the Annual Review of Competence Progression for all GP trainees.
- Management and quality assurance of GP Specialty Training Programmes.
- Management and support for the system of workplace-based assessments which are part of the GP licensing exam, the nMRCGP.
- Recruitment, training and professional development of GP educators including GP Programme Directors, educational supervisors and GP trainers.

The Head of the Specialty Training School is Dr Phil Matthews who is supported by the Specialty Training Executive Group consisting of seven GP Associate Deans. The GP Specialty School Board, which meets three times each year and oversees the work of the GP Specialty Training School, is made up of representatives from GPC Wales, RCGP Wales, Local Health Boards, trainees, and consultants.

The Section employs 24 GP Programme Directors who are responsible for the local management of the 12 GP Training programmes. There are just over 400 GP trainees in either hospital or GP placements at any one time. The Section is also responsible for the recruitment, training and management 230 GP Trainers / educational supervisors based in approved training practices.

## Who do we report to?

The Specialty School reports to a Specialty School Board that in turn reports to the Deanery.

## Aims and objectives this year (1 April 2008 - 31 March 2009)

### How will we achieve this?

#### We aim to:

- To introduce an 18-month split model for general practice training from August 2008.
- To manage the process of Annual Review of Competence Progression for 400 trainees in June 2008.
- To develop the Primarycare website as the primary source of information relating to all aspects of GP training.
- To work with the Performance Management Unit of the Deanery to further develop an effective mechanism for the identification and support of GP trainees.
- To continue ongoing training in the RCGP e-portfolio for educational and clinical supervisors.
- To rationalise the funding allocation to GP Specialty Training Programmes.
- To introduce a new system of GP Specialty Training Programme Review Visits. The visits will focus on the management of programmes mapped against PMETB generic standards for training.

## Outline plan to 2010

- To make preparations for potential future changes to the structure of GP training.
- To continue to contribute at a UK level to the ongoing development of the selection process for GP Specialty Training.
- To continue to contribute at the UK level to the ongoing development of induction and remedial training for qualified GPs.



## Contact

GP Specialty and Prescribed Training:  
gpenquiries@cf.ac.uk / 029 20687508

Further information, including contact details for all administrative staff, Associate Deans and GP Educators can be found on the web at:  
<http://gp.cardiff.ac.uk>

## Biography

Dr Philip Matthews, Head of Speciality Training School for General Practice.

Phil Matthews, originally from Swansea, continues to enjoy his role as a partner in The Gower Medical Practice. He initially trained at St Mary's Hospital Medical School, qualifying as a doctor in 1984. Having first worked in Hillingdon Hospital, he then joined the Swansea GP training Scheme and completed his GP training in 1988. Three years later he became a GP VTS Course Organiser and continued in this role for 10 years. He gained a Masters Degree in Medical Education in 1997.

In 2001, Phil launched a Masters Degree in Primary care and also became the inaugural Director of 'The GP Clinical Fellowship Scheme', a salaried, academic and leadership-orientated programme for new GPs. In 2002, Phil was appointed Deputy Director of Postgraduate GP Education in Wales, leading on specialty training and on the prescribed training of qualified GPs. Early in his tenure he made significant contributions to the ongoing development of GP specialty recruitment procedures for the UK as a whole.

In 2007, Phil was appointed Sub-Dean and towards the end of last year took on the role of Head of the GP Specialty Training School. In addition, he continues to lead on the assessment and management of qualified GPs in Wales, who require induction to the GP workforce.

# Head of Specialty Training School - Medicine

## Area of responsibility

The School of Medicine is a complex organisation with a number of distinct strands of training:

- Core Medical Training to Level 1 of the curriculum in General (Internal) Medicine (Acute Medicine) and Acute Care Common Stem - Medicine in co-operation with the ACCS Lead.
- Higher Training in Medicine to Level 2 of the curriculum in General (Internal) Medicine (Acute Medicine) for trainees in specialties co-training with Acute & General Medicine.
- Higher Training in Medicine to Level 3 of the curriculum in General (Internal) Medicine (Acute Medicine) for trainees specialising in Acute & General Medicine.
- Higher Training in the following Medical specialties
  - Cardiology
  - Clinical Genetics
  - Clinical Neurophysiology
  - Clinical Oncology
  - Clinical Pharmacology
  - Dermatology
  - Endocrinology & Diabetes Mellitus
  - Gastroenterology
  - Geriatric Medicine
  - Genito-Urinary Medicine
  - Haematology
  - Infectious Diseases
  - Immunology
  - Medical Microbiology
  - Medical Oncology
  - Neurology
  - Palliative Medicine
  - Rehabilitation Medicine
  - Renal Medicine
  - Respiratory Medicine
  - Rheumatology
  - Sports Medicine
- Emergency Medicine: Acute Care Common Stem - Emergency Medicine and Higher Training in Emergency Medicine

## What we do

Training for each group of trainees is supervised by a Training Committee. Working with these committees we:

