

Induction Pack for Foundation Training programme Directors (TPDs)



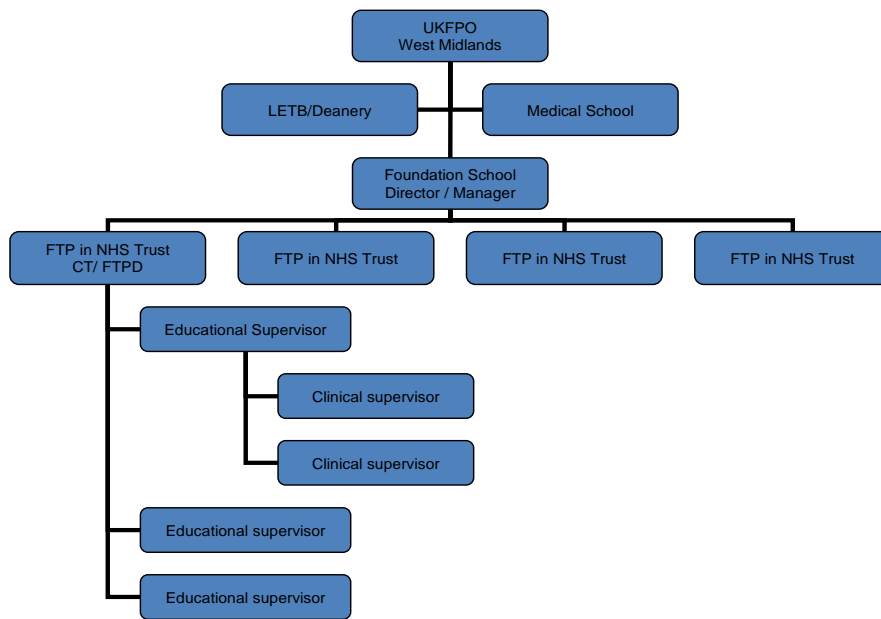
Welcome to the role!

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Structure of foundation training



Line management of foundation TPDs:

Trusts / Local Education Providers (LEPs).

The Director of Medical Education is your immediate line manager in this role and should be arranging for you to be appraised in your FTPD role on an annual basis. This appraisal must be included in your whole practice appraisal. Please note that you will be expected to show evidence of ongoing development in your role as FTPD for your appraisals.

HEE advises that appointments are made for 3 years, renewable for a further 3 years by mutual agreement.

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Health Education England – London and Kent, Surrey and Sussex Foundation School (London & KSS FS)

London and Kent, Surrey and Sussex (London & KSS) Foundation School has a lead Postgraduate Dean for foundation training, this is Dr Julia Whiteman. There is also a Responsible Officer for North Central and East London, this is Dr Sanjiv Ahluwalia.

London & KSS Foundation School is based on 3rd floor of Stewart House:

Within London & KSS Foundation School, North Central and East London (NCEL) has its own management team –

Dr Keren Davies, Director of NCEL Foundation School keren.davies@hee.nhs.uk

Dr Celia Bielawski, Deputy Director NCEL FS (covers UCLH, Royal Free and Barnet Hospitals and North Middlesex Hospitals). celia.bielawski@nhs.net

Dr Nick Rollitt, Deputy Director NCEL FS (covers Whittington Hospital and Barts Healthcare Hospitals). Nick.rollitt@nhs.net

Stuart Morris, Foundation School Operations Manager Stuart.Morris@hee.nhs.uk

Alice Frenken, Foundation School Officer Alice.Frenken@hee.nhs.uk

E-mail portal for queries (for use by trainees and trainers) is <https://lasepgmdesupport.hee.nhs.uk/support/home>

Telephone – 020 7866 3216

Foundation School website – <http://lonkssfoundation.hee.nhs.uk>

The Deputy Director covering your trust will meet you 1 to 1 after your appointment and be available thereafter for any queries that you may have.

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Job Description of FTPD (from Foundation Programme reference guide)

In partnership with Local Education Providers (LEPs), the FTPD is responsible for the management and quality control of our two-year foundation programmes in their trusts. There must be a named FTPD for each programme.

Only clinicians who are registered and licensed medical practitioners selected and appropriately trained and who are familiar with teaching and training foundation doctors should undertake the role.

