

## E-HANDBOOK FOR FOUNDATION DOCTORS – August 2011 Entry

### Welcome

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

Dr Andrew Frankel is the interim Lead 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.

### Foundation Schools

#### *North East Thames Foundation School*

Director                      Dr Michael Glynn  
Manager                      Kate Brooks

#### *North Central Thames Foundation School*

Director                      Dr James Dooley  
Manager                      Sabine Morris

#### *North West Thames Foundation School*

Interim Director          Dr Liz Lightstone  
Deputy Director          Dr Caroline Smith  
Manager                      Philippa Shallard

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

Director                      Dr Jan Welch  
Manager                      Marc Terry

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

\* Dr Frankel and the South London Trust Liaison Deans – Dr Alastair Forrest, Dr Anand Mehta and Dr Helen Massil - are responsible for approving and inspecting Foundation Programmes in South London Trusts.

### Decision-Making Structure and Foundation Doctor Participation

The London Foundation Training Board (LFTB) provides a strategic and operational overview of foundation training and is chaired by Christina Baron (Lay). The terms of reference and membership are posted on Synapse. The Board has medical student and foundation doctor (including academic) representatives. The FD reps attend an informal Foundation Doctor Feedback Group with Dr Frankel in advance of each Board to review pan-London FD feedback and decide which matters require consideration by the

- London Foundation Training Board
- London Foundation Training Operational Group
- Foundation School Management Committees
- Academic Leads Group or
- Trust Faculty Groups.

The Trust Faculty Groups meet on a regular basis to monitor FD training and progress and local issues are normally considered at this level before being escalated to Foundation School Directors or the Deanery.

For further information on Foundation Doctors' involvement in the decision making process please refer to the ***Guidance for Foundation Doctor Board Members and Representatives' Roles and Responsibilities (June 2010)***.

### Information Sources

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

The Deanery and Foundation Schools follow national policy. London-specific guidance and policies are posted on Synapse and the London Deanery website. Careers guidance and details of the application process for recruitment to specialty recruitment are posted on the London Deanery website (<http://www.londondeanery.ac.uk>).

Web links for each Trust (including those which come under East of England Deanery) and details of Foundation Training Programme Directors, Clinical Tutors, Careers Advisers and PG Centre Managers are posted on Synapse/London Deanery website.

The Deanery hopes this e-Handbook is useful and answers most of your queries. If you have suggestions on additional entries/feedback on the e-Handbook please email [foundation@londondeanery.ac.uk](mailto:foundation@londondeanery.ac.uk).

### KEY TO ABBREVIATIONS

AFDR	Academic Foundation Doctor Representatives
AFP	Academic Foundation Programmes
ALS	Advanced Life Support
ATLS	Advanced Trauma Life Support
BMA	British Medical Association
E-LfH	E-Learning for Healthcare
EoE	East of England Deanery
EWTD	European Working Time Directive
FACD	Foundation Achievement of Competency Document
FD	Foundation Doctor
FDFG	Foundation Doctor Feedback Group
FP	Foundation Programme
FSD	Foundation School Director/Deputy Director
FSM	Foundation School Manager
FSMC	Foundation School Management Committee
FST	Foundation School Transfer
FTPD	Foundation Training Programme Director
GMC	General Medical Council
KSS	Kent, Surrey and Sussex Deanery
LEP	Lead Education Provider
MMC	Modernising Medical Careers
NES	NHS Education for Scotland
NETFS	North East Thames Foundation School
NTFS	North Thames Foundation School
NCTFS	North Central Thames Foundation School
NWTF	North West Thames Foundation School
PGCM	Post Graduate Centre Manager
STFS	South Thames Foundation School
LFTB	London Foundation Training Board
LFTOG	London Foundation Training Operational Group
RCP	Royal College of Physicians
UKFPO	United Kingdom Foundation Programme Office

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## **INDUCTION**

### ***Induction – Trust***

Click [here](#) to view the Deanery guidance on the Minimum Standards for Induction of Foundation Doctors (Policy 1/01). Compliance is monitored by your Foundation School and the Deanery but please notify your FS Manager of topics not covered during induction.

**Please note** that every Trust linked to London Deanery runs an induction programme during July and the East of England Trusts provide a **mandatory** Preparation for Professional Practice course. Before finalising your post-Finals holiday plans please obtain your induction dates from your PGCM.