- organise training programmes in accordance with PMETB requirements
- recruit and select trainees
- ensure that there is an appropriate induction to the training programme for all new trainees
- support the provision and use of the e-portfolio by both trainees and their educational supervisors
- work with local lead educators (Postgraduate Organisers, Course Organisers, College Tutors) to ensure that each post in a programme provides high quality experience
- ensure that that regular educational supervision is provided
- ensure that all educational supervisors have received appropriate training (including teaching skills, appraisal and assessment skills and equality and diversity training) for their role as educators and assessors
- Ensure that trainees have access to well-informed and appropriate careers information, advice and counselling
- Are proactive in the identification of trainees needing additional help or guidance and see that remedial action is taken
- Monitor assessment of training including Annual Reviews of Competency Progression (ARCPs) and Penultimate Year Assessments (PYAs)

## Who do we report to?

The Postgraduate Dean

We also relate to the Joint Royal Colleges Postgraduate Training Board (JRCPTB) and its Specialty Advisory Committees (SACs), mainly through the Royal College of Physicians of London. We also relate to the College of Emergency Medicine.

## Aims and objectives this year (1 April 2008 - 31 March 2009)

### 1. Core Medical Training

We aim to improve the attractiveness of Wales as a training centre. At the launch of the next round of CMT appointments we will improve the description of the training offered in Wales on the Deanery's website. We will:

- make potential applicants more aware of the virtues of training in Wales using existing promotional material
- publish details of the hospitals in Wales, describing their academic and social strengths
- publish details of all CMT Programmes at the start of recruitment
- allow applicants to express their preferences for specific programmes at the time of application
- develop themed CMT programmes with placements selected to prepare a trainee for a particular career – eg Palliative Care
- improve the CMT Application Form and move to an electronic format as soon as possible

In order to improve the recruitment, selection and assessment processes we will continue to engage with Consultant Physicians to promote their involvement in the processes of recruitment, selection and assessment, specifically by:

- increasing regional autonomy in organisation
- holding CMT interviews in all three regions of Wales
- ensuring that we do not seek to interview more applicants than can be accommodated by the number of Consultants available to interview
- involving final year Specialist Registrars in the selection process as part of their training
- interviewing candidates in the region of their highest preference
- promoting a single UK-wide date for offers of programmes to be made
- holding ARCPs in each region
- seeking to professionalise the delivery of medical education
- promoting recognition of the increased commitment in time and effort required to deliver high quality education and its assessment
- Seeking remuneration for key office holders such as RCP College Tutors

### 2. Acute Care Common Stem – Medicine

The brief training in traditional general medicine undertaken by ACCS-Medicine trainees makes it difficult for them to acquire the appropriate medical competencies and to pass the Membership examination of the Colleges of Physicians. This year, a third year will be added to the ACCS-Medicine programme consisting of placements in general medical posts.

### 3. Higher Training in Medicine to Level 2 of the curriculum in General (Internal) Medicine (Acute Medicine) for trainees in specialties co-training with Acute & General Medicine

We need to strengthen the general medical training of those dually in a specialty and General Medicine. To do this a small core group of the STC will be formed to liaise with the specialty STCs and seek their assistance in both training and assessing the General Medical component of training.

### 4. Higher Training in Medicine to Level 3 of the curriculum in General (Internal) Medicine (Acute Medicine) for trainees specialising in Acute & General Medicine

Acute Medicine has become a popular career option and is the most rapidly expanding specialty within Medicine. A second Acute Medicine Higher Training programme is being created by post conversions in a number of hospitals in Southeast Wales. There is also the prospect of creating a similar programme in North Wales next year.

### 5. Higher Training in the 22 Medical specialties

The existing STCs in 21 of the 22 specialties have been in place for some time and have previously been evaluated by their parent SACs. Review of their training will continue according to PMETB requirements. Sports Medicine, however, is a new Specialty which will require its own Training Committee. Lead clinicians have been identified in Rheumatology and Cardiology who already have the appropriate training to participate in this STC.

### 6. Emergency Medicine

Future directions for Emergency Medicine will be set by the newly established College of Emergency Medicine.

## Outline plan to 2010

- In general much of the work identified in this year's aims and objectives will need to be continued the year after and in subsequent years.
- Quality Control will need to be established throughout the levels of training within the Trusts to meet PMETB requirements, and the School will itself need to have satisfactory Quality Management structures in place.
- Careers guidance will need to be implemented within the School in accordance with the Deanery's Career Strategy
- Core Medical Training:
  - We will see the abolition of run-through training with the creation of a single training grade, the Core Medical Trainee.
  - Recruitment, selection and assessment will be managed locally by the three Regional CMT Programme Directors.
  - Training programmes will be modified in the light of feedback from the Trainees' Survey and local reporting.
  - There is a possibility of a three-year Core Training Programme, which will demand a re-drafting of all current Core Medical Training programmes.
  - We will seek to translate the current curriculum into a syllabus to be delivered throughout Wales.
  - Best practice in training for practical procedures will be identified and promoted across Wales.
  - Training using advanced simulation for emergency situations will be introduced.
- Acute Care Common Stem - Medicine
  - This will be a three-year programme.
- Higher Training in Medicine for trainees in specialties co-training with Acute & General Medicine (Level 2) will be further developed with an increasingly robust STC in G(I)M introducing its own ARCPs in parallel with those of the parent specialty.
- Higher Training in Medicine for trainees specialising in Acute & General Medicine (Level 3) will develop further with the establishment of more posts approved for higher training in the specialty, and possibly further Training Programmes.

