

General information about how foundation training is organised at THE PRINCESS ALEXANDRA HOSPITAL NHS TRUST

Allocation process	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.
Key school personnel	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
Key local education provider personnel	Clinical Tutor: Mr Jonathan Refson F1 Programme Director & Lead for Foundation Programme : TBA F2 Programme Director & Deputy Lead : TBA Medical Education Manager: Margaret Short Programme Administrators: F1: Lisa Pettifer, F2: Judith Butcher Careers Tutors: Mr Ahmed Abidia (Surgery) Dr S Sundaram (Medicine) Mr D Elsandabesee (O&G) Dr E Thambapillai (Paeds) Mr P Allen (T&O) Dr P Bishop (Anaesthetics & General advice)
Teaching information	FY1 teaching is undertaken weekly on Tuesday lunchtimes at the Medical Education Centre, Parndon Hall from 13.00 – 14.00 (preceded by a postmortem in the mortuary). There is also a monthly teaching session on the first Friday of each month from 13.00 – 14.00. Both sessions are mandatory for FY1's and both are bleep free. Lunch is provided. FY2 teaching is undertaken weekly on Thursday lunchtimes at the Medical Education Centre, Parndon Hall from 13.00 – 14.00. Sessions are mandatory for FY2's and are bleep free. Lunch is provided. Trainees are expected to attend 75% of the training sessions provided and to link the teaching to their curriculum. Communication within the trust environment is carried out via email and text messaging so use of the Trusts email address is essential and use of a mobile telephone is desirable.
Information events / Open days for potential applicants	The Medical Education Department is pleased to welcome prospective Foundation Year doctors for informal visits to the Trust prior to them making their Foundation School applications. 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

	<p>details. Alternatively please contact netfs@gmul.ac.uk for further details.</p>
<p>Foundation doctor forums</p>	<p>PAH: There are two FY1 representatives 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.</p> <p>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).</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>Educational and Clinical supervision <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>PAH: An Educational Supervisor is allocated to each Foundation Doctor for each year of their Foundation Programme to maintain an overview of development and progress of the doctor within the training programme.</p> <p>Foundation trainees are also allocated a Clinical Supervisor for each four 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>Time Out of Foundation Programme (TOFP)</p>	<p>Foundation doctors contemplating requesting TOFP should check the relevant guidance on the London Deanery website: http://www.londondeanery.ac.uk/foundation-schools/policies-guidance-application-forms</p> <p>Applications must be approved and signed by the local Foundation Training Programme Director/Tutor and the Foundation School Director.</p>
<p>F2 outside the UK</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>Flexible training (Less than full time)</p>	<p>The policy for those training in East of England Deanery Trusts can be found at: http://www.eoedeanery.nhs.uk/medical/page.php?page_id=62.</p>
<p>Study leave</p>	<p>Study leave is only permitted during the FY2 year and is not available during FY1. FY1 doctors are encouraged to apply for a</p>

	career “taster” week during the last eight months of their FY1 year.
Inter Foundation School Transfer (IFST)	Foundation doctors contemplating requesting an IFST should check the relevant “Guidance for Applicants” in the Key Documents section of the UKFPO website: http://www.foundationprogramme.nhs.uk/pages/home/key-documents#ifst Applications must be approved and signed by the local Foundation Training Programme Director/Tutor and the Foundation School Director.
	Employment Information
Terms and Conditions of employment	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.
Rotation information	Full information about the rotation, location and content of placements is given in an accompanying document.
Induction/shadowing	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. PAH: Trainees have induction for 5 days at the start of F1. There will be a period of 5 days of shadowing. During the induction period trainees are expected to complete their VLE and mandatory training. Follow up assessments will be performed.
Start date	Wednesday, 1 st August 2012.
Salary	The salary scale is in accordance with the current national rate and placement within the scale as per Foundation Schools instructions.
Annual leave	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. 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&E). The individual directorates will inform the doctor of any specific restrictions on when they can take leave. Foundation doctors are required to book their leave at least 6 weeks in advance via the relevant Medical Staffing coordinator.
Visa/Work permits/Leave to remain	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.
Accommodation	From August 2008 FY1 doctors have been required to pay for Hospital accommodation. Single and married accommodation is available at The Princess Alexandra Hospital, though not guaranteed for successful applicants. Married accommodation is at a premium and for further information please contact the Accommodation Manager on 01279 827363.