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Welcome to

NHS England - Midlands

East Midlands Training Scheme

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Introduction

Welcome to the East Midlands

NHS England – Midlands, East Midlands office covers Derbyshire, Leicestershire, Lincolnshire, Northamptonshire, and Nottinghamshire. All our Training Programmes offer you an exceptionally varied training experience.

The deanery website details more information regarding our area:

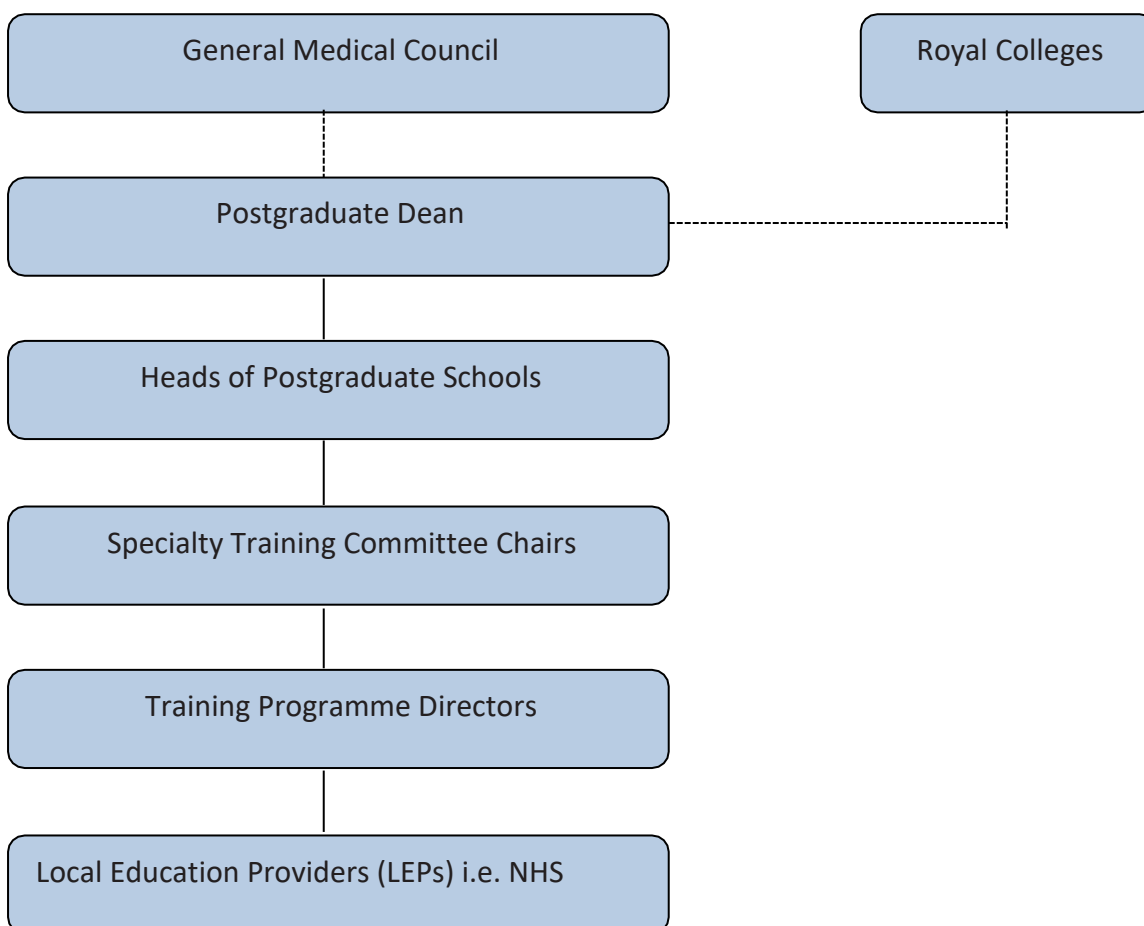
[East Midlands Deanery](#)

Please note that in this document and throughout your training, you will be referred to as a Post Graduate Doctor (or Dentist) in Training (PGDiT).



