

North East Thames Foundation School

General information about how foundation training is organised at Newham University Hospital NHS Trust

Allocation process	Based on applicant scores during the national application process and expressed order of preference of rotation; North East Thames Foundation School allocates all foundation doctors to a 2 year rotation prior to the start of the Foundation Programme.
Key school personnel	Postgraduate Dean: Dr Andrew Frankel Foundation School Director: Dr Michael Glynn Foundation School Manager: Mrs K Brooks Foundation School Co-ordinator: Mrs C Rust Foundation School Administrator: Mrs A Dhayalan Foundation School Assistant: Mrs A Barker
Key local education provider personnel	Alan Naftalin DME and FPTD Simon Limb, FTPD Lesley Elias – Med Ed Lead Tina Parekh/Laxmi Harding - FP Administrator
Teaching information	Teaching FY1 – Clinical teaching Tuesdays 1 or 2 hrs FY1 – Clinical skills and Personal and Professional Development – Wednesday – 1 hr FY2 – Clinical teaching and Personal and Professional Development – 1.25 hrs per week In addition: ILS training one day for FY1 Simulation one day training for FY1 and FY2 Clinical teacher training sessions for FY1 and FY2 Additional simulation and clinical skills as arranged locally Attendance as specialty/dept teaching events Weekly Grand Rounds Alternating month Trust wide E-half day
Information events / Open days for potential applicants	North East Thames Foundation School holds an annual Open Day for successful candidates. This is usually held on the second Wednesday in January (pm) and presentations uploaded to our website after the event. Successful candidates are emailed with details. Alternatively please contact netfs@gmul.ac.uk for further details..
Foundation doctor forums	North East Thames Foundation School encourages foundation doctors to contribute to, and participate in various forums. At school level there is F1 and F2 representation on the NETFS. At a London Deanery level, there is F1 and F2 representation at appropriate committees and trainee forums (standard and academic).

	At local level, each employing trust has F1 and F2 representation on their Foundation Programme Faculty Group and the Junior Medical Staff Committee. Additionally, there are national forums conducted by UKFPO.
Educational and Clinical supervision <i>School (Policy)</i> <i>LEP (Rules)</i>	An educational supervisor is allocated to each foundation doctor to maintain an overview of development and progress of the doctor within the training programme. The specific arrangements for allocating educational supervisors can vary but one ES per year is the preferred model. Foundation trainees are usually allocated a clinical supervisor for each post who will supervise the trainee in consultation with the Programme Director. An educational agreement will be completed at the initial interview of each post. Mid point reviews are required in each post. Sign off by the Clinical supervisors is required for each post as is an end of post meeting with the Educational supervisor.
Time Out of Foundation Programme (TOFP)	Foundation doctors contemplating requesting TOFP should check the relevant guidance on the London Deanery website: http://www.londondeanery.ac.uk/foundation-schools/policies-guidance-application-forms Applications must be approved and signed by the local Foundation Training Programme Director/Tutor and the Foundation School Director.
F2 outside the UK	North East Thames Foundation School does not support or accredit doctors who wish to undertake their F2 year outside the UK.
Flexible training (Less than full time)	The policy for those training in London Deanery Trusts can be found at: http://www.londondeanery.ac.uk/foundation-schools/policies-guidance-application-forms .
Study leave	Study leave is only permitted during the F2 year and is not available during F1. Statutory and Mandatory training including simulation skills is not regarded as study leave. Special arrangements may be made for F1 doctors who wish to arrange career “taster” sessions during the last four months of their F1 year. The study leave policy can be found at http://www.londondeanery.ac.uk/foundation-schools/policies-guidance-application-forms
Inter Foundation School Transfer (IFST)	Foundation doctors contemplating requesting an IFST should check the relevant “Guidance for Applicants” in the Key Documents section of the UKFPO website: http://www.foundationprogramme.nhs.uk/pages/home/key-documents#ifst Applications must be approved and signed by the local Foundation Training Programme Director/Tutor and the Foundation School Director in the first instance.
	Employment Information
Terms and Conditions of employment	The post is subject to the Terms and Conditions of Service of Hospital Medical and Dental Staff as modified from time to time. Current copies of these Terms and conditions may be seen in the HR Office or on NHS Employers. All staff appointments are made subject to the receipt of

	satisfactory references and all initial appointments to the national health service are made subject to satisfactory medical and police clearance being produced. A medical examination may be necessary on initial appointment and periodically thereafter.
Rotation information	Full information about the rotation, location and content of placements is given in an accompanying document.
Induction/shadowing	London Deanery: Trainees are strongly recommended to attend a period of 5 days preparation for practice prior to starting F1. Trainees do not receive payment for attending.
Start date	FY 1 - Tuesday, 31 st July 2012 FY 2 - Wednesday, 1 st August 2012.
Salary	The salary scale is in accordance with the current national rate and placement within the scale will be in accordance with previous reckonable service.
Annual leave	F1 doctors are entitled to 27 days annual leave in the year. The 27 days entitlement does not include the 8 statutory holidays. If a foundation doctor works any part of a bank holiday they are entitled to an additional days leave in lieu. In some specialties there is some restriction on when a foundation doctor can take their leave during the 4 months (e.g. not on their 'hot week' for surgery). The individual directorates will inform the foundation doctor of any specific restrictions on when they can take leave. The foundation doctor Yr 2 is required to book their leave at least 6 weeks in advance via the nominated local coordinator with subsequent notification to the FP Administrator.
Visa/Work permits/Leave to remain	The Trust will consider British /EEA nationals for appointment in the first instance. If the applicant is a non-resident of the United Kingdom or European Economic Union, they are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ the applicant/post holder if they require but do not have a valid work visa and/or leave to remain in the UK.
Accommodation	The Trust has no Hospital accommodation.