



Royal College of  
General Practitioners

# Associates in Training



# Associates in Training

## Glossary of Terms

AiT

Associate in Training – refers to the category of membership of the RCGP for those in specialty training for GP. AiTs join as Associates of the College and upon successful completion of their training and nMRCGP, are eligible to become Members of the RCGP.

AKT

Applied Knowledge Test – one of three components of the nMRCGP assessment, assessing the knowledge base that underpins general practice in the UK.

Article 10

Article of the PMETB (Postgraduate Medical Education and Training Board) Order under which you apply for a CCT (Certificate of Completion of Training). Applications for this are processed via the College's Certification Unit (this applies to all in 3 year programmes and many in shorter programmes organised by Deaneries).

Article 11

Article of the PMETB (Postgraduate Medical Education and Training Board) Order under which you apply for a CEGPR (Certificate confirming Eligibility for General Practice Registration). Normally for doctors whose training has taken over 7 years, or was in posts that did not have prior approval for GP training, or involved non-UK components. Applications for this are made directly to PMETB.

BJGP

'British Journal of General Practice', published by the RCGP (Royal College of General Practitioners) and a major source for clinical updating.

CEGPR

'Certificate confirming Eligibility for General Practice Registration', issued by PMETB and previously known as the 'Statement of Eligibility of Registration' (Article 11 only). This is also a licence to practice as a GP in the UK.

## Associates in Training

Congratulations on your appointment and welcome to specialty training for general practice. In this leaflet you will find details about the services the Royal College of General Practitioners (RCGP) can provide for you as an Associate in Training (AiT).

A glossary is included to guide you through the acronyms and terms often used in relation to this stage of your training. Please visit our website (<http://www.rcgp.org.uk/ait>) if you have any queries about any of the information in this leaflet.

## What does the College do?

The College is involved in a number of key aspects of your training.

## Assessment

From August 2007 the College's assessment (nMRCGP) will be the single training and assessment system for UK trained doctors wishing to obtain a CCT (Certificate of Completion of Training) in general practice. \*

The nMRCGP relates to the RCGP training curriculum (see below) and addresses the wide-ranging knowledge, clinical skills and communication skills required by doctors who will specialise in general practice.

The primary purpose of the nMRCGP is to confirm that a doctor has satisfactorily completed specialty training for general practice and is sufficiently safe and proficient to enter independent general practice in the UK. The nMRCGP will also provide feedback on progress during training for trainee GPs, their trainers and deaneries, particularly through workplace-based assessment.

Satisfactory completion of the nMRCGP will be a pre-requisite for the issue of a CCT in general practice and will confirm eligibility for membership of the RCGP.

The nMRCGP is an integrated training and assessment programme that comprises three compulsory elements:

- **Applied Knowledge Test (AKT)** – a summative assessment of the knowledge base that underpins independent general practice within the UK.
- **Clinical Skills Assessment (CSA)** – an assessment of a doctor's ability to integrate and apply clinical, professional, communication and practical skills appropriate for general practice.
- **Workplace-based Assessment (WPBA)** – the evaluation of a doctor's progress in their performance over time, in those areas of professional practice best tested in the workplace. The evidence for WPBA will be recorded in a web-based e-Portfolio tailored to each trainee.

Each of these components is independent and will test different skills, but together they will cover the GP curriculum. It is an outcomes-based

\* Trainees who have already undertaken at least one component of Summative Assessment may be able to complete using this method. Advice about the assessment method that is appropriate for you can be found on our website (<http://www.rcgp.org.uk/nMRCGP>).

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**Certification** A role performed by all Royal Colleges whereby a recommendation is made to PMETB (Postgraduate Medical Education and Training Board) attesting to the fact that a trainee has reached the standards required for a CCT (Certification of Completion of Training). Trainees must be registered with the College in order for a full and detailed evaluation to be made and, if appropriate, a recommendation made to PMETB that a CCT should be awarded.

**CCT** Certificate of Completion of Training – issued by PMETB (Postgraduate Medical Education and Training Board). This is the licence to practise as a GP.

**CSA** Clinical Skills Assessment – one of the three components of the nMRCGP assessment, assessing clinical and consultation skills.

**Curriculum** A statement of the intended aims and objectives, content, experiences, outcomes and processes of a programme, including a description of the structure and expected methods of learning, teaching, feedback and supervision. The curriculum sets out what knowledge, skills, attitudes and behaviours the learner will achieve.

**E-Portfolio** Web-based learning log personal to each trainee which is also used to gather the evidence needed for the WPBA (Workplace-Based Assessment). All trainees require an e-Portfolio to gather the evidence required for their WPBA.