Structure of NHS England - Midlands

Each training specialty belongs to a Postgraduate School and each Postgraduate School has a Head of School who reports directly to the **Postgraduate Dean**.



Information on each Postgraduate Specialty School can be found on the East Midlands website: [East Midlands Deanery](#)

In addition, there are teams working within the East Midlands local office. Please contact the relevant inbox as per the information on the new starter page of our website: [New Starters](#)

The Gold Guide

The Gold Guide is the reference guide for specialty training in the UK and covers all doctors in training (both core and specialty) appointed from August 2007 onwards.

The Gold Guide covers all areas of training including:

- The structure of training
- Becoming a PGDiT, to include Less Than Full Time Training, movement between regions, taking time out of programme
- Progressing as a PGDiT, to include the Annual Review of Competence Progression (ARCP) process

It is recommended that all PGDiTs familiarise themselves with the contents of the Gold Guide which can be downloaded from the COPMeD website:

<https://www.copmed.org.uk/gold-guide/>

For dentists in training there is an equivalent Gold Guide hosted by COPDenD which covers core and higher dental training: <https://www.copdend.org/guidance/dental-gold-guide-2021-edition/>

COPDend also have a Blue Guide for dentists on foundation training:

<https://www.copdend.org/postgraduate-training/dental-foundation-training/dental-foundation-training-blue-guide-for-rcp-pilot-year/>

Registration with the Royal College

Regardless of your training specialty (other than Foundation), it is imperative that you register as a PGDiT with the appropriate Royal College prior to commencing your post. Failure to enrol with the Royal College could result in your training not being recognised which could impact on your future eligibility for specialty training and the award of a CCT if you are on a run through programme. Please see Appendix 1 for contact details in each College.

Contacts at your Trust

In the main the Trust that you are working in will be your current employer. This means that your employer will change each time you rotate to a new trust. There are exceptions most notably GP and radiology who are employed for the duration of their training under a lead employer. Your employer / lead employer will issue all rota, work schedules and contract information to you prior to starting your placement.

PGDiTs are expected to familiarise themselves with the policies of their employer and adhere to these accordingly. In addition to the team that you are working with in the hospital, other important contacts for you in the trust will be:

- Medical Staffing – for employment issues
- Educational Supervisor – for guidance on your educational progress
- Director of Medical Education/Medical Education Manager - for issues relating to postgraduate medical education such as hospital teaching programmes
- Lead Employer – for PGDiT's with a lead employer (e.g. St Helens and Knowsley), the lead employer will issue your contract of employment. You will also have a host Trust who will provide you with your on-call rota.

Transfer of information between NHS England trusts (ESR Interface)

Your personal and employment data will be transferred to your employing trusts via what is known as the ESR interface. This is a mostly automated process that links our database (TIS) to the trust databases (ESR). This is a two-way interface, with placement details and personal information being sent to ESR 3 months before the start date, while updated contact details are sent back into TIS as they are made in ESR once they have started in that position. The only exception is contact email address as we recognise PGDiTs often prefer a separate email address for contact with NHS England versus their employing trust.

Removal and Travel Expenses

You may be entitled to claim relocation and travel expenses. We are currently working to an interim policy, [Relocation and Travel Expenses Policy](#).

Less Than Full Time training

You have been offered a full time training post, however if you wish to train Less Than Full-Time (LTFT) please refer to the guidance on the East Midlands website: [Less Than Full Time Training](#)

This site gives further details about LTFT training with NHS England, including information about the application process - please note that you should apply with no less than 3 months' notice of your proposed LTFT start date.

Out of Programme

Out of Programme (OOP) relates to PGDiTs that wish to participate in an experience that is outside of their planned programme of training. There are several circumstances that PGDiTs may wish to spend time out of programme; to gain training or clinical experience, to undertake research or to take a career break. Guidance on how to apply for Out of Programme can be found on the NHS England website: [Out of Programme](#)

Time out of programme will not normally be agreed until a PGDiT has been in a training programme for at least a year and will not normally be allowed in the final year of training other than in exceptional circumstances.

