

Welcome to

Health Education England working across the West Midlands Training Scheme



Specialty Programme Welcome Pack 2021

**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.



Further information can be found at:-

www.visitbirmingham.com

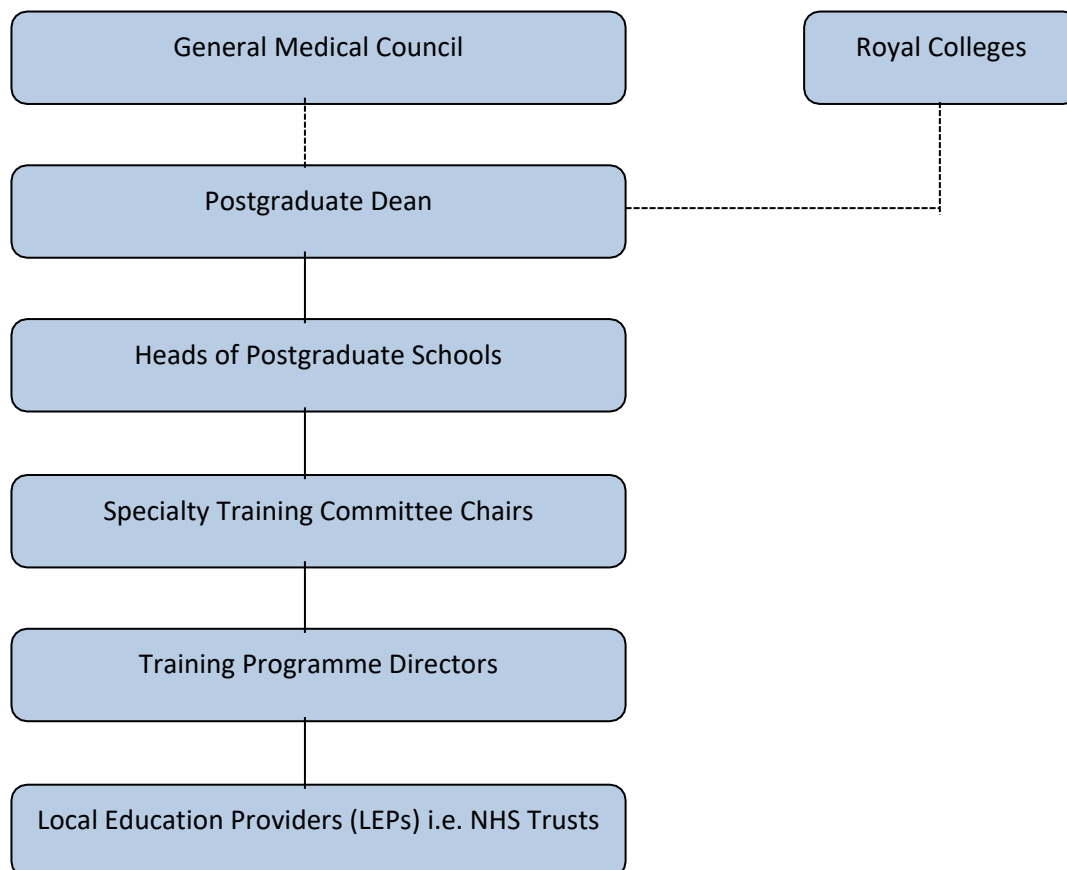
www.visittheheart.co.uk

NHS Trusts (marked by a number on the map)

1. Birmingham and Solihull Mental Health Trust
2. Birmingham Women and Children's Hospital NHS Foundation Trust
3. Birmingham Women and Children's Hospital NHS Foundation Trust
4. University Hospitals of Derby and Burton NHS Foundation Trust
5. Coventry and Warwickshire Partnership NHS Trust
6. George Eliot Hospital NHS Trust
7. University Hospitals Birmingham Foundation Trust
8. Hereford Hospitals NHS Trust
9. University Hospitals North Staffordshire NHS Trust
10. North Staffordshire Combined Healthcare NHS Trust
11. Robert Jones and Agnes Hunt Orthopaedic and District Hospital NHS Trust
12. Sandwell and West Birmingham Hospitals NHS Trust
13. Black Country Partnership NHS Foundation Trust
14. South Staffordshire and Shropshire Healthcare NHS Foundation Trust
15. South Warwickshire General Hospitals NHS Trust
16. The Dudley Group of Hospital NHS Trust
17. The Royal Orthopaedic Hospital NHS Trust
18. The Royal Wolverhampton Hospitals NHS Trust
19. The Shrewsbury and Telford Hospital NHS Trust
20. University Hospitals North Staffordshire NHS Trust
21. University Hospitals Coventry and Warwickshire NHS Trust
22. University Hospitals Birmingham Foundation Trust
23. Walsall Hospitals NHS Trust
24. West Midlands Ambulance Service NHS Trust
25. Worcestershire Acute Hospitals NHS Trust
26. Worcestershire Health and Care NHS Trust

