Preparing for your PYA – what is it, how can you be successful and what happens next?

Dr Nigel Lane
Welcome

• I am an ST7 ¾ in AIM and GIM
• I have (almost) completed my training
• I hold a Diploma in Tropical Medicine
• I have ‘successfully’ completed my PYA
Aims

• What is the PYA?
• How should you prepare for your PYA?
• How can you be successful at your PYA?
• What are the differences between ARCP and PYA?
• What happens after your PYA?
What is it?

• PYA – Penultimate Year Assessment
When will it happen?

• 12 – 18 months prior to completion of training

• If you haven’t received an invitation – contact your LETB/deanery

(LETB – Local Education and Training Board established April 2013)
Aim of the PYA

• To review your progress against the curriculum you are following

• If you are dual accrediting in GIM or another specialty then you will have 2 PYAs
Preparation

- Prepare well in advance but.......... start now!

- Check your e-Portfolio
  - all ARCP outcomes logged against each year of training
  - all Educational Supervisor reports uploaded
Preparation cont....

• Complete the Summary of Clinical Experience (SOCE) form
• Update your CV
• Most recent Educational supervisor’s report
• Send it all via email to the JRCPTB (Joint Royal Colleges of Physicians Training Board) as per email instructions
**Joint Royal Colleges of Physicians Training Board**

**Summary of Clinical Experience for Penultimate Year Assessment**

Section 1: Please complete form in black ink and block capitals

<table>
<thead>
<tr>
<th>Last name: (as registered with the GMC)</th>
<th>Forenames: (in full)</th>
<th>Date of birth: (dd-mm-yy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lane</td>
<td>Nigel Christopher</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GMC Number:</th>
<th>Phone:</th>
<th>Fax:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6052018</td>
<td></td>
<td></td>
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</table>

<table>
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<tr>
<th>Address for correspondence:</th>
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<tr>
<th>Post Code:</th>
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</table>

<table>
<thead>
<tr>
<th>Specialty 1</th>
<th>Specialty 2</th>
<th>Date of MRCP: (or equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acute Medicine</td>
<td>General Internal Medicine</td>
<td>26-03-2009</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of appointment to SpR grade:</th>
<th>Provisional date for CCT:</th>
<th>NTN/VTN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-08-2009</td>
<td>06-08-2014</td>
<td>SEV/001/015/C</td>
</tr>
</tbody>
</table>

Section 2: Research - If you are counting research towards your CCT, has this been approved by the SAC  
☐ Yes  ☐ No (please tick box)

Title of Research Project: N/A

<table>
<thead>
<tr>
<th>Research start date: (dd/mm/yy)</th>
<th>Location of Research post:</th>
<th>Expected return to full time clinical training: (dd/mm/yy)</th>
<th>Expected CCT credit for research: (months)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
### SUMMARY OF CLINICAL EXPERIENCE FOR PENULTIMATE YEAR ASSESSMENT

**Section 3** Post-MRCP experience in the Registrar/Senior Registrar/Specialist Registrar grade. List all posts chronologically. Provide information about the nature of your on call commitment including post-receiving rounds, out-patient clinics and ward rounds. Use a separate sheet if necessary. Please include maternity leave dates and flexible training sessions, LAT appointments and overseas appointments and any other out of programme experience. Please indicate number of weekly sessions if flexible training.