Before applying for OOP, PGDiTs must discuss their plans with their Educational Supervisor and Training Programme Director. This discussion will determine the suitability of the out of programme experience and ensures the proposed post will meet the educational needs of the PGDiT and falls in line with the Gold Guide.

We require OOP Application Forms and supporting documentation to be submitted at least 6 months in advance of the proposed OOP start date; exceptions will only be agreed by the Post

Graduate Dean. If approved, PGDiTs must inform their current employer at least 3 months in advance to ensure the service is given sufficient notice.

Parental/Sick Leave

During your training you may need to take a period of statutory leave (such as parental or sick leave). If this does occur, please can you make sure to keep the following people and organisations informed (with exact dates where possible):

- **Your employing organisation or trust** – This is part of your obligation as an employee to ensure you are paid correctly and cover can be arranged.
- **Your Training Programme Director or equivalent** - These TPDs are responsible for arranging you and your colleagues' placements and so will need to take your leave into account.
- **The NHS England Programmes Team ([New Starters](#))** – These teams manage the Trainee Information System (TIS) which is the primary database for recording your training time. Keeping TIS up to date is imperative for ensuring the trust ESR system is accurate for pay and your CCT date is calculated correctly.

If you ensure all three of the above are kept informed of any changes to your programme or placements it will greatly minimise data issues throughout your training.

Supported Return to Training (SuppoRTT)

If you need to take an extended period out of your training, for example due to a planned Out of Programme or for statutory leave, we offer individualised support in integrating you back into clinical practice safely. Information and contact details about for our SuppoRTT team can be found here: <https://www.eastmidlandsdeanery.nhs.uk/trainee/psw/supportt-leaflet>

Professional Support

The Professional Support and Wellbeing (PSW) aims to support all PGDiTs whose performance may have been affected by circumstances that have arisen preventing progression throughout the training process, whether these circumstances are personal, training or work related.

The PSW provides a consistent, single point of access to expert advice, guidance and information regarding concerns to all parties involved in the management of medical PGDiTs.

A referral to the PSW is a non-punitive measure and remains confidential whilst enabling PGDiTs within the East Midlands to access fully funded external support measures from providers specialising in working with PGDiTs.

More information on Professional Support can be found on the Professional Support and Wellbeing section of our website: [Professional Support and Wellbeing](#)

Revalidation

Revalidation came into effect for doctors in training at the end of 2012. The Responsible Officer for all Doctors in Training is the Postgraduate Medical Dean. Revalidation will be undertaken through an enhanced ARCP process.

For further information relating to revalidation please refer to our website: [Revalidation](#)

Escalating Concerns

PGDiTs are encouraged to raise concerns when appropriate regarding their training programme via a number of mechanisms such as the GMC Survey, Job Evaluation Survey Tool (JEST), Reviews/Visits to Local Education Providers (LEPs), Annual Review of Competency Progression (ARCP), Appraisals, and Incident Reporting etc.

There is also a complaints policy that can be found here: <https://www.hee.nhs.uk/our-work/doctors-training/raising-concerns-about-training-revalidation-including-complaints>

Resigning from the Training Programme

You are required to notify NHS England, your employing trust, and your Training Programme Director should you decide to resign from the training programme. Please contact your Employing Trust to find out what length of notice you need to give.

Any Questions?

If there is any other information that you would like to receive that has not been provided as part of this welcome pack, please do not hesitate to contact the Programme Management Team via the address relevant to you.

Foundation: foundationprogrammes.em@hee.nhs.uk

Secondary Care or Dental: SpecialtyProgrammes.EM@hee.nhs.uk

Primary Care: GPPprogrammes.EM@hee.nhs.uk

Public Health: publichealth.midlands@hee.nhs.uk

Academics: academicprogrammes.em@hee.nhs.uk

May we take this opportunity to congratulate you on your appointment and wish you success in the completion of your Training Programme in the East Midlands.

