

HEEWM Contacts – School of Medicine

Quality Team

qamedical.wm@hee.nhs.uk
escalatingconcerns.wm@hee.nhs.uk

The HEE Quality Framework for education and training sets out the expectations for quality within the work-based learning environment. The quality team works with learners, educators and providers to drive quality improvement and to ensure that the framework's national standards are adhered to.

For quality related queries: qamedical.wm@hee.nhs.uk
To escalate a concern: escalatingconcerns.wm@hee.nhs.uk

WM Deanery Website

<https://www.westmidlandsdeanery.nhs.uk>

Assessments & Revalidation

assessments.wm@hee.nhs.uk
traineerevalidation.wm@hee.nhs.uk
ARCPappeals.wm@hee.nhs.uk

The Assessment & Revalidation team support the Annual Review of Competence Progression (ARCP) process for all doctors and dentists in training, ARCP reviews/appeals, and the administrative processes involved with GMC revalidation for trainees.

Set dates for ARCP, Arrange with TPD's and Inform Trainees
Produce attendance certificates for the panel
Send out Educational Supervisors feedback
ARCP Outcomes Recorded

National Recruitment

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specialityrecruitment.wm@hee.nhs.uk

Faculty Support

facultysupportteam.wm@hee.nhs.uk

The Faculty Support Team support the development of Schools, including Foundation, Primary Care, Secondary Care (including Public Health) and Dental.

This includes:

The procurement and development of educators; and working with them to support the delivery of training to trainees and trainers.

Board Meetings, distribution of agenda's, minutes etc
Recruitment of Training Programme Directors
Working with Heads of School to manage study leave budgets
Manage events run by and for Schools, including training courses, conferences and meetings.

Programmes

programmes.wm@hee.nhs.uk

The programme team provide support for all rotational activity, Inter Deanery Transfers, Less than Full Time Training, Out of Programme applications, acting up applications, GMC Site approval and MTI forms for all specialties.

There is also a regional information management team who will provide support for: Reporting and Intrepid / TIS support
Update trainee information onto TIS
Process any updates to trainee information
Updates to posts (Mat leave, OOP, Sick leave, LTFT)
Employment request letters for trainees

Professional Support & Wellbeing

Psu.wm@hee.nhs.uk

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>

WM Supported Return to Training

supportt.wm@hee.nhs.uk

At HEE there is a Supported Return to Training (SuppoRTT) process in place for Trainees who are:
1) Planning to take time out of Training 2) Returning from a period away from Training 3) Returning to Training from long-term unplanned leave

The process is not mandatory, but trainees that have been out of training/planning to take time out for more than 3 months are encouraged to complete an individualised Supported Return to Training plan. The plan enables trainees' access to time, resources, bespoke courses, and support in order for them to step back into training after taking time out, without unnecessary difficulties.

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

Postgraduate Dean's office

PA: Donna-Marie Britton

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HEE WM Study Leave Coordinator

Gary Vinal

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