**Relationship framework between NSOH and local HEE offices**

**Background**

HEE formed the NSOH in 2014 in collaboration with the FOM following the GMC review of the small specialty in 2011/12. The idea was one single and centralised body will achieve better consistency therefore improves the quality of recruitment and training. Whilst this has largely held true, a collateral issue emerged which was the relationship between the local training hierarchy at senior level and the NSOH. This issue was highlighted by the NSOH review in 2018/19 which recommended to define a framework to clarify the relationship between NSOH and local HEE offices and to adopt a blended approach.

The first iteration of this document was presented to and agreed by HEEDs in 2020. This document has been approved by the Lead PG Dean.

**The framework**

The following matrix maps the main functions of HEE against NSOH and local offices with clarification in respect to sequence of events and decision making. The underpinning principle is that all matters that require school input should be escalated to NSOH and other specialities local school (e.g. School of Medicine) should not be involved.

nTPD = National TPD, HoS= Head of School

If both boxes are ticked, it means the action is started by local arrangement and then escalated to or approved by NSOH as required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Function** | **NSOH** | **Local Office** | **Notes** |
| National interview |  |  | London recruitment will confirm vacancies with all placements/ local HEE, once trainee is appointed London recruitment will confirm to local HEE and NSOH |
| ARCP |  |  | HEE EM (which currently hosts NSOH) will arrange (inviting panel and trainees and other administration) and then report the outcomes to the local HEE  Escalation to local PG dean if there is concern (see below) |
| Post approval |  |  | Applicant to submit the proposal (see the [link](https://www.eastmidlandsdeanery.nhs.uk/occupational-health/information-supervisors-and-employers/how-set-post)) to local TPD for initial assessment. Local TPD confirms to HoS if they meet the criteria. HoS will review and if satisfied will seek approval from local PG Dean. Once approved HoS will ask the local HEE office to inform the GMC. HoS will inform the local TPD and applicant of the outcome. |
| ES/ CS accreditation (this applies to non-NHS based supervisors. The NHS based supervisors are expected to gain accreditation through their Trust PGME office however if there is any problem this process can be utilised for them too) |  |  | Applicant submit their evidence (see the [link](https://www.eastmidlandsdeanery.nhs.uk/occupational-health/information-supervisors-and-employers/how-become-accredited-supervisor))) to local TPD to match against the GMC domains. The local TPD confirms to nTPD / HoS whether they meet the criteria. nTPD / HoS will ask HEE EM to inform the GMC to accredit the applicant. nTPD / HoS will inform the local TPD and applicant of the outcome. |
| Concerns about trainees |  |  | Concerns (performance / conduct / attendance) should be managed locally by the employer (from an employment perspective) and CS / ES and local TPD (from training perspective).  If any input from the school is required, it should be escalated to NSOH (and not any local school of other specialties) and nTPD / HoS should be informed.  Local PG Dean should be informed as appropriate by nTPD / HoS. Local Dean retains the RO responsibility and therefore will preside over management of trainee in difficulty as required.  Lead Dean for the specialty will be informed if needed.  Trainee will have access to the local PSU resources.  NSOH may ask the employer to commission an independent OH opinion from an accredited specialist with physician health expertise, where health/disability could be a factor. |
| Trainee’s complaint |  |  | In the event that a trainee makes a complaint the matter should be dealt with locally by the employer (from an employment perspective) and CS / ES and local TPD (from training perspective.  If any input from the school is required, it should be escalated to NSOH (and not any local school of other specialties) and nTPD / HoS should be informed.  Local PG Dean should be informed as appropriate by nTPD / HoS.  Lead Dean for the specialty will be informed if needed. |
| Study leave |  |  | NB – NHS trainees only. Approved by local TPD. If there is confusion or clarification required, it should be escalated to nTPD / HoS to provide approval to local HEE. |
| OOP approval |  |  | Local TPD to alert the nTPD / HoS, who will liaise with FOM and then local PG Dean regarding appropriateness, local PG Dean to approve |
| SuppoRRT |  |  | Local decision for ES/ CS and local HEE Champion, input from nTPD/ HoS as required |

Ali Hashtroudi

Head of NSOH

20/04/2022