

Attached Doctor (AD) placements

FREQUENTLY ASKED QUESTIONS

AD	Attached Doctor
DC	Duty Consultant
DiT	Doctor in Training
MOU	Memorandum of Understanding
SOP	Standard Operating Procedure
TD	Transfer Doctor
TP	Transfer Practitioner
UHBW	University Hospitals Bristol and Weston NHS Foundation Trust

Application

Who can apply for attachments with Retrieve?

We accept applications from doctors in training or speciality doctors in anaesthetics or intensive care medicine. Individuals must be employed by a Trust with an MOU with the Retrieve host Trust, UHBW. These are:

- Gloucestershire Hospitals NHS Foundation Trust
- Great Western Hospitals NHS Foundation Trust
- North Bristol NHS Trust
- Royal Cornwall Hospitals NHS Trust
- Royal Devon University Healthcare NHS Foundation Trust
- Royal United Hospitals Bath NHS Foundation Trust
- Somerset NHS Foundation Trust
- Torbay and South Devon NHS Foundation Trust
- University Hospitals Bristol and Weston NHS Foundation Trust
- University Hospitals Plymouth NHS Trust
- Yeovil District Hospital NHS Foundation Trust

Any doctor applying from a Trust that is not listed above will be declined an attachment; you may instead be able to apply for a 'no patient contact' Observership; please email retrieve.transfer@nhs.net if this is the case. We are also unable to accept applications from individuals from non-medical backgrounds.

How long will my attachment last?

Stage 1 doctors in training can book two or three shifts, the first two of which should be in the same week. We cannot offer more than three shifts to any stage 1 doctor. Stage 2 doctors in training can book one or two shifts, these can be taken over any suitable time period. We cannot offer more than these shifts other than in rare circumstances.

How do I apply?

The booking form is available via a Google Form on the Retrieve website found at <https://retrieve.nhs.uk/attached-doctors-ads/>. You will be asked to provide up to five potential dates. We recognise that it may not be possible to provide dates until rota commitments and

leave dates are known. Equally, Retrieve may not be able to provide training attachments on the requested dates due to internal commitments or DC availability. Several successive applications to the process may be required to find a mutually convenient set of dates.

What about Stage 3 training?

Whilst we do occasionally accept Stage 3 Doctors in Training (DiT) under certain circumstances, we believe training requirements are best addressed by local training with consultant colleagues, and/or regional training events.

Do you offer a fellowship?

Yes. If you are interested in an extended placement of between 3-6 months please email retrieve.transfer@nhs.net for more information and how to apply.

How far in advance can I request shifts?

It is the responsibility of the doctor to ensure they make booking arrangements in plenty of time. We ask that you request shifts at least 6 weeks in advance, up to a maximum of 12 months.

What can I do to increase the chances of my requested dates being accepted?

We often receive requests several months in advance, and often have very limited space if a date is requested with less than 8 weeks notice. Therefore the more notice you can give us, the better the chance of us having free space. It is highly recommended to consider weekend dates as we are much more likely to be able to accommodate these requests, particularly for those with less notice.

How are bookings prioritised?

In each base, we have space for only one extra team member in addition to each DC and TP working that day. As a service we must prioritise service provision over attached doctors; this means that nurses we are training to be part of our team, or Transfer Doctors that will be contributing to our rota must take priority. Any additional space we then fill with ADs. Requests from ADs for the remaining space is on a first-come, first-served basis.

When will my placement be confirmed?

We aim to confirm shifts within 2 weeks of submitting a request, however on occasions, it may take longer than this. Once we have sent a confirmation of date availability, we require the AD to confirm they have received this booking confirmation email before the shift is formally booked.

Do I need to take these days as study leave?

No – this is a clinical placement and not study leave. You will need to liaise with your rota coordinator at your base trust and have these days blocked off from your clinical rota. If you were to spend a weekend day with us, you should get back a weekday in lieu of this. Please remember there is no obligation for a Trust to release you to attend a Retrieve placement on your chosen dates; this will depend on a Trust's ability to release you.

Administration prior to your first shift

What do I need to do prior to my placement?

ADs will need to read the Attached Doctor SOP and sign the declaration form on our website. Both can be found at <https://retrieve.nhs.uk/attached-doctors-ads/>.

