**Palliative Medicine PYA Checklist**

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| **PYA Information Required** | **Required Details** |
| **Name of Trainee** |  |
| **Trainee GMC Number** |  |
| **NTN Number** |  |
| **Training Region** |  |
| **ST3 Start Date** |  |
| **Curriculum Followed** |  |
| **Date of last ARCP** |  |
| **Additional Training Time required?** | Y  N |
| **Type of Training** | FT  LTFT |
| **Name of PYA Assessor** |  |
| **Date of PYA** |  |
| **Has there been a previous PYA?** | Date:  Details of Outcome: |
| **Generic Curriculum Requirements** | |
| **Have reports from all supervisors been reviewed?** | Y N |
| **Are they satisfactory?** | Y N  EA may comment on perceived deficiencies e.g. incomplete reports, insufficient detail   * ES to confirm trainee has gained experience in the initial assessment and management of patients presenting with common palliative care problems and common palliative care emergencies by end of ST3 * ES to confirm trainee has gained experience in the assessment and management of patients presenting with common palliative care problems and common palliative care emergencies recommends completion of basic clinical competence by end of ST4 * ES to confirm trainee is autonomous in the assessment and management of patients presenting with all common palliative care problems/emergencies by the end of ST5 |
| **Has the training portfolio been satisfactorily completed?**  **Comments (Training Portfolio)** | Y  N  EA comments may include:  on-going evidence of engagement with the curriculum  organisation of personal library  correct linkage of evidence with competencies  appropriateness for stage of training  EAs will highlight outstanding areas of curriculum to be completed |
| **Workplace-Based Assessments** | |
| **Has the trainee successfully completed the required amount of WPBAs as stated on the ARCP decision aid?**  **Comments (Workplace-Based Assessments)** | Y  N  EAs may comment on   * Presence of clumping of assessments * Appropriate assessors used * MCR completion. Should be non ES completing MCR   EA will note outstanding mandatory DOPS and ensure all accepted DOPS are summative. They should all be completed in the clinical setting and not a skills lab  Paracentesis must be completed with two different assessors and the assessment documented on the correct potentially life threatening form  Please refer to the current ARCP Decision Aid for list of requirements |
| **Research and Audit** | |
| **Has the trainee acquired adequate research skills? Evidence: publications/ abstracts/ grants/ research skills course** | EA should note evidence of research awareness and competence. This may include: participation in research studies, critical reviews, presentation at relevant research meetings, publications, recruiting to r research studies, applying research evidence in practice or participation in (assessed) courses |
| **Has the trainee demonstrated an active part in audit as stated on the ARCP decision aid? Evidence: report/ guidelines/ commentaries** | Y  N |
| **Comments (Research and Audit)** | EA may comment on progress towards completion of competencies and any areas of good or outstanding practice including whether trainee has completed and supervised an audit or Quality Improvement Project |
| **Communication** | |
| **Has the trainee had satisfactory reports on communication? (This evidence should include a satisfactory MSF that has been obtained within the last 2 years)** | EA should look at ES reports, MSFs and any other evidence to support evidence of good communication  Evidence of attendance at appropriate Advanced Communication Skills Training.  Name of course:  Provider:  Date of course: |
| **With patients?** | Y N |
| **With staff?** | Y N |
| **With colleagues?** | Y  N |
| **If not give details:** |  |
| **Teaching** | |
| **Has the trainee shown satisfactory delivery of an organised teaching programme?** |  |
| **Undergraduates** | Y  N |
| **Postgraduates** | Y  N |
| **Other clinical staff** | Y  N |
| **Has the trainee had satisfactory teaching experience in line with curriculum requirements?** | Y  N  EA may comment on range of teaching experience including audience; scope; involvement in developing a teaching programme; feedback and evaluation; evidence of understanding of adult education principles; attendance at a teaching course, completion of Teaching Observations as required by the relevant ARCP decision aid |
| **Continuing Professional Development** | |
| **Has the trainee registered with the CPD online diary?**  ***This is a recommended requirement*** | Y  N |
| **Time Keeping and Absences** | |
| **Has there been more than 14 days of absence for reasons other than annual or study leave?** | Y  N |
| **Is the trainee an effective time-keeper** | Y  N |
| **Comments (Time Keeping and Absences)** | EA may comment on:  Evidence from portfolio; ES reports; MSF; MCR  May also comment on impact on CCT date if appropriate |
| **Management** | |
| **Has the trainee had satisfactory management experience in line with the curriculum?** | Y N |
| **Comments** | EA may comment on  evidence of experience of management and knowledge of charity and NHS structures, achievement of progression in line with ARCP decision aid, any management or leadership courses attended/ planning to attend |
| **Legal and Ethical Issues** | |
| **Has the trainee demonstrated appropriate knowledge of legal and ethical issues, including GMC requirements and regulations?** | Y  N |
