

## E-HANDBOOK FOR FOUNDATION DOCTORS

### Welcome

NHS London, London Deanery and the North Thames Foundation School Directors and Trust staff hope you will enjoy and achieve a successful outcome to your two year foundation programme.

Dr Ian Hastie is the Lead Dean for foundation training and works in close liaison with the Foundation Schools and Trust Directors of Medical Education, Clinical Tutors, Foundation Training Programme Directors, Educational/Clinical Supervisors and Postgraduate Centre Managers.

### Thames Foundation Schools

#### *North East Thames Foundation School*

Director                    Dr Michael Glynn  
Manager                    Mr John Masih

<http://www.netfs.org.uk/>

#### *North Central Thames Foundation School*

Director                    Dr James Dooley  
Manager                    Mrs Ruth Little

<http://www.ucl.ac.uk/medicalschool/nctfs/>

#### *North West Thames Foundation School*

Director                    Dr Andrew Frankel  
Manager                    Ms Susan English

<http://wwwfom.sk.med.ic.ac.uk/medicine/teaching/prho/>

#### *South Thames Foundation School\**

Director                    Dr Jan Welch  
Manager                    Marc Terry

<http://www.stfs.org.uk/>

\* Dr Hastie and the South London Associate Deans are responsible for approving and inspecting Foundation Programmes in South London Trusts.

### Decision-Making Structure and Foundation Doctor Participation

- Following on from the Thames Foundation Schools Board (TFSB) which was established in October 2005, the London Foundation Training Board (LFTB) has been established in January 2009 to provide a strategic and operational overview of London Foundation Training for the foundation schools within the Thames Foundation Schools Scheme (TFSS). Membership is as follows: the Thames Foundation School Directors and

Managers, representatives from the linked Medical Schools, NHS London, London/KSS, London Trusts and an F1, F2, medical student and lay representative.

The 2008/09 student / foundation doctor representatives are:

- Mr Paolo Perella (University of London Medical Students' Officer)
- Dr Alastair Noyce (F2 rep) [alastair.noyce@mac.com](mailto:alastair.noyce@mac.com)
- Dr Ross Coomber (F1 rep) [ross.coomber@imperial.nhs.uk](mailto:ross.coomber@imperial.nhs.uk)

An informal Foundation Doctor Feedback Group (FDFG), meets in advance of LFTB to review your feedback and decide which matters require consideration by the Board (pan-Thames issues) or the Foundation School Directors (FS-specific issues).

In addition to the LFTB each FS has a Management Committee (FSMC) with foundation doctor representation and each Trust has a Faculty Group (or equivalent) which meets on a regular basis to monitor FD training and progress.

### **Information Sources**

The United Kingdom Foundation Programme Office (Director: Professor Derek Gallen) has obtained national agreement on a wide range of policies and procedures so the UKFPO web site ([www.foundationprogramme.nhs.uk](http://www.foundationprogramme.nhs.uk)) should be your first point of reference.

The Deanery and Foundation Schools follow national policy but some TFSS-specific information, together with links to the Foundation School sites, can be found at: <http://www.londondeanery.ac.uk/foundation-schools>. This is also where F2 doctors will find details of specialty recruitment and careers advice.

Web links for the Trusts which provide foundation training (including those which come under East of England Deanery) and details of Trust Foundation Training Programme Directors, Clinical Tutors, Careers Advisers and PG Centre Managers are in the A-Z.

The Deanery hopes the e-Handbook is useful and answers most of your queries. Guidance on who to contact if you have further entry-specific queries is given in the far left column – Key:

**M** FS Manager (see page 1 for contact details)

**W** FS Website (see page 1 for contact details)

**D** London Deanery Website (<http://www.londondeanery.ac.uk>)

**T** Trust Post Graduate Centre/Education Manager (click [here](#))

**U** UKFPO (<http://www.foundationprogramme.nhs.uk>)

If you have suggestions on additional entries/feedback on the e-Handbook please contact David Tihanyi, ([david.tihanyi@londondeanery.ac.uk](mailto:david.tihanyi@londondeanery.ac.uk)).