The post of FTPD is funded through HEE. FTPD responsibilities should be reflected in their job plan and sufficient time should be identified to undertake this role. **As a guide, FTPDs should be allocated the equivalent of one session of programmed activity for every 20-40 foundation doctors.**

FTPDs must be trained for their role. They must understand and demonstrate ability in the use of the approved assessment tools and supervised learning events (SLEs) and be clear as to what is deemed acceptable progress.

They should understand and be able to monitor foundation doctors' progress, lead the Annual Review of Competence Progression (F1/F2 ARCP), provide appraisals, provide career support and identify and contribute to the support of foundation doctors needing additional support. FTPDs should complete training in equality and diversity, assessing and appraising foundation doctors (in particular the ARCP process) and any other aspects of their role usually every three years.

FTPD Responsibilities:

- To work with local educators (e.g. the director of medical education, clinical tutors) to manage and quality control a specified foundation training programme.
- To ensure that the training programme meets the requirements of the educational contracts or agreements for foundation training.
- To ensure that each programme and its constituent rotations have a current job plan that meets the educational aims specified for the programme and mapped to the curriculum.
- To ensure that each placement in the programme meets the educational aims specified for the placement. This should include a clear description that outlines how the outcomes, including the general professional outcomes, are covered in each placement.
- To chair the Annual Review of Competence Progression (ARCP) panels within their programme.
- To ensure that all foundation doctors in the programme have access to suitable training. his includes:
 - providing access to suitable induction, coordinated generic teaching and educational supervision;
 - providing access to clinical supervision and trained assessors; monitoring the attendance and educational engagement of each foundation doctor at regular intervals and initiating additional or remedial support where necessary; monitoring the performance of each foundation doctor at regular intervals and initiating remedial support for doctors in difficulty;

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- collecting evidence about attendance and performance to corroborate the content of individual foundation doctor's e-portfolios; and evaluating shadowing, induction, generic teaching and supervision and to ensure it meets the required standards.
- To work with the LEP(s) for the effective development of a local faculty of educators capable of delivering foundation training:
 - to ensure that all educational and clinical supervisors have received appropriate training for their role as educators, supervisors and assessors;
 - to ensure that all educational supervisors are familiar with the required documentation to be completed prior to completion of foundation training and for revalidation;
 - to ensure that there is a sufficient number of trained staff able to supervise, provide feedback and assess foundation doctors;
 - to ensure that there is an effective method of selection and reselection of educational and clinical supervisors in conjunction with the director of medical education/clinical tutor, local HR departments and HEE.
- To work with the FSD and faculty to ensure foundation training benefits from a coordinated approach.
- To liaise regularly with the FSD, management team and other FTPD/Ts to ensure that good practices are shared and there is a coordinated approach to the development and management of foundation training programmes.
- To attend foundation school management committee meetings.

Foundation School Management Committee Meetings:

Held every 4 months and chaired by NCEL FS Director, Dr Keren Davies.

FTPDs must attend 2/3 of these per year as part of their role. Trust based foundation managers and administrators are invited to attend and all trusts with foundation trainees must be represented at every meeting.

Matters related to organisation of Foundation training in NC&EL are discussed and agreed at these meetings. It is also an opportunity to share information and learning between FTPDs across trusts.

Training

Training events specifically for FTPDs are held annually. Attendance at one of these is compulsory.

HEE also arranges other training for TPDs throughout the year. This is advertised in the HET bulletin and on the website.

It is recommended that FTPDs join NACT - National association of clinical tutors, www.nact.org.uk.

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They run excellent training days and meetings twice yearly.

The locally developed video modules for trainers previously on the e-training for trainers site are now on the Educator Hub on the e-Learning for Healthcare Website <http://www.e-lfh.org.uk/programmes/educator-hub/>

The Hub is a generic, open access, interactive e-learning platform which uses video clips and self-assessment to deliver training to trainers and other clinicians. It is linked to a database which records details of those who have completed the training modules.

You can browse the site without having to register. However, it is necessary to register and log-in in order to work through a module, complete the brief assessment and record your results, and to print/download a certificate as evidence of training.

Other things that you will need to know about...

Swaps:

Rules about swaps are on the website <http://lonkssfoundation.hee.nhs.uk/swaps>. These have changed based on the outcome of the Foundation Review and may change in future. Any future changes to the swaps process will be communicated with all trust staff.