### ***Induction – Foundation School***

Each Foundation School arranges induction on FS-related issues in early August.

### ***NHS Welcome Pack***

This will be issued during Induction.

## **YOUR COURSE**

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

This is mandatory for F2 Doctors. Members of the Foundation Doctors' Feedback Group have advised that arrangements vary between Trusts. In some, 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. Please contact your [PGCM](#) for advice on local arrangements.

### ***Curriculum***

The [Foundation Programme Curriculum](#) reflects a developmental approach to postgraduate medical education and FDs 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.

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

An account is automatically created for you, please click [here](#) to log in. Contact your FSM if you do not receive log-in details.

### ***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 supervisor or refer to the guidance posted on the [GMC](#) website.

### ***Foundation Doctor Role and Responsibilities***

Click [here](#) to access Policy 1/02 Foundation Doctor Role and Responsibilities within the Local Education Provider and Minimum Requirements for Clinical Supervision of Foundation Doctors.

**Programmes (F1 and F2)**

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.

**Simulation Training**

Every FD within a London Deanery Trust has access to simulation training. Please contact your [PGCM](#) if you are not sure when you should attend.

**Swap Shop**

Details of the 2011-12 process will be posted on Synapse as soon as it is finalised.

**Reference Guide**

The UKFPO Reference Guide was published in March 2010 and is effective from August 2010. A copy is posted on Synapse and the [UKFPO website](#).

**LEP****Faculty Groups**

Each Trust has a local Faculty Group which meets on a regular basis to monitor FD training and progress. Please contact your [PGCM](#) if you would like further information.

**LEPs/Trusts**

Click [here](#) to be taken to contact details for your LEP/Trust.

**Postgraduate Centre/Education Managers**

Click [here](#) to be taken to contact details for your PGCMs.

**FOUNDATION DOCTOR REPRESENTATIVES****Foundation Doctor Board Members and Representatives' Roles and Responsibilities**

To facilitate the involvement of Foundation Doctors at all levels of the management of Foundation training, a network of Foundation Doctor Board Members has been established. The role and responsibilities of the elected board members is detailed [here](#). Information about nominations for these positions will be given at induction.

**FOUNDATION SCHOOLS****Foundation School Management Committees**

Each FS has a Management Committee, chaired by the FSD.

**Foundation School Transfer**

Please click [here](#) for information about Inter-Foundation School Transfers.

**Synapse**

Synapse is the London Deanery communications network. You will receive account log-in details in early August.

**PLEASE NOTE** that all communications from your Foundation School will be communicated via Synapse so it is important that you check your Synapse account on a daily basis.

## **SUPERVISION**

### ***Clinical Supervisors***

Your Clinical Supervisor (CS) is selected and appropriately trained to oversee your clinical work and provide constructive feedback during a training placement. In some Trusts an Educational Supervisor (ES) is appointed for each placement and the roles of CS and ES are merged. Details of your Clinical Supervisor will be posted on Synapse and e-Portfolio.

Click [here](#) to view the Guide for Foundation Doctors on Supervision which contains advice on when you should meet your clinical supervisor.

### ***Clinical Tutors***

Click [here](#) to be taken to contact details for your Clinical Tutor.

### ***Educational Supervisor***

Your Educational Supervisor (ES) is a registered and licensed medical practitioner who is selected and appropriately trained to be responsible for your overall supervision and management of your educational progress during a training placement or series of placements.

Click [here](#) to view the Guide for Foundation Doctors on Supervision which contains advice on when you should arrange meetings with your ES and complete/submit assessment documentation.

### ***Foundation Training Programme Directors***

This is the professional responsible for the overall management and quality control of a collection of Foundation Programmes in a Trust. S/he is responsible for ensuring that all supervisors are adequately trained to supervise and assess FDs as well as for overseeing F1/F2 sign-off.

## **ASSESSMENT**

### ***Assessments***

All FDs use ePortfolio and must reach a satisfactory standard in all assessments – see below – and achieve all foundation competences prior to sign-off. Click [here](#) for the 2010-11 Assessment Target Timeline.

Click [here](#) for the Minimum Requirements for Assessments and Assessors of Foundation Doctors (Policy 1/03), and the Assessment Guide for Foundation Doctors.

