

## General information about how foundation training is organised at SOUTHEND UNIVERSITY HOSPITAL NHS TRUST

<b>Allocation process</b>	Based on applicant scores during the national application process and expressed order of preference of rotation; North East Thames Foundation School allocates all foundation doctors to a 2 year rotation prior to the start of the Foundation Programme.
<b>Key school personnel</b>	Postgraduate Dean: Dr Andrew Frankel Foundation School Director: Dr Michael Glynn Foundation School Manager: Mrs K Brooks Foundation School Co-ordinator: Mrs C Rust Foundation School Administrator: Mrs A Dhayalan Foundation School Assistant: Mrs A Barker
<b>Key local education provider personnel</b>	College Tutor for Surgery: Miss Emma Gray College Tutor for Medicine: Dr Patrick Harnett FY1 & FY2 Foundation Training Programme Director – Dr Ayesha Siddiqi Medical Education Manager: Judi Sharpe FY1 & FY2 Programme Administrator: Katie Palmer Careers Tutors: Miss Emma Gray (Surgery), Dr Hussein Al-Sardar (Medicine), Pam Barton (both)
<b>Teaching information</b>	FY1 teaching is undertaken weekly on Tuesday lunchtimes at the Medical Education Centre from 13.00 – 14.00. These sessions are mandatory for FY1's and are bleep free. FY2 teaching is undertaken weekly on Wednesday lunchtimes at the Medical Education Centre from 13.00 – 14.00. Sessions are mandatory for FY2's and are bleep free. Trainees are expected to attend 70% of the training sessions provided and to link the teaching to their curriculum. Communication within the trust environment is carried out via email so use of the Trusts email address is essential.
<b>Information events / Open days for potential applicants</b>	North East Thames Foundation School holds an annual Open Day for successful candidates. This is usually held on the second Wednesday in January (pm) and presentations uploaded to our website after the event. Successful candidates are emailed with details. Alternatively please contact <a href="mailto:netfs@qmul.ac.uk">netfs@qmul.ac.uk</a> for further details.
<b>Foundation doctor forums</b>	Southend Hospital - there is one FY1 representative and one FY2 representative on the Foundation Committee. These representatives are invited to attend Trust Management Committee Meetings such as the Medical Education Committee. All form part of the Junior Doctors Forum committee along with a senior Junior Doctors representative.  North East Thames Foundation School encourages foundation doctors to contribute to, and participate in various forums. At

	<p>school level there is F1 and F2 representation on the NETFS. At a London Deanery level, there is F1 and F2 representation at appropriate committees and trainee forums (standard and academic).</p> <p>At local level, each employing trust has F1 and F2 representation on their Foundation Committee. Additionally, there are national forums conducted by UKFPO.</p>
<p><b>Educational and Clinical supervision</b>  <i>School (Policy)</i>  <i>LEP (Rules)</i></p>	<p>An educational supervisor is allocated to each foundation doctor to maintain an overview of development and progress of the doctor within the training programme. The specific arrangements for allocating educational supervisors can vary but one ES per year is the preferred model.</p> <p>Foundation trainees are usually allocated a clinical supervisor for each post who will supervise the trainee in consultation with the Programme Director. An educational agreement will be completed at the initial interview of each post. Mid point reviews are required in each post.</p> <p>Southend Hospital:  F1 - An Educational Supervisor is allocated to each F1 Doctor for the whole year of their Foundation Programme to maintain an overview of development and progress of the doctor within the training programme.  F2 – Educational Supervisors change with each post.</p> <p>Foundation trainees are also allocated a Clinical Supervisor for each four month/six month post who will supervise the trainee in consultation with the Educational Supervisor and Programme Director. An educational agreement will be completed at the initial interview of each post. Mid point reviews are optional in each post and are dependent on Trainee progress.</p>
<p><b>Time Out of Foundation Programme (TOFP)</b></p>	<p>Foundation doctors contemplating requesting TOFP should check the relevant guidance on the London Deanery website: <a href="http://www.londondeanery.ac.uk/foundation-schools/policies-guidance-application-forms">http://www.londondeanery.ac.uk/foundation-schools/policies-guidance-application-forms</a></p> <p>Applications must be approved and signed by the local Foundation Training Programme Director/Tutor and the Foundation School Director.</p>
<p><b>F2 outside the UK</b></p>	<p>North East Thames Foundation School does not support or accredit doctors who wish to undertake their F2 year outside the UK.</p>
<p><b>Flexible training (Less than full time)</b></p>	<p>The policy for those training in East of England Deanery Trusts can be found at: <a href="http://www.eoedeanery.nhs.uk/medical/page.php?page_id=62">http://www.eoedeanery.nhs.uk/medical/page.php?page_id=62</a>.</p>
<p><b>Study leave</b></p>	<p>Study leave is only permitted during the F2 year and is not available during F1. Special arrangements may be made for F1 doctors who wish to arrange career “taster” sessions during the last eight months of their F1 year. The study leave policy can be found at <a href="http://www.londondeanery.ac.uk/foundation-schools/policies-guidance-application-forms">http://www.londondeanery.ac.uk/foundation-schools/policies-guidance-application-forms</a></p>

