

Welcome to

Health Education England working across the West Midlands Training Scheme



Specialty Programme Welcome Pack 2022

Developing people
for health and
healthcare

www.hee.nhs.uk

INTRODUCTION

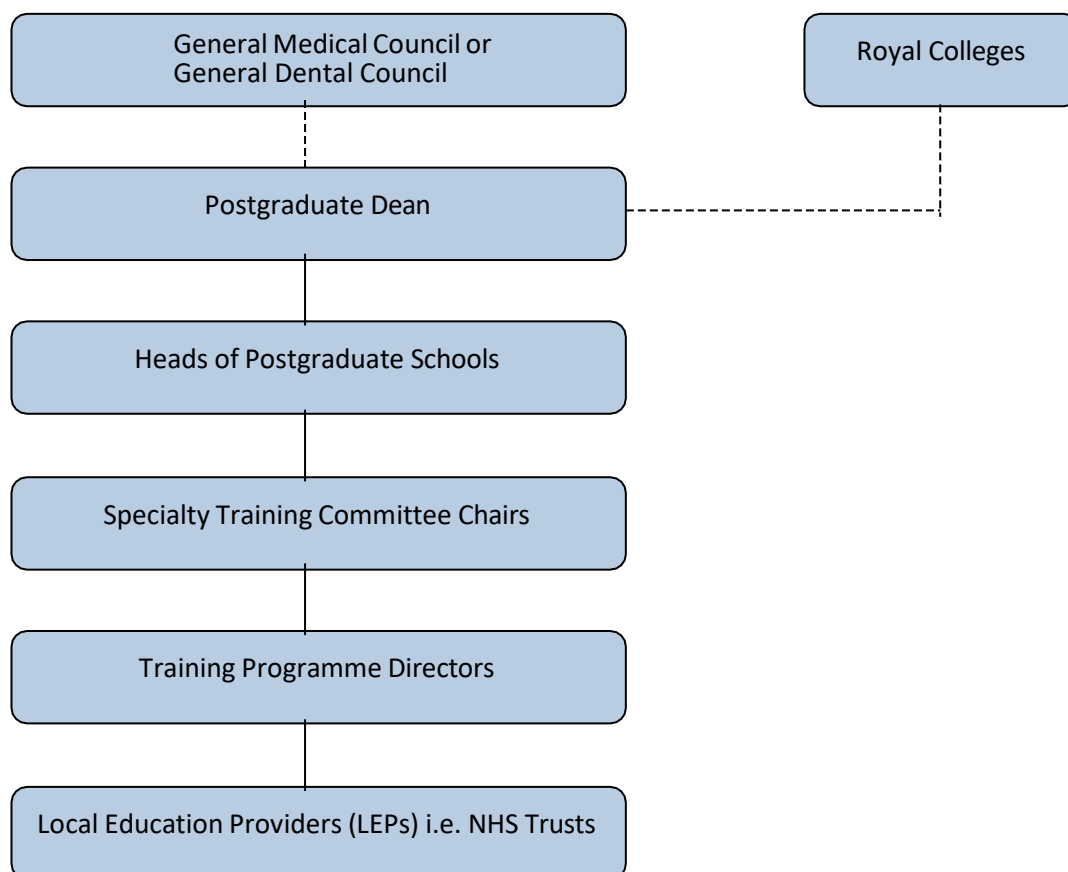
Welcome to the West Midlands.

Training programmes in the West Midlands cover a geographically and culturally diverse part of the UK, including Birmingham, the Black Country, Staffordshire, Shropshire, Warwickshire, Herefordshire and Worcestershire. All of our training programmes offer you an exceptionally varied training experience.

Our Different programmes rotate in different ways, so please make sure you look at the information on the website for your specific specialty for further information.

STRUCTURE OF HEALTH EDUCATION ENGLAND WORKING ACROSS WEST 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 Anaesthesia and Critical Care	Dr Shireen Edmends
Emergency Medicine	Dr Helen Chatwin
School of General Practice	Dr David Palmer
School of Medicine	Dr Philip Bright
School of Obstetrics and Gynaecology	Mr Andrew Sizer
School of Ophthalmology	Mrs Niro Narendran
School of Paediatrics	Dr Alex Philpott
School of Pathology	Dr Thirumala Krishna
School of Psychiatry	Dr Jayne Greening
School of Public Health	Dr Rob Cooper
School of Radiology	Dr Jonathan Hopkins
School of Surgery	Mr Tim Graham

Further information on the Postgraduate Specialty Schools can be found on the website:

<https://www.westmidlandsdeanery.nhs.uk/postgraduate-schools>

In addition, there is a Programmes team based within the West Midlands local office. Please contact the relevant inbox as per the information below.

