



Welcome Postgraduate Doctors!

Welcome, we are delighted to bring you the first newsletter of this academic year! If you are new to starting in the Midlands you should have received a [welcome pack](#) (West Midlands), [East Midlands](#) and welcome letter from the Dean and we plan to continue the communication we have with you via this newsletter.

If you are rotating now or in the near future, we hope this brings together some of your commonly asked questions and hope that your training continues to progress. Going forwards we plan to drop you a newsletter every 6-8 weeks with quick key training updates and links to activities around the region.

If you have suggestions for topics you would like covered in more detail please email us on:

Midlands.Newsletter@hee.nhs.uk

In addition, we want to know how best to communicate with you so that you can access all resources that are available to support your training and can receive a prompt reply to any queries you have.

Caroline and Ellen

Associate Postgraduate Deans - Out of Programme (OOP)

Who is the Dean?



**Professor Jonathan
Corne**



**Professor Andy
Whallett**



Dr Rob Powell



Dr Fiona Sellens



Professor Nigel Scarborough



Dr Sarah Layzell

The Midlands Dean is Prof Jonathan Corne. He is a respiratory physician based at Nottingham University Hospitals in the East Midlands. He is super experienced and holds a number of national portfolios the key one being flexible training.

He is supported by the WM Dean, Dr Andy Whallett and the EM Secondary Care Dean, Dr Rob Powell. There are Primary Care Deans WM Dr Fiona Sellens, EM Prof Nigel Scarborough & Dr Sarah Layzell.

Each region has several Associate Postgraduate Deans, like Ellen and Caroline, all of whom hold a portfolio of work designed to support your training, progress, well-being and more. They link to the schools and trusts and ensure things run smoothly. They often act as deputy to the functions of the Deans.



What does the Dean do?

In relation to you and supporting your training and progression, the role of the Postgraduate Dean focuses upon improving patient and trainee safety and experience, and supporting education and service transformation. The Deans are the Responsible Officers for all postgraduate doctors in training, PGDiT. ROs have a key function to assure the GMC you are safe to practice (process called revalidation). When you have an ARCP the outcome is acknowledged so that you can revalidate. You are not required to take any action other than remain engaged with your training programme and the ARCP process, as revalidation will be undertaken through an enhanced ARCP process.

How do I?



Contact NHSE

There are various teams you may need to contact during your time in, and potentially out of, training. Everyone is happy to help support you. We are in the process of updating our websites and most information is available through the links below.

Most of our teams have generic email addresses so that if the person helping you is away someone else can pick it up within the [EM](#) and [WM](#).



Who is my... and what do they do?

Head of School (HOS)

Training starts in Foundation, and then progresses a number of specialties. Some specialties are based in secondary care specialties which broadly separate into Colleges and locally into

training schools. Others are based in primary and community care, GP, Dental, Public Health. Each school has a head who oversees training and quality on behalf of the dean.

Training Programme Director (TPD)

Each speciality will have one or more TPDs. They are responsible for ensuring the training programme runs effectively and they consider everyone's needs. If you are considering time out of training for any reason you should speak with them (in addition to your educational supervisor).



Want to do something different to augment your progress?

NHSE is committed to increasing and supporting flexibility in postgraduate medical training.

As a part of the work to [Enhance Junior Doctors Working Lives](#) several initiatives have been developed with partners to increase flexibility.



Planning to take Time out of Training (TOOT)?

We understand there are several reasons why a doctor in specialty training may want, or need, to take time out of their approved programme.

All time out of programme (OOP) must be approved by NHSE, and in some cases, the Royal College/The Federation of

We are supportive of these in the Midlands and suggest you discuss any thoughts you have with your ES and TPD in the first instance.

Royal Colleges of Physicians/
Joint Committee on Surgical
Training and the General
Medical Council.

We recommend you start discussing any time you wish to take out of programme with your Training Programme Director and Educational Supervisor as early as possible.

It is important to remember that time out of programme is a privilege and is granted on an individual basis at the discretion of the Training Programme Director/Head of School and NHSE.

If you have queries that your local support can't answer please contact, [Dr Ellen Knox](#), (WM) or [Dr Caroline Brown](#) (EM.)

Time out of programme is not normally agreed normally be only after one year in the

training programme- with the exception of OOPC. if you are on a developmental outcome from your ARCP or during your final year of training.

Apply in good time, ideally 6 months ahead, using the [EM](#) or [WM](#) form, noting we will move to an online system in the autumn 2023.

There are of course other reasons why TOOT might be necessary, health, maternity/paternity leave, please discuss with the most suitable person e.g., ES, TPD and keep NHSE, via the [EM programmes](#) or [WM programmes](#) teams up to date so things such as your CCT can be revised when necessary.



Access SuppoRTT?

SuppoRTT is a national initiative introduced in April 2017 which aims to support all doctors return to training safely and confidently following a period of sustained absence.

SuppoRTT applies to all doctors in training who have been out of a formal training post for a period of 3 months or more; for example, a gap in training, parental leave, sick leave/phased return, or OOP (Out of Programme).

Funding is available to support your direct return for shadowing shifts or courses



Apply for LTFT (Less Than Full Time)?

There are many reasons why you may want to work LTFT, childcare and health are the common but there are several others as well. The Midlands LTFT application process is fully online through an MS form and approval is supported through your Educational Supervisor and TPD. Any rejections will be discussed with the relevant APD, [Dr Helen Goodyear](#), or [Dr Caroline Brown](#).

Please ensure you apply with at least 3 months notice to ensure the process is as smooth as possible. Each trust should have an [EM](#)

and support you may think appropriate.