- Higher Training in the following Medical specialties
  - The work of the STCs will continue with closer involvement of the School Board.
  - The Higher Training Programme in Sports Medicine will be established and functioning.
- Emergency Medicine
  - It is likely that there will be developments in training in Emergency Medicine, particularly relating to closer working with Primary Care and Acute Medicine.

## Contact

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## Biography

Dr Rhidian Dowdle, Head of Specialty Training School – Medicine

Rhid Dowdle was born near Swansea and educated at the Bishop Gore Grammar School, Gonville and Caius College, Cambridge and the Middlesex Hospital Medical School, London. He has worked in many parts of the United Kingdom and was appointed Physician and Cardiologist at East Glamorgan General Hospital in 1980.

Throughout his career, three things in particular have been important to him – the care of the acutely ill patient, the challenges of Cardiology and the welfare and education of trainees. The first of these led to his involvement in the Acute Medicine movement. He was a founder member and is the current President of the Society for Acute Medicine.

In Cardiology he has a particular interest in cardiac rhythm disturbances and electrocardiography. In the field of training he was first able to make significant interventions when he was Postgraduate Organiser, RCP College Tutor and later Clinical Director for Medicine at the East Glamorgan General Hospital. It was here that he introduced the first induction courses in Wales and set up early morning teaching sessions, which are still in place today. He currently instructs on a variety of training courses including ALS, MedicALS, the Generic Instructor Course, ALERT and recently IMPACT. He has successfully completed the first RCPL Physicians as Educators course.

In 2000 Rhid was elected Regional Advisor for the Royal College of Physicians, and in 2003 became Regional Speciality Advisor in Acute and General (Internal) Medicine. This involved him in training matters at a UK-wide level on the Specialty Advisory Committee in Acute and General (Internal) Medicine, part of what is now the Joint Royal Colleges Postgraduate Training Board. He also represents the Royal College of Physicians on the Steering Group of the National Confidential Enquiry into Patient Outcomes and Deaths (NCEPOD).

Recently he was a member of the Working Group on Acute and General Medicine and the Acute Medicine Taskforce, both at the Royal College of Physicians of London.

# Head of Specialty Training School - Obstetrics & Gynaecology

## Area of responsibility

Postgraduate Training in Obstetrics and Gynaecology

## What we do

Our mission is to help trainees achieve their maximum potential in the specialty of Obstetrics and Gynaecology.

Training in Obstetrics and Gynaecology is evolving. The RCOG has developed a curriculum that should train individuals to be part of the NHS workforce in the 21st century. The school of Obstetrics and Gynaecology in Wales is focused on delivering this curriculum and meeting PMETB Generic Standards for Training.

We look after the training of approximately 110 trainees in Obstetrics and Gynaecology, and liaise with the School of General Practice to deliver training for approximately 40 General Practice Trainees. This training is delivered in all NHS Trusts in Wales.

We assess training needs and match trainees with appropriate training locations, which are focused on three areas covering the whole of Wales – North, South and West, and South and East. Training tends to be located in one of these regions for the first five years. Trainees are then located in the region or hospital that can best deliver the Advance Training Skills Module that they need.

We co-ordinate appraisal and assessment programmes that underpin appropriate trainee progression through the national curriculum.

We contribute to Obstetrics and Gynaecology on a UK level through active involvement in the work and committees of the RCOG.

## Who do we report to?

We report to the Postgraduate Dean, Professor Derek Gallen and the Management Executive of the Deanery.

The School of Obstetrics and Gynaecology reports via:

- Meetings of the Heads of School chaired by the Vice Dean and Director of Hospital Practice.
- The work of the Quality Assurance Committee.
- The minutes of the Obstetrics and Gynaecology STC.

## Aims and objectives this year (1 April 2008 - 31 March 2009)

- We will plan a strategy that will attract high quality candidates to Obstetrics and Gynaecology for appointments in Wales from 2009. We will also introduce Core Training in O&G in Wales alongside Run Through Training.
- We will collaborate with the RCOG in developing the system of recruitment used in 2008.
- We will formulate plans for the numerous FTSTA posts that are currently available in Wales and extend RCOG Double Sponsorship. Plans for Trust Registrar Appointments will be finalised so that we have the right people in the right locations.
- We will contribute fully to the work of the Deanery QA Committee and respond as appropriate to the PMETB Survey 2007.
- The role of the RCOG College Tutors will be developed by encouraging the use of the Educational Supervisors' Contract when this is finalised by Deanery.
- We will review the ARCP process in 2007.
- An RCA from a neighbouring region will be appointed to provide an external component to QA of O&G training.
- We will develop a method of collating responses provided by trainees in End of Placement Evaluation Forms and explore electronic methods of capture.

## Outline plan to 2010

- We will work with the Wales Programme Board to develop Specialty training.
- An appropriate method of appointment for School Executive and Operational Leads will be finalised.

- We will ensure that appointments are staggered so that the lead roles in the School of O&G do not all change at the same time.
- We intend to participate actively in Careers Fairs in Wales to attract trainees into O&G.
- We will ensure that the needs of Trainers are being met and respond to the PMETB survey of trainers.