<table>
<thead>
<tr>
<th>Hospital/Trust or Academic Department</th>
<th>Grade Reg/SR/SpR</th>
<th>Specialty(ies)</th>
<th>From (dd-mm-yyyy)</th>
<th>To (dd-mm-yyyy)</th>
<th>Training Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheltenham General Hospital (Gloucestershire Hospitals NHS Foundation Trust)</td>
<td>ST3</td>
<td>Acute Medicine</td>
<td>05-08-2009</td>
<td>04-05-2010</td>
<td>On Call: 1 in 11 on call (days, nights and weekends) with post take ward round; Ward Rounds: Daily ward round of patients with Consultant input as required. Procedures/Specialty Clinics: DVT and Acute Medicine clinic every 2 weeks, Exposure to all acute medicine procedures; Diabetes Clinic weekly.</td>
</tr>
<tr>
<td>Swindon General Hospital (Great Western Hospitals NHS Foundation Trust)</td>
<td>ST3 and ST4</td>
<td>Acute Medicine</td>
<td>05-05-2010</td>
<td>02-08-2011</td>
<td>On Call: 1 in 11 on call inc. nights and weekends with post take ward round; Ward Rounds: Daily ward round of patients with Consultant input as required. Procedures/Specialty Clinics: Gastroenterology clinic weekly, Exposure to all acute medicine procedures.</td>
</tr>
<tr>
<td>Frenchay and Southmead Hospitals (North Bristol NHS Trust)</td>
<td>ST5</td>
<td>Respiratory medicine (3 months); Geriatrics (3 months); ITU (6 months)</td>
<td>03-08-2011</td>
<td>31-07-2012</td>
<td>On Call: 1 in 10 on call inc. nights and weekends with post take ward round; ITU round every 2 weeks for 3 months. Ward Rounds: Twice weekly Consultant ward round in Medicine, Respiratory clinic every 2 weeks. Procedures/Specialty Clinics: Exposure to all acute medicine procedures.</td>
</tr>
<tr>
<td>Weston General Hospital (Weston Area Health NHS Trust)</td>
<td>ST6</td>
<td>Geriatrics (6 months) and Stroke Medicine (6)</td>
<td>01-08-2012</td>
<td>06-08-2013</td>
<td>On Call: 1 in 11 on call inc. nights and weekends; Ward Rounds: Weekly Consultant ward round with daily. Procedures/Specialty Clinics: Geriatric Clinic for 6 months; Parkinson’s Disease.</td>
</tr>
</tbody>
</table>
e-Portfolio Preparation

• Demonstrate awareness of ethical and legal issues. e.g. Reflective practice / ethics courses / completion of Good Clinical Practice (GCP) course

• Demonstrate evidence of teaching. e.g. Teaching observations / teaching evaluation forms / educational qualifications, such as Postgraduate Certificate in Medical Education
e-Portfolio Preparation cont....

• Demonstrate awareness of NHS structure and management, particularly around current NHS changes. This could include attendance at:
  – Management & Leadership courses
  – Clinical Governance meetings
  – Meetings with Commissioners
  – Medicines Management Committee
The PYA panel

• Two panel members (including chairperson)
• One external representative
• The postgraduate dean should also send a representative
• A second consultant physician should be present although he/she does not necessarily have to be from the specialty of the SpRs/StRs being assessed
The PYA will hopefully be combined with your ARCP
During the PYA

• You will be asked about your training and future aims
• In order to meet the curriculum requirements, the external representative will ask questions about your experience and training in areas usually delivered by courses (e.g. management, advanced life support and teaching) and attendance at study days, experience of audit, etc.
• These should be documented in the your e-Portfolio but you must be prepared to list the training attachments you have had to date and any specialist skill, sub-specialty or advanced specialist area module training you have received
## What’s the difference?

<table>
<thead>
<tr>
<th>ARCP</th>
<th>PYA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviews trainee progress against that year</td>
<td>Reviews trainee progress within whole programme</td>
</tr>
<tr>
<td>Compares regional/home trainees data per year</td>
<td>Compares national information across regions and years</td>
</tr>
<tr>
<td>Can be done without the trainee present</td>
<td>Cannot be done without the trainee present</td>
</tr>
<tr>
<td>Cannot review its own programme within the GMC requirements for quality assurance of training</td>
<td>Can provide enough data to review programmes in line with GMC quality assurance requirements</td>
</tr>
<tr>
<td>Reviews trainee competency</td>
<td>Reviews trainee confidence - provides trainee an opportunity to seek non-deanery opinion</td>
</tr>
</tbody>
</table>
Failure to attend your PYA

• The consequences may be significant

• You may be required to arrange to take your completed training record to the external representative at your convenience and in your own time (the assessor may live many miles away)
Following the PYA

- The external representative will complete a PYA report which will be sent to the JRCPTB office
- The JRCPTB will then inform you of any training requirements agreed and confirm the completion of training date (CCT)
- When the JRCPTB receives the PYA report from external representative, it will be checked. You will be notified of the mandatory and recommended targets by the JRCPTB - please note, the PYA/ARCP panel only advises and the final version is determined by the JRCPTB.
Around 4-6 weeks after your PYA you will receive....
Dr NC Lane MRCP(UK) MRCP(London)

29 August 2013

Dear Dr Lane

**Confirmation of ALM PYA Targets - SEV/001/015/C**

The JRCPTB office has received the report from your recent Penultimate Year Assessment in Acute Medicine.