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 Richard Cartmill
School of Ophthalmology	Mr Harpreet Ahluwalia
School of Surgery	Mr Tim Graham
School of Radiology	Dr Jonathan Hopkins
School of Paediatrics	Dr Alex Philpott
School of Psychiatry	Dr Jayne Greening
School of Public Health	Dr Rob Cooper
School of Pathology	Dr Thirumala Krishna

Further information on the Postgraduate Specialty Schools can be found on the website:
<http://www.westmidlandsdeanery.nhs.uk/SpecialtySchools.aspx>

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

PROGRAMMES TEAM	Generic team e-mail: LTFT/OOP applications: Foundation queries: Inter-deanery transfers:	programmes.wm@hee.nhs.uk programmes.wm@hee.nhs.uk Foundation.wm@hee.nhs.uk interdeanery.transfers.wm@hee.nhs.uk
Programmes Team Co-ordinator	Tom de Salis	Tom.desalis@hee.nhs.uk

Specialty	Administrator	Telephone Number
ACCS	Cosmin Ochiana	0121 695 2367
Acute Internal Medicine	Adam Rudge	0121 695 2265
Anaesthetics	Cosmin Ochiana	0121 695 2367
Cardiology	Adam Rudge	0121 695 2265
Cardio-thoracic surgery	Catherine English	0121 695 2494
Chemical pathology	Catherine English	0121 695 2494
Child and adolescent psych	Jackie Nichols	0121 695 2321
Clinical genetics	Nicola Watts	0121 213 1966
Clinical neurophysiology	Cosmin Ochiana	0121 695 2367
Clinical oncology	Nicola Watts	0121 213 1966
Clinical pharmacology	Nicola Watts	0121 213 1966
Clinical radiology	Adam Rudge	0121 695 2265
Core Anaesthetics	Cosmin Ochiana	0121 695 2367
Core Psychiatry Training	Jackie Nichols	0121 695 2321
Core Surgical Training (and IST)	Adam Rudge	0121 695 2265
CSRH	Catherine English	0121 695 2494
Dental Core Training	Michael Walton-Mayall	0121 695 2280
Dental Foundation	Michael Walton-Mayall	0121 695 2280
Dental Higher Specialty Training	Michael Walton-Mayall	0121 695 2280
Dermatology	Jackie Nichols	0121 695 2321
Emergency medicine	Cosmin Ochiana	0121 695 2367
Endocrinology and diabetes	Catherine English	0121 695 2494
Forensic psychiatry	Jackie Nichols	0121 695 2321
Foundation - Central	Hannah De Val	0121 213 2191
Foundation - North	Hannah De Val	0121 213 2191
Foundation - South	Hannah De Val	0121 213 2191
Gastroenterology	Cosmin Ochiana	0121 695 2367
General psychiatry	Jackie Nichols	0121 695 2321
General surgery	Adam Rudge	0121 695 2265
Genito-urinary med	Nicola Watts	0121 213 1966

