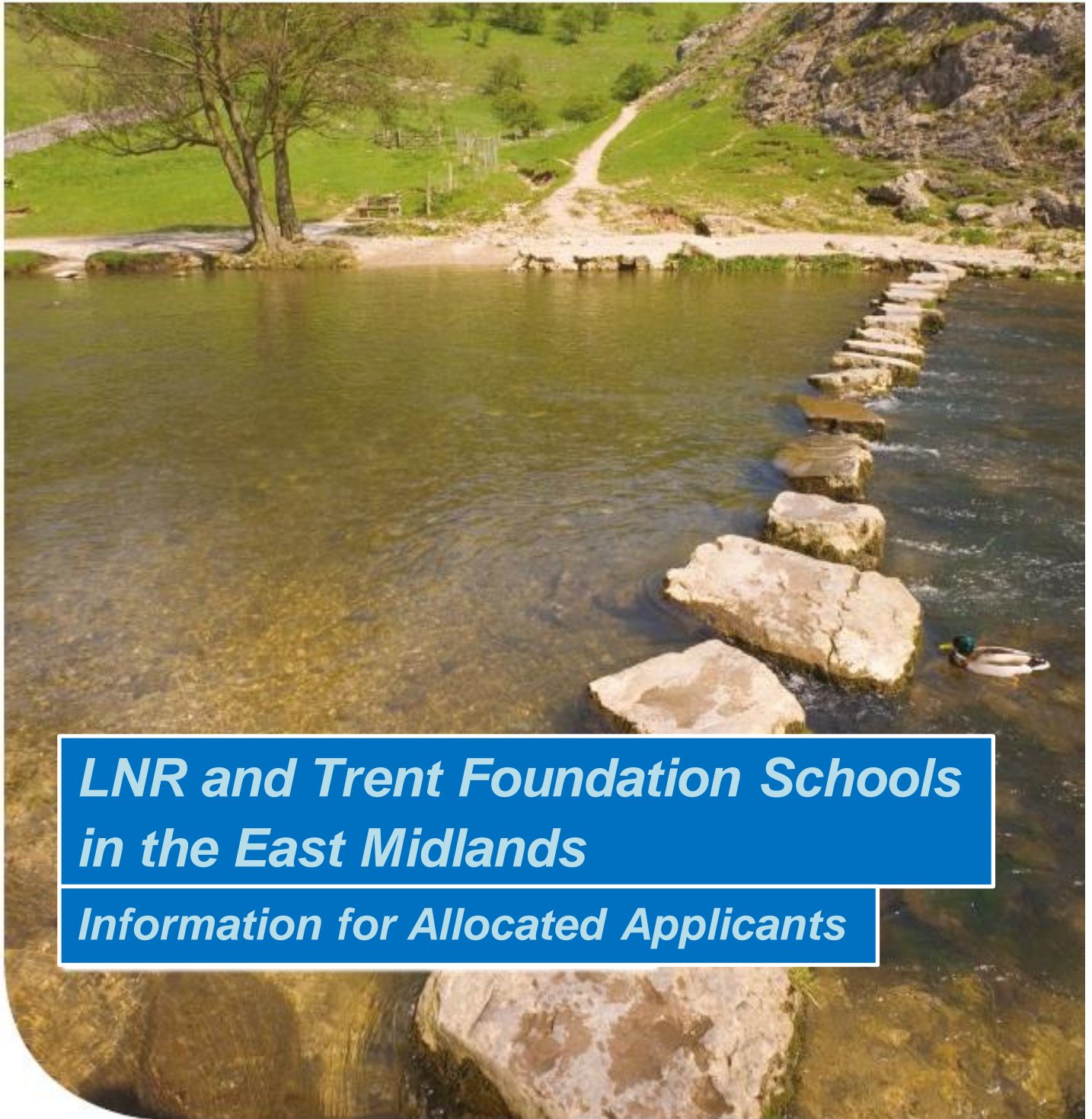


*Developing people  
for health and healthcare*



***LNR and Trent Foundation Schools  
in the East Midlands***

***Information for Allocated Applicants***

# Developing people for health and healthcare

## ***Congratulations on being allocated to one of our Foundation Schools in the East Midlands (LNR or Trent)***

We are delighted that you will be joining us for your foundation training and we are confident that you will find a fantastic range of training opportunities here. For further information on our Foundation Schools, please view the brochures in the 'downloads' section at the following link:  
<https://www.eastmidlandsdeanery.nhs.uk/recruitment/foundation>

**Score Distribution Charts** can be found at the following link:  
<https://www.eastmidlandsdeanery.nhs.uk/recruitment/foundation>

Links to the **Job Description** pages for each school can be found at the following link:

<https://www.eastmidlandsdeanery.nhs.uk/recruitment/foundation>

If we have received job descriptions from our Employing Organisations they will be available on these pages, along with a spreadsheet containing group and programme information in the 'downloads' section. These may be helpful to you when ranking groups and programmes.