The following targets were identified at your Acute Medicine PYA held on 11th July 2013:

- Mandatory: ALM audit service /quality improvement
- Mandatory: Register CPD on-line diary
- Mandatory: Specialist skill- diploma medical leadership

Please ensure all the mandatory targets made at your PYA are met by the time of your final RITA assessment(s). I strongly advise that you discuss these recommendations with your educational supervisors.

4 to 5 months prior to your provisional completion of training date we will send you a yellow Notification form, which you must complete and return to us as soon as possible, at least 6 weeks before your Completion of Training date. On page 3 of the form, your Training Programme Director must check the outstanding curriculum requirements identified at your PYA, the evidence you have produced to complete these curriculum requirements and the date when these targets were completed. Suitable examples of such evidence include certificates indicating attendance on a course, workplace based assessments as appropriate or an educational supervisor report.

Your first point of contact for all queries should be your Deanery or Training Programme Director. However, if you have a query, which cannot be resolved locally, please contact the JRCPTB office.

Yours Sincerely

Mumtaz Rahman
Certification and Trainee services Coordinator
JRCPTB targets

- Relax....
- You are responsible for informing your educational supervisor and TPD of the recommendations as well
- Do complete the mandatory targets set by the JRCPTB
- Collect evidence to prove you have completed the mandatory targets set by the JRCPTB
- Upload the evidence to your e-Portfolio
Around 4-6 months before your CCT date you will receive....
05 June 2014

CCT/CESR CP NOTIFICATION FORM FOR COMPLETION OF TRAINING

In order for the JRCPTB to recommend you to the General Medical Council (GMC) for entry onto the specialist register, we need to confirm and provide evidence that you have met all the curriculum and training requirements. Without this information a recommendation for CCT/CESR CP cannot be issued.

***Please read fully before completing this form***

- You will need to print off this form and fill in by hand as it has been intentionally protected. Should there be any mistakes or additional information to be included, please just make the amendments on the form in writing. This will then be updated upon receipt.
- For CCT - Please complete the training posts held table on page 2 including details of all training posts held since completion of Core Medical Training listing dates, detailing research and all periods of absence, including maternity or sickness leave.
- For CESR (CP) - All posts as above AND all other posts contributing towards your CESR i.e. all posts outside your substantive UK training programme such as overseas training or experience.
- Your Programme Director or suitable Deanery STC Representative for each specialty where relevant must indicate next to each PYA target that they have seen evidence of satisfactory completion and must date when that target is complete. The form will be returned to you if all the separate signatures are not obtained OR the form is incomplete.
- Your Programme Director or suitable Deanery STC Representative for each specialty where relevant must indicate that you have completed the necessary workplace based assessments and all areas of the curriculum satisfactorily.
- Your Final ARCP (outcome 6) must be uploaded onto ePortfolio. If you have a RITA G, this must be emailed to us. Your Final ARCP/RITA G, must cover all specialties for which you are expecting a listing on the Specialist Register. Your Final ARCP/RITA G will be arranged by your Postgraduate Deanery.
- Please email a copy of your current CV along with this form but do not simply refer us to your CV. The CV must provide information on the full dates (DD/MM/YY) of all your medical appointments, details of your ward rounds, clinics and on-call commitments, research and all periods of absence.

Please return the completed Notification Form to us via email once you have attended your Final ARCP/RITA G. Original copies are not required. Please visit our website to find the correct contact here: The JRCPTB: http://www.jrcptb.org.uk/about-us/contacts/Pages/Certification-and-Trainer-Services.aspx

When we have received the completed form, you will be emailed confirmation of receipt. The JRCPTB will obtain sign off from the SAC relevant to your specialties. Please note it may take 6 - 8 weeks to process your application once we have received it back from you. We will inform the GMC of the recommendation and the GMC will contact you so that you can obtain the completion certificate through their online process.

For further information on the completion process, please visit our website: http://www.jrcptb.org.uk/trainingsandcert/Pages/Completing-Training.aspx
### HIGHER MEDICAL TRAINING/SPECIALTY TRAINING

For CCT: List all posts & any periods of approved research undertaken since completion of CMT
For CESR (CP): List all posts as above AND all posts undertaken before entry into an approved substantive training programme which have been agreed as contributing towards your CESR (CP). For both routes: state all periods of sick leave, maternity leave or other leave of absence longer than one month. *If less than full time, please state session commitment per week 10 = full time

