

Welcome to the East Anglian Foundation School

First Class Education for First Class Healthcare

Thank you for choosing to undertake the first stage of your postgraduate medical training with Health Education England (HEE) working across the East of England. We aim to become the best healthcare service in England and we hope that your skills and motivation will help us to achieve this goal.

As an organisation we support around 4,000 medical and dental trainees in the region, serving a population of 5.6 million. We hope to attract the best doctors and dentists to this region, and to inspire them with the high quality training needed to ensure that our patients receive the highest standard of safe clinical care. HEE also maintains effective quality management of postgraduate medical and dental education and training, and promotes faculty development for our trainers.

We hope that you will thrive here as your career develops, and we look forward to meeting you on one of our many Trust visits.

Dr Helen Johnson
Foundation School Director

Professor Bill Irish
Postgraduate Dean

We deliver foundation training in Cambridgeshire, Suffolk, Norfolk, East and North Herts and Bedfordshire. Our remit extends across a wide geographical area including the beautiful Suffolk coastline, the rural Norfolk broads, and cities with excellent amenities and transport links to London. We have close undergraduate links with Cambridge University Medical School and the University of East Anglia Medical School, as well as two large teaching hospitals in the historic cities of Cambridge and Norwich. The EAFS delivers training programmes at 10 district general hospitals and a multi-regional unit in Papworth, all of which have an excellent reputation for postgraduate medical education and training. Further information about the EAFS can be found on our website.

Before you start your training

Read the key documents available on

<http://www.foundationprogramme.nhs.uk/content/resource-bank>

Especially:

The FP Rough Guides 2015

The Foundation Programme Curriculum 2016

The FP Reference Guide 2016

Please [click here](#) to visit the full Policies and Procedures section of our website.

Educational Agreement

When you start your Foundation Programme within the East Anglian Foundation School, you are entering into an educational agreement with the Postgraduate Dean as set out below:

Foundation Programme Educational Agreement

(Note: this is NOT an offer of employment)

On accepting an offer to join a foundation training programme I agree to meet the following conditions throughout the duration of the programme:

- To always have at the forefront of my clinical and professional practice the principles of Good Medical Practice (2013) for the benefit of safe patient care.
 - To care for patients in a way that is responsive to their needs, that it is equitable, respects human rights, challenges discrimination, promotes equality, and maintains the dignity of patients and carers.
 - To participate in workplace based appraisal as well as educational appraisal; to regularly share information about my performance as a doctor in training with employers and with the Postgraduate Dean.
 - To maintain regular contact with my Training Programme Director (FTPD) and HEE responding promptly to communications from them.
 - To participate proactively in the appraisal, assessment and programme planning process.
 - To develop and update my learning portfolio
 - To use training resources to develop my competences to the standards set by the specialty curriculum
 - To support the development and evaluation of this training programme by participating actively in the national annual GMC Trainee Survey, and any other activities that contribute to the quality improvement of training.
- I acknowledge the importance of these responsibilities. I understand that if I fail to comply with these conditions, I may be required to offer an explanation to the Postgraduate Dean. I understand that this document does not constitute an offer of employment.

I consent to HEE/EAFS use of my personal data as set out in this agreement in accordance with the Data Protection Act 1998.

Data Protection

In order to perform its statutory functions, the HEE has an obligation to collect and keep data regarding all junior doctors within East of England Foundation Schools.

In accordance with the Data Protection Act 1998, the Foundation School will process personal data and ensure that appropriate measures are in place to ensure the confidentiality and integrity of the data we hold about our trainees.

By submitting your personal data, you consent to use of that data as set out in this agreement.

Trainee Contact

Please email edit.eoe@hee.nhs.uk by **15th May 2019** to confirm **an email address, which you will be able to access throughout your foundation training**. Please communicate with us using a secure and professional email account such as doctors.org.uk. Email providers such as Hotmail are insecure, may not be accessible at your place of employment, and often reject group emails or important attachments from the Foundation School.

Who's Who in Foundation Training

It is important that you know whom you can contact for advice or support. You will meet many of these people in your PfPP week.

All Trusts have an **Education Centre**, with experienced staff who can provide information, support and advice on your Foundation Training.

There is a **Foundation Programme Administrator** in each Trust. HR and Occupational Health staff are also an important resource.

- Discuss your training needs with your **Educational and Clinical Supervisors**.
- Contact your Trust's **Foundation Programme Administrator/Medical Education Manager** with queries about policy and procedure relating to your training programme.
- Consult community based trainers in General Practice, Psychiatry and Public Health (mainly F2)

Foundation Training Programme Directors (FTPDs) are consultants appointed jointly by the Trust and the LETB, to ensure the delivery of the foundation programme curriculum in accordance with the standards set by the GMC.

Clinical Tutors/Directors of Medical Education are appointed to provide educational leadership in the Trust, and they work closely with the FTPD.

Educational supervisors

Every Foundation trainee has an Educational Supervisor, who is responsible for:

- Overseeing the training and appraisal of a specific group of trainees
- Developing these trainees' educational development plans
- Trainee appraisal and preparation for F1 and F2 sign off
- Completing key parts of the e-portfolio

Clinical supervisors

Clinical supervisors are responsible for the day to day clinical supervision of trainees during the working week, which includes:

- The provision of training and education opportunities
- Providing constructive feedback, and undertaking workplace-based assessments
- Safe clinical oversight of trainees

Please contact your Trust and also the edit.eoe@hee.nhs.uk if any there are any changes to your situation which may affect your training, such as maternity leave, wishing to train less than full time or planning to leave the programme.