### **Special Circumstances**

Special circumstances pre-allocates you to Foundation School, but not to a group or programme within LNR or Trent. Therefore, you should rank groups and programmes by the specified deadlines.

### **Linked Applications**

Linked applications allow for you to be in the same Foundation School and Programme Group, not the same programme, employing organisation or town.

### **F2 GP Placements**

The names of the F2 GP practices on Oriel for GP placements in 2020/2021 are indicative and only to be used to assist you with ranking programmes. They are subject to agreement and therefore, we ask that you please do not contact the GP practices in advance of them being confirmed to you. Our plan is to notify you by the end of your first F1 placement.



**THE NHS**  
CONSTITUTION  
the NHS belongs to us all

**NHS**

**Health Education England**

# Developing people for health and healthcare

## Foundation Programme Recruitment Key Dates

**Notification of Allocation to Foundation School:**  
Thursday 7th March 2019

**Deadline for Programme Group Ranking:**  
Thursday 14th March 2019 at 5pm

**Notification of Match to Programme Group:**  
Friday 15th March 2019

**Deadline for Programme Ranking:**  
Wednesday 27th March 2019 at 5pm

**Notification of Match to Programme:**  
Thursday 4th April 2019

**Recruitment Paperwork Transferred to Employing Organisations:**  
By Thursday 11th April 2019

**Receive Allocation Letter via email:**  
Thursday 11th April 2019



**THE NHS**  
CONSTITUTION  
the NHS belongs to us all



**Health Education England**



# Developing people for health and healthcare

## Group and Programme Ranking/Allocation Process

The East Midlands Foundation Schools use the algorithm provided within Oriol to allocate you to a programme group and programme. For further information on how the Allocation process works please refer to the 'UK Foundation Programme Office Applicants' Handbook' at the following link <http://www.foundationprogramme.nhs.uk/pages/home>

***Failure to rank your programme groups or programme preferences by the deadline will result in you being randomly allocated to a programme group/programme. Late preferences cannot be considered under any circumstances, so please ensure you give yourself sufficient time to complete these stages.***

***We advise you to rank all available programmes in order of preference. If you do not rank any or sufficient programme groups or programmes then the algorithm will match you randomly.***

**Are there any hospital sites that are more popular than others?**

No - the schools do not hold data about which programmes or training locations are the most popular. Many applicants will take in to consideration their geographical base within the region and/or their future career ambitions when ranking the available programmes. Our Foundation School brochures contain a series of trainee testimonials which you may find informative:

<https://www.eastmidlandsdeanery.nhs.uk/recruitment/foundation>

# Developing people for health and healthcare

## Frequently Asked Questions directed to Employing Organisations

### 1. Who will be my employer?

Your employing organisation is the trust/hospital responsible for your employment (usually the trust/hospital you will be working at from August 2019 and usually for the full 12 month F1 programme, however, there are a small number of circumstances where you will change employer during your F1 year). Your employing organisation will be provided with your contact information by Thursday 11<sup>th</sup> April 2019 and will therefore be aware of your allocation on Thursday 11<sup>th</sup> April 2019 (the date you will be informed of your F1 and F2 programme allocations).

### 2. When will I be expected to start my F1 programme?

Your official start date is Wednesday 7<sup>th</sup> August 2019, however, **you will be expected to have provisional registration in place by Monday 29<sup>th</sup> July 2019 and be available to commence employment from this date. This will include the compulsory national 4 day shadowing period.** Your actual start date will vary by Trust and your employing organisation will confirm this date to you.

### 3. Where can I find details of the salary of posts?

The Foundation Schools do not hold information on salary for F1 or F2 posts. This information can be provided by the relevant employing organisations.

Continued on next page....

# Developing people for health and healthcare

## Frequently Asked Questions directed to Employing Organisations

### 4. How do I book Annual Leave before I commence F1?

You will need to contact the Medical HR Department at your employing organisation, who will be able to advise you of the process to follow.

