



national training programme in
laparoscopic colorectal surgery

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Template Sign Off Invitation Letter

Dear NTP Trainee,

DVD - SIGNING OFF PROCESS

If you have been advised by your trainer that you should be invited to undertake the 'Sign Off' process you must follow the instructions below: You are required to submit two DVDs, which are:

1. **Full-length**, i.e. non-edited and **including port-insertion**
2. For two **different** cases, e.g. one right-side resection and one left-side resection
3. From operations done **without supervision**.
NB - Your trainer is not expected to be scrubbed, involved in any coaching during the case, or participating in the procedure which includes holding the camera. A trainee will be asked to resubmit their material if this is identified to any extent during the procedure.

Please mark each DVD with your name and the type of the operations. Each case recording **MUST** be accompanied with the following:

- i) A manually filled in FORM B GAS Form (Form is available on the Lapco web site)
- ii) Hospital pathology report for each case
- iii) Hospital Trust Patient Consent Form
- iv) If the DVD submission is submitted after 28th February 2013, a cheque for £450.00 is required to be made payable to "Imperial College London" to cover the cost of the assessment which will have to be assessed outside of the NTP programme funding term. Please note it is anticipated that the sign off assessment service will be available up to February 2014, and DVDs must be submitted by this date to be assessed.

NB - Sign-off process will not be initiated until Imperial College has received these documents. Please send both DVDs, along with the enclosures identified above to:

Melody Ni - Educational Manager
National Laparoscopic Training
Imperial College London
Department of Surgery and Cancer
10th floor, QEQM Building
St. Mary's Hospital, London W2 1NY
Email: z.ni@imperial.ac.uk
Contact: 07799270398

Having received the two DVDs, Imperial College will anonymise them and pass them onto two assessors, the trainee will be contacted by email to confirm that they have been distributed for assessment. It is anticipated that the assessment period itself will take 6-8 weeks, but this is subject to the availability and timescale within which the DVDs are returned by the assessors. Imperial College will advise the National Clinical Lead of the outcome who will provide you with feedback based on the independent appraisals of the DVDs.

Please note the following:

- We strongly recommend that your sign off DVDs are reviewed by your trainer before they are submitted for the Sign Off assessment.



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- Go to: www.lapco.nhs.uk/dvd-procedure.php to view full length DVDs (Right Hemicolectomy and a Sigmoid Colectomy) which have been submitted by NTP Trainees and successfully been signed off through the assessment process.
- Go to: www.lapco.nhs.uk/sign-off-feedback.php to view a series of short clips and commentary relating to unsuccessful sign offs to assist with case and DVD selection.

I hope that this provides clear instructions, an outline of expectations and reference points to assist with the sign off assessment. In the meantime, if there are any queries please do not hesitate to contact me.

Yours Sincerely

Laura Langsford
National Programme Manager
laura.langsford@nhs.net

Cc Mark Coleman – National Clinical Lead (By Email)