

## North East Thames Foundation School

### General information about how foundation training is organised at Colchester Hospital University NHS Foundation Trust

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| <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<br>Foundation School Director: Dr Michael Glynn<br>Foundation School Manager: Mrs K Brooks<br>Foundation School Co-ordinator: Mrs C Rust<br>Foundation School Administrator: Mrs A Dhayalan<br>Foundation School Assistant: Mrs A Barker  |
| <b>Key local education provider personnel</b>                  | Director of Medical Education – Professor Khaled<br>Foundation Programme Director – Dr Tim Howes<br>Education Manager – Sharon Wyatt<br>Programme Administrator – Shanthi Badrinath  |
| <b>Teaching information</b>                                    | FY1 and FY2 teaching takes places monthly in the Post Graduate Medical Centre at Colchester General Hospital. Half a day is for FY1 teaching and the same for FY2 with the morning and afternoon sessions rotating every month. Teaching is mapped to the curriculum to ensure full coverage. 70% attendance is required and this is monitored on a monthly basis. As well as the teaching the maintenance of your e-portfolio is essential to ensure your development through the year is recorded.   |
| <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@gmul.ac.uk">netfs@gmul.ac.uk</a> for further details.   |
| <b>Foundation doctor forums</b>                                | Colchester: There is FY1 and FY2 representation on the faculty board and representatives from the Trust are also encouraged to attend the Foundation School Faculty Board meetings.<br><br>North East Thames Foundation School encourages foundation doctors to contribute to, and participate in various forums. At 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).<br>At local level, each employing trust has F1 and F2 representation on their Foundation Committee. Additionally, |

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|   | there are national forums conducted by UKFPO.  |
| <b>Educational and Clinical supervision</b><br><i>School (Policy)</i><br><i>LEP (Rules)</i> | <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>Colchester: An educational supervisor is allocated to each foundation doctor for the duration of their Foundation Programme to maintain an overview of development and progress of the doctor within the training programme. A clinical supervisor will be allocated for each placement (four month or six month) within the rotation.</p> |
| <b>Time Out of Foundation Programme (TOFP)</b>  | <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>  |
| <b>F2 outside the UK</b>  | North East Thames Foundation School does not support or accredit doctors who wish to undertake their F2 year outside the UK.   |
| <b>Flexible training (Less than full time)</b>  | 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> .   |
| <b>Study leave</b>  | Study leave is only permitted during the F2 year and is not available during F1. Special arrangements can be made for F1 doctors who wish to arrange career “taster” sessions during the last four 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>   |
| <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 in the first instance.</p>  |
|   | <b>Employment Information</b>  |
| <b>Terms and Conditions of employment</b>   | 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 Human Resource Medical Workforce Department. All staff appointments are made subject to the receipt of  |

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|  | satisfactory references and all initial appointments to the national health service are made subject to satisfactory medical and police clearance being produced. A medical examination may be necessary on initial appointment and periodically thereafter.   |
| <b>Rotation information</b>              | Full information about the rotation, location and content of placements is given in an accompanying document as well as the Trust's junior doctor's website.   |
| <b>Induction/shadowing</b>               | East of England Deanery Trusts: F1 Trainees have to attend a mandatory preparation for practice week, including induction and shadowing activity. Trainees are paid for attending.   |
| <b>Start date</b>                        | Wednesday, 1 <sup>st</sup> August 2012.  |
| <b>Salary</b>                            | The salary scale is in accordance with the current national rate and placement within the scale will be in accordance with previous reckonable service.  |
| <b>Annual leave</b>                      | F1 doctors are entitled to 27 days annual leave in the year. The 27 days entitlement does not include the 8 statutory (bank) holidays. If a foundation doctor works a bank holiday they are entitled to an additional days leave in lieu. Annual leave must be divided evenly between each specialty (ie 9 days each four months). In some specialties there is some restriction on when a foundation doctor can take their leave during the 4 months (e.g. not on their 'hot week' for surgery). The individual directorates will inform the foundation doctor of any specific restrictions on when they can take leave. The foundation doctor is required to book their leave at least 6 weeks in advance via the relevant leave co-ordinator for their specialty. |
| <b>Visa/Work permits/Leave to remain</b> | 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 work visa and/or leave to remain in the UK.  |
| <b>Accommodation</b>                     | From August 2008 F1 doctors have been required to pay for Hospital residential accommodation. Single and married accommodation may be available at Colchester General Hospital, though not guaranteed for successful applicants. For further information please contact Accommodation Office Tel No: 01206 747508.   |