### 5. Is there hospital accommodation available?

The Foundation Programme Co-ordinator at your employing organisation will be able to advise you.

### 6. Do I need to chase outstanding references?

If you have outstanding references that are not submitted via Oriel by the deadline set, your referees will be contacted by your employing organisation.

### 7. Who will complete my pre-employment checks and provide my contract?

Medical HR at your employing organisation will be in contact with you in relation to pre-employment checks and also provide you with your contract.

### 8. Who can supply me with a reference for accommodation/mortgage?

Medical HR at your employing organisation/s can supply you with a letter regarding your allocation to a 2 year foundation programme and confirmation of your salary.

# Developing people for health and healthcare

## Frequently Asked Questions Directed to East Midlands Foundation Schools

### **1. What do I need to do in relation to PSA?**

From August 2016 it was a national requirement for all new foundation doctors to take the Prescribing Safety Assessment (PSA). If this is not completed at Medical School, further opportunities will be provided during the F1 year.

### **2. Where do I send my Transfer of Information Form to?**

The Co-ordinator at your Medical School.

### **3. Can I swap my F1 posts/programme?**

No, unfortunately there are no swaps permitted in F1. We do however offer an F2 swaps process. Further information can be found on the following webpage:

[https://www.eastmidlandsdeanery.nhs.uk/foundation/policies\\_and\\_guidance](https://www.eastmidlandsdeanery.nhs.uk/foundation/policies_and_guidance)

### **4. If I undertake a GP, Public Health or Psychiatry placement, will I be based at the acute hospital site where the majority of my training will take place?**

These are usually community based and therefore, you will not be based at the acute hospital site (with the exception of some psychiatry placements). It will be your responsibility to arrange travel to and from these placements.

Continued on next page....

# Developing people for health and healthcare

## Frequently Asked Questions Directed to East Midlands Foundation Schools

### 5. Who do I contact if I am considering withdrawing from the Foundation Programme?

You should discuss this with your Medical School for support and guidance. If you withdraw, unfortunately you will not be eligible to apply for F1 LAS posts in the UK as you are required to have full GMC registration. There is further information with regard to your future eligibility to apply for the Foundation Programme in the UK available on the UK Foundation Programme Office (UKFPO) website at:

<http://www.foundationprogramme.nhs.uk/pages/home>

The most relevant section can be found at: Eligibility online application guidance/who needs to apply. If you decide to withdraw, please inform us at [medicalrecruitment.em@hee.nhs.uk](mailto:medicalrecruitment.em@hee.nhs.uk) We will then send a form for you to complete and action your withdrawal on Oriel after receipt of the completed form.

### 6. Can I defer the start of my Foundation Training?

You may only defer the start date of your training for a statutory reason (e.g. maternity leave, sickness). If you need to defer the start of your Foundation Training, please email [medicalrecruitment.em@hee.nhs.uk](mailto:medicalrecruitment.em@hee.nhs.uk) as soon as possible, as we may be able to offer your place to someone else.

Continued on next page....



# Developing people for health and healthcare

## Frequently Asked Questions Directed to East Midlands Foundation Schools

### 7. How do I apply for Less than Full Time Training?

Please email [ltft.em@hee.nhs.uk](mailto:ltft.em@hee.nhs.uk) and request an eligibility application form. Further information relating to eligibility etc can be found at the following link:

<https://www.eastmidlandsdeanery.nhs.uk/policies>

Please note that the East Midlands Foundation Schools offer less than Full Time training in Foundation Programmes on a 50% slot-share basis (where available). Training will also include pro rata on-call commitments. On approval of your eligibility application, you may be reallocated to an alternative programme than the one allocated via Oriel in order to utilise slot share opportunities. If you continue training on a Less than Full Time basis, you will be placed for your 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year of Foundation Training according to where there are available vacancies and also potential slot share opportunities. When considering your allocation, the Foundation School Director will take your current circumstances into account, where possible.

## **LNR Foundation School Employing Organisation Contacts**

### **Medical HR**

Contact for queries relating to outstanding references, salary/banding of posts, booking annual leave before starting F1, pre-employment checks, contracts, references for accommodation/mortgage, Trust induction and start dates.

