

MEDICAL SERVICES

PROVIDED ON BEHALF OF THE DEPARTMENT FOR WORK AND PENSIONS

Training & Development

Registered Medical Practitioner New Entrant Revised WCA Academy

Summary

MED-RMPNEWCAAC~001(x)

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22nd August 2013

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Foreword

This training has been produced as part of a training programme for Health Care Professionals (HCPs) approved by the Department for Work and Pensions Chief Medical Adviser to carry out benefit assessment work.

All HCPs undertaking assessments must be registered practitioners who in addition, have undergone training in disability assessment medicine and specific training in the relevant benefit areas. The training includes theory training in a classroom setting, supervised practical training, and a demonstration of understanding as assessed by quality audit.

This training must be read with the understanding that, as experienced practitioners, the HCPs will have detailed knowledge of the principles and practice of relevant diagnostic techniques, and therefore such information is not contained in this training module.

In addition, the training module is not a stand-alone document, and forms only a part of the training and written documentation that the HCP receives. As disability assessment is a practical occupation, much of the guidance also involves verbal information and coaching.

Thus, although the training module may be of interest to non-medical readers, it must be remembered that some of the information may not be readily understood without background medical knowledge and an awareness of the other training given to HCPs.

Office of the Chief Medical Adviser

22nd August 2013

Document control

Superseded documents

Version history

Version	Date	Comments
1a (draft)	24 November 2010	First draft
1b draft	15 March 2011	Updated for Global Justification by Medical Training & Development
1c draft	22 March 2011	Internal QA by Assistant Medical Director
1 Final	28 th March 2011	Final Version signed off by CMMS
2a (draft)	3 rd October 2011	Updates following TTT, change from GJ to PSS and changes to PSS by Medical Training & Development
2 Final	5 th December 2011	Signed off by CMMS
3a draft	26 March 2013	Updated
3b draft	1 May 2013	Amended following Peer Review
3c draft	25 th July 2013	Amended following peer review
3 Final	22 nd August 2013	Final version signed off by CMMS and HWD

Changes since last version

Foreword amended

HCP description standardised to Trainee

Term 'examining practitioner' removed

Term 'LCW/LCWRA' removed where appropriate

Examination changed to Assessment where appropriate

Information about regulation changes included

Wording describing Clinical Managers and Clinical Team Managers updated

References to Handbook changed appropriately

Reference to WFHRA removed

Training and Development Coordinator changed to Service Delivery Lead

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Cancer CME documents added to reading list

Outstanding issues and omissions

Updates to Standards incorporated

Issue control

Author: Medical Training & Development

Owner and approver: The Clinical Director

Signature:

Date:

Distribution:

Registered Medical Practitioner New Entrant Revised WCA Academy Summary for the Trainer

Overview of the Academy

This pack provides materials relating to the Registered Medical Practitioner (RMP) Revised WCA (Work Capability Assessment) Academy.

The overall aim of the Academy is to enable trainees to understand how to complete a Revised WCA Medical report (ESA 85) to a satisfactory standard both clerically and using LiMA.

The Revised Academy for Registered Medical Practitioners (RMPs) may be structured slightly differently depending on availability of central training venues.

Some Academies may have some of the training courses conducted at a local level.

Stage 3 training structure will alter depending on whether training is run at a local or central level.

All RMP Academies whether locally or centrally run will comprise the following components:

- Pre-course reading
- A 1 day facilitator-led course – Disability Analysis for New Entrants and Introduction to ESA and Revised WCA Day (DANE/RWCA)
- A 6 day facilitator-led course – The Revised WCA Training Course
- Stage 3 Training

Following the Academy, RMPs will consolidate learning with unsupervised but fully audited work (stage 4).

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The structure of the various options for running the courses are listed below:

1. CENTRAL COURSE

- 1 day DANE/RWCA Training Day run centrally in a Central Training Suite
- 6 day Revised WCA Training Course run centrally in a Central Training Suite
- 2 Days of Stage 3 using actors run centrally in a Central Training Suite

A further 5 days of stage 3 will then be conducted at local level in the live environment where trainees will complete ESA 85s supervised by a stage 3 trainer.

2. LOCAL COURSE WITH CENTRAL STAGE 3

- 1 day DANE/RWCA Training Day run locally in a LiMA Training Room
- 6 day Revised WCA Training Course run locally in a LiMA Training Room
- 2 Days of Central Stage 3 using actors run centrally in a Central Training Suite

A further 5 days of stage 3 will then be conducted at local level in the live environment where trainees will complete ESA 85s supervised by a stage 3 trainer.