## KEY TO ABBREVIATIONS

<b>AFDR</b>	<b>Academic Foundation Doctor Representatives</b>
<b>AFP</b>	<b>Academic Foundation Programmes</b>
<b>BMA</b>	<b>British Medical Association</b>
<b>E-LfH</b>	<b>E-Learning for Healthcare</b>
<b>EoE</b>	<b>East of England Deanery</b>
<b>FACD</b>	<b>Foundation Achievement of Competency Document</b>
<b>FD</b>	<b>Foundation Doctor</b>
<b>FDFG</b>	<b>Foundation Doctor Feedback Group</b>
<b>FP</b>	<b>Foundation Programme</b>
<b>FS</b>	<b>Foundation School</b>
<b>FSD</b>	<b>Foundation School Director</b>
<b>FSM</b>	<b>Foundation School Manager</b>
<b>FSMC</b>	<b>Foundation School Management Committee</b>
<b>FST</b>	<b>Foundation School Transfer</b>
<b>FTPD</b>	<b>Foundation Training Programme Director</b>
<b>GMC</b>	<b>General Medical Council</b>
<b>KSS</b>	<b>Kent Surrey Sussex Deanery</b>
<b>MDU</b>	<b>Medical Defence Union</b>
<b>MMC</b>	<b>Modernising Medical Careers</b>
<b>MPS</b>	<b>Medical Protection Society</b>
<b>NETFS</b>	<b>North East Thames Foundation School</b>
<b>NCTFS</b>	<b>North Central Thames Foundation School</b>
<b>NWTFS</b>	<b>North West Thames Foundation School</b>
<b>PGCM</b>	<b>Post Graduate Centre Manager</b>
<b>PMETB</b>	<b>Postgraduate Medical Education and Training Board</b>
<b>STFS</b>	<b>South Thames Foundation School</b>
<b>LFTB</b>	<b>London Foundation Training Board</b>
<b>TFSS</b>	<b>Thames Foundation School Scheme</b>
<b>RCP</b>	<b>Royal College of Physicians</b>
<b>UKFPO</b>	<b>United Kingdom Foundation Programme Office</b>

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## **A – Z of Foundation Training**

### **A**

#### ***Abroad – F2***

**M** Please click [here](#) for the current guidance to applicants/host institutions and Application Form; contact your FSM if you wish to apply to complete F2 abroad during 2009/10.

#### ***Academic Foundation Doctor Representative (AFDR)***

**M** Each Foundation School Management Committee has an AFDR. Please contact your FSM for advice on the current representative.

#### ***Accommodation***

**T** It is no longer mandatory for Trusts to provide accommodation so please seek advice from the relevant [PGCM](#) on the availability and cost when you receive notification of your F1 or F2 Trust allocation.

#### ***ALS or equivalent training***

**T** This is mandatory for F2 Doctors. Members of the FDFG have advised that arrangements vary between Trusts affiliated to the TFSS. In some Trusts the full cost of a course (ALS or equivalent) is funded and you cannot choose which course to complete. Other Trusts arrange for you to receive a limited study budget i.e. you can self-select. ATLS counts as an equivalent but may not be funded. Please contact your [PGCM](#) for advice on local arrangements.

#### ***Appeal against non-progression: F1 Doctors***

**D** Click [here](#) for details of the 2008 F1 process. The process for 2009 will be posted as soon as it has been approved by the LFTB.  
**NB** There is a 14 day deadline for submission of appeals.

#### ***Appeal against non-progression F2 Doctors***

**D** Click [here](#) for details of the 2008 F2 process. The process for 2009 will be posted as soon as it has been approved by the LFTB.  
**NB** There is a 14 day deadline for submission of appeals.

#### ***Assessments***

**T** All FDs based in London/East of England and SW Peninsula Trusts will use the ePortfolio; those based in KSS Trusts will be registered with the Healthcare Assessment Team (HcAT).

All FDs must reach a satisfactory standard in all assessments - see below - prior to sign-off. [Assessment Target Timeline](#)

***Mini-Peer Assessment Tool (mini-PAT) – 2 per year***  
***Mini-CEX (Clinical Evaluation Exercise)- 6 per year***  
***DOPS (Direct Observation of Procedural Skills)- 6 per year***  
***CbD (Case-based Discussion) 6 per year***

## **B**

### **BMA**

The British Medical Association is your professional body and union and represents its members in national debates as well as representing individual doctors in industrial disputes. If you feel you would benefit from their advice or help, contact "ask BMA" on 0870 6060 828 or [askbma@bma.org.uk](mailto:askbma@bma.org.uk).

The BMA also arranges quarterly regional meetings – open to members and non-members - which offer you the chance to help shape BMA policy. Click [here](#) to see upcoming meeting information.

### **Banding**

**T** The Deanery and Foundation School Managers cannot provide advice on banding. Details will be provided by the Trust HR Manager who is responsible for issuing foundation letters of appointment and contracts.

### **Bullying and Harassment**

**T** Each Trust will have a policy in place. Please contact the relevant Trust [PGCM](#)

## **C**

### **Careers Advisors**

The Deanery allocated a separate funding stream to Trusts to arrange for three staff in each Trust to be trained as careers advisers. Click [here](#) for details of the staff in each Trust.