<b>Employing Organisation</b>	<b>Name</b>	<b>Email Address</b>
<b>Kettering General Hospitals NHS Trust</b>	Kirsty Hamilton	<a href="mailto:Kirsty.Hamilton@kgh.nhs.uk">Kirsty.Hamilton@kgh.nhs.uk</a>
	Eileen Armah	<a href="mailto:Eileen.Armah@kgh.nhs.uk">Eileen.Armah@kgh.nhs.uk</a>
	Katie Vacher	<a href="mailto:Katie.Vacher@kgh.nhs.uk">Katie.Vacher@kgh.nhs.uk</a>
	Nicholas Nicolaou	<a href="mailto:Nicholas.Nicolaou@kgh.nhs.uk">Nicholas.Nicolaou@kgh.nhs.uk</a>
	Julie Dove	<a href="mailto:Julie.Dove@kgh.nhs.uk">Julie.Dove@kgh.nhs.uk</a>
<b>Leicestershire Partnership Trust</b>	Ashley Jackson	<a href="mailto:Ashley.Jackson@leicspart.nhs.uk">Ashley.Jackson@leicspart.nhs.uk</a>
<b>Northampton General Hospital NHS Trust</b>	Generic Medical HR inbox	<a href="mailto:Medical.Staffing@ngh.nhs.uk">Medical.Staffing@ngh.nhs.uk</a>
<b>Northamptonshire Healthcare NHS Trust</b>	Jenny Coles	<a href="mailto:Jenny.Coles@nhft.nhs.uk">Jenny.Coles@nhft.nhs.uk</a>
	Laura Dunsby	<a href="mailto:Laura.Dunsby@nhft.nhs.uk">Laura.Dunsby@nhft.nhs.uk</a>
<b>University Hospitals of Leicester</b>	Generic Medical HR Inbox	<a href="mailto:RSMedicalTeamMailbox@uhl-tr.nhs.uk">RSMedicalTeamMailbox@uhl-tr.nhs.uk</a>

### **Foundation Programme Coordinators**

Contact for queries relating to the national 5 day shadowing period, job description content/missing job descriptions and hospital accommodation.

<b>Employing Organisation</b>	<b>Name</b>	<b>Email Address</b>
<b>Kettering General Hospitals NHS Trust</b>	Shelley Gardiner (F1)	<a href="mailto:Foundation.Co-ordinators@kgh.nhs.uk">Foundation.Co-ordinators@kgh.nhs.uk</a>
	Sally Alho (F2)	
<b>Northampton General Hospital NHS Trust</b>	Michelle Price (F1)	<a href="mailto:Michelle.Price@ngh.nhs.uk">Michelle.Price@ngh.nhs.uk</a>
	Lindsey Howkins (F2)	<a href="mailto:Lindsey.Howkins@ngh.nhs.uk">Lindsey.Howkins@ngh.nhs.uk</a>
<b>University Hospitals of Leicester</b>	Claire Gould (F1 – LGH & F2 UHL)	<a href="mailto:Claire.bush@uhl-tr.nhs.uk">Claire.bush@uhl-tr.nhs.uk</a>
	Claire Bush (F1 LGH; F2 All UHL sites)	<a href="mailto:Tracey.Kissane@uhl-tr.nhs.uk">Tracey.Kissane@uhl-tr.nhs.uk</a>
	Vivien Fitzgerald (F1 GH)	<a href="mailto:Vivien.Fitzgerald@uhl-tr.nhs.uk">Vivien.Fitzgerald@uhl-tr.nhs.uk</a>

## Trent Foundation School Employing Organisation Contacts

### Medical HR

Contact for queries relating to outstanding references, salary/banding of posts, booking annual leave before starting F1, pre-employment checks, contracts, references for accommodation/mortgage, Trust induction and start dates.