3. LOCAL COURSE

- 1 day DANE/RWCA Training Day run locally in a LiMA Training Room
- 6 day Revised WCA Training Course run locally in a LiMA Training Room
- 5 Days of Stage 3 Revised WCA assessments conducted at local level in a supervised live environment where trainees will complete ESA 85s supervised by a stage 3 trainer.

Details of the various Components of the RMP ESA Academy

Pre-course Reading:

Trainees will be sent the following document prior to commencing their academy:
“Disability Analysis for New Entrants and Introduction to ESA and Revised WCA (For Registered Medical Practitioners) Pre-course Reading”

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This will be sent either electronically or in hard copy. This pre-course reading introduces trainees to some aspects of the company and the 5 steps of Disability Analysis. It also provides an overview of the structure and intention of ESA and Revised WCA.

Trainees will also receive a copy of the Revised WCA Handbook. Guidance is provided in the pre-course reading and Welcome document regarding the sections they must have completed before various stages of the training.

Disability Analysis for New Entrants / Introduction to ESA and Revised WCA Day

This training day will cover:

An overview of the 5 Steps of Disability Analysis. In addition to the broad overview of the 5 steps of Disability Analysis, there will also be more detailed discussion around Functional History taking and the Typical Day approach. Trainees will also have the opportunity to practice Typical Day History taking techniques. They will discuss in some detail and practically apply the use of observation in a Disability Assessment. The concept of functional assessments will also be discussed and trainees will be introduced to and practise the Musculoskeletal Overview.

Models of Disability, terminology and Professional Standards and audit in Atos Healthcare will also be covered during this day. Towards the end of the day, there will also be an overview of the ESA and Revised WCA process.

Revised WCA Training Course

This 6 day course will cover the following:

Day 1 includes:

- A Summary and recap of the Disability Analyst Overview in the context of Revised WCA assessments: 5 Steps of Disability Analysis, Definitions, Models of Disability, Audit and Professional Standards
- The Revised WCA Process including Forms, Functional Categories, Introduction to Support Group & Physical LCW/LCWRA (Limited Capability for Work/ Limited Capability for Work Related Activity) Descriptors
- Integrating the 5 steps of Disability Analysis and levels of disability to choose appropriate Physical Descriptors and complete Justification - including clerical completion of ESA 85 physical descriptors with a Personalised Summary Statement

Day 2 includes:

- Introduction to LiMA (ESA 50 details, Clinical history, Typical Day History and Physical Descriptors)

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- LiMA Familiarisation
- LiMA Case Work Exercises (Physical cases)
- The Mental State Examination and Revised WCA Mental Function LCW/LCWRA (Limited Capability for Work/ Limited Capability for Work Related Activity) Descriptors
- Integrating the 5 steps of Disability Analysis and levels of disability to Choose and Justify appropriate Mental Function Descriptors

Day 3 includes:

- Completion of a Mental Function Assessment on a Clerical ESA 85
- The Mental Function Assessment on LiMA including casework exercises
- Further discussion on The Support Group Criteria

Day 4 includes:

- The Support Group and LiMA
- Discussion on NFDs /Prognosis/ LCWRA Justification
- Completion of a full Revised WCA report on LiMA
- BioPsychoSocial Issues
- Review of course and MCQ

Day 5 includes:

- Exercises in Descriptor Choice Discussion
- Exercises in Justification in Revised WCA assessments
- The concept of Curtailment in LiMA

Day 6 includes:

- Case Work Exercises to consolidate training
- Further Case Study Scenarios practice
- Revised WCA Test Case

During the Academy, there are some additional documents that have to be read by trainees. A list of this additional reading for trainees with the timescale of distribution and requirement for completion can be found in Appendix A.

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The Registered Medical Practitioner Revised WCA Approval Process

There are 4 stages to the process.

Stage 1

Trainees will have to complete the Disability Analysis for New Entrants and Introduction to Revised WCA day. All trainees then commence the 6 day Revised WCA training course within the Academy having completed appropriate pre-course reading (see Appendix A). Trainees complete the Revised WCA test case on day 6.

Stage 2

On day 4 of the Revised WCA part of the Academy, trainees are required to complete a Multiple Choice Questionnaire (MCQ) under examination conditions, but with permitted access to the training material as reference. There is a strict pass mark of 85% for the MCQ.