## Contact

### Mr Chris Roseblade

Head of Specialty Training School –  
Obstetrics & Gynaecology

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## Further information can be found on the web at:

[www.mmcwales.org/specialty-training/specialty-schools/specialty-training-school-for-obstetrics-gynaecology](http://www.mmcwales.org/specialty-training/specialty-schools/specialty-training-school-for-obstetrics-gynaecology)

[www.rcog.org.uk](http://www.rcog.org.uk)

## Biography

Mr Chris Roseblade, Head of Specialty Training School – Obstetrics & Gynaecology

Chris Roseblade was formally appointed as Head of School in December 2007 after acting as interim Head of School for 18 months. He has been involved in education and training since his appointment as a consultant in Wrexham in 1993. He has been a RCOG College Tutor, a North Wales Regional College Adviser, Chair of O&G STC in Wales, a member of RCOG part 2 MRCOG MCQ committee and the RCOG Specialty Education Committee. He also served as Postgraduate Organiser in Wrexham for over three years.

# Head of Specialty Training School - Paediatrics & Child Health

## Area of responsibility

The Training School of Paediatrics and Child Health is the most recently developed School in the Wales Deanery. It is responsible for ensuring that trainees receive the highest quality training in all units across Wales. The School closely follows the standards set out by PMETB.

## What we do

We are responsible for the support and training of more than 200 trainees in general paediatrics, sub-speciality areas and neonatal intensive care in 13 acute units in Wales.

Trainees often start their paediatric training in the foundation programme, and then progress through core training years and develop sub-specialist skills including neonatal intensive care. This prepares them for their role as consultants managing children and their families.

- We recruit to the paediatric speciality through the national recruitment programme.
- The current Head of School is also Regional Advisor for Paediatrics in Wales and therefore the School has developed a close relationship between the Deanery and the Royal College of Paediatrics and Child Health, with local offices in Cardiff. We maintain very close contact with Educational Supervisors and College Tutors in each Trust to ensure that training is closely following standards set by the Royal College of Paediatrics and Child Health.
- We co-ordinate the appraisal and assessment of all trainees through the Annual Review of Competence Progression (ARCP) and RITA processes.
- We meet regularly with speciality schools from across the UK to discuss developments in neighbouring Deaneries and lead in many areas of national training and development.
- We encourage trainees to undertake Royal College examinations at the earliest opportunity in their training and strongly support their academic activities both in Wales and across the rest of the UK.

- We provide individual career advice and help trainees develop important management skills in preparation for their consultant appointments.

## Who do we report to?

We report to the Postgraduate Dean and the Royal College of Paediatrics and Child Health through their offices in Cardiff and London.

## Aims and objectives this year (1 April 2008 - 31 March 2009)

- The School of Paediatrics and Child Health will further develop a structure that encourages lead roles in training (both of trainees and supervisors), quality assurance, support for less-than-full-time trainees and identify a lead for trainees in difficulty.
- We will establish the ARCP process by arranging individual meetings with the paediatric trainees in line with our very successful RITA process.
- We will ensure that both Educational and Clinical Supervisors are fully trained in the use of the e-portfolio.
- We will develop close links with the Deanery Quality Assurance Unit in order to maintain high quality educational standards and ensure standardisation of the workplace-based assessments.
- We will re-establish school visits to all training units in Wales to discuss training with both consultants and junior doctors.

## Outline plan to 2010

- To continue to develop the school structure in line with the changing needs of both trainees and their supervisors.
- To continue a national recruitment process to encourage trainees from other Deaneries to train in Wales.
- To build strong links with the Welsh Assembly Government and give advice on paediatric training as well as future manpower changes

that will occur within acute paediatric units.

- To develop a new range of training courses for all levels of trainees and consultants with support from the Deanery Education Department.
- To make progress on the conversion of FTSTA posts to training posts in line with UK Royal College of Paediatrics and Child Health guidelines.

## Contact

### Dr Peter Dale

Head of Speciality Training School – Paediatrics and Child Health

T - 01633 656125

E - peter.dale@gwent.wales.nhs.uk

E - kelly.page@gwent.wales.nhs.uk (secretary)

## Biography

Dr Peter Dale, Head of Speciality Training School – Paediatrics and Child Health

Peter Dale trained in Newcastle-upon-Tyne and continued in several large children's hospitals throughout the UK.

In 1999 he was appointed as consultant paediatrician with an interest in paediatric gastroenterology both in the Royal Gwent Hospital and the University Hospital of Wales, Cardiff as a member of the Wales Paediatric Gastroenterology Network.

He has always actively participated in undergraduate and postgraduate specialist education, both nationally and internationally. He was appointed as Royal College Tutor in his second year as consultant for a period of 4 years. During this time he implemented many new teaching methods in paediatrics and initiated both local and national paediatric courses including a very successful All Wales MRCPCH Clinic and Slide courses. Peter hosted the only National Paediatric Gastroenterology Grid Trainees course regularly available in the UK.

As MRCPCH and DCH examiner, he hosted both examinations at the Royal Gwent Hospital (the first time in the hospital's history) and has been involved in developing the new national examination format. As the only paediatric member of the Gwent–Southern Ethiopia Health Link, currently the strongest health link between Wales and Africa, he enjoys the challenge of regularly visiting this region, providing teaching support for local healthcare professionals.