**MRCGP** The post-nominal letters used to indicate if someone is a full (and paid-up) Member of the Royal College of General Practitioners. (Fellows of the College use the post-nominal FRCGP). Also, a term used to refer to the membership examination of the RCGP, which will be discontinued in 2009.

**nMRCGP** An integrated assessment programme that includes three components: WPBA (Workplace-Based Assessment), AKT (Applied

assessment system which covers the entire three-year training programme and will be set at a standard expected of doctors being licensed to practise independently as general practitioners in the UK.

## Certification

If you are applying for a Certificate of Completion of Training (CCT) (under Article 10 of the PMETB Order), the College's Certification Unit will evaluate your general practice training and make a final recommendation at the end of your training to the Postgraduate Medical Education and Training Board (PMETB) which issues your certificate. To receive these services, you must be registered with the College and provide information on a regular basis about the training that you have completed.

The alternative route to a Certificate is to apply for a Certificate confirming Eligibility for General Practice Registration (CEGPR) (under Article 11 of the PMETB Order). This is usually for doctors whose specialty training is likely to take longer than 7 years, or has included posts that did not have prior approval for GP training, or has included non-UK components. Article 11 doctors apply direct to PMETB for this certificate and do not require certification services from the College.

For both CCT and CEGPR applications, a separate fee is payable to PMETB to issue you with your certificate. This is paid at the end of your training and is at a higher rate for CEGPR (Article 11) applications than for CCT. For prices please refer to <http://www.pmetb.org.uk>

## Curriculum

The College has developed the first national training curriculum for general practice.

Set within a structured educational programme, the curriculum is designed to address the wide-ranging knowledge, competencies, clinical and professional attitudes considered appropriate for a doctor intending to undertake practice in today's UK National Health Service. It is mapped to Good Medical Practice, the General Medical Council's guidance on the duties of a doctor and will change and develop as medicine changes and develops.

A new curriculum website has been developed to enable users to access all the latest information about the GP curriculum and to access tools to support use of the curriculum.

## Membership services

In addition to assessment, certification and the curriculum, the College also provides a wide range of benefits for its members. These include information and advice, educational events, networking opportunities and representation; all of which can help support you through your training.

## Registering with the College

In order to access the nMRCGP (including an e-Portfolio required for the Workplace-based Assessment), certification services (required for CCT applications) or membership benefits, you need to register with the College.

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Knowledge Test) and CSA (Clinical Skills Assessment). Each of these is independent and tests different skills, but together they assess all the knowledge, skills and attitudes required for a CCT (Certificate of Completion of Training) in general practice.

**NTN** National Training Number issued to all doctors in a specialty training programme.

**PEP** 'Phased Evaluation Programme', an online multiple choice question test which enables users to identify educational strengths and weaknesses, assess learning needs, and to compare scores with other users. Access to the PEP e-Kit and nPEP (currently in development) is included in the AiT packages.

**PMETB** Postgraduate Medical Education and Training Board.

**PMETB Order** The full title is 'General and Specialist Medical Practice (Medical Education, Training and Qualification) Order 2003'. This is the legislation under which PMETB operates.

**RCGP** Royal College of General Practitioners.

**SA** Summative Assessment (the previous in-training assessment for general practice), which is being phased out.

**SER** 'Statement of Eligibility for Registration', issued by PMETB (Postgraduate Medical Education and Training Board). Now known as the 'Certificate confirming Eligibility for GP Registration'.

**ST1** First year of Specialty Training for General Practice.

**ST2** Second year of Specialty Training for General Practice.

**ST3** Third year of Specialty Training for General Practice.

**WPBA** Workplace-Based Assessment – continuous evidence-gathering throughout your training programme and a component of the nMRCGP assessment.

## Associates in Training Packages

The College has created a membership category of Associates in Training (AiT) for doctors in Specialty Training for general practice. The packages bundle together the certification, assessment and membership services you require during this stage in your career. As an AiT you are joining as an Associate of the College and upon successful completion of your training you will be eligible to join the College as a Member. As a Member in good standing you will be able to use the designation MRCGP.