### **Careers Guidance**

A new web site is being created. In the meantime please continue to refer to the careers guidance pages on the [London Deanery](#) and [MMC](#) sites.

### **Careers Events**

**F** Details of local careers events will be provided by your FSM. Details of any deanery organised events will be forwarded to the FS Managers and [PGCMs](#) who will pass this information to you. Please check PGC notice boards.

### **Certificate of satisfactory completion of Foundation Programme**

**F** This will be issued by your Foundation School.

### **Clinical Supervisors**

**T** The clinical supervisor is the professional with responsibility for teaching and supervising specialty placements – check your ePortfolio for details of who your clinical supervisor is.

Click [here](#) to view the Guide for Foundation Doctors on Supervision. This guidance contains a table outlining when to meet with your clinical supervisor and complete specific forms.

**Clinical Tutors** – Click [here](#)

### **Consent**

Paragraph 36 of Good Medical Practice (2006) states:

You must be satisfied that you have consent or other valid authority before you undertake any examination or investigation, provide treatment or involve patients in teaching or research. Usually this will involve providing information to patients in a way they can understand, before asking for their consent. You must follow the guidance in *Seeking patients' consent: The ethical considerations*, which includes advice on children and patients who are not able to give consent.

More information is provided on the [GMC](#) site e.g. “Seeking patients’ consent: The Ethical considerations” (Nov 1998) and the [BMA](#) web site.

### **Curriculum**

The [Foundation Programme Curriculum](#) reflects a developmental approach to postgraduate medical education. Under the Curriculum, foundation doctors have to demonstrate that they are competent in a number of areas including communication and consultation skills, patient safety and team work as well as the more traditional elements of medical training.

### **D**

#### **Disability**

National guidelines are in preparation and will be posted as soon as they are finalised. In the meantime please contact your [FTPD/PGCM](#) who will liaise with, or recommend that you seek advice, from your FSD.

#### **Doctors.net**

Doctors.net.uk is a network of doctors and medical students created by doctors for doctors. It provides an email address, medical resources, an online textbook, a forum for discussion, a library of images and more. NETFS, NCTFS and STFS stipulate that all FDs must have an account.

## **E**

### ***e-learning for Healthcare (e-LfH)***

#### ***Overview of e-LfH***

E-Learning for Healthcare (e-LfH) is a collaborative programme that does exactly 'what it says on the tin'. A partnership between the Department of Health, the NHS and professional bodies, to provide high quality e-learning content for the training of the healthcare workforce.

The programme has a proven track record in delivery, having been first tried and tested in radiology. Other areas, both clinical and non-clinical are now getting involved in an initiative that has been described as 'for the workforce by the workforce'. Details of the people involved, current progress and plans for the future are available on this website: <http://www.e-lfh.org.uk/>.

### ***E-portfolio***

Please get into the habit of logging on to your [ePortfolio](#) every day. The [Target Timeline](#) outlines how many of each assessment must be completed by specified dates. If you have any problems with your ePortfolio please contact your [PGCM](#).

### ***Educational supervisor***

**T** This is the professional responsible for making sure that you receive appropriate training and experience and who decides whether individual placements have been completed successfully. The allocation of educational supervisors varies across Trusts so check your ePortfolio for details of your educational supervisors.

Click [here](#) to view the Guide for Foundation Doctors on Supervision. This guidance contains a table outlining when to meet with your educational supervisor and complete specific forms.

### ***Emails***

FDs in NETFS, NCTFS and STFS will be contacted via their doctors.net.uk email address. It is the responsibility of FDs in NWTFS to make sure that the FS has their up-to-date email address. **Every** FD must check their emails regularly.

***Equality and Diversity*** - Click [here](#)

### ***Ethics***

This is integrated in the teaching programmes and specialty specific guidance is provided by clinicians who deal with ethical issues on a daily basis i.e. your supervising consultants. If you need advice on a particular issue please talk to your educational/clinical supervisor or refer to the guidance posted on the [GMC](#).

### ***European Working Time Directive***

If you feel you are being asked to contravene the EWTD please notify your [FTPD](#) who will take appropriate action.

## **F**

### **Faculty Groups**

**T** Each Trust should have a local Faculty Group. Please contact your [PGCM](#) if you would like further information.

### **Flexible training**

**F** Please contact your FSM if you wish to apply for flexible training. Details of the process are posted on the [KSS Deanery website](#). FDs completing F1 or F2 in an EoE Trust should click [here](#).