PROGRAMMES TEAM	Generic team e-mail (non GP, Public Health, or Academic):	programmes.wm@hee.nhs.uk
	LTFT/OOP applications:	programmes.wm@hee.nhs.uk
	Foundation queries	Foundation.wm@hee.nhs.uk
	Inter-deanery transfers	interdeanery.transfers.wm@hee.nhs.uk
GP, and Public Health	Please note that GP and Public Health are now managed by a different team	GP: gpprogrammes.wm@hee.nhs.uk Public Health: publichealth.midlands@hee.nhs.uk
Academic Trainees	Trainees that are ACF or ACL	academicprogramme.wm@hee.nhs.uk

Our assessments team will arrange your ARCP on an annual basis, you can contact them as per below.

ASSESSMENTS TEAM	Generic team e-mail:	Assessments.wm@hee.nhs.uk	
Revalidation & Assessment Manager	Lisa Waldron	0121 695 2207	lisa.waldron@hee.nhs.uk
Assessment programme Co-ordinator	Karlene Richards	0121 695 2365	karlene.richards@hee.nhs.uk
Assessment, Appeal and Revalidation Officers	Laura Higginbotham	0121 695 2543	laura.higginbotham@hee.nhs.uk
	Mandy Guest	0121 695 2563	mandy.guest@hee.nhs.uk
	Jane Davies	0121 213 1965	Jane.Davies@hee.nhs.uk

REGISTRATION WITH THE ROYAL COLLEGE

Regardless of your training specialty (other than Foundation), it is imperative that you register as a Postgraduate Doctor with the appropriate Royal College prior to commencing your post. Failure to enrol with the Royal College could result in your training not being recognised which could impact on your future eligibility for specialty training and the award of a CCT if you are on a run through programme. Please see below for contact details in each College.

<p>Royal College of Anaesthetists Churchill House 35 Red Lion Square London WC1R 4SG</p> <p>Tel: 0207 092 1500 Fax: 0207 092 1730</p> <p>Website: www.rcoa.ac.uk</p>	<p>Royal College of Ophthalmologists 17 Cornwall Terrace London NW1 4QW</p> <p>Tel: 0207 935 0702 Fax: 0207 935 9838</p> <p>Website: www.rcophth.ac.uk</p>
<p>Royal College of Psychiatrists 17 Belgrave Square London SW1X 8PG</p> <p>Tel: 0207 235 2351 Fax: 0207 245 1231</p> <p>Website: www.rcpsych.ac.uk</p>	<p>Faculty of Dental Surgery Royal College of Surgeons of England 35-43 Lincoln's Inn Fields London WC2A 3PE</p> <p>Tel: 0207 869 6810 Fax: 0207 869 6816</p> <p>Website: www.rcseng.ac.uk</p>
<p>Royal College of Paediatrics & Child Health 5-11 Theobalds Road London WC1X 8SH</p> <p>Tel: 0207 092 6000 Fax: 0207 092 6001</p> <p>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 Fax: 0207 224 6973</p> <p>Website: www.fph.org.uk</p>
<p>Royal College of Obstetricians & Gynaecologists 27 Sussex Place London NW1 4RG</p> <p>Tel: 0207 772 6200 Fax: 0207 723 0575</p> <p>Website: www.rcog.org.uk</p>	<p>Royal College of Pathologists 2 Carlton House Terrace London SW1Y 5AF</p> <p>Tel: 0207 451 6700 Fax: 0207 451 6701</p> <p>Website: www.rcpath.org</p>

<p>Royal College of Radiologists 38 Portland Place London W1N 4JQ</p> <p>Tel: 0207 636 4432 Fax: 0207 323 3100</p> <p>Website: www.rcr.ac.uk</p>	<p>Faculty of Occupational Medicine 6 St Andrew's Place Regents Park London NW1 4LB</p> <p>Tel: 0207 317 5890 Fax: 0207 317 5899</p> <p>Website: https://www.fom.ac.uk/</p>
<p>Royal College of Physicians 5 St Andrew's Place Regents Park London NW1 4LB</p> <p>Tel: 0207 935 1174 Fax: 0207 486 4560</p> <p>Website: http://www.jrcptb.org.uk</p>	<p>Royal College of Surgeons 35-43 Lincoln's Inn Fields London WC2 3PN</p> <p>Tel: 0207 405 3474 Fax: 0207 869 6260</p> <p>Website: https://www.jcst.org/</p>
<p>Royal College of Emergency Medicine 7-9 Bream's Buildings London EC4A 1DT</p> <p>Tel: 020 7404 1999</p> <p>Website: http://www.rcem.ac.uk/College</p>	<p>Faculty of Intensive Care Medicine 35 Red Lion Square London WC1R 4SG</p> <p>Tel: 0207 092 1653 and 0207 7092 1651 Fax: 0207 7092 1730</p> <p>Website: http://www.ficm.ac.uk/</p>
<p>Faculty of Community Sexual Reproductive Health Royal College of Obstetricians & Gynaecologists 2nd Floor 27 Sussex Place London NW1 4RG</p> <p>Tel: please refer to link below of the main contact list http://www.fsrh.org/pages/contact_us.asp</p> <p>Website: http://www.fsrh.org/default.asp</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> <p>All GP Postgraduate Doctors should be on the National Performers List before undertaking training at a GP practice. Postgraduate Doctors can self-register onto the performers list via the link below.</p> <p>https://pcse.england.nhs.uk/services/performers-lists/gp-performers-list-for-england/</p> <p>Please could you check on the performers list website whether you are on the list and if not, self-register as per the instructions</p>