Following his appointment as Deputy Regional Advisor in Paediatrics in Wales in Autumn 2007 he was appointed as Head of School for Paediatrics in January 2008 and combines this post in one of the most recently-developed Training Schools with Regional Advisor from June 2008. These appointments will allow him the opportunity to formalise and strengthen the link between the Wales Deanery and Royal College and to improve the standards and quality of education, supervision of trainees and the training process. He greatly enjoys these leadership roles and looks forward to helping develop the school structure to allow this very important process to take place.

# Head of Specialty Training School - Psychiatry

## Area of responsibility

To supervise recruitment and training in Postgraduate Psychiatry across the Welsh Deanery.

## What we do

The Welsh School of Psychiatry supervises the recruitment and training of doctors in all psychiatric specialties in Wales. This involves the organisation of recruitment, annual appraisals of trainees at all levels, managing training rotations and, where appropriate, recommending doctors for an appropriate Certificate of Completion of Training. The School is also responsible for delivering quality assurance to training schemes and rotations across Wales and identifying failing trainees and delivering remedial training where appropriate.

## Who do we report to?

The School reports to the Postgraduate Dean, Professor Derek Gallen, and the Vice Dean, Professor Howard Young.

## Aims and objectives this year (1 April 2008 - 31 March 2009)

### How will we achieve this?

A priority for the coming year will be consolidation of the School of Psychiatry, including appointments to a number of posts which are still vacant. We are presently working on the establishment of a quality assurance framework which can be applied across Wales. The purpose of this is to monitor standards of training across Wales and take corrective action should the standard of training be deemed insufficient.

## Outline plan to 2010

The Welsh School of Psychiatry intends to stabilise the current training programmes following the introduction of MMC and the substantial changes during the following years.

We intend to have a process of adaptation to these changes in terms of the structure of training posts and their distribution. Through a robust system of quality assurance and selection we intend to deliver an eclectic body of psychiatrists fit to take up the role and responsibility of Consultant Psychiatrists in Wales.

## Contact

### Professor Gary Sullivan

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## Biography

Professor Gary Sullivan Head of Specialty Training School – Psychiatry

Following graduation from the Welsh National School of Medicine in 1982, Gary undertook Vocational Training in General Practice, acquiring the MRCPGP, before switching to training in Psychiatry in South Wales leading to the MRCPsych degree. Gary completed Higher Psychiatric Training on the South Wales rotation. During this time he obtained the MSC in Psychiatry degree and subsequently obtained a MBA and degree of MD.

He has worked as Consultant Psychiatrist in the Cynon Valley since 1997 and from 2000 to 2008 was Clinical Director for Mental Health Services in North Glamorgan NHS Trust.

Since 2002 Gary has been Training Programme Director for General Adult and Old Age Psychiatry in South Wales, and since 2006 has been Regional Advisor for Psychiatry in Wales. In October 2007 he was appointed Head of Welsh School of Psychiatry.

# Head of Specialty Training School - Public Health

## Area of responsibility

The Public Health Specialty Training School is a single specialty school with 21 trainees.

The MMC specialty training programme runs over a five-year period and replaces the former higher specialist training programme. Public Health Specialty Registrar posts are also open to individuals with backgrounds other than medicine.

## What we do

We manage the Public Health Specialty Training Programme in Wales, including:

- Determining the arrangements for the appointment of trainees and nominating consultants to sit on appointment panels for short-listing and interviewing.
- Determining the initial placement of trainees and subsequent rotation.
- Allocating educational and academic supervisors to trainees.
- Contributing to the development and delivery of the Masters in Public Health, Cardiff University.
- Delivering tutorials to prepare trainees for the Part A MPPH examination.
- Organising annual Training the Trainer courses.
- Ensuring that education supervisors, academic supervisors and attachment/project supervisors provide appropriate support for trainees, which includes appraisal through constructive and regular dialogue, feedback on performance and assistance in career progression.
- Undertaking the regular assessment of trainees in line with the ARCP/RITA process, including the provision of career counselling.
- Liaising with the Faculty of Public Health on training issues including the identification of CCT dates or equivalent.
- Monitoring and auditing the quality of the training programme.

## Who do we report to?

We report to Professor Derek Gallen the Dean of Postgraduate Medicine and Dental Education.

## Aims and objectives this year (1 April 2008 - 31 March 2009)

### How will we achieve this?

- We aim to develop, deliver, and evaluate a national recruitment system for public health. As a member of the national project team, we play a central role in the development of infrastructure to deliver the system. We produce and validate the material used in assessment and selection centres and evaluate the process as a whole to demonstrate its reliability.
- We will monitor the progress of the first trainees appointed under MMC to ensure that the training programme is delivering the new curriculum. The structure of the training programme has been revised in response to the new curriculum. Information from ARCPs and auditing will be used to ensure that trainees have the opportunities to achieve learning outcomes in the timescales laid down in the curriculum.
- We will ensure the consistent implementation of workplace-based assessment. Enhanced workplace-based assessment is required to underpin the Annual Review of Competence Progression. The Training the Trainer programme will be directed towards a process of assessment that is integral to the new curriculum.
- We will implement the quality assurance system. The Deanery quality assurance system will be implemented so that the programme meets, and can demonstrate that it meets, the minimum standards for training laid down by PMETB.