There are four packages to choose from – three for CCT applicants (for ST1, ST2, and ST3) and one for doctors applying for a CEGPR under Article 11. Simply choose the package that is right for you:

- AiT Package for ST1 (CCT)
- AiT Package for ST2 (CCT)
- AiT Package for ST3 (CCT)
- AiT Package for Article 11

### What's included?

The AiT Packages include:

- An e-Portfolio
- A 10% discount on AKT/CSA components of the nMRCGP assessment
- Certification services (CCT only)
- Subscription to a new journal for GP trainees based on the GP curriculum
- Subscription to the *British Journal of General Practice*
- Other AiT benefits (see table for full details)

### What's not included?

The cost of the AKT and CSA components of the nMRCGP assessment are not included in the package. Instead, you register and pay for these as you sit them. AiTs receive a 10% discount on the costs of both assessments (and any re-sits), compared with non-AiTs.

### Non-members

While we hope that you will want to register with the College as an Associate in Training, it is possible to register for certification or the nMRCGP assessments (AKT and CSA, plus the e-Portfolio) without becoming an AiT. There are two non-AiT packages, depending on which route you are pursuing for your certificate of completion of training.

- Non-AiT Package for CCT (e-Portfolio and Certification)
- Non-AiT Package for Article 11 (e-Portfolio only)

If you choose this option, you pay for your chosen package in a single payment upon registration. Please note, as a non-AiT you will not be eligible for preferential rates on the AKT or CSA components of the nMRCGP, or for any membership benefits offered to Associates in Training of the College.



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## What's included in the Packages?

		AiT Packages				Non-AiT	
		ST1 (CCT)	ST2 (CCT)	ST3 (CCT)	Art 11	CCT	Art 11
<b>Assessment</b>	An e-Portfolio (required for WPBA)	✓	✓	✓	✓	✓	✓
	10% discount on AKT and CSA assessments	✓	✓	✓	✓		
	10% discount on AKT and CSA re-sits	✓	✓	✓	✓		
	Discount on RCGP nMRCGP preparation courses	✓	✓	✓	✓		
	Access to online learning support and knowledge modules	✓	✓	✓	✓		
	Access to PEP e-Kit and nPEP self-assessment tools	✓	✓	✓	✓		
<b>Certification</b>	Informal advice about training requirements	✓	✓	✓	✓	✓	✓
	Final recommendation to PMETB (CCT only)	✓	✓	✓		✓	
	In-depth advice about programme content and certification process	✓	✓	✓		✓	
<b>Information</b>	Monthly AiT e-newsletter	✓	✓	✓	✓		
	New professionals' website	✓	✓	✓	✓		
	Access to College library and information services	✓	✓	✓	✓		
<b>Publications</b>	Subscription and online access to <i>British Journal of General Practice</i>	✓	✓	✓	✓		
	Subscription to a new journal for GP trainees based on the Curriculum	✓	✓	✓	✓		
	Access to College e-bulletins including Seven Days, Journal Watch and members magazines	✓	✓	✓	✓		
	10% discount on all purchases at the College bookshop	✓	✓	✓	✓		
<b>Advice, Events and Services</b>	AiT enquiry line (ait@rcgp.org.uk)	✓	✓	✓	✓		
	Careers information and advice service (careers@rcgp.org.uk)	✓	✓	✓	✓		
	Preferential rates on local and national events and courses	✓	✓	✓	✓		
	Local Faculty and National Council support (including invitations to social and educational events)	✓	✓	✓	✓		
	Opportunities for peer support at local, national and UK level	✓	✓	✓	✓		
<b>Representation</b>	Access to AiT representatives on College Council	✓	✓	✓	✓		
	Input into policy development	✓	✓	✓	✓		
	Representation on local structures including National Councils and Faculty Boards	✓	✓	✓	✓		

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## How much do the Packages cost?

Following feedback from trainee representatives, the packages are designed to enable you to spread the cost over the length of your training. It is also College policy to provide services to AiTs at cost.

Payments for AiTs are split between a one-off **initial subscription fee** (payable when you start your training programme and based on your year of training) and an **annual subscription fee** (payable in April each year). You will also be sent a direct debit mandate for the annual subscriptions, which you will need to complete and return to the College by post.

The total cost of the package depends on how many years you are in training. The cost for Certification, which is included in the package, is fixed and must be paid by everyone requiring a CCT. All other costs, including the e-Portfolio, subscriptions to publications and other AiT benefits are calculated on an annual basis.

While the standard programme is 3 years, and would typically involve 3 renewals, you can renew your annual subscription as many times as you need to for as long as you remain in a UK GP training programme (e.g. if you are on lengthened or flexible training).

**Don't forget, all subscription fees can be offset against tax.**

## Package prices

The cost of registering with the College is outlined below. Those joining as AiTs split their payments between an initial subscription fee and an annual subscription. The total payable over the course of training (based on a standard 3- year programme) is shown, together with the prices for AKT and CSA, and a summary of the total payable for everything (based on one sitting of the AKT and CSA).

