

## North East Thames Foundation School

### General information about how foundation training is organised at Mid Essex Hospitals Trust

<b>Allocation process</b>	<p>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.</p>
<b>Key school personnel</b> <i>School</i>	<p>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</p>
<b>Key local education provider personnel</b>	<p>Mid Essex Hospitals Trust</p> <p>Clinical Tutor - Dr John Durcan          F1 Programme Director – Dr Keith Hattotuwa          F2 Programme Director – Dr Ellen Makings          Catherine Lee - Head of Learning and Development          Education Centre Manager – Mrs Gill Slater          F1 and F2 Programme Administrator – Denise Hearn          Careers Lead – Dr Sharon Lim</p>
<b>Teaching information</b>	<p>F1 teaching is undertaken weekly on Wednesday's and Thursday's – these are 1 hour lunchtime sessions from 12.30 until 13.30. Approximately every three weeks the generic afternoon sessions take place from 14.00 until 17.00 All sessions are bleep free.</p> <p>FY2 teaching is undertaken approximately every three weeks from 14.00 and 17.00. These sessions are bleep free.</p> <p>Trainees are required to attend 70% of the training session towards successful sign-off.</p> <p>Supervisors are all informed that trainees should be released for teaching sessions. Attendance lists are signed at the beginning and the end of each session.</p> <p>The Generic sessions take place at times avoiding holidays, half terms, change over dates etc to try to ensure optimal attendance.</p> <p>After each session, a non-attending trainee is sent a tracked email asking them for reasons for non-attendance.</p>

	<p>If there are significant problems with attendance a meeting is set up with the trainee and/or supervisors and/or Programme Director to ensure that attendance is improved. An action plan is drawn up to resolve ongoing difficulties.</p>
<p><b>Information events / Open days for potential applicants</b></p>	<p>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 <a href="mailto:netfs@qmul.ac.uk">netfs@qmul.ac.uk</a> for further details.</p> <p>Mid Essex participates in this day with a stand, information packs and presentation. The FTPD, Administrator and trainees attend and are at hand to answer questions.</p>
<p><b>Foundation doctor forums</b></p>	<p>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).</p> <p>At local level, each employing trust has F1 and F2 representation on their Foundation Committee. Additionally, there are national forums conducted by UKFPO.</p> <p>The F1 and F2 representatives are invited to attend the Mid Essex Local Faculty Group meeting which is held 3 times a year.</p>
<p><b>Educational and Clinical supervision</b> <i>School (Policy)</i> <i>LEP (Rules)</i></p>	<p>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.</p> <p>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.</p> <p>LEP: An educational supervisor is allocated to each foundation doctor for the full year of their Foundation Programme.</p> <p>A clinical supervisor will be allocated for each placement (four month) within the rotation. In most rotations the educational supervisor will also be the clinical supervisor for one placement.</p>
<p><b>Time Out of Foundation Programme (TOFP)</b> <i>School</i></p>	<p>Foundation doctors contemplating requesting TOFP should check the relevant guidance on the London Deanery website: <a href="http://www.londondeanery.ac.uk/foundation-schools/policies-guidance-application-forms">http://www.londondeanery.ac.uk/foundation-schools/policies-guidance-application-forms</a></p> <p>Applications must be approved and signed by the local Foundation Training Programme Director/Tutor and the Foundation School Director.</p>
<p><b>F2 outside the UK</b> <i>School</i></p>	<p>North East Thames Foundation School does not support or accredit doctors who wish to undertake their F2 year outside</p>

	the UK.
<b>Flexible training (Less than full time)</b>	The policy for those training in East of England Deanery Trusts can be found at: <a href="http://www.eoedeanery.nhs.uk/medical/page.php?page_id=62">http://www.eoedeanery.nhs.uk/medical/page.php?page_id=62</a> .
<b>Study leave</b>	Study leave is only permitted during the F2 year and is not available during F1. 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 <a href="http://www.londondeanery.ac.uk/foundation-schools/policies-guidance-application-forms">http://www.londondeanery.ac.uk/foundation-schools/policies-guidance-application-forms</a>
<b>Inter Foundation School Transfer (IFST) School</b>	Foundation doctors contemplating requesting an IFST should check the relevant “Guidance for Applicants” in the Key Documents section of the UKFPO website: <a href="http://www.foundationprogramme.nhs.uk/pages/home/key-documents#ifst">http://www.foundationprogramme.nhs.uk/pages/home/key-documents#ifst</a> Applications must be approved and signed by the local Foundation Training Programme Director/Tutor and the Foundation School Director in the first instance.
	<b>Employment Information</b>
<b>Terms and Conditions of employment</b>	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 Medical Workforce Office.  All staff appointments are made subject to the receipt of satisfactory references and all initial appointments to the NHS are made subject to satisfactory medical and police clearance being produced. A medical examination may be necessary on initial appointment and periodically thereafter.
<b>Rotation information</b>	Full information about the rotation, location and content of placements is given in an accompanying document.
<b>Induction/shadowing</b>	East of England Deanery Trusts: Trainees have to attend a mandatory preparation for practice week, including induction and shadowing activity. Trainees are paid for attending.  All F1 doctors are required to undertake a mandatory induction/shadowing week prior to commencing the actual F1 rotation.
<b>Start date</b>	<i>(Usually first Wednesday in August)</i>
<b>Salary</b>	The salary scale is in accordance with the current national rate and placement within the scale will be in accordance with previous reckonable service.
<b>Annual leave</b>	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

	<p>directorates will inform the foundation doctor of any specific restrictions on when they can take leave. The foundation doctor is required to book their leave at least 6 weeks in advance via the relevant Practice Manager.</p>
<p><b>Visa/Work permits/Leave to remain</b></p>	<p>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.</p>
<p><b>Accommodation</b></p>	<p><b>SINGLE</b> Flats each having 4 bedrooms with ensuite shower room.</p> <p>Communal lounge with TV and DVD player (this TV license is paid for by Swan Housing).</p> <p>Fully fitted kitchen with washer/dryer, microwave and Fridge Freezer</p> <p>Internet and satellite TV connections are being looked into. At present you are able to use the hospital library for internet access (broadband) this can be accessed out of hours.</p> <p>The costs per person are £409.25 per month inclusive of Council Tax.</p> <p>The accommodation is on site, so you are approx 5 minutes walk from the wards etc.</p> <p>These costs are at a very competitive rate and all the accommodation is new purpose built (3 yrs old)</p> <p><b>FAMILY ACCOMMODATION</b> Fully furnished Family accommodation can be provided here on site, with dishwasher/washer driers and fully equipped kitchens.</p> <p>2 Bedroom House - £710.75 per month – excluding utility charges and Council Tax</p> <p>3 Bedroom House - £807.75 per month – excluding utility charges and Council Tax Family accommodation is subject to availability.</p> <p>For more information or to view the accommodation please telephone 01245 442192 or email <a href="mailto:nharding@swan.org.uk">nharding@swan.org.uk</a></p>