



**Year 5 MBChB**

**Workbook**

**Academic year 2020/21**

Name .....

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## 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 on the Year 5 MBChB blackboard site. To be confident when starting your new role you need to spend time practising in the clinical environment. This year 5 workbook is designed to help you 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 support 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 completion of EPAs where suggested. CCAs must be completed with more senior doctors or qualified allied healthcare professionals.

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' for EPAs 1-14 can be done only by your PPP unit co-ordinator when they review your workbook. This does not have to be done face to face. 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 you must have at least one and preferably two signatures against each EPA by the end of Senior Medicine and Surgery.**

This workbook needs to be handed in to your academy administrator by 12 noon **Friday 19<sup>th</sup> March 2021** so that final sign off for EPAs 1-14 can be 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 and any other OLC's required can be included here

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; use of aids for those with difficulties with communication; use and confidentiality issues with interpreters/language line

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; discuss evidence for patients' management plans

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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