

London & KSS Foundation Bulletin

Thursday 28 March 2019

Welcome to the **London and KSS** foundation bulletin. This newsletter is brought to you by all the London, Kent, Surrey and Sussex Foundation Schools.

Reminder: If you are a member of Trust PGMDE staff (including FTPDS, supervisors etc.) or a Trainee, the method for contacting the school is: <https://lasepgmdesupport.hee.nhs.uk/support/home> or by telephoning 020 7866 3216

A large number of emails are being sent to personal inboxes and discontinued email addresses, so emails are not being picked up by the correct members of staff.

You can contact us via
<https://lasepgmdesupport.hee.nhs.uk/support/home>
Or by telephoning: 020 7866 3216

***NEW* HEADLINE CONTENTS**

- **Section A – Foundation Doctors - For Action/Information**
 - F1 to F2 Transfer of Information (TOI)
 - [New F3 opportunity](#)
 - Early Leaving Statement
 - Leaving Early – Withdrawal / Resignation
 - Responsible Officer – STFS
 - Full GMC registration for non-UK graduates
 - The 4th South London Trainees Conference 2019 (free to attend)
 - **REGISTRATION NOW OPEN** - The UKFPO annual Foundation Doctors Academic Conference Friday 17th May 2019

▪ Section B – **Foundation Faculty For Action/Information**

- **REGISTRATION NOW OPEN** - The UKFPO annual Foundation Doctors Academic Conference Friday 17th May 2019
- Feedback Programme Fairs and certificates of attendance
- Horus user research / Observing foundation ARCP panels in London or KSS
- Communications regarding the ARCP process is due to go out on the 22nd April 2019

Section A – Information for foundation doctors

1. ALL TRAINEES PROGRESSING FROM F1 TO F2 – TRANSFER OF INFORMATION (TOI)

All trainees progressing from F1 to F2 in August 2019, must complete a Transfer of Information form. You should have received an email with your own unique link to a form called: 'London and KSS F1 - F2 Transfer of Information 2019 F2 Entry'.

If you have not received this email please contact us via the [Support Portal](#) so we can reissue you with a link. You may wish to check your junk mail first. Please note you must complete this form **by the 15th of April 2019**.

Please do not forward your link to anyone else as these are unique to each recipient.

2. RESPONSIBLE OFFICER - STFS

All South Thames Foundation School trainees have the same Responsible Officer (Dr Alec (Graeme) Dewhurst). Please note this is regardless of whether you are employed in a London NHS Trust or in a Kent, Surrey and Sussex NHS Trust.

3. FULL GMC REGISTRATION FOR NON-UK GRADUATES

In order to start the second year of the Foundation Programme (F2) you need to apply for full registration with a licence to practise with the GMC. You should submit your application as early as possible to make sure you have the correct registration in time to start your F2 post.

- **Apply for full registration**

To make your application, please visit the [Applications](#) section of the GMC's website and read the guidance that is relevant to you. You can then make your application online.

- **Check your registration status before working**

Before you start F2, you must make sure you have the correct registration status. You can do this by checking the online [List of Registered Medical Practitioners](#).

- **If you're not in training**

Remember, you can hold [provisional registration](#) for a maximum of three years and 30 days. If you are not in training or want to take a break, you should [give up your provisional registration](#).

If you have any questions about the application process, please [contact the GMC](#).

4. LEAVING EARLY – WITHDRAWAL/RESIGNATION

Reminder - If you wish to leave before the official end date of your F1 or F2 programme in order to take up other employment/training opportunities, you will not be signed off as having met foundation training requirements.

All those wishing to leave, are required to complete a withdrawal form.

Please visit the [support portal](#) for more information and faqs.

<https://lasepgmdesupport.hee.nhs.uk/support/solutions/articles/7000018874-i-have-chosen-to-resign-from-my-training-programme-who-should-i-inform->

5. SUPPORTED RETURN TO TRAINING (SUPPORRTT)

The supported Return to Training (SuppoRTT) programme is a HEE initiative which aims to support all trainees to return to training safely and confidently after a period of absence. A range of options are available; these are targeted at those absent for three months or more, but those absent for a shorter period may opt in. Full details on how to apply visit [Applying for SuppoRTT](#) webpages.

Currently in London and KSS funding for a 1-week period is offered to foundation doctors. [Click here](#) for more details on the offer for foundation doctors.

6. SWAP UPDATE

Please note we can no longer accept paper applications and **all** Local Swap applications must be made via the [support portal](#). Trainees must have received written confirmation from their FTPD or Supervisor and the second applicant, that they agree, prior to submitting the application. All applications will be checked and verified with trust PGMDE staff.

1. PROGRAMME FAIRS 2019 - Thank You

On behalf of all the Directors of the programme fairs, thank you to all staff who attended both Glaziers Hall and Senate House. Both events were busy and well attended and thank you for the time and effort in putting together your exhibition stall.

Please can each of the Trusts/Sites complete our short feed-back survey on this year's events.

- [North Central & East London](#)
- [North West London](#)
- [South Thames](#)

For those F1 and F2 doctors who assisted their trust on the day, we will be issuing certificates of attendance for their portfolios. Please can you email cathy.fuller@hee.nhs.uk with a full list of names, your trust, FY year and which programme fair they attended and she will issue you with the correct certificate for your trainees.

2. HORUS EPORTFOLIO UPDATE

Horus user research / Observing foundation ARCP panels in London or KSS

Kata Varnai who heads up the Horus team, would like to observe some ARCP panels this June.

Her aim will be to see how people are interacting with Horus and learn about what's working and what is not building on her observations last June and subsequent system changes. This is purely an observational role – she will not offer any technical (or other) assistance to the panels.