| **Specialty Specific Curriculum Requirements** | |
| **Has the trainee experienced independent working in 'adequate' on-call?\*** | Y  N  EA will check evidence of participation in on call over duration of training including face to face patient assessment and management and out of hours telephone advice |
| **Will the trainee have completed two years in Palliative Medicine by the end of the planned programme?**  *A minimum of two years must be spent in Specialist Palliative Care, working with a full multi-professional Specialist Palliative Care team as defined in the NICE Guidance on Supportive and Palliative Care (2004)* | Y  N |
| **Has one year in Palliative Medicine been at senior level?** | Y  N |
| **Will the trainee have cared for patients in all settings?** | Y  N |
| **At least one year in an inpatient Specialist Palliative Care unit with a minimum of 10 beds?** | Y  N |
| **At least six months in a Hospital Specialist team?** | Y  N |
| **Community Care - A minimum of six months cumulative experience?** | Y  N  EA will look at evidence of community experience.  At least 6 months cumulative experience is expected in community specialist palliative care. Training in community palliative medicine may or may not be done as a continuous block and includes outpatients, day hospice, home visits and working with a community specialist palliative care team. Experience of palliative medicine outpatient clinics should include both new and follow-up patient assessments. A clinical log may be useful |
| **Has the trainee had adequate exposure to related clinical disciplines, particularly:** |  |
| **Oncology?** | Y  N  Experience in oncology is a core component of the curriculum.  Experience includes: attachment in a cancer centre/unit; attendance at site specific MDTs, acute oncology ward rounds, oncology ward rounds; oncology outpatient clinics; radiotherapy planning sessions |
| **Interventional pain control?** | Y  N  EA will check curriculum sign off and DOPS +/- evidence of sessions / experience  May include attachment to chronic pain services (including observation of nerve blocking techniques and experience of the management of epidural and/or intrathecal catheters for cancer pain) |
| **Palliative care of patients with a variety of non-malignant conditions?** | Y  N  EA will check evidence: usually in ES report and curriculum sign off for relevant competencies |
| **Specialty Certificate Examination (SCE)**  **Has the trainee passed the SCE?** | Y  N  Date Passed:  If not passed, planned date for attempting: |
| **If no has been answered to any of the above, what has been identified as being required and has any provision been made to enable the trainee to acquire it?** | If specific areas outstanding, EA will comment on whether proposed placements in remaining training likely to meet need or whether specific experience is required |
| **Is the trainee likely to have acquired all the essential competencies outlined in the curriculum by the end of training?**  **If no, what has been identified as being required and what provisions have been made to enable the trainee to acquire it?** | Y N  If specific areas outstanding EA will comment on competencies required and whether provision has been made to address |
| **Will the trainee have been exposed to the managerial elements of Palliative Care?** | Y  N |
| **Will the trainee have been exposed to the strategic elements of Palliative Care?** | Y N |
| **Has the trainee had adequate protected time for:**  **Study leave?**  **Clinical audit?**  **Research?** | Y  N  Y  N  Y  N |
| **Is the trainee confident that all of their identified educational needs and assessments will have been met by the end of the training programme?**    **If the answer is no, what has been identified as being required and what provisions have been made to enable the trainee to acquire it?** | Y  N  Any ‘No’ to curriculum, assessment and specialty specific items above will link to mandatory and recommended targets |
| **Targets** | |
| **Does the trainee have any targets that must be met before completion of training?** | Y  N |
| **If yes, please list the targets below and specify whether the target is mandatory or recommended** | EA should provide a list of mandatory and recommended targets. When specifying courses as mandatory, EAs should ensure that this complies with the current SAC list of mandatory courses |
| **CCT** | |
| Has there been a request to bring CCT date forward? | Y  N  EA should comment on reason for request |
| **After reviewing the evidence I confirm a completion date of:**  **If the above date differs from the provisional completion date indicated prior to this PYA, please give details**  **Please note that the completion date will be subject to a satisfactory final review.** | EA should insert calculation of CCT date  EA will comment on reason for change e.g. previous error, sick leave, maternity leave etc. |
| **Additional Comments from External Assessor** |  |

**Additional Resources**

<https://www.jrcptb.org.uk/training-certification/penultimate-year-assessment>

<https://www.jrcptb.org.uk/about-us/quality-management/external-advisors>

The up-to-date [External Advisors Handbook 2019](https://www.jrcptb.org.uk/sites/default/files/External%20Advisors%20Handbook%20FINAL%2014.06.19_1.pdf) includes:

* JRCPTB Guidelines for External Advisors 2019
* JRCPTB External Advisor Report Template
* JRCPTB External Advisor Report. Example of Good Practice
* JRCTPB Indemnity Letter 2016