



Year 5 MBChB

Workbook

Academic year 2018/19

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Name

How to use this book

This is your Year 5 workbook. By the end of year 5 you will have gained the skills to be able to perform effectively as a Foundation Year 1 Doctor (F1). These skills are encapsulated within the 16 Entrustable Professional Activities (EPAs) that are described in your year 5 handbook. To be confident when starting your new role you need to spend time practising in the clinical environment. Your year 5 work book is designed to allow you to see where you have experience related to the EPAs and where you need more. Completion of the workbook will also allow you to demonstrate to your tutors that you have taken part in the required breadth and depth of learning activities during Senior Medicine and Surgery and Preparing for Professional Practice. Completing the workbook across a range of settings will demonstrate your engagement with learning and supports your tutors in signing off that you have completed the year satisfactorily. Most of these activities should be part of your normal, day-to-day, work on the wards and in primary care. You should be able to fill these pages easily, and can add pages if you wish.

Evidence for satisfactory completion of activities other than your clinical competency assessments (CCAs) can be provided by any appropriate member of staff for example, the F1 or F2 doctor you are paired with, other more senior doctors, qualified nurses or registered allied health professionals or your clinical teaching fellows or tutors, but not by fellow medical students. Formative CCAs completed 'at the level expected' of a student about to become an F1 doctor will also provide evidence towards sign off of EPAs where suggested. CCAs must be completed with more senior doctors or qualified allied healthcare professionals.

In order to complete PPP and to be able to undertake your elective you need to provide evidence that you have engaged adequately in the unit and that you can be 'entrusted' to undertake all relevant activities at the level of an F1 doctor. Although you will collect evidence from various professionals, final 'sign off' of EPAs 1-14 can be done only by your PPP unit co-ordinator on review of this workbook. EPAs 15 and 16 can be signed off only at exam board. It is imperative therefore that enough evidence is included within this workbook to facilitate this sign off.

To ensure you are on track to complete this workbook we advise you to have 1-2 signatures against each EPA by the end of Senior Medicine and Surgery.

This workbook needs to be handed in to your academy administrator by **Friday March 15th 2019** so that the final sign off of EPAs 1-14 can be checked, completed and communicated to the internal exam board.

Signature confirming achievement of EPAs 1-14 within Academy	Name	Role	Date

The Bristol EPAs

You may wish to keep a tally or record of your signatures gained in the table below:

No:	EPA	
1	Gather a history and perform a mental state and physical examination	
2	Communicate clearly, sensitively and effectively with patients and relatives verbally and by other means	
3	Prioritise a differential diagnosis following a clinical encounter and initiate appropriate management and self-management in partnership with the patient	
4	Recommend and interpret common diagnostic and screening tests	
5	Prescribe appropriately and safely	
6	Document a clinical encounter in the patient record	
7	Provide an oral presentation of a clinical encounter	
8	Form clinical questions and retrieve evidence to advance patient care and/or population health	
9	Give or receive a patient handover to transition care responsibly	
10	Communicate clearly and effectively with colleagues verbally and by other means	
11	Collaborate as a member of an inter-professional team, both clinically and educationally	
12	Recognize a patient requiring urgent or emergency care and initiate evaluation and management	
13	Obtain informed consent for tests and/or procedures	
14	Contribute to a culture of safety and improvement and recognise and respond to system failures	
15	Undertake appropriate practical procedures	
16	Adhere to the GMC's guidance on good medical practice and function as an ethical, self-caring, resilient and responsible doctor.	

EPA 1: Gather a history and perform a mental state and physical examination

Suggested activities: Mini-CEX with mental state examination as focus; consultations in GP; AMT/cognitive assessment observed during assistantships, clerking in ED, MAU and pre-op clinic

Activity	Name & position of observer	Signature	Setting	Date	Performing at level expected at start of F1? – Not yet/yes	Strengths/support needed
OLC 1	Signed off electronically at end of long case					Record summary of feedback given if you wish
OLC 2	Signed off electronically at end of long case					Record summary of feedback given if you wish
Mental state exam						

EPA 2: Communicate clearly, sensitively and effectively with patients and relatives verbally and by other means

Suggested activities: Carry out observed consultations in GP, ED, Critical Care and MAU +/- relatives present; Patient Satisfaction Questionnaire (PSQ); complete discharge summaries; Mini-CEX with communication as focus

Activity	Name & position of observer	Signature	Setting	Date	Performing at level expected at start of F1? – Not yet/yes	Strengths/support needed

EPA 3: Prioritise a differential diagnosis following a clinical encounter, initiate appropriate management and self-management in partnership with the patient

Suggested activities: Enable self-care in GP consultations; present patients seen independently to GP; clerk patient/summarise issues on admission/transfer – clerking/documentation filed in notes

Activity	Name & position of observer	Signature	Setting	Date	Performing at level expected at start of F1? – Not yet/yes	Strengths/support needed
Mini-CEX						
CBD						