FORM R

In addition to reviewing your personal and post details you also need to complete a Form R (Part A and Part B).

These forms need to be completed prior to starting any programme, as **your National Training Number / Deanery Reference Number (NTN/DRN) cannot be issued unless we are in receipt of this form.** (please see appendix 1 for details)

To retain your NTN/DRN, Health Education England requires annual renewal of registration. This requires Postgraduate Doctors to complete a new Form R. Part A and Part B on an annual basis, as part of your ARCP, you will be contacted with information by the assessments team each year regarding this.

Form R submissions can be completed at <https://trainee.tis-selfservice.nhs.uk/>

Support for using the TIS self service platform can be found at: <https://tis-support.hee.nhs.uk/trainees/>

REVALIDATION

Revalidation came into effect for doctors in training at the end of 2012. The Responsible Officer for all Postgraduate 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 West Midlands website:

<http://www.westmidlandsdeanery.nhs.uk/Support/Revalidation>

REFERENCE GUIDE FOR POSTGRADUATE SPECIALTY TRAINING IN THE UK (THE GOLD GUIDE FIFTH EDITION – 2020)

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 Postgraduate Doctors familiarise themselves with the contents of the GoldGuide which can be downloaded from the COPMeD website:

<https://www.copmed.org.uk/gold-guide-8th-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 (unless you are under a lead employer). Your employer / lead employer will issue all Rota and contract information to you prior to starting your placement.

Postgraduate Doctors are expected to familiarise 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
- **Lead Employer** – for GP Postgraduate Doctors St Helens and Knowsley Teaching Hospitals NHS Trust will be your employer and will issue your contract of employment. You will also have a host Trust who will provide you with your on-call rota.

TRANSFER OF INFORMATION BETWEEN TRUSTS

Your personal and employment data will be transferred to your employing trusts via what is known as the ESR interface. This is a mostly automated process that links our database (TIS) to the trust databases (ESR). This is a two-way interface, with placement details and personal information being sent to ESR 3 months before the start date, while updated contact details are sent back into TIS as they are made in ESR. The only exception is contact email address as we recognise trainees often prefer a separate email address for HEE contact and their employing trust.

RESIGNATION FROM TRAINING PROGRAMME

You are required to notify Health Education England working across the West Midlands and your employing trust should you decide to resign from the training programme. The minimum contractual notice periods required are as follows:

FY1/FY2	–	1 month minimum notice
CT1-4	–	1 month minimum notice
ST 1-7	–	3 months minimum notice

MEDICAL INDEMNITY COVER

Indemnity for GP: Please note that although indemnity cover is provided by HEE for GP Postgraduate Doctors this does not cover any work outside of the normal training environment, for any additional work undertaken outside your training programme you must ensure that you purchase additional cover.

Indemnity for foundation and specialty: Please note that although indemnity cover is provided to Postgraduate Doctors by your host Trust this does not cover any work outside of your agreed training programme, for any work undertaken outside your training programme you must ensure that you purchase or arrange your own additional cover.

REMOVAL AND TRAVEL EXPENSES – LOCAL GUIDANCE

Health Education England working across the West 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”

The local guidance can be downloaded from the Key Documents section of the HealthEducation working across the West Midlands homepage:

<http://www.westmidlandsdeanery.nhs.uk/Support/Removal-and-Expenses-Guidance>

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 West Midlands website:

(<http://www.westmidlandsdeanery.nhs.uk/Support/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 must apply for LTFT training a minimum of 12 weeks in advance of starting in post, failure to do so will delay you being able to train LTFT. Applications will be considered against the national eligibility criteria for LTFT training. Health Education England aims to offer support to all Postgraduate Doctors who meet the national eligibility criteria to train LTFT; however, Postgraduate Doctors 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 Postgraduate Doctors that wish to participate in an experience that is out of their planned programme of training. There are a number of circumstances that Postgraduate Doctors 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 Postgraduate Doctor 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, Postgraduate Doctors 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 Postgraduate Doctor.