### ***ePortfolio***

Please get into the habit of logging on to your [ePortfolio](#) every day. The [Target Timeline](#) outlines the number of assessments and deadline for completion. If you have any problems with your e-Portfolio please contact your [PGCM](#).

## **SIGN OFF**

### ***Appeal against non-progression: F1/F2 Doctors***

The process for 2011 will be posted on the London Deanery website as soon as it has been approved by the London Foundation Training Board.

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

This Foundation Achievement of Competences document will be issued by your Foundation School.

### ***Destination Questionnaire***

A copy of the 2010 F2 destination questionnaire is posted on Synapse.

The 2011 questionnaire will be posted in late April/early May.

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

Details of the 2012 F1 and F2 processes and timeline will be posted on Synapse in late April/early May.

## **WORKING HOURS, SALARY & LEAVE ENTITLEMENT**

### ***Banding***

#### **Pay Bands**

- 40 hours a week between 7am and 7pm weekdays – unbanded
- 1A (1.5x) – work most frequently and at unsocial times
- 1B (1.4x) – work less frequently
- 1C (1.2x) – low frequency on call rota from home

#### **F1 Pay Scale**

- £22,412 (2010 rate)
- £2,162 London weighting (non-resident)
- + banding supplement (depends on post)

#### **Salary**

Junior doctors are paid on national pay scales, determined each year by the Doctors and Dentists Review Body (DDRB) after receiving evidence from the BMA and Department of Health.

**Trainees should presume that all programmes carry basic salary only unless otherwise informed by the employing trust on confirmation of appointment.**

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

Click [here](#) to view the Guide to the New Deal and EWTD for Newly Qualified Doctors and [here](#) to see the Department of Health's Junior Doctor's Hours Monitoring Guidance. These documents are also listed on the Synapse website. If you feel you are being asked to contravene the EWTD please notify your FTPD who will take appropriate action.

### ***Illness***

Contact your [PGCM and Medical Staffing](#) team if you are ill so that cover can be arranged. Please note that the PGCM will notify your FS Director if you are absent for more than two weeks.

**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 once. As there are time requirements for foundation training you must 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.

**Leave Entitlement**

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](#).

**Paternity Leave**

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

**Sick Leave**

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

**Study Leave**

Please note that although there is no Study Leave entitlement during F1 it may be possible for you to complete a Taster during the final placement of F1 using your study leave allocation from your F2 year (see '[Tasters](#)' below).

During F2, the primary purpose of Study Leave is to support the development of F2 competences (see the [London Deanery Study Leave Guidance](#)).

**Territorial Army**

FDs who are members of the TA are allocated an additional two weeks' leave.

**SUPPORT****Accommodation**

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.

**Back to Work Placement**

A one month placement is provided for every F1 who has not worked in a clinical setting for two or more years.

**Careers Advice**

This is available from a number of sources - [www.medicalcareers.nhs.uk](http://www.medicalcareers.nhs.uk), [London Deanery](#) and [MMC](#) as well as locally. Click [here](#) for details of the staff in each London Deanery Trust.

**Communication Skills Training**

A short course on communication skills will be offered in July to all F1s who have not studied medicine in the UK.

**Doctors in Difficulty**

The Deanery has a robust support network and the Operational Framework for the Management of Trainees in Difficulty can be found on the London Deanery [website](#). The NTFS have created a Supporting Professional Performance Guide which can be found [here](#) and on Synapse. Please also talk to your educational or clinical supervisor, [FTPD](#) or [PGCM](#).

**Flexible training**

Click [here](#) for details of Flexible training. If you decide to apply please notify your FS Manager. NB: FDs completing F1 or F2 in an EoE Trust should click [here](#).

**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.

**Occupational Health**

The location of the OH Unit in your Trust will be provided during induction. If you are not sure whether you are fit to work seek advice from the OHU.

**Patient Safety**

The future of the National Patient Safety Agency (NPSA) is uncertain but it currently provides safety guidance including alerts, directives, reports and research. [NPSA Patient Safety Division](#).

**Relocation Expenses**

For information from the London Deanery's Relocation team please click [here](#)

**Special Circumstances – F2**

FDs who entered one of the Foundation Schools via the special circumstances route are required to complete an F1-F2 special circumstances application form. Details of the process will be issued by your FS Manager.