Employing Organisation	Name	Email Address
Chesterfield Royal Hospital NHS Foundation Trust	Wendy Ridley	<a href="mailto:wendyridley@nhs.net">wendyridley@nhs.net</a>
	Generic email in-box	<a href="mailto:crhft.humanresources@nhs.net">crhft.humanresources@nhs.net</a>
Derby Hospitals NHS Foundation Trust	Millie Williamson	<a href="mailto:Millie.Williamson@nhs.net">Millie.Williamson@nhs.net</a>
	Lisa Higginson	<a href="mailto:Lisa.Higginson1@nhs.net">Lisa.Higginson1@nhs.net</a>
Nottinghamshire Healthcare Trust	Elaine Hayes	<a href="mailto:Elaine.Hayes@nottshc.nhs.uk">Elaine.Hayes@nottshc.nhs.uk</a>
Nottingham University Hospitals NHS Trust	Patricia Montgomery-Dunwell	<a href="mailto:Patricia.Montgomery-Dunwell@nuh.nhs.uk">Patricia.Montgomery-Dunwell@nuh.nhs.uk</a>
	Jodie Kelly	<a href="mailto:Jodie.Kelly@nuh.nhs.uk">Jodie.Kelly@nuh.nhs.uk</a>
	Generic email in-box	<a href="mailto:MedicalStaffingNUH@nuh.nhs.uk">MedicalStaffingNUH@nuh.nhs.uk</a>
Sherwood Forest Hospitals NHS Foundation Trust	Jayne Cresswell	<a href="mailto:Jayne.Cresswell@sfh-tr.nhs.uk">Jayne.Cresswell@sfh-tr.nhs.uk</a>
	Generic email in-box	<a href="mailto:medical.staffing@sfh-tr.nhs.uk">medical.staffing@sfh-tr.nhs.uk</a>
United Lincolnshire Hospitals NHS Trust	Tracey Carrey	<a href="mailto:Tracey.Carrey@ULH.nhs.uk">Tracey.Carrey@ULH.nhs.uk</a>
	Julie Mitchell	<a href="mailto:Julie.Mitchell@ULH.nhs.uk">Julie.Mitchell@ULH.nhs.uk</a>

### Foundation Programme Coordinators

Contact for queries relating to the national 5 day shadowing period, job description content/missing job descriptions and hospital accommodation.

Employing Organisation	Name	Email Address
Chesterfield Royal Hospital NHS Foundation Trust	Deborah Couzens	<a href="mailto:Deborah.Couzens@nhs.net">Deborah.Couzens@nhs.net</a>
	Abi Boshier	<a href="mailto:Abi.Boshier@nhs.net">Abi.Boshier@nhs.net</a>
	Sharon Stevens	<a href="mailto:Sharonstevens3@nhs.net">Sharonstevens3@nhs.net</a>
Derby Hospitals NHS Foundation Trust	Amy Hirst (F1)	<a href="mailto:amy.hirst@nhs.net">amy.hirst@nhs.net</a>
	Zoe Spencer (F2)	<a href="mailto:Zoeie.Spencer@nhs.net">Zoeie.Spencer@nhs.net</a>
Nottingham University Hospitals NHS Trust	Toni Armstrong (F1)	<a href="mailto:Toni.Armstrong@nuh.nhs.uk">Toni.Armstrong@nuh.nhs.uk</a>
	Lisa Kemp (F2)	<a href="mailto:Lisa.Kemp@nuh.nhs.uk">Lisa.Kemp@nuh.nhs.uk</a>
Sherwood Forest Hospitals NHS Foundation Trust	Tracey Clarke	<a href="mailto:Tracey.Clarke2@sfh-tr.nhs.uk">Tracey.Clarke2@sfh-tr.nhs.uk</a>
United Lincolnshire Hospitals NHS Trust	Jennifer Thomas	<a href="mailto:Jennifer.Thomas2@ulh.nhs.uk">Jennifer.Thomas2@ulh.nhs.uk</a>
	Wayne Cross (Grantham)	<a href="mailto:Wayne.Cross@ulh.nhs.uk">Wayne.Cross@ulh.nhs.uk</a>
	Wendy Mulraney (Pilgrim)	<a href="mailto:Wendy.Mulraney@ulh.nhs.uk">Wendy.Mulraney@ulh.nhs.uk</a>



Developing people  
for health and  
healthcare



Health Education England

# Developing people for health and healthcare

LNR and Trent Foundation Schools  
Health Education England, East Midlands Office  
Westbridge Place, 1 Westbridge Close  
Leicester LE3 5DR

Recruitment Enquiries:  
[medicalrecruitment.em@hee.nhs.uk](mailto:medicalrecruitment.em@hee.nhs.uk)

Foundation Programme Enquiries:  
[foundationprogrammes.em@hee.nhs.uk](mailto:foundationprogrammes.em@hee.nhs.uk)

Produced by Health Education England

East Midlands Office

August 2018

[www.eastmidlandsdeanery.nhs.uk](http://www.eastmidlandsdeanery.nhs.uk)

*We very much look forward to welcoming you to our  
Foundation Schools in the East Midlands*