Appendix 1 – Royal College Contact Details

<p>Royal College of Anaesthetists Churchill House 35 Red Lion Square London WC1R 4SG</p> <p>Tel: 0207 092 1500 Email: info@rcoa.ac.uk Website: www.rcoa.ac.uk</p>	<p>Royal College of Ophthalmologists 18 Stephenson Way Kings Cross London NW1 4QW</p> <p>Tel: 020 3770 5353 Email: membership@rcophth.ac.uk Website: www.rcophth.ac.uk</p>
<p>Royal College of Psychiatrists 21 Prescott Street Whitechapel London E1 8BB</p> <p>Tel: 020 7235 2351 Fax: 0203 701 2761 Email: membership@rcpsych.ac.uk Website: www.rcpsych.ac.uk</p>	<p>Faculty of Dental Surgery (Royal College of Surgeons) 35-43 Lincoln's Inn Fields London WC2A 3PE</p> <p>Tel: 020 7869 6700 Email: membership@rcseng.ac.uk Website: www.rcseng.ac.uk</p>
<p>Royal College of Paediatrics & Child Health 5-11 Theobalds Road London WC1X 8SH</p> <p>Tel: 020 7092 6000 Email: enquiries@rcpch.ac.uk Website: www.rcpch.ac.uk</p>	<p>Faculty of Public Health Medicine 4 St Andrew's Place Regents Park London NW1 4LB</p> <p>Tel: 0207 935 0243 Email: membership@fph.org.uk Website: www.fph.org.uk</p>
<p>Royal College of Obstetricians & Gynaecologists 27 Sussex Place Marylebone London NW1 4RG</p> <p>Tel: 020 7772 6200 Fax: 020 7723 0575 Email: membership@rcog.org.uk Website: www.rcog.org.uk</p>	<p>Royal College of Pathologists 4th Floor 21 Prescott Street London E1 8BB</p> <p>Tel: 020 7451 6700 Email: info@rcpath.org Website: www.rcpath.org</p>
<p>Royal College of Radiologists 63 Lincoln's Inn Fields London WC2A 3JW</p> <p>Tel: 020 7405 1282 Email: enquiries@rcr.ac.uk Website: www.rcr.ac.uk</p>	<p>Faculty of Occupational Medicine 2 Lovibond London SE10 9FY</p> <p>Tel: 020 7242 8698 Fax: 020 3116 6900 Email: FOM@fom.ac.uk Website: www.facocccmed.ac.uk</p>

<p>Royal College of Physicians 11 St Andrew's Place Regents Park London NW1 4LE</p> <p>Tel: 020 3075 1649 Website: http://www.jrcptb.org.uk</p>	<p>Royal College of Surgeons 35-43 Lincoln's Inn Fields London WC2 3PN</p> <p>Tel: 020 7405 3474 Website: www.jcst.org</p>
<p>Royal College of Emergency Medicine 7-9 Breems Buildings London EC4A 1DT</p> <p>Tel: 020 7404 1999 Website: http://www.rcem.ac.uk/</p>	<p>Faculty of Intensive Care Medicine Churchill House 35 Red Lion Square London WC1R 4SG</p> <p>Tel: 020 7092 1688 Email: contact@ficm.ac.uk Website: http://www.ficm.ac.uk/</p>
<p>Faculty of Community Sexual Reproductive Health 2nd Floor 27 Sussex Place London NW1 4RG</p> <p>Tel: 020 7724 5534 Website: https://www.fsrh.org/home/</p>	<p>Royal College of General Practitioners 30 Euston Square London NW1 2FB</p> <p>Tel: 020 3188 7400 Website: http://www.rcgp.org.uk/</p>

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This publication can be made available in a number of alternative formats on request.