Only trainees entering an F2 training programme are allowed to swap, with the window of opportunity for making arrangements being in their F1 year. The process is trainee-led (trainees must arrange their own swaps) but is supported by the Foundation School administrative team and final approval of swaps lies with the Foundation School Directors, with no right to appeal the FSD's decision. Swaps can be of an individual specialty placement or an entire F2 programme. It is not possible for F1 trainees to swap any element of their F1 training programme

When organising any swaps, trainees must ensure that their Foundation training remains broad with no repetition of specialties. Trainees should do no more than 4 months of surgery over the 2 years, as far as possible. All rotations will include a community placement and over half include psychiatry. Swaps not in keeping with this policy are unlikely to be approved.

Inter-Foundation School transfers can only be made between F1 and F2.

Changing to part-time training:

Decisions about reducing to less than full time training can only be made by the Foundation School. Trainees should discuss the pros and cons with their local TPD and submit an application to the FS Director. Trainees must give 16 weeks' notice of this intent, in order for alternative arrangements for cover of clinical work to be made, apart from in exceptional circumstances.

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Time out of training:

Decisions about this can only be made by the Foundation School via your Deputy FS Director. Time out is normally only in exceptional circumstances and for, e.g., a research degree or a career break. The duration allowed is normally 12 months between F1 and F2 and 6 months' notice must be given.

All details of the rules around this are in the 2019 Foundation Programme guide.

https://www.foundationprogramme.nhs.uk/wp-content/uploads/sites/2/2019/10/FoundationGuideTraining_Sept19_Update.pdf

Sick leave:

The FS Director, FS Deputy Director for your trust, and the Foundation School need to be aware of all sick leave lasting more than 10 days.

Note that if a trainee misses 20 days or more of their year (including eg for jury service) their completion date of foundation training will be affected.

Trusts must keep accurate records of trainee sick leave and this will need to be included on the Form R at ARCP.

Probity / GMC matters:

The Postgraduate Dean with responsibility for Foundation trainees, currently Dr Sanjiv Ahluwalia, is their Responsible Officer and must be advised of any actual or potential concerns via the FS Director, at the earliest opportunity.

ARCPs:

FTPDs are expected to lead on the organisation of local ARCP panels, deadlines to be agreed annually with the FS. Panels should take place in the absence of the Foundation trainee, with outcome then communicated to the trainee in a timely fashion. If the trainee will receive an adverse outcome at ARCP (outcome 3 or 4), the trainee can be present at the ARCP panel. It must be noted that the clinical and educational supervisors of individual trainees must not be part of their panel.

If there are concerns that a trainee may not achieve a satisfactory outcome, this should be communicated to your FS Deputy Director at the earliest opportunity.

All outcome 3s and 4s will be reviewed centrally by the Foundation School.

ARCP sign off criteria are clearly documented on Horus. <https://horus.hee.nhs.uk/sign-in>

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Communications:

London & KSS Foundation School sends out by e-mail a fortnightly bulletin, titled LDN & KSS Foundation Bulletin, which has sections for trainers and trainees and links to further documents. This should be read by all FTPDs as it contains essential information, including meeting dates, policy changes and contains information about training opportunities open to FTPDs.

If you are not on this mailing list, please contact your deputy director who will arrange for you to be included.

The bulletin is also available on the Foundation School website – <http://lonkssfoundation.hee.nhs.uk/LonKSSBulletin>

Other useful sources of information:

Foundation Programme information

Foundation programme.nhs.uk – latest 2019 guide, aligned with the Gold Guide. <https://www.foundationprogramme.nhs.uk/>

Information about recruitment, ARCP, e-learning for healthcare etc., rules covering many situations which may arise.

London & KSS website

<http://lonkssfoundation.hee.nhs.uk/>

Has more local policies and the archive of fortnightly bulletins.

PGMDE Support Portal

<https://lasepgmdesupport.hee.nhs.uk/support/home>

Has answers to many frequently asked questions for trainers and trainees. This includes information on swaps.

General resources – NACT nact.org.uk

Has national documents and many educational resources e.g. guidance on supervising trainees– but some documents are only available in the members area only.

January 2020