

*Developing people  
for health and healthcare*



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

***Information for Allocated Applicants***

***2022 Recruitment***

# 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**, as well as **Score distribution charts**, please view the brochures in the 'downloads' section at the following link: <https://www.eastmidlandsdeanery.nhs.uk/recruitment/foundation>

**Job Descriptions** submitted by our Employing Organisations for each school can be found at the following links:

LNR JDs -

[https://www.eastmidlandsdeanery.nhs.uk/recruitment/foundation/lnr\\_job\\_descriptions\\_programmes](https://www.eastmidlandsdeanery.nhs.uk/recruitment/foundation/lnr_job_descriptions_programmes)

Trent JDs -

[https://www.eastmidlandsdeanery.nhs.uk/recruitment/foundation/trent\\_job\\_descriptions\\_programmes](https://www.eastmidlandsdeanery.nhs.uk/recruitment/foundation/trent_job_descriptions_programmes)

**Programme Information** may be helpful to you when ranking programmes. This can be found in the 'documents' section via the links above.

### **Special Circumstances**

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

### **Linked Applications**

Linked applications allow for you to be in the same Foundation School. The Foundation School will then pre-allocate applicants to programmes that will allow them to be in the same Trust if possible, or at least similar geographical area.

### **F2 GP Placements**

The names of the F2 GP practices on Oriel for GP placements in 2023/2024 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.

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## Foundation Programme Recruitment Key Dates

### **Notification of Allocation to Foundation School:**

Thursday 10<sup>th</sup> March 2022

### **Programme Preferencing Window (1-Stage Process):**

Thursday 10<sup>th</sup> March 2022 – Thursday 31<sup>st</sup> March 2022 at 12 noon

### **Notification of Match to Programme:**

Thursday 7<sup>th</sup> April 2022

### **Recruitment Paperwork Transferred to Employing Organisations:**

By Friday 15<sup>th</sup> April 2022

### **Receive Allocation Letter via email:**

By Friday 15<sup>th</sup> April 2021



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## Group and Programme Ranking/Allocation Process

LNR and Trent Foundation Schools use a 1-Stage Process for Preferencing (Programme only).

The UKFPO will be undertaking this process on behalf of East Midlands Foundation Schools. For further information on how the Allocation process works please refer to the 'UK Foundation Programme Office Applicants' Handbook' at the following link

<https://foundationprogramme.nhs.uk/>

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

***We advise you to rank all available programmes in order of preference. If you do not rank any or sufficient 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 into 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-programme-recruitment>

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## 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 2022 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 Friday 15<sup>th</sup> April 2022 and will therefore be aware of your allocation on Friday 15<sup>th</sup> April 2022 (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 4<sup>th</sup> August 2022; however, **you will be expected to have provisional registration in place by Monday 26<sup>th</sup> July 2022 and be available to commence employment from this date. This will include the compulsory national 5-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.

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## 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.

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## Frequently Asked Questions Directed to East Midlands Foundation Schools

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

It is a national requirement for all new foundation doctors to pass the Prescribing Safety Assessment (PSA). If this is not completed at Medical School, further opportunities will be provided during the F1 year. You must pass the PSA in order to progress to F2 training.

### **2. Where do I send my STEP (Supporting Trainees Entering Practice) 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.

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## **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: <https://foundationprogramme.nhs.uk/>

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 action your withdrawal on Oriel.

### **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.

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## Frequently Asked Questions Directed to East Midlands Foundation Schools

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

Please email [foundationprogrammes.em@hee.nhs.uk](mailto:foundationprogrammes.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/lfft>

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.

Employing Organisation	Name	Email Address
Kettering General Hospitals NHS Trust	Kirsty Hamilton	<a href="mailto:Kirsty.Hamilton@kgh.nhs.uk">Kirsty.Hamilton@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>
Leicestershire Partnership Trust	Ashley Jackson	<a href="mailto:Ashley.Jackson@leicspart.nhs.uk">Ashley.Jackson@leicspart.nhs.uk</a>
Northampton General Hospital NHS Trust	Generic Medical HR inbox	<a href="mailto:Medical.Staffing@ngh.nhs.uk">Medical.Staffing@ngh.nhs.uk</a>
Northamptonshire Healthcare NHS Trust	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>
University Hospitals of Leicester	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.

Employing Organisation	Name	Email Address
Kettering General Hospitals NHS Trust	Shelley Gardiner	<a href="mailto:shelley.gardiner1@nhs.net">shelley.gardiner1@nhs.net</a>
	Foundation Co-Ordinators	<a href="mailto:kgh-tr.Foundation.Co-ordinators@nhs.net">kgh-tr.Foundation.Co-ordinators@nhs.net</a>
Northampton General Hospital	Michelle Price (F2)	<a href="mailto:michelle.price@ngh.nhs.uk">michelle.price@ngh.nhs.uk</a>
	Lindsey Howkins	<a href="mailto:Lindsey.Howkins@ngh.nhs.uk">Lindsey.Howkins@ngh.nhs.uk</a>
University Hospitals of Leicester	Claire Bush	<a href="mailto:Claire.bush@uhl-tr.nhs.uk">Claire.bush@uhl-tr.nhs.uk</a>
	Julie Jackson	<a href="mailto:Julie.jackson@uhl-tr.nhs.uk">Julie.jackson@uhl-tr.nhs.uk</a>
	Luke Ruffle	<a href="mailto:Luke.Ruffle@uhl-tr.nhs.uk">Luke.Ruffle@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>
University Hospitals of Derby and Burton NHS Foundation Trust	Millie Williamson	<a href="mailto:Millie.Williamson@nhs.net">Millie.Williamson@nhs.net</a>
	Snobar Bhat	<a href="mailto:snobarbhat@nhs.net">snobarbhat@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	Abi Boshier	<a href="mailto:Abi.Boshier@nhs.net">Abi.Boshier@nhs.net</a>
	Foundation enquiries	<a href="mailto:crhft.foundation@nhs.net">crhft.foundation@nhs.net</a>
University Hospitals of Derby and Burton 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>
	Vicki Hall	<a href="mailto:vicki.hall1@nhs.net">vicki.hall1@nhs.net</a>
	Angela Redfern	<a href="mailto:angela.redfern@nhs.net">angela.redfern@nhs.net</a>
	Helen Denison	<a href="mailto:helen.denison@nhs.net">helen.denison@nhs.net</a>
	Karolina Szedowska	<a href="mailto:karolina.szwedowska@nhs.net">karolina.szwedowska@nhs.net</a>
Nottingham University Hospitals NHS Trust	Caroline Bosworth	<a href="mailto:Caroline.Bosworth@nuh.nhs.uk">Caroline.Bosworth@nuh.nhs.uk</a>
Sherwood Forest Hospitals NHS Foundation Trust	Anna Lee	<a href="mailto:Anna.lee8@nhs.net">Anna.lee8@nhs.net</a>
	Sue Elliott	<a href="mailto:sue.elliott4@nhs.net">sue.elliott4@nhs.net</a>
United Lincolnshire Hospitals NHS Trust	Tom Rennison (Lincoln)	<a href="mailto:Tom.Rennison@ulh.nhs.uk">Tom.Rennison@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>
	Jennifer Thomas (Pilgrim)	<a href="mailto:Jennifer.thomas2@ulh.nhs.uk">Jennifer.thomas2@ulh.nhs.uk</a>

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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)

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