

Welcome to

Health Education England
working across the
East Midlands
Training Scheme



Specialty Programme
Welcome Pack 2018

Introduction

Welcome to the East Midlands

Health Education East Midlands (HEEM) is the Local Education and Training Board that covers Derbyshire, Leicestershire, Lincolnshire, Northamptonshire and Nottinghamshire. All of our Training Programmes offer you an exceptionally varied training experience.

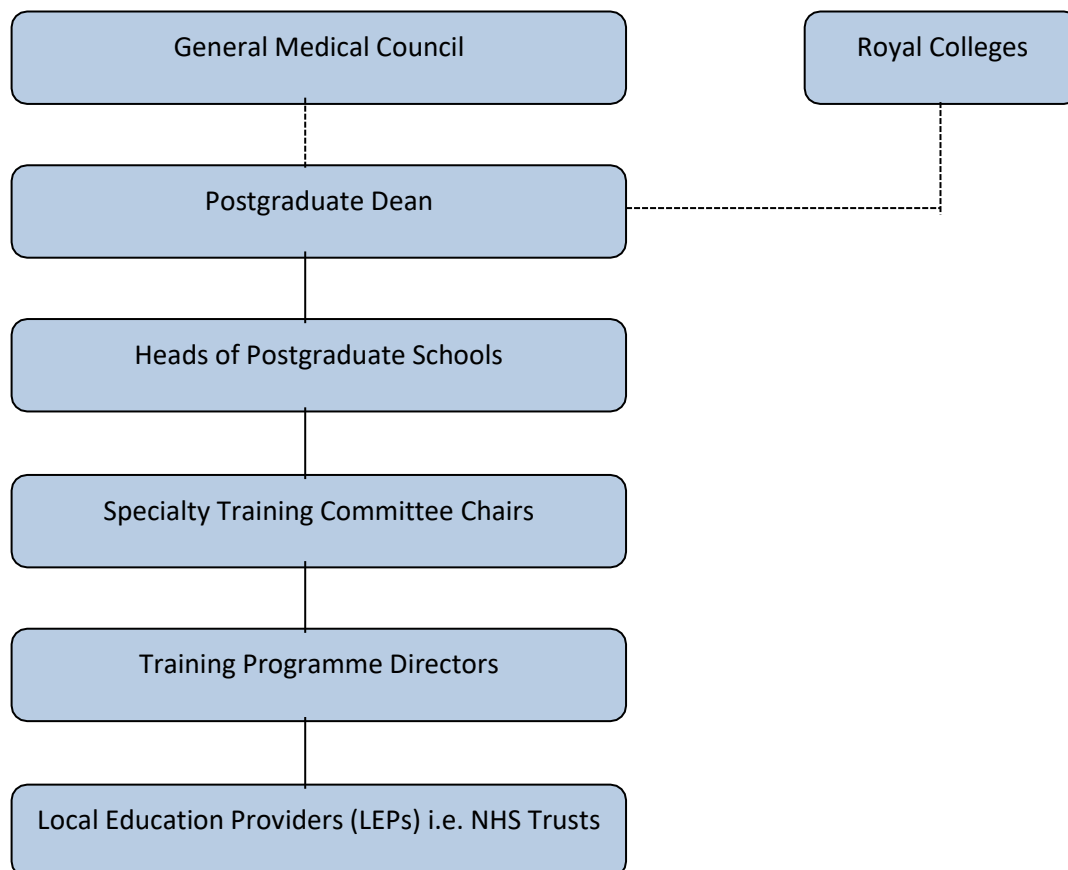
The deanery website details more information regarding our area:

[East Midlands Deanery](#)



Structure of Health Education England working across the East 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**.



HEADS OF POSTGRADUATE SCHOOLS	
School of Academics	Dr Jonathan Barratt
School of Anaesthesia	Dr Ralph Leighton
School of Dentistry	Dr Andrew Dickenson
School of Emergency Medicine	Dr Asif Malik
School of General Practice	Dr Nigel Scarborough
School of General Practice	Dr Caroline Ahrens
School of Medicine	Dr Jonathan Corne
School of Obstetrics and Gynaecology	Miss Susan Ward
School of Obstetrics and Gynaecology	Mr Robert Haughney
School of Paediatrics and Academic	Dr Cathryn Chadwick
School of Pathology	Dr Angus McGregor
School of Psychiatry	Dr Tuhina Lloyd
School of Public Health	Dr Rob Howard
School of Radiology	Dr Arumugam Rajesh
School of Surgery	Mr Mark McCarthy

Further information on the Postgraduate Specialty Schools can be found on the website: [East Midlands Deanery](#)

In addition, there is a Programme team working within the East Midlands local office. Please contact the relevant inbox as per the information below.

PROGRAMME MANAGEMENT TEAM	CONTACT DETAILS
<p>Programme Management Generic Inbox</p> <ul style="list-style-type: none"> • Placements • Database Information • Registration Documents <p>Relocation Expenses</p> <ul style="list-style-type: none"> • Base changes • Continuing commitments • Expenses on Relocation • Travel in Lieu of Relocation • Excess Travel <p>Less Than Full Time Training</p> <ul style="list-style-type: none"> • Less Than Full Time applications • Less Than Full Time queries <p>Out of Programme Training</p> <ul style="list-style-type: none"> • Out of Programme applications • Out of Programme queries 	<p>SpecialtyProgrammes.EM@hee.nhs.uk</p> <p>SpecialtyProgrammes.EM@hee.nhs.uk</p> <p>LTFT.EM@hee.nhs.uk</p> <p>OOP.EM@hee.nhs.uk</p>

More information on Relocation Expenses, Less Than Full Time Training and Out of Programme Training can be found on Page 11 of this welcome pack, alternatively you can find all of the information on the Health Education England working across the East Midlands website: [East Midlands Deanery](#)

Registration with the Royal College

Regardless of your training specialty, it is imperative that you register as a trainee with the appropriate Royal College prior to commencing your post. Failure to enroll with the Royal College could result in your training not being recognized which could impact on your future eligibility for specialty training and the award of a CCT if you are on a run through programme.