Geriatric medicine	Nicola Watts	0121 213 1966
GP Birmingham and Solihull	Jackie Nichols	0121 695 2321
GP Black Country	Anita Powell	0121 695 2544
GP Cov and Warwick	Nicola Watts	0121 213 1966
GP Hereford and Worcs	Catherine English	0121 695 2494
GP Shrops and Staffs	Catherine English	0121 695 2494
Haematology	Nicola Watts	0121 213 1966
Histopathology	Catherine English	0121 695 2494
ICM	Cosmin Ochiana	0121 695 2367
Immunology	Nicola Watts	0121 213 1966
Internal Medical Training	Nicola Watts	0121 213 1966
Infectious diseases	Adam Rudge	0121 695 2265
Medical Microbiology	Adam Rudge	0121 695 2265
Medical oncology	Nicola Watts	0121 213 1966
Medical psychotherapy	Jackie Nichols	0121 695 2321
Medical Virology	Adam Rudge	0121 695 2265
Neurology	Jackie Nichols	0121 695 2321
Neurosurgery	Jackie Nichols	0121 695 2321
Nuclear medicine	Adam Rudge	0121 695 2265
Obstetrics and gynaecology	Catherine English	0121 695 2494
Occupational medicine	Adam Rudge	0121 695 2265
Old age psychiatry	Jackie Nichols	0121 695 2321
OMFS	Anita Powell	0121 695 2544
Ophthalmology	Adam Rudge	0121 695 2265
Otolaryngology	Anita Powell	0121 695 2544
Paediatrics	Michael Walton-Mayall	0121 695 2280
Paediatric cardiology	Adam Rudge	0121 695 2265
Paediatric surgery	Adam Rudge	0121 695 2265
Palliative medicine	Jackie Nichols	0121 695 2321
PHEM	Cosmin Ochiana	0121 695 2367
Plastic surgery	Anita Powell	0121 695 2544
Psychiatry of learning dis	Jackie Nichols	0121 695 2321
Public health medicine	Nicola Watts	0121 213 1966
Rehabilitation medicine	Jackie Nichols	0121 695 2321
Renal medicine	Anita Powell	0121 695 2544
Respiratory medicine	Cosmin Ochiana	0121 695 2367
Rheumatology	Jackie Nichols	0121 695 2321
Sport and Exercise Medicine	Jackie Nichols	0121 695 2321
T&O surgery	Anita Powell	0121 695 2544
Urology	Catherine English	0121 695 2494
Vascular surgery	Adam Rudge	0121 695 2265

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, Appeal and Revalidation Officers	Laura Higginbotham	0121 695 2543	laura.higginbotham@hee.nhs.uk
	Mandy Guest	0121 695 2563	mandy.guest@hee.nhs.uk
	Karlene Richards	0121 695 2365	karlene.richards@hee.nhs.uk

REGISTRATION WITH THE ROYAL COLLEGE

Regardless of your training specialty, it is imperative that you register as a trainee 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.

<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.fphm.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: www.facoccmmed.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 trainees should be on the National Performers List before undertaking training at a GP practice. Trainees 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) on an annual basis. This form needs to be completed as soon as possible as **your National Training Number / Deanery Reference Number (NTN/DRN) cannot be issued unless we are in receipt of this form.**

All doctors, as part of revalidation, are required to record and reflect on significant events in their work with the focus on what they have learnt as a result of the event/s. You will be required to provide details of any significant events you have either been directly or indirectly involved in to Health Education England, using the 'Form R', before you commence your training post. You will complete a Form R Part A and B every year as a requirement for your ARCP and revalidation.

You will also be required to provide details of any investigations or complaints you have been involved with. Health Education England will again require this information before you commence your training post and this forms part of the information provided on the "Form R".

To retain your NTN/DRN, Health Education England requires annual renewal of registration. This requires trainees to complete a new Form R. Part A and Part B on an annual basis.

REVALIDATION

Revalidation came into effect for doctors in training at the end of 2012. The Responsible Officer for all Trainee 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 SEVENTH EDITION – 2018)

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 trainees familiarise themselves with the contents of the Gold Guide which can be downloaded from the COPMed website:

<https://www.copmed.org.uk/gold-guide-7th-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.

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 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 trainees 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

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.

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 notice periods are as follows:

FY1/FY2	–	1 week
CT1/CT2/CT3	–	1 month
StR/SpR	–	3 months

MEDICAL INDEMNITY COVER

Indemnity for GP: Please note that although indemnity cover is provided by HEE for GP trainees 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 trainees 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 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 Health Education 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 trainees who meet the national eligibility criteria to train LTFT; however, trainees 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 trainees that wish to participate in an experience that is out of their planned programme of training. There are a number of circumstances that trainees 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 trainee 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, trainees 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 trainee.

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. Trainees 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>

WM Supported Return to Training

At HEE there is a Supported Return to Training (SuppoRTT) process in place for Trainees 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 trainees are encouraged to complete an individualised Supported Return to Training plan.

The plan enables trainees access to time, resources, and support in order for them to step back 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.

Trainees 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 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 out of sequence with these processes, trainees 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. Trainees should invoke pathways appropriately and in order of priority.

Further information on escalating concerns can be found under Quick Links here:

https://www.westmidlandsdeanery.nhs.uk/Escalating_Concerns

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 Lead.

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.