What are the employment/HR arrangements during my placement?

ADs joining Retrieve must be in good standing with their home Trust from a HR perspective (i.e. up to date with mandatory training requirements and occupational health needs). The MOU agreed between the Retrieve host Trust and the base Trusts minimises pre-employment checks, whilst ensuring clinical governance requirements are properly observed. They will remain an employee of their base Trust and their current employment rights remain in place for the duration of the placement.

Will my medical indemnity cover my placement?

Care provided by all Retrieve staff is indemnified by NHS Resolutions. This provides for legal representation for Retrieve and UHBW and, if necessary, settlement costs. ADs are advised to ensure their own medical defence insurance would allow their separate representation in the event they may require it. Transfer care is typically considered within normal scope of practice for an anaesthetist or intensivist, and therefore most insurers will raise no objection.

What happens if I get injured?

In the unlikely event of death or injury sustained in the course of a transfer, there may be compensation available by claiming through UHBW. ADs are advised to ensure they are a member of either the Association of Anaesthetists or Intensive Care Society; membership includes £1 million of cover in such eventualities. It does not typically cover occupational exposure, for example inoculation injury, and ADs are advised to consider occupational-specific critical illness and injury cover, or similar.

What is the uniform policy?

All uniform will be provided at the beginning of each day. This includes a pair of boots, dark coloured trousers, and a Retrieve-branded polo shirt. Please bring your own plain jacket to wear on base during colder months. Likewise, if you have your own pair of boots that are suitable for clinical work, you can bring these rather than borrowing ours.

What happens if I need to cancel?

We understand that unexpected events happen and shifts may need to be cancelled at short notice. If this happens with less than 48 hours notice, please contact the Duty Consultant through the Retrieve switchboard on 0300 030 2222. Otherwise please email retrieve.transfer@nhs.net.

What happens if Retrieve cancels a shift?

In the unlikely event that an agreed attachment needs to be cancelled at short notice by Retrieve, we will make all reasonable endeavours to accommodate a revised attachment at the next available opportunity. If this should occur immediately prior to an ARCP deadline, Retrieve will contact the panel on behalf of the AD to explain the circumstances.

Do I need to do any reading before my first shift?

Many of our quick reference cards and SOPs can be found on our website at <https://retrieve.nhs.uk/sops/>. To get the most out of your placement, it is highly recommended you familiarise yourself with these before your first shift.

On your first day

Where do I go on the day?

Our two bases are located in Bristol (Severn) and Launceston Community Hospital (Peninsula). The addresses are:

- Retrieve Adult Critical Care Transfer Service, 350 Quadrant, Ash Ridge Road, Bradley Stoke, Bristol, BS32 4QA
What3words: *stir.baths.able*
- Retrieve Adult Critical Care Transfer Service, Portacabins, Launceston Community Hospital, Launceston, PL15 9JD
What3words: *sounds.scorching.withdrew*

Please make yourself known to the team on arrival.

What are the shift times?

The shift time is 08:30 to 20:45 – please aim to arrive early. Due to the nature of transfer work, there is always the risk of an overrun. Please do not be late; if the crew is deployed immediately, you may not be able to gain access to the site.

Is there parking?

Both sites have parking:

- At Southmead hospital, you have access to a time-limited parking permit at Monks Park Road car park. This will be provided to you on arrival
- At Launceston, parking is freely available next to our portacabins.

What are the access and security arrangements?

Please ensure you have your NHS identity badge on you at all times. Access to the bases will be provided on the day by our team.

Do I need to bring my own food?

Yes. Both bases have basic catering facilities including microwave, toaster, kettle, fridge etc. Dependent of transfer workload, the team may be out all day.

What do I do with my uniform at the end of a shift?

On arrival you will be given a softshell jacket, boots and a Retrieve branded polo shirt; these **must not** be taken home and must be left at base at the end of the shift. The polo shirt and trousers should be placed in the on-site laundry basket and the boots and jacket placed back in the appropriate storage area.

Clinical care

Are there any limitations on the clinical care I can provide?

With the assurance of the MOU between Retrieve and your base trust, ADs may:

- Provide medical care and intervention, provided it is within their scope of competence.
- Undertake moving and handling activity, including the carrying of equipment or movement of the transfer trolley.
- Handle and administer medications, and to be a second check on medications for another administering clinician.
- Handle medical gases and medical devices.

