

*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

Trent JDs -

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.



THE NHS
CONSTITUTION
the NHS belongs to us all



Health Education England

Developing people for health and healthcare

Foundation Programme Recruitment Key Dates

Notification of Allocation to Foundation School:

Thursday 10th March 2022

Programme Preferencing Window (1-Stage Process):

Friday 11th March 2022 at 9am – Thursday 31st March 2022 at 12 noon

Notification of Match to Programme:

Thursday 7th April 2022

Recruitment Paperwork Transferred to Employing Organisations:

By Friday 15th April 2022

Receive Allocation Letter via email:

By Friday 15th April 2021



THE NHS
CONSTITUTION
the NHS belongs to us all



Health Education England

Developing people for health and healthcare

Group and Programme Ranking/Allocation Process

LNR and Trent Foundation Schools use a 1-Stage Process for Preferecing (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>



THE NHS
CONSTITUTION
the NHS belongs to us all



Health Education England

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 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 15th April 2022 and will therefore be aware of your allocation on Friday 15th 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 4th August 2022; however, **you will be expected to have provisional registration in place by Thursday 28th July 2022 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?

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

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: <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 . 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 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 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/lftf>

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 2nd, 3rd and 4th 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	Katie Vacher	K.vacher@nhs.net
	Nicholas Nicolaou	Nicholas.Nicolaou@nhs.net
	Medical Rostering (Rota Coordinators)	kgh-tr.medical.rostering@nhs.net
Leicestershire Partnership Trust	Generic Medical HR Inbox	lpt.medicalstaffing@nhs.net
Northampton General Hospital NHS Trust	Generic Medical HR inbox	Meded.foundationdrs@nhs.net
Northamptonshire Healthcare NHS Trust	Jenny French	Jenny.French@nhft.nhs.uk
University Hospitals of Leicester	Generic Medical HR Inbox	RSMedicalTeamMailbox@uhl-tr.nhs.uk

Foundation Programme Coordinators

Contact for queries relating to the national 4 day shadowing period, job description content/missing job descriptions and hospital accommodation.

Employing Organisation	Name	Email Address
Kettering General Hospitals NHS Trust	Foundation Coordinators Shelley Gardiner & Charity Shonhiwa	kgh-tr.Foundation.Coordinators@nhs.net
Northampton General Hospital NHS Trust &	Lindsey Howkins Rosie Warren Michelle Price(F2)	Lindsey.Howkins@ngh.nhs.uk Rosie.Warren7@nhs.net Michelle.price@ngh.nhs.uk
Northamptonshire Healthcare NHS Trust	Jenny French	Jenny.French@nhft.nhs.uk
University Hospitals of Leicester	Claire Bush (also FPC for <u>Leicestershire Partnership Trust</u>)	Claire.bush@uhl-tr.nhs.uk
	Julie Jackson	Julie.jackson@uhl-tr.nhs.uk

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	wendyridley@nhs.net
	Generic email in-box	crhft.humanresources@nhs.net
University Hospitals of Derby and Burton NHS Foundation Trust	Millie Williamson	Millie.Williamson@nhs.net
	Emily Williamson	Emily.williamson5@nhs.net
	Rosanna Lysaczenko	Rosanna.lysaczenko@nhs.net
Nottinghamshire Healthcare Trust	Elaine Hayes	Elaine.Hayes@nottshc.nhs.uk
Nottingham University Hospitals NHS Trust	Patricia Montgomery-Dunwell	Patricia.Montgomery-Dunwell@nuh.nhs.uk
	Jodie Kelly	Jodie.Kelly@nuh.nhs.uk
	Generic email in-box	MedicalStaffingNUH@nuh.nhs.uk
Sherwood Forest Hospitals NHS Foundation Trust	Jayne Cresswell	Jayne.Cresswell@sfh-tr.nhs.uk
	Generic email in-box	medical.staffing@sfh-tr.nhs.uk
United Lincolnshire Hospitals NHS Trust	Generic inbox (Trust-wide contact)	Deanery.Rotation@ULH.nhs.uk

Foundation Programme Coordinators

Contact for queries relating to the national 4-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	Abi.Boshier@nhs.net
	Samantha Robinson	Samantha.robinson14@nhs.net
University Hospitals of Derby and Burton NHS Foundation Trust	Amy Hirst (F1)	amy.hirst@nhs.net
	Zoeie Spencer (F2)	Zoeie.Spencer@nhs.net
	Vicki Hall	vicki.hall1@nhs.net
	Angela Redfern	angela.redfern@nhs.net
	Helen Denison	helen.denison@nhs.net
	Karolina Szedowska	karolina.szwedowska@nhs.net
Nottingham University Hospitals NHS Trust	Caroline Bosworth	Caroline.Bosworth@nuh.nhs.uk
	Kerry Gregory	Kerry.gregory2@nuh.nhs.uk
Sherwood Forest Hospitals NHS Foundation Trust	Kala Ramsewak	sfh-tr.medical.educationp@nhs.net
United Lincolnshire Hospitals NHS Trust	Tom Rennison (Lincoln)	Tom.Rennison@ulh.nhs.uk
	Charlotte Coupland (Pilgrim F1)	Charlotte.Coupland@ulh.nhs.uk
	Wendy Mulraney (Pilgrim F2)	Wendy.Mulraney@ulh.nhs.uk
	Jennifer Thomas (Grantham)	Jennifer.thomas2@ulh.nhs.uk

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

Foundation Programme Enquiries:
foundationprogrammes.em@hee.nhs.uk

Produced by Health Education England
East Midlands Office
September 2021

www.eastmidlandsdeanery.nhs.uk

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