**Tasters**

Click [here](#) for guidance on the Provision of Specialty Tasters. Details of tasters available within your Foundation School are posted on [Synapse](#).

**Time out of Training – planned or unexpected**

A copy of the application form can be found in the Reference Guide on the [UKFPO website](#).

**Transfer of Information between Medical School and F1**

In line with national guidance, all F1s are expected to participate in this entirely supportive process which seeks to identify trainees who may require additional support during the foundation programme. Details are posted on the UKFPO website.

**Transfer of Information between Placements**

A number of Clinical Supervisors (CS) and Educational Supervisors (ES) are involved in the training and supervision of a Foundation Doctor (FD) during a two year Foundation Programme. It is therefore essential that information on the performance, competence and conduct of each FD is transferred to new supervisors to ensure patient safety and maximise training opportunities.

For more information please click [here](#).

**Transfer of Information between F1 and F2**

This transfer of information occurs during the F1 sign off process. The purpose of passing information to your next FTPD is to ensure that s/he is aware of any particular support or help you may need during your F2 year. Your current CT/FTPD may provide additional information if relevant. You have the right to know what additional information is being transferred and the right to challenge its accuracy, but not to prevent the information being transferred.

**POLICIES*****Blood Borne Viruses***

The North Thames Foundation Schools are committed to supporting the training of Foundation Doctors with blood borne virus (BBV) infection, while recognising that patient safety must not be compromised.

Most Foundation training programmes include posts in which exposure prone procedures (EPPs) are common, and these posts are therefore unsuitable for doctors with BBVs. Suitable training programmes can be identified or developed, but need to be planned in advance.

Please click [here](#) for more information.

***Bullying and Harassment***

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

***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](#) website.

### ***Cytotoxic Drugs***

F1 doctors must not under any circumstances prescribe, transcribe or administer cytotoxic drugs or immunosuppressants (excluding corticosteroids).

### ***Disability Policy***

Please see [here](#) for the London Deanery Equal Opportunities information.

### ***Equality and Diversity***

Please click [here](#) for information about the London Deanery's Equality Policy.

### ***Hospital at Night***

Click [here](#) (courtesy of Healthcare Workforce NHS)

### ***Probity***

Please see the entries in Good Medical Practice (GMC, 2006), [here](#).

### ***Whistleblowing***

Please click [here](#) for a guidance note on whistleblowing.

## **CONTACT DETAILS**

### ***Emails***

Please ensure that you notify your PGCM and FS Manager if you change your email address. You should also **update your address on Synapse**.

### ***Registration Document***

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

## **GMC**

### ***Full Registration***

Following satisfactory completion of F1, your application for full registration is forwarded to the GMC by your Medical School Dean (or authorised officer). The process and timeline will be posted on Synapse in late April/early May.

### ***General Medical Council***

Click [here](#).

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

### ***National Trainee Survey***

The GMC undertake this survey to gain trainees' perspectives on their training. Please click [here](#) for more details.

## **GENERAL PRACTICE**

The Guidance for General Practice Placements is being revised and a copy will be posted on Synapse when it is finalised.

## **SPECIALTY TRAINING**

### ***Specialty Schools***

Please click [here](#) to see information about the London Deanery Specialty Schools

### ***MMC***

Please go [here](#) for information about Specialty Training 2011.

### ***Specialty Recruitment***

Information on London Deanery recruitment to Specialty Training programmes can be found [here](#).

## **INSURANCE**

### ***Medical Defence Organisations***

These provide indemnity insurance for doctors and members of the FDFG suggest that you join one.

## **QUALITY ASSURANCE**

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

Foundation Doctors should contact their Foundation School Manager if they would like to see the report which relates to the LEP where they are completing either F1 or F2.

## **VISAS**

### ***Tier 4***

FDs who hold Tier 4 status should note the guidance posted on the [UKFPO website](#).

## **EVENTS**

The London Deanery Foundation team run events throughout the academic year:

### ***Academic Foundation Doctor Forum***

The forum is arranged by the Academic Rep appointed to the LFTB. Dates of events are posted on Synapse.

### ***London Deanery Foundation Programme Conference***

The conference is held annually and all LEP Foundation Doctor Representatives are invited to attend. Information about, and presentations from, these events can be found on the London Deanery [website](#).