<table>
<thead>
<tr>
<th>HOSPITAL TRUST (or academic department)</th>
<th>GRADE (Acting up/Flexible/LAT Research/Sessions)</th>
<th>SPECIALTY(IES) and Supervising Consultant</th>
<th>From: DD AM YY</th>
<th>To: DDMM YY</th>
</tr>
</thead>
<tbody>
<tr>
<td>NORTH BRISTOL NHS TRUST</td>
<td>Acting up</td>
<td>ACUTE MEDICINE DR JOHN HO</td>
<td>01 06 14</td>
<td>- 01 11 14</td>
</tr>
<tr>
<td>NORTH BRISTOL NHS TRUST</td>
<td>ST 7</td>
<td>ACUTE MEDICINE DR JOHN HO</td>
<td>01 05 14</td>
<td>- 03 05 14</td>
</tr>
<tr>
<td>NORTH BRISTOL NHS TRUST</td>
<td>ST 7</td>
<td>TROPICAL MEDICINE DR TIA O'DRAKEY</td>
<td>01 05 14</td>
<td>- 01 06 14</td>
</tr>
<tr>
<td>NORTH BRISTOL NHS TRUST</td>
<td>ST 6</td>
<td>CARDIOLOGY DR GEORGE BOLTON</td>
<td>01 05 13</td>
<td>- 02 10 14</td>
</tr>
<tr>
<td>WESTON AREA HEALTH NHS TRUST</td>
<td>ST 6</td>
<td>GERIATRICS &amp; DEMENTIA DR JAMIE PAKER</td>
<td>01 05 12</td>
<td>- 06 05 13</td>
</tr>
<tr>
<td>GREAT WESTERN HOSPITALS NHS FOUNDATION TRUST</td>
<td>ST 5</td>
<td>RESPIRATORY GERIATRICS DR JESSICA OLIVER</td>
<td>03 08 11</td>
<td>- 31 03 12</td>
</tr>
<tr>
<td>GREAT WESTERN HOSPITALS NHS FOUNDATION TRUST</td>
<td>ST 4</td>
<td>ACUTE MEDICINE DR CHARLOTTE CANNON</td>
<td>01 05 11</td>
<td>- 02 05 11</td>
</tr>
<tr>
<td>GREAT WESTERN HOSPITALS NHS FOUNDATION TRUST</td>
<td>ST 3</td>
<td>ACUTE MEDICINE DR CHARLOTTE CANNON</td>
<td>05 05 10</td>
<td>- 05 08 10</td>
</tr>
<tr>
<td>GREAT WESTERN HOSPITALS NHS FOUNDATION TRUST</td>
<td>ST 3</td>
<td>ACUTE MEDICINE DR NIKKI HUNNER</td>
<td>05 05 10</td>
<td>- 04 05 10</td>
</tr>
</tbody>
</table>
ONLY TO BE COMPLETED BY Programme Director or Deanery STC Representative

I hereby confirm that (print trainee’s name) **NIGEL LANE**

has satisfactorily completed Higher Training in (please state specialties):

Specialty 1:
General (Internal) Medicine

and has produced evidence that any outstanding training projects identified at the PYA, ARCPs or at the time of curriculum transfer have been satisfactorily completed. Please list below all outstanding training projects completed and evidence produced.

<table>
<thead>
<tr>
<th>Specialty 1</th>
<th>Specialty 2 (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding Projects Completed</td>
<td>Outstanding Projects Completed</td>
</tr>
<tr>
<td>- Mandatory: Must complete sign off the other 40 curriculum competencies</td>
<td>- Mandatory: Must complete sign off the other 40 curriculum competencies</td>
</tr>
<tr>
<td>Please initial and DATE when targets were met</td>
<td>Please initial and DATE when targets were met</td>
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<tr>
<td>Other (please list):</td>
<td>Other (please list):</td>
</tr>
</tbody>
</table>

I/we confirm that Dr. **NIGEL LANE**

has successfully undertaken all the mandatory assessments required by the specialty(s), including:

<table>
<thead>
<tr>
<th>Specialty 1</th>
<th>Specialty 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSF [ ]</td>
<td>MSF [ ]</td>
</tr>
<tr>
<td>ACAT [✓]</td>
<td>ACAT [ ]</td>
</tr>
<tr>
<td>Mini-CEX [✓]</td>
<td>Mini-CEX [ ]</td>
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<tr>
<td>CBD [ ]</td>
<td>CBD [ ]</td>
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<tr>
<td>DOPS [ ]</td>
<td>DOPS [ ]</td>
</tr>
<tr>
<td>Audit [✓]</td>
<td>Audit [ ]</td>
</tr>
<tr>
<td>Other (please list):</td>
<td>Other (please list):</td>
</tr>
</tbody>
</table>