### **F1-F2 allocation processes**

**M** It is expected that details of the F1-F2 allocation process for FDs in the North Thames FS will be available in early November with registration opening in January and F2 allocations communicated to F1 Doctors, Trusts and General Practices in late March/early April.

**NB** Foundation Doctors working in STFS should contact their FSM for advice on the STFS allocation process.

### **Foundation Doctor Feedback Group**

This informal group meets 2/3 weeks in advance of the LFTB. Contact your local FD reps if there are matters you wish them to discuss with the Chair.

### **Foundation School Management Committees**

**M** Each FS has a Management Committee, chaired by the FSD. There is an AFP, F1 and F2 representative on each FSMC. Please contact your FSM for details of your local reps.

### **Foundation School Transfer**

**U** Guidance notes and application forms are available [here](#)

### **Foundation Training Programme Directors**

This is the professional responsible for the overall management and quality control of a Foundation Programme. The FTPD is responsible for ensuring that Supervisors are adequately trained to supervise and assess Foundation Doctors. The FTPD is also responsible for signing off the Foundation Doctor. Click [here](#) to find out who your FTPD is.

### **Full Registration**

**M** Following satisfactory completion of F1 your application for full registration will be forwarded by your Medical School Dean (or authorised officer) to the General Medical Council. Your FSM will normally issue guidance to FDs and Trusts in late April/early May.

## **G**

### **General Practice placements**

Click [here](#) to view the guide on F2 GP placements prepared by the GP Department.

### **General Practice – F1 Doctors prescribing in General Practice**

There are no London Deanery F1 programmes which include a GP placement. The GMC Education [Committee Statement](#) is provided for the FDs who are completing F1 in a TFSS partner deanery.

### **General Practice Travelling Expenses**

Eligible travel claims are reimbursed by the employer (the host trust). Money has been included in the non-pay element of funding to trusts from the deanery to cover this, but the amount provided for travel is limited.

Only additional actual costs are reimbursed. That is, the FY2 doctor may claim for any cost of travel from their home to the practice in excess of the cost of their normal travel to the trust (e.g. if driving they may claim any extra mileage over that normally travelled to the trust, if travelling by public transport they may claim the additional cost if they have to add another zone to any season ticket or travel card).

They may claim for expense incurred if they have to travel between the practice and their base trust during the working day (e.g. if they have to attend meetings or educational sessions). Mileage would be payable if driving but public transport costs would only be reimbursed if additional cost were incurred (e.g. if not able to use existing season ticket / travel card).

They may also claim for any additional expense of travel associated with work (e.g. visits to patients, but please try to minimise the cost of this travel to help trusts stay within budget). They cannot claim for travel from home to work.

### **General Medical Council – Click [here](#)**

Please see the Guidance for doctors section which has links to:  
Good Medical Practice  
A-Z of Ethical Guidance  
News and consultations

## **H**

**Heads of Specialty Schools** - Click [here](#)

**Health care Assessment Team (HcAT)** – see Assessment entry

**Hospital at Night** – Click [here](#) (courtesy of RCP)

## **I**

### **Illness**

- T** Contact your [PGCM and Medical Staffing](#) if you are ill so that cover can be arranged. Your PGCM will issue further Trust specific guidance during Induction.

### **In: Out (London/partner deanery) rule**

The in:out rule was established to allow as many London graduates as possible to complete either F1 or F2 in a London Deanery Trust.

### **Induction**

Deanery guidance on the Minimum Standards for Induction of Foundation Doctors has been approved by the LFTB and Trusts are expected to design their induction programmes according to the guidance which will be monitored by the Deanery. Click [here](#) to view the induction guidance.

## **J**

### **Jury Service**

Doctors are no longer exempt from performing Jury Service. It is possible to defer a Jury Summons although by law deferral can only be granted on one occasion. As there are time requirements for foundation training you should reply promptly to any summons requesting a deferral. If this is not granted please contact your FSM who will provide a letter explaining the stipulated time requirements and requesting that Jury Service be restricted to a maximum of two weeks.

## **L**

### **Leave entitlement**

- T** FDs are currently entitled to take 26 days' leave. Members of the FDFG have advised that some Trusts require you to split your leave equally between placements so that you can achieve maximum exposure to each specialty. Please check the precise arrangements with your [PGCM](#).

## **M**

### **Medical Defence Unit(MDU)/Medical Protection Society(MPS)**

These organisations provide indemnity insurance for doctors. Members of the FDFG advise that it is vital that you join one.

### **MEDNET**

MedNet provides doctors and dentists working in the area covered by the London and KSS Deaneries with practical advice about their career, emotional support should they need it and, if appropriate, access to brief or longer term psychotherapy. It operates on the basis of strict

confidentiality and is based at the Tavistock Centre and at the Maudsley Hospital.