## Outline plan to 2010

- Development of the quality assurance system. To be effective, a quality assurance system should both monitor standards and improve the quality of training. It is essential to refine the quality assurance system so that standards, which are sometimes quite abstract, are developed into activities that demonstrate a link to outcomes. These outcomes must ultimately relate to the health of patients and populations.
- Review the structure of the scheme in response to changes in the structure of the NHS in Wales. The Welsh Assembly Government has issued a Consultation Paper on proposals to change the structure of the NHS in Wales. This is in addition to a previous initiative to develop a unified public health system. Both initiatives may require changes in the structure of the public health speciality training scheme.

## Contact

### Dr Brendan Mason

Head of Specialty Training School - Public Health

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## Presentations in 2006/2007

### Workshop

Training the Trainer, Swansea, September 2006.

The new public health curriculum, Cardiff, May 2007.

### Presentation

Pashayan N, Duff C, Mason BW. Selection into specialty training in Public Health: performance of the Medical Training Application. Service short listing. In: Recruitment into Foundation and Specialist Training Programmes in the UK, London, 12th December 2007. London: Association for the Study of Medical Education, 2007, 3.

## Research papers and publications in 2006/2007

### Research Paper

Pashayan N, Duff C, Mason BW. Selection into specialty training in Public Health: performance of the Medical Training Application Service short listing. *Journal of Public Health* 2007; 29: 331-337.

## Biography

Dr Brendan Mason, Head of Specialty Training School - Public Health Medicine.

Brendan graduated from the University of Leicester in 1988. After senior house officer posts in Infectious Diseases, General Medicine, Public Health Medicine, and Obstetrics and Gynaecology, he joined the West Midlands Public Health Medicine training scheme.

His training in public health included a registrar post in Coventry and a senior registrar post in Warwickshire. Brendan was employed as a Consultant in Communicable Disease Control/ Consultant in Public Health Medicine by Iechyd Morgannwg Health between September 1996 and March 2002.

Since September 2001, he has undertaken the role of Senior Clinical Tutor at the Clinical School, University of Wales, Swansea. He was appointed as a Consultant Epidemiologist at the National Public Health Service for Wales Communicable Disease Surveillance Centre in March 2002.

Brendan's teaching commitments include the Masters in Public Health at Cardiff University, where he is an honorary Senior Lecturer in the Wales College of Medicine. Previously, he served two terms as the Deputy Faculty Advisor, was the lead Faculty Visitor for the West Midlands Deanery, and a Part II MPPH examiner. He is currently a member of both the Faculty of Public Health's education committee and the equivalence committee. Brendan has been an assessor for the UK Voluntary Register for Public Health Specialists since it was established in 2003.

# Head of Specialty Training School - Radiology

## Area of responsibility

Clinical Radiology

## What we do

- Clinical Radiology
- Training Schemes throughout Wales
- Approx 35 trainees in the South and approx 10 trainees in the North
- ST1-ST5 training according to the Royal College of Radiologists Curriculum.

## Who do we report to?

The School reports to the Postgraduate Dean for Wales and the Management Executive of the Wales Deanery.

## Aims and objectives this year (1 April 2008 - 31 March 2009)

### How will we achieve this?

- We aim to develop administrative support to enable the school to run effectively and deliver QA and ARCP requirements.
- Our quality assurance process will be redesigned in line with the PMETB framework.
- We will redesign the RITA process to meet ARCP requirements for new trainees.
- Workplace-based assessments will be developed, lead by the Royal College of Radiologists.
- A full review of the recruitment process will be undertaken.

## Outline plan to 2010

The next two years will provide a period of consolidation for changes that result from the above initiatives. Ongoing review and assessment of clinical processes and training provision will ensure that our activities continue to be of the high quality and conform to professional guidelines.

## Contact

### Dr Stephen Davies

Head of Specialty Training School - Radiology

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## Further Information can be found on the web at:

[www.wrts.org.uk](http://www.wrts.org.uk)

## Biography

Dr Stephen Davies, Head of Specialty Training School – Radiology

Dr Stephen Davies is a consultant radiologist at Royal Glamorgan Hospital. After graduating from Cambridge in the 1970s, he moved to the Royal London Hospital for clinical studies and radiology training. He has been involved with education for a number of years both locally and within the Royal College of Radiologists. Currently, he serves on the specialty advisory committee and is regional adviser. These roles, he believes, provide a real opportunity for specialty-specific input into the new world of PMETB. He has recently completed the postgraduate certificate in medical education based at Cardiff University. Stephen is also President of the UK Radiology Congress for 2008 and 2009.

# Head of Specialty Training School - Surgery

## Area of responsibility

The Training School of Surgery has recently been developed in line with PMETB recommendations. The School is responsible for Core Training in Wales and postgraduate surgical training across ten specialties.

The overall purpose is to deliver high quality surgical education and to meet the standards set out by PMETB.