ADs must not:

- Prescribe medications
- Sign controlled drugs in or out of base stores (your signature will not be held on record by Retrieve's pharmacy).

What do you use for documentation?

We use the ARC-EMS electronic record for all of our documentation, prescribing and drug administration. We do use paper records as a backup, but these are only to be used in cases of software or hardware failure. Access for ADs to ARC-EMS is through a temporary login, but this should only be used with the support and supervision of a Retrieve team member for the administration of a medication. As is always your professional obligation, you must use your full name and GMC number for all clinical entries.

Will I have drug prescribing and administration rights?

An AD may administer a medication, ensuring the administration is documented correctly on ARC-EMS. An AD may propose a prescribing rationale to the supervising Duty Consultant (DC), and if agreed, it may be administered and the DC must prescribe the drug in ARC-EMS. ADs cannot prescribe medications for clinical governance reasons.

Educational opportunities

What educational opportunities can I expect?

As well as clinical experience, Retrieve can offer a wealth of educational activities on base during times when there are no transfers. These include simulation, case-based discussion, equipment training and drills. These can all be counted as evidence towards your competency sign-offs.

Will I always be with a consultant?

The vast majority of shifts are consultant-led, however on occasions, we do have TDs (with Retrieve on extended attachments) who are signed off to cover shifts and manage transfers. They will always be under the supervision of a remote DC, but you may find yourself on a shift with a registrar-level transfer doctor rather than a consultant.

What happens if there is no transfer on the day?

Workload in transfer medicine is variable, and as such, there may be days where there are no transfers to undertake. If this is the case, there are plenty of other educational opportunities as described above. If required, the vast majority of requirements for Stage 1 and 2 can be signed off with this simulation and discussion.

Portfolio and sign-off

What competencies should I be aiming to achieve?

We have put together a competency pack for all ADs, which can be found on our website at <https://retrieve.nhs.uk/attached-doctors-ads/>. It lists all of the suggested competencies required for each stage of training.

These can be achieved through a variety of clinical opportunities, training days, simulation or case-based discussion. Multiple competencies can be signed off from a single learning event, if appropriate.

Who can sign off my competencies?

Any trainer from Retrieve or your base trust should be able to sign off your competencies. These do not have to have occurred during your Retrieve placement.

Will I receive evidence for my portfolio?

The sessions attended and cases completed should be documented on your respective clinical log, as with any other clinical work undertaken as part of an ADs professional activities. At the end of a placement, each AD will receive from Retrieve a certificate of attendance and a summary of the feedback received from fellow team members; this is sent automatically 7-8 days after your final shift.

Will you sign off my Transfer Medicine module?

Yes, as can the 'Resuscitation and Transfer' lead trainer (i.e. module lead) at your base trust. The following is a list of suggested evidence that you will need in order to fulfil the **transfer**-related requirements for this HALO (the resuscitation requirements will need to be evidenced from other learning events):

- SLEs for cases encountered
- Case logbook
- Simulation training
- Relevant transfer course

If you require Retrieve to sign off your HALO, we recommend sending it to one the following consultants:

Severn base:

- Curtis Whittle (training and education lead)
- Scott Grier (lead consultant)

Peninsula base:

- Daniel Eden (training and education lead)
- Dave Ashton-Cleary (deputy lead consultant)

End of placement

Can I claim expenses?

Yes. There is an agreement in place that the South West Peninsula Deanery will cover travel and accommodation costs incurred during the course of a Retrieve placement. You claim these from your base trust through the usual expenses pathway. The trust then in turn claims the money back from the Deanery.

How can I feedback on my time with Retrieve?

We would be most grateful for any feedback you have on your placement. Please find the time to fill in our online feedback form found on our website:

<https://retrieve.nhs.uk/attached-doctor-ad-feedback-form/>

And finally...

Who is the main contact for placements?

Please email retrieve.transfer@nhs.net as your first port of call.

Document Governance

■	REFERENCES	
	RELATED DOCUMENTS AND PAGES	
	AUTHORISING BODY	
	SAFETY	
	QUERIES AND CONTACT	Retrieve Education Team