Health Education working across the West 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. Postgraduate Doctors 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 West Midlands website:

<http://www.westmidlandsdeanery.nhs.uk/Support/Out-of-Programme-OOP>

Parental/Sick Leave

During your training you may need to take a period of statutory leave (such as parental or sick leave). If this does occur, please can you make sure to keep the following people and organisations informed (with exact dates where possible):

Your employing organisation or trust – This is part of your obligation as an employee to ensure you are paid correctly and cover can be arranged.

Your Training Programme Director or equivalent (for GP please contact your local programme office, i.e. Nottingham or LNR) – These consultants/administrators are responsible for arranging your placements and so will need to take your leave into account.

The HEE Programmes Team (programmes.wm@hee.nhs.uk) – This team manages Trainee Information System (TIS) which is the primary database for recording your training time. Keeping TIS up to date is imperative for ensuring the trust ESR system is accurate for pay and your CCT date is calculated correctly.

If you ensure all three of the above are kept informed of any changes to your programme or placements it will greatly minimise data issues throughout your training.

WM Supported Return to Training

At HEE there is a Supported Return to Training (SuppoRTT) process in place for Postgraduate Doctors who are:

- Planning to take time out of Training
- Returning from a period away from Training
- Returning to Training from long-term unplanned leave

The process is not mandatory, but Postgraduate Doctors are encouraged to complete an individualised Supported Return to Training plan.

The plan enables Postgraduate Doctors access to time, resources, and support in order for them to stepback into training after taking time out, without unnecessary difficulties.

There is more information about SuppoRTT on the website:

<https://www.westmidlandsdeanery.nhs.uk/support/supported-return-to-training>

PROFESSIONAL SUPPORT

Doctors and dentists may sometimes encounter problems that could affect their performance at any stage in their career.

Guidance has been put together that promotes the early identification of doctors and dentists in difficulty and provides educational supervisors with a clear structure in order to identify and address a wide spectrum of these difficulties.

The Professional Support Documents guidance document can be downloaded from the Key Documents section of the Health Education working across the West Midlands website:

<http://www.westmidlandsdeanery.nhs.uk/Support/Professional-Support>

In addition, Health Education working across the West Midlands offers a confidential counselling service to doctors in training. This counselling service is provided by Phoenix Psychology Group.

Postgraduate Doctors wishing to access the services provided by Phoenix Psychology

Group can do so through:

Telephone: 0845 838 0952

Email: enquiries@phoenixpsychology.com

ESCALATING CONCERNS

Postgraduate Doctors are encouraged to raise concerns when appropriate regarding their training programme via several 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, Postgraduate Doctors 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. Postgraduate Doctors 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 your designated Programme team.

May we take this opportunity to congratulate you on your appointment and wish you success in the completion of your training programme in the West Midlands.

Appendix 1

Dear Trainee,

Roll out of TIS Self-service

Health Education England is delighted to announce that following successful testing, we will be rolling out TIS Self Service (TSS) to all new starters as part of our roll out plans.

We are working hard to improve processes for our doctors in training and our recently developed TIS Self Service system synchronise to the main Trainee Information System (TIS) where all your training data is stored.

As part of the first phase, you will be able to complete your Form R parts A and B, as well as the Covid19 self-declaration form. TSS will also give you access to the information we hold about you, including your training programme and placements. This can be done at your convenience using desktop, laptop or your mobile devices, and you can have peace of mind that your information is secure thanks to the extra security step we have introduced when you login.

How to use the system

To help get you started we have set out some key information you will need to get you up and running. You will need to set up an account in TSS by following the below sign-up process. You will only need to do this once for the initial set up. Please use the email address you received this communication on to sign up. If this is not the email address you want HEE contacting you on, please contact TIS.WM@hee.nhs.uk so we can update TIS.

Once you access the system you will need to submit your ARCP Form R (parts A, B and Covid 19 self-declaration) using the digital Form R, included as a core part of TSS. Please note that you will no longer submit Form Rs outside TSS, if you have any issues, please contact TIS.WM@hee.nhs.uk

Sign up process

1. Navigate to <https://trainee.tis-selfservice.nhs.uk/>
2. Sign-up using the **email address** we contacted you
3. Complete and submit your Form R parts A & B

Support

There is a special built-in support tab which has been made available to help you connect with your regional HEE offices if you encounter any issues. The support page also gives you the email address for your HEE local Office.

Your feedback is important to us

We are very keen to hear your feedback on your experience using the system, this will help us to make improvements ahead of further roll outs to other specialties. Please email your feedback hee.tis@hee.nhs.uk.

If you need more information on the TIS Self Service system, please see our website <https://tis-support.hee.nhs.uk/trainees/>