<b>Inter Foundation School Transfer (IFST)</b>	<p>Foundation doctors contemplating requesting an IFST should check the relevant "Guidance for Applicants" in the Key Documents section of the UKFPO website: <a href="http://www.foundationprogramme.nhs.uk/pages/home/key-documents#ifst">http://www.foundationprogramme.nhs.uk/pages/home/key-documents#ifst</a></p> <p>Applications must be approved and signed by the local Foundation Training Programme Director/Tutor and the Foundation School Director.</p>
	<p><b>Employment Information</b></p>
<b>Terms and Conditions of employment</b>	<p>The post is subject to the Terms and Conditions of Service of Hospital Medical and Dental Staff as modified from time to time. Current copies of these Terms and conditions may be seen in the Trusts Central Recruitment Department.</p>
<b>Rotation information</b>	<p>Full information about the rotation, location and content of placements is given in an accompanying document</p>
<b>Induction/shadowing</b>	<p>East of England Deanery Trusts: Trainees have to attend a mandatory preparation for practice week, including induction and shadowing activity. Trainees are paid for attending.</p> <p>Southend Hospital - Trainees are expected to attend a Preparation for Practice Course (please see attached). This include periods of shadowing and mandatory training</p>
<b>Start date</b>	<p>F1 – Tuesday 31<sup>st</sup> July 2012, F2 - Wednesday, 1<sup>st</sup> August 2012.</p>
<b>Salary</b>	<p>The salary scale is in accordance with the current national rate and placement within the scale as per Foundation Schools instructions.</p>
<b>Annual leave</b>	<p>FY1 doctors are entitled to 27 days annual leave in the year. The 27 days entitlement does not include the 8 statutory holidays. If the foundation doctor works any part of a bank holiday they are entitled to an additional days leave in lieu.</p> <p>In some specialties there is some restriction on when foundation doctors can take their leave during the 4 months and leave is pre designated (A&amp;E and Paeds). The individual directorates will inform the doctor of any specific restrictions on when they can take leave.</p> <p>Foundation doctors are required to book their leave at least 6 weeks in advance via their Manager.</p>
<b>Visa/Work permits/Leave to remain</b>	<p>The Trust will consider British /EEA nationals for appointment in the first instance. If the applicant is a non-resident of the United Kingdom or European Economic Union, they are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ the applicant/post holder if they require but do not have a valid certificate of sponsorship and/or leave to remain in the UK.</p>
<b>Accommodation</b>	<p>From August 2008 FY1 doctors have been required to pay for Hospital accommodation. Single and married accommodation is available at Balmoral Road, Westcliff on Sea, though not guaranteed for successful applicants. Married accommodation is at a premium and for further information please contact the Accommodation Manager on 01702 314836.</p>