*Who has access to MedNet?*

Any doctor or dentist working in the NHS in hospitals or general practice in the area covered by the London/KSS Deaneries has access to MedNet, irrespective of their grade.

*What is offered by MedNet?*

Following self-referral an assessment is arranged and up to 6 sessions is offered. Following this assessment, which may include brief therapy, a conclusion will be reached about what further action would be appropriate.

MedNet does not provide any reports to tutors, employing authorities or referrers. Exceptions are made only in agreement with the user.

MedNet aims to help doctors with psychological problems which are work related; it is not a general psychotherapeutic service for doctors.

Click [here](#) for further information

**MMC** – Click [here](#)

**Maternity leave**

Please click [here](#) for the London Deanery Foundation Maternity Leave guidance.

**N**

**National Trainee Survey** – Click [here](#)

**NHS Welcome Pack**

**T** This will be issued during Induction.

**Need Help**

Please refer to the [MedNeT](#) and review the Supporting Professional Performance guidance. You can approach your educational/clinical supervisor, [FTPD](#) or [PGCM](#). Alternatively feel free to contact your FSD or FSM.

**O**

**Occupational Health**

**T** The location of the OH Unit attached to your Trust will be provided during induction. If you're not sure about whether you are fit to work please contact the OHU for advice.

### **Operational Framework**

**UK** Click [here](#) to view the operational framework. The framework was revised in August 2007 and will be subject to further review between now and August 2010.

### **P**

#### **Paternity Leave**

**T** Please contact your [PGCM](#) for details of arrangements within your Trust.

#### **Patient Safety**

The National Patient Safety Agency (NPSA) provides safety guidance including alerts, directives, reports and research, it is available through the [NPSA Patient Safety Division](#). You can also [register on the NPSA website](#).

**Postgraduate Centre/Education Managers** - Click [here](#)

#### **Postgraduate Medical Education and Training Board (PMETB)**

Click [here](#)

PMETB produces quarterly Operational Updates. To receive a copy by email please contact: [reena.ruhomah@pmetb.org.uk](mailto:reena.ruhomah@pmetb.org.uk)

#### **Probity**

Please see the entries in Good Medical Practice (GMC, 2006)

Click [here](#)

#### **Programmes (F1 and F2)**

**F** Details are posted on the FS web sites. Please note that all programmes are subject to change in response to service needs. The FSMs liaise with the Trusts but it is impossible for the FS to guarantee that there will be no programme changes between allocation and taking up appointment.

### **Q**

#### **Quality Assurance, Control and Management**

Dr Hastie is the Postgraduate Lead for QA within the Deanery and details of the QA processes used by the Deanery to QA training will be posted on the [London Deanery](#) website.

### **R**

#### **Registration Document**

Please contact your FSM if there are any changes to the information you provided via the NTFS F1 or F2 registration documentation.

## **S**

### **Sci59**

**T** The Deanery has purchased licences for FDs to access Sci59. Please contact your [PGCM](#) for more information.

### **Sick Leave**

Click [here](#) for the latest GMC guidance.

### **Sign-off (F1 and F2)**

The FSMs will send you details of the 2009 F1 and F2 processes and timeline in late April/early May.

### **Simulation**

**T** Every FD within a London Deanery Trust has access to the simulation training funded by the Deanery and provided at three Trusts. Please contact your [PGCM](#) if you're not sure when you should attend.

### **SMART card**

This carries all of your occupational health information and MUST be updated whenever you change to a different Trust. Update your SMART card at least three months before transfer or risk not being able to start on the appointed date.

**Supporting Professional Performance** – Click [here](#)

**Specialty Schools** – Click [here](#)

**Specialty Recruitment** – Click [here](#)

### **Study Leave**

Please note that there is no Study Leave entitlement during the F1 year. During F2, the primary purpose of Study Leave is to support the development of F2 competencies. Individual Trusts and local Deaneries have their own Study Leave policies. Study Leave cannot be used to attend College Membership examinations.

## **T**

### **Tasters – including out of TFSS guidance and application form**

Please check the FS web site for details of F2 tasters available within your FS. If you would like to complete a taster outside of the TFSS please click [here](#) to download the guidance and application form.

**Time out of Training – planned or unexpected** – Click [here](#)

***Transfer of Information***

All new entrants to the TFSS are required to arrange for their Medical School to forward a Transfer of Information form. Your FSM will send you the guidance notes and Tol form.

***Trust Affiliated to the TFSS*** – Click [here](#)

***W***

***Whistleblowing*** - Click [here](#)