## What we do

We are responsible for postgraduate surgical training. In addition to traditional training in medical, diagnostic, therapeutic and communications skills, as a craft specialty we need to ensure that generic and specialist surgical skills are acquired.

Training progresses from the acquisition of basic generic surgical skills in Core years to specialty-specific skills learned during subsequent dedicated training periods. The final stage of training needs to prepare the young surgeon for the rigours of clinical practice at consultant level.

This is a time of considerable change for surgical training. The Colman Training Scheme has been superseded by MMC. The four UK Surgical Royal Colleges have worked together to develop a new curriculum – the Intercollegiate Surgical Curriculum Project (ISCP) – which covers all aspects of surgical training from Core Training to Certificate of Completion of Training. The curriculum clearly lays out what is expected of trainee and trainer according to the indicative year of training and uses modern education assessment tools. The ISCP curriculum is now in the public domain and can be accessed at the website shown on this page. The Training School of Surgery is working with the Deanery and Royal College of Surgeons to roll out the ISCP.

In order to ensure that the highest quality education is delivered, we work with the Quality Assurance in the Deanery and directly with the QA department of the Royal College of Surgeons to continually improve on the status quo.

Core Training is currently being reviewed across all specialties. In the past, rotational appointments were based within single Trusts or hospitals but

have now been redesigned on a regional basis.

Where certain specialties are concentrated on one site we have been able provide enough flexibility to ensure optimal experience for trainees.

## Who do we report to?

We report to Professor Derek Gallen, The Postgraduate Dean, and the Royal College of Surgeons of England, via the Welsh Board of Royal College of Surgeons.

## Aims and objectives this year (1 April 2008 - 31 March 2009)

### How will we achieve this?

The demands made on a multi-specialty school are considerable, so our aims are quite diverse. We have established the Executive Committee of the School to:

- Ensure Quality Assurance improvements in Surgery. This will be achieved through the creation of a formal Quality Assurance committee. The committee will receive, process and act, with Deanery support, to develop and improve on existing training and disseminate good practice that is identified across specialties.
- Establish an effective Annual Review of Competence Progression (ARCP) process. Core Surgical Training (CST) is a new programme which replaces a relatively haphazard process which varied according to the individual rotation organiser. The CST committee will formalise the process. There will also be Stepwise development for ST1, 2 and 3 trainees appointed in 2007, and newly-appointed trainees in 2008.
- Manage changes that result from central UK MMC policy, the MMC Programme Board for Wales, and the Joint Committee on Surgical Training and PMETB. This involves developing an improved communications strategy within the School and improving lines of communication between the Deanery, the Royal College of Surgeons and the Joint Committee on Surgical Training.

In collaboration with the Education Department of the Deanery we obtained a grant from the Royal

College of Surgeons ISCP group to carry out an evaluation of aspects of the ISCP. We are in the final stages of submission of the report.

### Outline plan to 2010

- To develop formal structures within the School of Surgery which meet the PMETB requirements for postgraduate training.
- To continue to roll out the ISCP across all specialties.
- To work with the various departments within the Deanery to promote a Quality Assurance culture which demonstrates the highest standards that we can achieve.
- To develop links with the education department within the Deanery to enhance the education programmes that we deliver within Wales, based on sound educational principles.
- Expand the range of courses available within the Principality for our Core and Senior Trainees.

### Contact

**Mr Louis Figlestone**

Head of Specialty Training School - Surgery

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Further information can be found on the web at:

[www.ISCP.ac.uk](http://www.ISCP.ac.uk)

### Presentation during 2006/7

Attraction Or Aversion? The educational supervisors' Responses To A Web-Based Learning Site For Surgical Trainees. L Pugsley, J MacDonald, L Allery and S Brigley: School of Postgraduate Medical and Dental Education, Cardiff University. Ottawa Conference, Melbourne, Australia 2007.

### Biography

Louis Figlestone, Head of Specialty Training School – Surgery

Louis Figlestone is a graduate of University of Wales College of Medicine. He undertook postgraduate training in South Wales, Bristol, Hertfordshire, and Charing Cross Regional Vascular Unit, Imperial College London.

He is a full time vascular surgeon, but has a focused interest in postgraduate surgical training. He is an internal examiner for MBBCh, External Examiner final MBBS for the Imperial College of Medicine, and External examiner (OSCE 3rd year) at Oxford University. He was previously Royal College Surgical Tutor at Swansea NHS Trust, Chair of the Basic Surgical Training Committee for South Wales and, latterly, Core Surgical Training Programme Director for Wales.

He is a member of Core Surgical Training Forum of Royal College of Surgeons, the Intercollegiate Surgical Curriculum Project Forum and Implementation Group, and the Joint Committee of Surgical Training QA & ISCP oversight committee. As a member of the new Core Surgical Training Committee he has taken the lead in developing Themed Training Programmes in co-operation with Higher Specialty Training Committees. The programmes contribute to the Modernising Medical Careers initiative.