For further information email [SuppoRRT EM](#) or [SuppoRRT WM](#) or read more:

[EM](#)

[WM](#)

Local APD leads are Dr [Sailesh Sankaranarayanan](#) (WM), or [Dr Caroline Brown](#) (EM).

Each Trust should have a SuppoRTT Champion and many schools have a lead.

[LTFT Champion](#) or [WM LTFT Champion](#).



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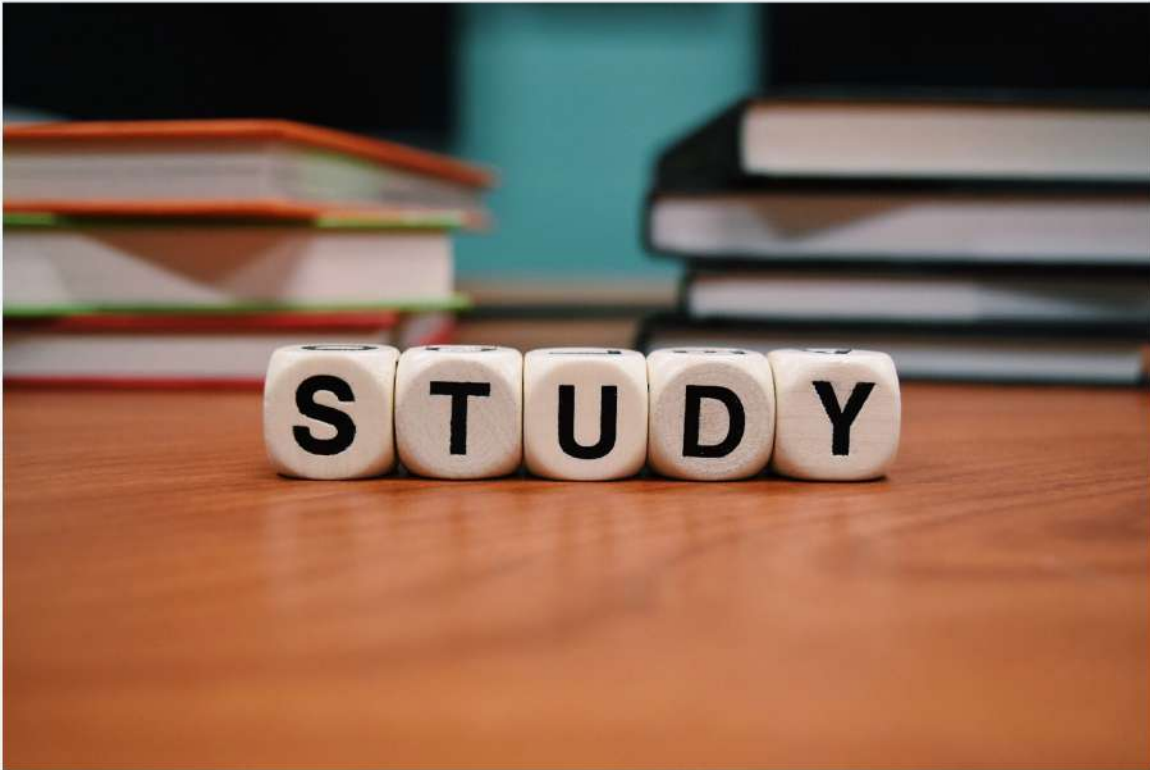
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Applying for Study Leave

NHS England has responsibility for setting the strategy for study leave, for managing the application system, managing the budget and for hearing appeals. Over the next few months both regions will move to using an online system but for now the EM process is fully online and the WM is paper based via email.

All PGDiT should discuss personal development plans with their Educational Supervisor at each meeting and any need for study leave should be considered contemporaneously, further information:

[WM Study Leave](#)

[EM Study Leave](#)



Trainee engagement

There are many opportunities at trust and school level to get involved with your training and education operationally and we are also keen to hear from you centrally and strategically.

Both regions have a PGDiT Engagement Forum which provides strong links to the senior educators and you truly can influence your and colleagues training.



How do I prepare for my ARCP?

The annual review panel provides a formal process to assess your progress in the training programme using evidence gathered by you.

It is normally undertaken on an annual basis for trainees undertaking foundation and specialty training and will enable you to document that the competences required are being gained at an appropriate rate and through appropriate experience.

For most people, the ARCP confirms appropriate progress but occasionally there are aspects that you may need to spend more

time on, a developmental outcome.

Want more info, visit our [EM](#) or [WM](#) websites and watch out for another newsletter focussed on ARCP and progression.



What do I do if things aren't going right for you?

Talk! If you think there are aspects that need to alter either for you, your colleague or more generally with your programme then please find someone. There are many people who can help.



What do I do if I need to feedback?

There are many opportunities to feedback to us. We have a [Quality team](#) who may visit to hear about your training. The trainee reps will raise aspects, suggestions, or concerns, on your behalf.

Often your educational supervisor is the first port of call and NHSE WTE supports many doctors through its [EM professional support and wellbeing](#) and [WM service](#), who can help with exam progression, coaching, careers, wellbeing, signposting to what is available.

We love to hear about great practice and you can share examples through the QR Code above, Surveys such as NETS (National Education and Training Survey) (November), GMC (Spring) are formal ways to record aspects we need to hear about.

Finally please ensure you keep NHSE and Trainee Information System up to date and include Next Of Kin details. We transfer this information to trusts to help keep you safe and hopefully ensure you are paid correctly.

If you have queries, we would like to contribute more centrally to the overall training and education environment please let us know via midlands.newsletter@hee.nhs.uk.



[Contact Us](#) [Privacy Policy](#)

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