Stage 3

Having satisfactorily completed the MCQ, and the Revised WCA test case within the Revised WCA Training Course, the trainees continue to Stage 3.

This may be at local or central level as outlined above.

Where stage 3 is completed centrally, this comprises 2 days of Stage 3 using professional patients and actors. Stage 3 then continues with supervised sessions at local level completing Revised WCA assessments.

Where stage 3 is completed locally it will begin with an initial day of LiMA practise (there are no specific practise cases provided for this day, rather it is envisaged the practitioner will use this time to familiarise themselves with the screens and templates within LiMA). This will be followed by at least 2 days of Revised WCA assessments in a supervised (one-to-one) live environment. These supervised sessions can be extended a day or two if necessary.

During Stage 3 at local level the trainer will remind trainees of the content and importance of the 3 modules in the Revised WCA/DLA Learning Path Pack 2 completed by trainees prior to stage 3.

Stage 3 must be completed successfully before progression to stage 4.

Stage 4

After successful completion of Stage 3, the aim is for the Registered Medical Practitioners to consolidate their assessment experience in continued Revised WCA assessment sessions. All of their reports will be supported by audit and mentoring, until the Clinical Manager requests Approval status. At least 4 consecutive A grades are required at audit for Revised WCA assessments approval.

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Additional training will be at the recommendation of the Clinical Manager and be a specific requirement for an individual Registered Medical Practitioner who has skill gaps.

What this training pack includes

1. Registered Medical Practitioner Revised WCA Academy – Disability Analysis for New Entrants and Introduction to ESA and Revised WCA pre-course reading

This will give the RMPs knowledge of Disability Analysis in the context of Revised WCA assessments.

The trainees have been given the following instruction in their Welcome Pack:

“It is essential that you read this booklet, as this will prepare you for the training event. You must then bring it to the training event, as this will form part of the discussion during the first day”.

The aims of this document are to:

- Allow the trainees to develop an understanding of Disability Analysis in the context of Revised WCA assessments.
 - Give information about the further reading necessary before and during the Revised WCA Training Course.
2. Registered Medical Practitioner Revised WCA Academy – Disability Analysis for New Entrants and Introduction to Revised WCA for Registered Medical Practitioners Facilitator Notes
 3. Facilitator Notes for 6 days of the Revised WCA Training Course part of the Academy.

Each day also includes the handouts contained in the Participants Pack and handouts for Trainer only.

4. Stage 3 training materials.

Appendix A - Additional Reading

Document	Distribute	Timescale for Completion
<p>Revised WCA Handbook</p>	<p>Pre-course reading distributed prior to The Disability Analysis for New Entrants and Introduction to ESA and Revised WCA day.</p> <p>(In central training venues Training room reference copies will be available for reference. Trainees must not write on these and they must be returned at the end of the course). Employed trainees will have been sent an electronic copy of this prior to the training. Some trainees may have chosen to print their own hard copy at base location prior to the training. "Sessional" RMPs will be sent a hard copy of this document)</p> <p>Where the Revised WCA Training course is run locally, arrangements for copies of the Revised WCA Handbook should be at local level.</p>	<p>Sections 1.1 – 1.8 and 2.1 – 2.3.2 to be read as pre-course reading before the Introduction to Disability Analysis and ESA and Revised WCA day (Introduction, Background, Overview and Support Group Introduction)</p> <p>Sections 2.3-2.3.1.9 and 3.2 – 3.2.11 and 3.5 must be completed prior to Day 1 of the Revised WCA Training Course (Support Group and Physical Functional categories) as well as sections 2.1 and 2.2 mentioned in the pre-course reading (terminal illness check and pre-board check)</p> <p>Sections 3.1.3.6 – 3.1.3.9 should be read on the night of Day 1 Revised WCA Training Course to consolidate learning. (Recording the interview, medication, clinical History and social and occupational history)</p> <p>Sections 2.3 and 3.5-3.7 to be read prior to Day 2 of the Revised WCA Training Course (Support Group and Mental Function Assessment)</p> <p>Sections 2.3.1.1 – 2.3.1.15 and 2.3.2 to be read to consolidate learning and section 2.4 to be read prior to Day 3 of the Revised WCA Training Course (Support Group – Severe Functional Limitation and Special Circumstances, Certain claimants to be treated as having LCW)</p> <p>Sections 3.8 (NFDs), 3.10 (prognosis) and section 4.2 (sensitive information) to be completed prior to day 4 of the Revised WCA Training</p>

