

# Working Across the West Midlands

Foundation Programme  
Welcome Pack 2020



Developing people  
for health and  
healthcare

[www.hee.nhs.uk](http://www.hee.nhs.uk)

## INTRODUCTION

Welcome to Health Education England working across the West Midlands (HEE WM).

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.

The Foundation Programme in the West Midlands was one of the first to be established in the UK and has maintained its strong drive of innovation and excellence.

There are three Foundation Schools in the West Midlands.

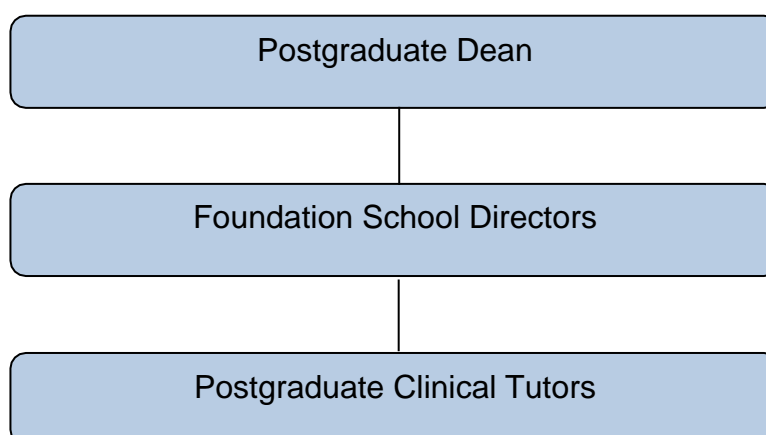
Foundation School	Foundation Programme Director
West Midlands Central	Dr Julian Chilvers
West Midlands North	Dr Anthony Choules
West Midlands South	Dr Emma Wales

There are three local medical schools (Keele, Warwick and Birmingham) that work in a coordinated way and share some resources and activities such as quality management.

Further information on the Foundation Schools can be found on the HEE WM website:  
<https://www.westmidlandsdeanery.nhs.uk/Foundation/Foundation-Schools>

## STRUCTURE OF HEE WM

Each training specialty belongs to a Postgraduate School and each Postgraduate School has a Head of School who reports directly to the Postgraduate Dean.



In addition, there is a Foundation Programme Co-ordinator and a Foundation Programme Administrator in HEE WM:

**Lyn Brogan - Programme Coordinator**

**Hannah De Val - Programme Administrator**

**Email**     [foundation.wm@hee.nhs.uk](mailto:foundation.wm@hee.nhs.uk)

## 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.

Trainees 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 Workforce/Staffing** – for employment issues
- **Clinical Tutor** – for approval of study leave, training programme/general and personal issues
- **Postgraduate Centre Manager** – who will be your first point of call for day-to-day issues relating to postgraduate medical education such as hospital teaching programmes and e-Portfolio.

## TRANSFER OF INFORMATION BETWEEN TRUSTS

At the time of rotation from one placement to another, information on trainees, including employment information, will be passed from the old employer to the new.

## REMOVAL AND TRAVEL EXPENSES – LOCAL GUIDANCE

Health Education 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 Guidance for Doctors in Training”.

The local guidance can be downloaded from the Support section of the Health Education West Midlands homepage ([www.westmidlandsdeanery.nhs.uk](http://www.westmidlandsdeanery.nhs.uk))

## **LESS THAN FULL-TIME (LTFT) TRAINING**

Less than full-time training allows doctors and dentists to work less than full-time in posts that are fully recognised for training and have the educational approval of the Postgraduate Dean and Royal College. Trainees cannot commence LTFT training without approval from the Associate Dean for LTFT training.

Details on how to apply for Less than Full-Time Training can be found on the Health Education West Midlands website: <https://www.westmidlandsdeanery.nhs.uk/Support/Less-Than-Full-Time-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 West Midlands website: <https://www.westmidlandsdeanery.nhs.uk/Support/Professional-Support>

## **CAREERS**

Information regarding your career in medicine can be found on the Health Education West Midlands website: <https://www.westmidlandsdeanery.nhs.uk/Support1>

## **ESCALATING CONCERNS**

Postgraduate Medical Trainees are encouraged to raise concerns when appropriate regarding their training programme via a number of 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 are out of sequence with these processes, trainees may raise concerns by using various pathways as appropriate to their concern. Concerns may cover any issue including patient safety and quality of education and training. Trainees 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 Specialty Lead.

We would like to take this opportunity to congratulate you on your appointment and wish you every success in the completion of your training programme.