<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 & Gynecologists 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.facocmed.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.jchst.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>

Form R

Prior to starting your Training Programme, you are required to complete a Form R (Part A and Part B). This form needs to be completed as soon as possible as **your National Training Number / Deanery Reference Number (NTN/DRN) cannot be issued unless we are in receipt of this form.**

All doctors, as part of revalidation, are required to record and reflect on significant events in their work with the focus on what they have learnt as a result of the event/s. You will be required to provide details of any significant events you have either been directly or indirectly involved in to Health Education England, using the 'Form R', before you commence your training post. You will complete a Form R Part B every year as a requirement for your ARCP and revalidation. These are standard national forms.

You will also be required to provide details of any investigations or complaints you have been involved with. Health Education England will again require this information before you commence your training post and this forms part of the information provided on the "Form R".

Form R Part A and B with guidance on how to complete the form and creating Digital ID's can be found here:

[New Starters](#)

We require receipt of your Form R Part A, B, Training Agreement and most recent Appraisal / ARCP **no later than 1 month after your Programme start date.** Please send these to the Programme Management Team (specialtyprogrammes.em@hee.nhs.uk) and a member of the team will process your forms and release your training number. If you have any issues or questions regarding Form R, please contact the Programme Management Team (specialtyprogrammes.em@hee.nhs.uk) and someone will be happy to assist you.

Revalidation

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

For further information relating to revalidation please refer to Health Education England working across the East Midlands website: [Revalidation](#)

Reference guide for Postgraduate Specialty training in the UK (The Gold Guide - 7th Edition – 2018)

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 Specialty Registrar, to include Less Than Full Time Training, movement between LETBs/deaneries, taking time out of programme
- Progressing as a Specialty Registrar, to include the Annual Review of Competence Progression (ARCP) process
- Being a Specialty Registrar and an Employee

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

[The Gold Guide – 7th Edition](#)

Contacts at the trust

The Trust that you are working in will be your employer. This means that your employer will change each time you rotate to a new trust. Your employer / lead employer will issue all Rota and contract information to you prior to starting your placement.

Trainees are expected to familiarize 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
- **Postgraduate Clinical Tutor** – for approval of study leave
- **Educational Supervisor** – for guidance on your educational progress
- **Postgraduate Centre Manager** - for issues relating to postgraduate medical education such as hospital teaching programmes

Transfer of information between trusts

At the time of rotation from one placement to another, information on trainees, including employment information, will be passed from the old employer to the new.

Resignation from training programme

You are required to notify Health Education England working across the East Midlands, your employing trust and your Training Programme Director should you decide to resign from the training programme. Please contact your Employing Trust regarding Notice Lengths.

Removal and Travel Expenses – Local Guidance

Health Education England working across the East Midlands has produced a document which provides local guidance on removal and associated expenses for doctors in training and is based on the NHS Employers document: “Removal and associated expenses for junior doctors”

As of 1 August 2017, all applications for reimbursement of removal or rotational travel expenses will be processed by the employing NHS Trust.

Policies

Less Than Full Time training

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

This site gives further details about LTFT training with Health Education England, including information about eligibility and the application process - please note that you should apply to HEE with no less than 2 months’ notice of their proposed LTFT start date. You must receive written confirmation of your Form 1: Eligibility Assessment & Training Plan before you begin to train LTFT. Applications will be considered against the national eligibility criteria for LTFT training. Health Education England aims to offer support to all trainees who meet the national eligibility criteria to train LTFT; however, trainees must be appointed to a Full Time Programme to be able to progress their LTFT training application.

Out of Programme

Out of Programme (OOP) relates to trainees that wish to participate in an experience that is out of their planned programme of training. There are a number of circumstances that trainees may wish to spend time out of programme; to gain training or clinical experience, to undertake research or to take a career break.

Time out of programme will not normally be agreed until a trainee 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, trainees must discuss their plans with their Educational Supervisor and/or 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 trainee.

Health Education working across the East Midlands requires 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. Trainees must inform their current employer at least 3 months in advance to ensure that the needs of patients are appropriately addressed.

Guidance on how to apply for Out of Programme can be found on the Health Education working across the East Midlands website: [Out of Programme](#)

Professional Support

The Professional Support Unit (PSU) aims to support all doctors in training 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 PSU provides a consistent, single point of access to expert advice, guidance and information regarding concerns to all parties involved in the management of medical trainees.

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

More information on Professional Support can be found on the Professional Support Unit section of the Health Education working across the East Midlands website: [Professional Support Unit](#)

Escalating Concerns

Postgraduate Medical Trainees 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.

When issues arise that are not appropriate or out of sequence with these processes, trainees may raise concerns by using the following pathways as appropriate to their concern. Concerns may cover any issue including patient safety and quality of education and training. Trainees should invoke pathways appropriately and in order of priority.

And finally...

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.

Specialtyprogrammes.em@hee.nhs.uk or GPProgrammes.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.