# Appendix

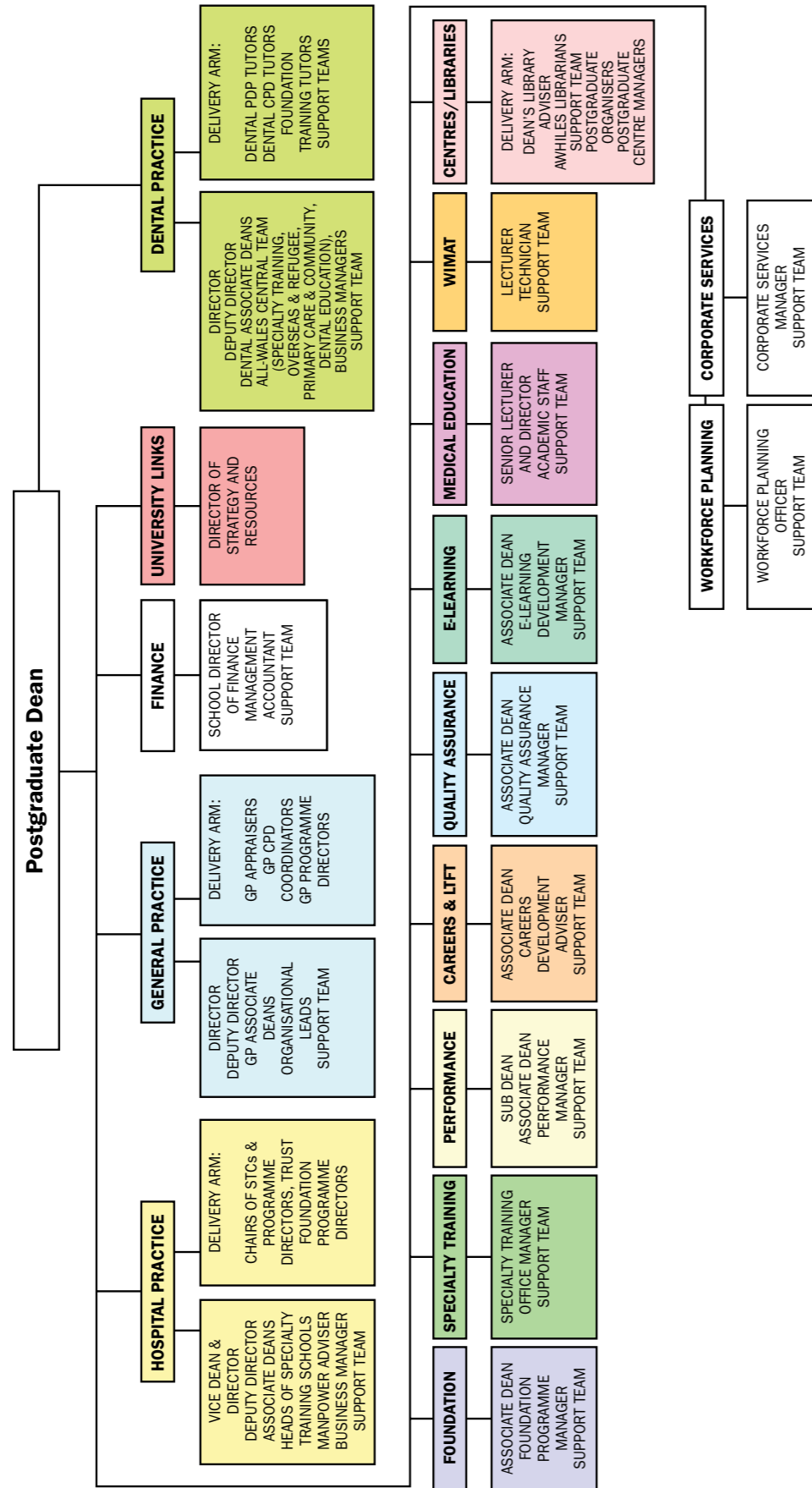
1 Organisational Chart

2 Outposted Wales Deanery Staff



# Appendix 1

Organisational Chart Wales Deanery



# Appendix 2

Outposted Wales Deanery Staff

GP Associate Deans			
Name	Title	Area	Email Address
Hopkin, Mair	GP Associate Dean	S East Wales	mair.hopkin@btconnect.com
Lewis, Gordon	GP Associate Dean	South Wales	gordon@lewisgh.demon.co.uk
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Richards, Keith	GP Associate Dean	Appraisal	keith@fforestfach.demon.co.uk
Rogers, Alan	GP Associate Dean	MMC	alan@llynfi.demon.co.uk
Saul, Peter	GP Associate Dean	North Wales	peter.saul@dr.com
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GP Specialty Training Programme Directors			
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Rowlands, Mark	Appraisal Co-ordinator (North)	Denbighshire, Flintshire, Wrexham	mark@babell.freemove.co.uk
Scourfield, Alun	Appraisal Co-ordinator (Gwent)	Gwent	alun.scourfield@btinternet.com
Vacant	Appraisal Co-ordinator (West Wales)	Carmarthenshire, Ceredigion, Pembrokeshire	Vacant
Whitfield, Kate	Appraisal Co-ordinator (Mid/East)	Merthyr, Monmouthshire, Powys	kate.whitfield@doctors.org.uk

GP CPD Coordinators			
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Ings, Margaret Burrell, C	GP CPD Co-ordinator	Pembrokeshire	margaret.ings@ukgateway.net drccburrell@doctors.org.uk

GP CPD Coordinators (cont.)			
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