## Choose the package that fits your circumstance

	AiT Packages				Non-AiT Packages	
	ST1 (CCT)	ST2 (CCT)	ST3 (CCT)	Art 11	CCT	Art 11
<b>Initial subscription fee</b> One-off fee payable on registration	£131	£213	£295	£77	£525	£175
<b>Annual subscription</b> Payable in April each year	£197	£197	£197	£115	-	-
<b>Total payable over course of training*</b> <b>(excluding AKT/CSA)</b>	£131+ (£197x3) <b>= £722</b>	£213+ (£197x2) <b>= £607</b>	£295 + (£197x1) <b>= £492</b>	£77+ (£115x3) <b>= £422</b>	<b>£525</b>	<b>£175</b>
<b>AKT</b>	£360	£360	£360	£360	£400	£400
<b>CSA</b>	£1260	£1260	£1260	£1260	£1400	£1400
<b>Total payable over course of training**</b> <b>(including AKT/CSA)</b>	<b>£2342</b>	<b>£2227</b>	<b>£2112</b>	<b>£2042</b>	<b>£2325</b>	<b>£1975</b>

\*Based on a standard 3-year training programme

\*\* Based on a standard 3-year training programme and one sitting of the AKT and CSA

Please note that for both the CCT and CEGPR applications a separate fee is payable to PMETB to issue you with your certificate. This is paid at the end of your training and is at a higher rate for CEGPR (Article 11) applications than for CCT. For prices please refer to <http://www.pmetb.org.uk>

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## Who can register?

To register with the College you need to be either fully or provisionally registered with the General Medical Council (GMC), employed in a UK training programme for general practice and in possession of a national training number, provided by your deanery.

## When do I register?

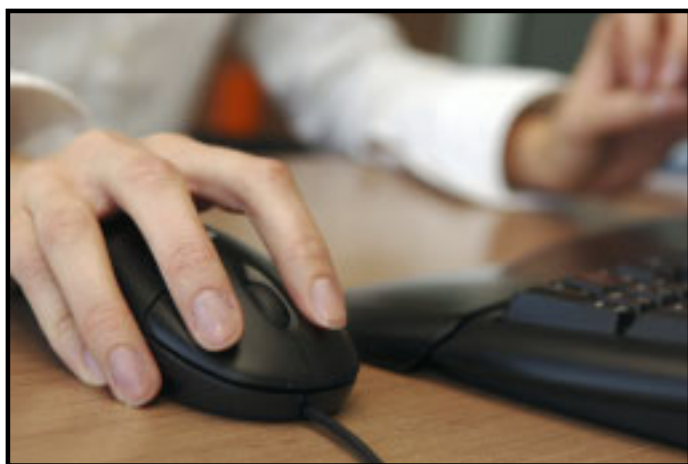
You should register with the College as soon as you start your training programme or if you are already part-way through your training and intending to sit a component of the nMRCGP from August 2007. You will not be able to access your e-Portfolio, or sign up for the other nMRCGP assessments until you register.

## How do I register with the College?

You can register online via the College website (<http://integra.rcgp.org.uk/membersarea/membership/>). Please note, an initial subscription fee is payable on registration.

## Existing Associates in Training

If you are sitting a component of the nMRCGP (WPBA, AKT or CSA) and have already registered with the College, you can upgrade your package to provide us with the details required for the assessments. If you are sitting the Workplace-Based Assessment, these details will be used to create your e-Portfolio. Simply choose the 'Upgrade for Existing AiT' option on the registration page.



## How do I decide which package is right for me?

### Are you in a standard 3-year UK training post?

#### Yes

You are likely to be applying for a CCT 10 and will require the College's certification services

#### What year of ST are you in?

**ST1** – Register for the AiT Package for ST1

**ST2** – Register for the AiT Package for ST2

**ST3** – Register for the AiT Package for ST3

#### No

If your training has taken over 7 years, or has included posts that did not have prior approval for GP training, or has included non-UK components, you may require a CEGPR under Article 11 via the PMETB.

Register for the AiT Package for Article 11

## How do I find out more?

Please refer to the Frequently Asked Questions section on the College website for further information (<http://www.rcgp.org.uk/newprofessionals>).

For advice about which package you should apply for, or for any other queries about becoming an AiT, please email or call us:

**Email:** [ait@rcgp.org.uk](mailto:ait@rcgp.org.uk)

**Phone:** 0207 344 3078

**Web:** <http://www.rcgp.org.uk/newprofessionals>

 <http://www.designbysource.com>