

## London & KSS Foundation Bulletin

**Thursday 9<sup>th</sup> May 2019**

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

### **NEW FOUNDATION SCHOOLS WEBSITE IS LAUNCHED**

We are pleased to announce that the new London and KSS Foundation website is finally launched and accessible at:

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

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

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### **\*NEW\* HEADLINE CONTENTS**

- ARCP new process and guidance
- Study Leave Trainee Feedback Forum - Friday 17th May
- Study Leave Update On Process



**Calling all F1's** - The application window for the UKFPO Leadership Fellows opens on **Monday 13<sup>th</sup> May 2019** and closes on **Friday 17<sup>th</sup> May 2019**. The window will close as soon as 100 applications have been received so this may well be before the scheduled deadline of Friday 17<sup>th</sup> May 2019.

Please find the link for the application form below: -

<https://healtheducationyh.onlinesurveys.ac.uk/ukfpo-foundation-fellows-proforma-employer-2019>

Interviews will be held on Tuesday 11<sup>th</sup> June at St. Chad's Court, Birmingham

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### **PREPARATION FOR ARCP - First steps**

These are the things that we need you to do now:

- Please read the UKFPO guidance (1) and ensure that everyone involved in ARCP is familiar with the process and the relevance to their role
- Review the ARCP tracking spreadsheet (2) and let us have any amendments (see 3. below for clarification of these)
- **\*\*NEW FOR 2019\*\*** Review F1-F2 TOI Tab on spreadsheet
- Set up your local ARCP arrangements including your ARCP panels (4)

#### **1. ARCP guidance**

The documents are available on the [UKFPO website](#). These provide guidance for foundation doctors, foundation administrators and foundation faculty groups on the requirements for the annual review of each doctor's achievement and progression. Please read these carefully as they contain important information about what needs to be done to prepare and run your local ARCP process.

#### **2. ARCP tracking spreadsheet**

Your spreadsheet has submitted to our BI team time for upload and will be available for download from the [TROG system](#) by 5pm on the 23<sup>rd</sup> of April 2019. **\*\*Please note the revised date of the 22<sup>nd</sup> due to the Easter holiday\*\***

#### **3. Checking the list of foundation doctors**

The spreadsheet contains the names and status of your current foundation doctors for whom your ARCP panels will need to issue ARCP outcome codes. Please note that all current foundation doctors, including those on maternity leave/time out/not yet due for final sign-off need to have an ARCP outcome issued in June 2019. Foundation doctors who may resign mid-year also need to have an ARCP outcome issued.

**\*ACTION required:** Please check and confirm back to us that the information provided matches your own foundation doctor data. If you have any amendments, for example a change of name or status, please submit a ticket via [PSP](#). We will verify this, update our records and confirm acceptance of the amendment back to you.

#### **4. F1 to F2 Transfer of Information (ToI)**

All trainees who are expected to move between F1 to F2 in August 2019 have been emailed a link to their own customised TOI form and their responses are detailed on the tab named "TOI" on your F1 Spreadsheet. We will update you separately of any non-completers and the process for these. Please note we do not ask F2's to complete a ToI.

**\*ACTION required:** Review trainee responses in columns A-Z and check for accuracy. Do not make any changes to what the trainee has submitted. You are then required to complete columns V-X.

This process is to replace paper forms as per the email sent on: 11<sup>th</sup> of February 2019 with the subject "F1 - F2 TOI". When the ARCP spreadsheet is returned to us the TOI responses will then be reviewed ahead of submission to the F2 trust on the 8<sup>th</sup> of July 2019. The Foundation School Directors will also contact any trust with any specific concerns they would like to highlight.

## 5. ARCP panels

There are a number of helpful user guides, including how to set up panes, available on the [Horus support site](#).

## 6. e-LfH – ARCP module

Foundation doctors may appeal their ARCP outcomes if ARCP evidence was not considered appropriately by the ARCP panel, e.g. administrative or process errors were made. We therefore require all staff involved in ARCP (FTPDs, ARCP panel members, foundation administrators) to be appropriately trained by completing the ARCP learning module. Panel members should log into their e-LfH account first, before clicking on the link: <https://educatorhub.e-lfh.org.uk/LearningContent/Launch/458984>. Anyone unable to access their account should query via the website: <http://support.e-lfh.org.uk/e-lfh-support-home/#>.