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Document	Distribute	Timescale for Completion
Disability Analysis for New Entrants and Introduction to ESA and Revised WCA Pre-course Reading	To be sent electronically to employed new entrants prior to commencement of the Disability Analysis for New Entrants and Introduction to ESA and Revised WCA "Sessional" RMPs will be sent a hard copy of this document	To be completed prior to the Disability Analysis for New Entrants and Introduction to ESA and Revised WCA
Handout 14 (Justification Case scenarios) in Participant Pack	Distribute Participant Pack on Day 1 of the RMP Revised WCA Training course	To be read by Day 5 of the RMP Revised WCA Training course
EBM Mental Health Key points and examination techniques	Distribute on Day 1 of the RMP Revised WCA Training course	To be completed prior to Stage 3 training
EBM Cardiorespiratory Key Points and Examination Techniques	Distribute on Day 1 of the RMP Revised WCA Training course	To be completed prior to Stage 3 training
EBM Musculoskeletal Key Points and examination Techniques	Distribute on Day 1 of the RMP Revised WCA Training course	To be completed prior to Stage 3 training
EBM Neurological and Infections Key Points and examination Techniques	Distribute on Day 1 of the RMP Revised WCA Training course	To be completed prior to Stage 3 training
LiMA Revised WCA Exam Technical Manual MED-LPETM01	Demonstrate on Livelink access/ distribute Training Room copies (on loan only) on Day 2 of the RMP Revised WCA training course	To be reviewed during the Revised WCA Training Course

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Document	Distribute	Timescale for Completion
Mental Illness – Current Therapeutics and Management	Distribute on Day 2 of the RMP Revised WCA Training Course (Individual personal hard copies available for each trainee)	To be completed by day 3 of the RMP Revised WCA Training Course
Revised WCA/DLA Learning Path Pack 2 Folder	Distribute on Day 4 of the RMP Revised WCA Training Course (Individual hard copy or by e-mail where possible).	To be completed before Stage 3 training in the “Live environment”
Evidenced Based Protocols for the Disability Analyst – CD ROM	Distribute on Day 6 of the RMP Revised WCA Training Course	To be read as part of ongoing professional development in own time.
Review of Cancer Treatments and their Functional Effects – MED-CMEP~139	Distribute on Day 1 of the RMP Revised WCA Training Course	To be completed before Stage 3 training in the “Live environment”
Common Cancers and their Management – MED-CMEP~139(a)	Distribute on Day 1 of the RMP Revised WCA Training Course	To be completed before Stage 3 training in the “Live environment”

Appendix B Outline of Trainer Structure of the Revised RMP WCA Academy (Central Courses)

TRAINING DAY	TIME	TRAINER REQUIREMENT (trainer 2 required when more than 4 trainees per course)	PROFESSIONAL PATIENT REQUIREMENT
IDA/Revised WCA Day	8.30 – 5.15 (60 min lunch)	Lead trainer	
Revised WCA Training Course			
Day 1	8.30 – 5.15 (60 min lunch)		
AM		Lead trainer	
PM		Lead trainer	
Day 2	8.30 – 5.15 (60 min lunch)		
AM		Lead trainer	
PM		Lead trainer	
Day 3	8.30 – 5.15 (60 min lunch)		
AM		Lead trainer	
PM		Lead trainer	
Day 4	8.30 – 5.30 (60 min lunch)		
AM		Lead trainer	
PM		Lead trainer	
Day 5	8.30 – 5.15 (60 min lunch)		
AM		Lead trainer	
PM		Lead trainer	
Day 6	8.30 – 5.15 (60 min lunch)		
AM		Lead trainer	
PM		Lead trainer/ Trainer 2 (to help mark test cases)	
Day 7 (Central Stage 3 training only) 8.30 – 5.15 (60 min lunch)			
AM (Stage 3)		Lead trainer/ Trainer 2	Prof patients (all day)
PM (Stage 3)		Lead trainer/ Trainer 2	Prof patients (all day)
Day 8 (Central Stage 3 training only) 8.30 – 5.15 (60 min lunch)			
AM (Stage 3)		Lead trainer/ Trainer 2	Role Players (all day)
PM (Stage 3)		Lead trainer/ Trainer 2	Role Players (all day)

Observation form

Please photocopy this page and use it for any comments and observations on this document, its contents, or layout, or your experience of using it. If you are aware of other standards to which this document should refer, or a better standard, you are requested to indicate this on the form. Your comments will be taken into account at the next scheduled review.

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