Please respond directly to Kata Varnai Kata.Varnai@hee.nhs.uk if you can accommodate her request. Availability time frame any time 3-14 June 2019.

Horus ePortfolio Change Requests

All trusts are reminded if they identify any issues with the Horus ePortfolio they can complete a change request form which can be downloaded from [here](#):

This should be submitted to the eTAG committee:

helpdesk@foundationprogramme.nhs.uk with Stuart Morris CC'd:

stuart.morris@hee.nhs.uk - This will allow Stuart time to discuss your change request with you ahead of the committee meeting, so he is able to table your request with sufficient detail for consideration.

Latest updates - Please see [here](#) the latest update on the development of the Horus ePortfolio for medical foundation training in HEE.

3. ARCP process timeline and dates

Just to advise that communications regarding the ARCP process is due to go out on the 22nd April 2019.

4. REMINDER OF THE NEW PROCESS FOR STUDY LEAVE FUNDING

Full details are on the Portal

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

Apart from ALS, generally courses requesting approval fall into two categories: optional and aspirational. Optional is for a single approved course linked to career intentions and can be approved by trusts.

An aspirational course is one which does not appear on the mandatory or optional London and KSS study leave lists; for example, a doctor presenting a paper at a conference may apply for support.

Requests for funding for aspirational courses along with all the relevant information and Trust approval should be sent to the relevant Foundation School Director. For overseas courses only fees are remunerated, not expenses.

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6. TAB rounds applicable to London and the South East Foundation Schools

Placement 3	
Opens:	Monday 22 nd April 2019
Closes:	Friday 17 th May 2019

7. **F3 OPPORTUNITIES** – A section for local vacancies is [available here](#). It also includes other important information for those planning to take a year out after F2. If you have vacancies you wish to advertise, please send them to cathy.fuller@hee.nhs.uk

8. SAVE THE DATES - FOUNDATION SCHOOL MEETINGS

STFS Advisory & Development Meetings 2019:

- Thursday 9th May 10am-12 noon
- Thursday 19th September 10am-12 noon

NCELFS Management Committee dates for 2019:

- Thursday 23rd May
- Thursday 19th September

NWLFS Management Committee dates for 2019:

- Thursday 16th May
- Tuesday 24th September

Section C - Conference/events/courses/recruitment

1. ****reminder** PERINATAL MENTAL HEALTH SIMULATION TRAINING CHILDREN'S SIMULATION CENTRE, ROYAL ALEXANDRA CHILDREN'S HOSPITAL, BRIGHTON - 3rd May 2019 - 6th June 2019 - 12th July 2019 - 23rd Sept 2019 - 10th Oct 2019** *with additional regional dates for Conquest Hospital, Hastings and East Surrey Hospital, Surrey to be announced.* This is an Immersive one-day simulation training on the identification and management of common perinatal mental health problems using actors and 'real-life' settings.

For: Midwives, Health Visitors, Mental health nurses, junior doctors (GPVTS, Foundation, Psychiatric and Obstetric Trainees), GPs, and Obstetricians.

Funded by Health Education England and free to book for Kent, Surrey & Sussex staff. Further information and registration form:

<http://brightonsimulation.org.uk/courses/perinatal-mental-health/>

2. ****REGISTRATION NOW OPEN ** THE UKFPO ANNUAL FOUNDATION DOCTORS ACADEMIC CONFERENCE, FRIDAY 17TH MAY 2019, EDINBURGH INTERNATIONAL CONFERENCE CENTRE** – The conference will be trainee-centered and will be of interest to academically minded Medical Students, Foundation Trainees and any faculty or more Senior Colleagues who are involved in Academic Foundation Trainees. We hope that this complementary event will be of immediate practical assistance to anyone following an academic career path, and those who are advising them.

Themes of academic research, education and leadership training will be included. There will be a focus on Foundation Trainees themselves and their experiences.

To register: <https://healtheducationyh.onlinesurveys.ac.uk/foundation-doctors-academic-conference>

To submit an abstract: <https://healtheducationyh.onlinesurveys.ac.uk/abstract-submission-form>

3. **THE 4TH SOUTH LONDON TRAINEES CONFERENCE 20TH MAY 2019 A FREE FULL DAY CONFERENCE FOR ALL POSTGRADUATE MEDICAL TRAINEES IN SOUTH LONDON.**

Abstracts for poster presentations are invited - Please submit 250-word abstracts to slnconference@gmail.com – for more information [visit](#) -

4. A PRACTICAL INTRODUCTION TO INTENSIVE CARE – 20TH JULY 2019

Education Centre, University College London Hospital

- Aimed at foundation doctors, core trainees who are *novice* to intensive care
- A day packed with hands-on stations for: ventilator experience, central line and chest drain insertion on simulated models, use of doppler cardiac output monitor
- PLUS Lectures & Small Group Tutorials
- Breakfast, Lunch & Refreshments
- £130 for the day, + free Oxford Handbook of Critical Care
- Booking and further information [here](#)

5. PSYCH MEDED 2019, 26-27 SEPTEMBER, GLASGOW

The RCPsych [Annual Medical Education Conference](#) will take place in Glasgow this year from 26-27 September. As part of the early planning for this event; we are inviting submissions for potential workshops and presentations at the event; along with posters and oral presentations. As part of the College's educational network; we would be grateful if you would consider a submission.

The deadline for the poster submissions is 2pm on 26 April. We are looking to finalise the programme of workshops and presentations by mid-April. All submissions should be sent to Emma.George@rcpsych.ac.uk

A summary of all courses and conferences are available here and on [Synapse](#), these are updated on a regular basis. Please note that the publicising of courses and events via this bulletin does not imply endorsement by HEE.