**\*ACTION required:** Please circulate the e-LfH ARCP module link to all staff involved in ARCP and ensure that the module is completed prior to the commencement of the foundation ARCP process. Please note if you have undertaken this training in the past it is important to check the expiry date by logging into your account.

## Key Dates

- ✓ Foundation team to send trusts ARCP Spreadsheets: **23rd April 2019** These will be available on the TRoG system.
  - ✓ Recommended Virtual Lockdown of Horus – this is the date in time by which Foundation Doctors should have all the evidence submitted for consideration on their ePortfolio: **Midnight 30<sup>th</sup> May 2019**
  - ✓ Deadline for return of completed F1 ARCP spreadsheets to ensure F1 progression to Full GMC Registration: **21<sup>st</sup> June 2019** – If you are unable to meet this deadline it is important you have discussion with Stuart Morris, Senior Officer, as this will have implications for the trainees Full Registration. HET are now responsible for the formal submission of sign off to the GMC in place of the Medical Schools so will be expected to report on any issues or delays pertaining to this process. Please ensure you return the ARCP tracker via PSP:  
[https://lasepgmdesupport.hee.nhs.uk/support/tickets/new?form\\_1=true](https://lasepgmdesupport.hee.nhs.uk/support/tickets/new?form_1=true)
  - ✓ Deadline for return of completed F2 ARCP spreadsheets to allow sufficient time for FPCC processing: **1<sup>st</sup> July 2019**
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## PROGRAMME FAIRS 2019 – Feedback Survey

**\*\*faculty reminder\*\*there has been only a few responses** - If you have not already done so, please can each of the Trusts/Sites complete our short feedback survey on this year's events.



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

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### Study Leave Trainee Feedback Forum - Friday 17th May 2019

Chancellors Hall, Senate House, University of London, Malet Street, Bloomsbury, London WC1E 7HU.

**Have Your Say - Calling all trainee reps** - please sign up for the forthcoming study leave. Forum. Gathering feedback is a crucial element of continuing to improve the study leave process and your feedback is vital for ongoing improvement.

Please register via the [following link](#)



### Study Leave - Update On Process For Aspirational Courses

Please discuss aspirational course requests with your Educational Supervisor and TPD in the first instance. Approval should only be sought for courses which are not listed on the mandatory or optional course lists. The lists can be found on the study leave homepage here:

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

If your TPD approves of your aspirational course, they will forward your request to your Head of School, who will contact the Study Leave Team with their approval. If your Head of School does not approve, they will contact you directly to confirm this.

Once your Head of School has confirmed their approval, please complete the **Aspirational Study Leave Application Form** on the PGMDE Support Portal here: [https://lasepgmdesupport.hee.nhs.uk/support/tickets/new?form\\_d33=true](https://lasepgmdesupport.hee.nhs.uk/support/tickets/new?form_d33=true).

Once the Study Leave team has received your completed application form we will issue you with an approval code to make your claim.

Please note that once you have received Head of School approval, you are guaranteed to receive reimbursement and can go ahead and book your course. The approval code issued by our team will enable you to claim back your funding after you have attended your course.

A more detailed explanation of the process can be found on the study leave website here:

<https://lasepgmdesupport.hee.nhs.uk/helpdesk/attachments/7028230748>.

Please contact the team via PSP if you have any further queries.

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#### **DATES FOR YOUR DIARY 2019**

STFS Advisory & Development

- Thursday 19th September

NCELFS Management Committee

- **Thursday 23rd May**
- Thursday 19th September

NWLFS Management Committee

- **Thursday 16th May**
- Tuesday 24th September

#### **USEFUL LINKS**

- [F3 Opportunities](#)
- [Courses \(all\)](#)
- [FAQs](#)
- Coaching and support
- [Horus – changes and updates](#)
- Swap update
- Responsible Officers

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