Contacts

If you have a question regarding recruitment policy and procedure which is not answered in this document, or in the Policies and Procedures section of our website here, you can contact HEEoE

Postgraduate Dean: Professor Bill Irish
Foundation School Director: Helen Johnson
Deputy Foundation School Director: Helen Barker

Recruitment: Recruitment Helpdesk: recruitment.eoe@hee.nhs.uk
Programme Management: edit.eoe@hee.nhs.uk
Assessment and sign off: assessment.eoe@hee.nhs.uk
Professional Support and Wellbeing: psu.eoe@hee.nhs.uk

Health Education England Foundation School Website:
heeoee.hee.nhs.uk/foundation_main

National Foundation Programme Website:
<http://www.foundationprogramme.nhs.uk/pages/home>

Less than Full Time Training Email Address: lfft.eoe@hee.nhs.uk

Professional Performance Concerns

The Foundation School has a flexible approach to supporting trainees with professional performance concerns.

If you feel at any point that you need support or advice about any aspect of your foundation training, please do contact your Educational Supervisor or Foundation Training Programme Director, who will work to identify and resolve problems at the earliest stage possible.

Solutions might include targeted training, careers support or supernumerary training. If necessary, the Foundation School Director will also offer advice in consultation with the HR and Occupational Health departments at the Trust.

Preparation for Professional Practice (PFPP)

The EAFS has implemented PFPP for a minimum of 1 week, as a seamless handover to your new post. PFPP helps you prepare for your new role by gaining practical experience of clinical care on the wards. The official start date will be Monday 29th July 2019 – however some trusts may offer an additional (non-mandatory) week starting on Monday 22nd July.

Although the structure and duration of PfPP may vary, all Trusts offer ward experience, induction, and some formal teaching and training during this period.

- PfPP is mandatory for all Foundation Trainees in the East Anglian Foundation School.
- Your Trust will be in touch soon to share their PfPP schedule and they can answer any questions you may have.
- You will receive full basic F1 salary for 1 week of PfPP.

It is important that you are provisionally registered at the start of your PfPP. If you do not specify a start date on your application form, the GMC will assume that you will start in early August.

Please note the following:

1. Apply for GMC registration in plenty of time
2. Record the date you are due to commence your PfPP
3. Your start date should not be any later than **29th July 2019**
4. If you have not heard from the GMC one week before you are due to start PfPP, they advise you to contact them via their contact centre

Indemnity Cover

Trainees who are employed by a Hospital Trust will be covered by Trust indemnity.

We have taken advice from both the MDU and the MPS. Both organisations are willing to extend the basic cover for an F1 trainee with no additional charge. Please apply early, stating that you require an extra period to cover your PfPP, and provide a start date.

Undergraduate Shadowing

This is separate to the PfPP week, and you may well be required to complete a period of shadowing in accordance with UK medical school curricula.

The Foundation School will not be involved in organising your undergraduate shadowing placement, as this should be organised with your medical school. There will be the opportunity to organise shadowing in the trust to which you have been allocated, but you would be required to arrange this by direct contact with the employing trust, and where possible with the input of your medical school.

Transfer of Information (TOI)

If you have not heard from your medical school administrator regarding this process, please make enquiries directly with your medical school.

In line with national guidance, the EAFS is participating in the TOI process, which is a means of supporting you as you move from the medical school to the foundation school environment.

In particular, this process highlights students who may require additional support during their foundation training.

The TOI process is one of the mechanisms by which medical schools pass on information relating to students which may affect patient safety.

UK medical students should complete this process through their medical school. UK medical schools then send completed forms to the appropriate foundation school.

For those who have not undertaken their medical training within the UK, please read the guidance, complete the TOI form and return it to edit@eoe.hee.nhs.uk

This process is designed to be supportive, and any information provided will be treated in absolute confidence.

Guidance for the TOI process and the TOI form are available [here](#) .

Trainee Representation

Any Foundation trainee in a two-year programme may apply to be a Trainee Representative for the East Anglian Foundation School.

Trainee Representatives offer local, regional and national representation on issues such as education and training, e-portfolios, careers support and quality management.

Please see [here](#) for full details of the application process.

e-Portfolio (Horus)

The Foundation Learning e-Portfolio is based on the Foundation Programme Curriculum and sets out the areas of medical practice that you will need to cover, and the standards that will be expected. It will form the basis of a life-long record of your professional development.

You will be issued with an e-portfolio account when you commence Foundation Training. A member of your local postgraduate centre will be able to change or update post and supervisor details for you. More information on the Foundation e-Portfolio can be found on our website. The e-portfolio can be used as a platform to communicate with your colleagues, and we strongly encourage you to use it in this way.

Your eportfolio may be used as part of the selection process for specialty training.

e-Learning

The Foundation e-Learning Programme is a free and innovative resource which supports the Foundation curriculum. Over 50 e-learning sessions are currently available, covering topics from Safe Prescribing to Safeguarding Children and Young People. New sessions are added on a regular basis, using high quality graphics, video, animation and interactive exercises.

Each session takes around 20 minutes to complete, and easily fits in with busy schedules. The programme can be used as a reference or revision tool, to prepare for formal education sessions and to fill in knowledge gaps. When each e-learning course is completed, the self-reporting tool can be used to produce a certificate for your Portfolio.

eLfH will automatically send you login details before you commence training. Please make use of this resource throughout your Foundation training, to support your learning across the Foundation Curriculum.

Less Than Full Time Training (LTFT)

Trainees meeting the eligibility criteria in a substantive East of England approved post can apply for LTFT.