Deanery STC Representative Approval
We agree that an estimated CCT/ CESR (CP) date of (insert date 04/11/2014) is appropriate and has been agreed on RITA 01/ Final ARCP. [✓] (please tick to confirm)

We agree that the trainee has fully completed the relevant curricula and has completed all outstanding training identified at ARCPs, curriculum transfer, supervision meetings and PYAs. [✓] (please tick to confirm)

We agree that there are no outstanding complaints or causes of concern relating to this doctor. [✓] (please tick to confirm)

Specialty 1:
Name: **NIGEL LANE**
Date: 25/11/14
Signature
Email address of signatory:

Specialty 2:
Name: **NIGEL LANE**
Date: 01/07/14
Signature
Email address of signatory:

**Please circle Job Title: Training Programme Director**
STC Representative

**Please circle Job Title: Training Programme Director**
STC Representative
Final ARCP

• **May** be a good time to get the TPD to sign off your mandatory targets
• Ensure an Outcome 6 is recorded on your e-Portfolio
Recommended Outcomes from Review Panel

**Satisfactory Progress**

- 1. Achieving progress and competences at the expected rate

**Unsatisfactory evidence**

*If you recommend one of the denoted outcomes, you must provide reasons (U' code) why*

- 2. Development of specific competences required - additional training time not required
- 3. Inadequate progress by the trainee - additional training time required
- 4. Released from training programme with or without specified competences

**Insufficient evidence**

- 5. Incomplete evidence presented - additional training time may be required

**Recommendation for completion of the training programme (core or higher)**

- 6. Gained all required competences for the programme

**Outcomes for trainees out of programme or not in run-through training**

- 7.1. Satisfactory progress in or completion of the LAT / FTSTA placement
- 7.2 Development of Specific Competences Required – additional training time not required
- 7.3 Inadequate progress by the trainee – additional training time
- 7.4. Incomplete Evidence Presented - LAT / FTSTA placement

**Out of Programme**

- 8.1. OOPE (Experience)
- 8.2. OOPR (Research)
- 8.3. OOPC (Career Break)

**Note**: **OOPT must have an annual review and would therefore be reviewed under Outcome 1-5; not Outcome 8**

**Top-Up Training**

- 9. Top up training

Grade / Level at next rotation: **CCT**

Trainee due to remain on academic programme: **Yes** **No**
Once the JRCPTB are happy they have enough evidence....
Dr NC Lane MRCP(UK) MRCP(London)

26 August 2014

Dear Dr Lane

Completion of Higher Specialist Training

I am pleased to inform you that the Joint Royal Colleges of Physicians Training Board (JRCPTB), acting on behalf of the Royal College of Physicians of Edinburgh, the Royal College of Physicians & Surgeons of Glasgow and the Royal College of Physicians of London, is satisfied that you will have completed higher training in General (Internal) Medicine, Acute Internal Medicine on 04 November 2014.

In accordance with the General and Specialist Medical Practice (Education, Training and Qualifications) Order 2003, you are now entitled to apply to the General Medical Council (GMC).

On your behalf, the JRCPTB will recommend the award of the CCT to the GMC and they will contact you with regards to completing your entry on the specialist register.

Please note, effective from 31 March 2013, if you do not apply for your CCT with the GMC within 12 months of the CCT date, you will have to submit further evidence to satisfy their requirements for entry on the specialist register through CESR – the GMC will advise if this is necessary and more information can be found at http://www.gmc-uk.org/cctchanges. We strongly recommend you apply within 6 months of the completion date advised above.

The GMC will contact you directly with your certificate and inform you about entry on to the GMC’s Specialist Register. It is important that you act on the instructions given by the GMC to minimise any delay in your specialist register entry.

Yours Sincerely

Ms Kirstin Barnett
Head of Trainee Services - JRCPTB
Summary

• The PYA occurs 12-18 months before you complete your training so plan for it and prepare early
• If you are planning on gaining a CCT in more than one specialty, including GIM, then you will need a PYA for each specialty
• The PYA can only take place if you are physically there. So make sure you are there!
• After your PYA you will be contacted by the JRCPTB with mandatory targets. Make sure you complete them in good time to complete your training and ideally by your final ARCP.