EPA 4: Recommend and interpret common diagnostic and screening tests

Suggested activities: Interpret pathology results; arrange investigations/procedures for a patient, interpret and follow up results

Activity	Name & position of observer	Signature	Setting	Date	Performing at level expected at start of F1? – Not yet/yes	Strengths/support needed
Mini-CEX						
CBD						

EPA 5: Prescribe appropriately and safely

Suggested activities *in addition to passing PSA*; Reconcile discharge summaries in GP; complete drug charts, prescriptions, electronic TTAs signed off by F1

**Note all prescriptions for anything to be administered to a patient must be countersigned by a qualified prescriber*

Activity	Name & position of observer	Signature	Setting	Date	Performing at level expected at start of F1? – Not yet/yes	Strengths/support needed

EPA 6: Document a clinical encounter in the patient record

Suggested activities: Patient clerking filed into notes; annotate ward round in notes; complete electronic patient records

Activity	Name & position of observer	Signature	Setting	Date	Performing at level expected at start of F1? – Not yet/yes	Strengths/support needed

EPA 7: Provide an oral presentation of a clinical encounter

Suggested activities: Present patient at CBD; hand over patient on take or on call; present patient at teaching; present patients seen independently to GP

Activity	Name & position of observer	Signature	Setting	Date	Performing at level expected at start of F1? – Not yet/yes	Strengths/support needed
CBD						

EPA 8: Form clinical questions and retrieve evidence to advance patient care and/or population health

Suggested activities: Present at teaching and tutorials; patient-based discussions

Activity	Name & position of observer	Signature	Setting	Date	Performing at level expected at start of F1? – Not yet/yes	Strengths/support needed

EPA 9: Give or receive a patient handover to transition care responsibility

Suggested activities: Give or receive handover on take, on call and/or on transfer of patients between wards, theatres and recovery; admit patients from GP

Activity	Name & position of observer	Signature	Setting	Date	Performing at level expected at start of F1? – Not yet/yes	Strengths/support needed

EPA 10: Communicate clearly and effectively with colleagues verbally and by other means

Suggested activities: Request investigations or interventions in person or on the telephone; complete discharge summaries; draft referral letters from GP

Activity	Name & position of observer	Signature	Setting	Date	Performing at level expected at start of F1? – Not yet/yes	Strengths/support needed

EPA 11: Collaborate as a member of an inter-professional team, both clinically and educationally

Suggested activities: Oncology & pall care CBD; work with nursing and allied health professionals to provide patient care; peer assisted learning scheme

Activity	Name & position of observer	Signature	Setting	Date	Performing at level expected at start of F1? – Not yet/yes	Strengths/support needed
Peer assisted learning scheme						

EPA 12: Recognise a patient requiring urgent or emergency care and initiate evaluation and management

Suggested activities: Assess patients with qualified doctor on take and on call; assess and initiate management of patients with supervision during acute and critical care placements; attend cardiac arrests with resuscitation teams

Activity	Name & position of observer	Signature	Setting	Date	Performing at level expected at start of F1? – Not yet/yes	Strengths/support needed

EPA 13: Obtain informed consent for tests and/or procedures

Suggested activities: Obtain consent for test/procedures within own clinical competence; record involvement in clinical trials

Activity	Name & position of observer	Signature	Setting	Date	Performing at level expected at start of F1? – Not yet/yes	Strengths/support needed

EPA 14: Contribute to a culture of safety and improvement and recognise and respond to system failures

Suggested activities: Attend GP or Trust governance meeting; involvement in quality improvement; mini-audit in GP; observe or involvement in incident reporting; involvement with safety protocols such as WHO checklist and attending safety briefings

Activity	Name & position of observer	Signature	Setting	Date	Performing at level expected at start of F1? – Not yet/yes	Strengths/support needed

EPA 15: Undertake appropriate practical procedures
 Suggested activities: Record any procedures undertaken or assisted with not included in the CAPS logbook
 NB CAPS logbook completion alone **is** sufficient for this EPA

Activity	Name & position of observer	Signature	Setting	Date	Performing at level expected at start of F1? – Not yet/yes	Strengths/support needed
CAPS logbook	Sign off at examination board					

EPA 16: Adhere to the GMC’s guidance on good medical practice and function as an ethical, self-caring, resilient and responsible doctor
 Suggested activities: Record relevant activities/discussions with seniors
 NB TAB alone is sufficient for this EPA sign off

Activity	Name & position of observer	Signature	Setting	Date	Performing at level expected at start of F1? – Not yet/yes	Strengths/support needed
TAB	Sign off through academic mentor at examination board					

Space to record extra activities and signatures

Activity and EPA it links to	Name & position of observer	Signature	Setting	Date	Performing at level expected at start of F1? – Not yet/yes	Strengths/support needed

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With thanks to Karen Forbes, Jo Howarth, Kaj Kamalanathan, James Seddon and Andrew Stanton, year 5 MB21 implementation group