

**East of England Multiprofessional Deanery
Public Health Specialty Training**

PLACEMENT REQUEST PROCESS

(This guidance document replaces the Jan 14 'process for requesting a new placement' and July 13 'Training programme guidance on placements')

Introduction

Health Education England in the East of England has a vibrant Public Health training programme with recognised training locations spread across a variety of locations including Local Authorities, Universities, Public Health England, and a variety of specialist placements in and around Cambridge.

Specialty Registrars start their training by applying to one of two zones – North zone or South zone.

Further on, through the discussions with their Educational Supervisor and Locality TPD they plan the rest of the placements to complete their training.

This document describes the expectations from registrars and faculty to enable registrars to choose the right placement. It also details the ToR of the placement panel, the principles for considering placement move requests and the process to be followed for requests to be considered by the Placement Panel.

Registrars should note a proposed lead time for placement move requests of six months minimum.

The process will further ensure that all registrars have equal opportunity to request specific placements and none are disadvantaged by timing.

Drivers

There are a number of reasons why this process is to be adopted:

1. Registrars expect to remain within their zone of choice for at least the first half of their training.
2. The process will ensure clarity and transparency around the decision making process for
 - a. determining first placements on appointment
 - b. subsequent placement movesthus assuring governance and avoidance of possible partiality.
3. The document sets out the Placement Panel's expectations from registrars to aid them in the decision making.
4. It describes the ToR and the principles for decision making by the Placement panel.

First placements

- Specialty Registrars start their training by applying to one of two zones – North zone or South zone.
 - North zone consists of the counties/ local authorities of Norfolk, Suffolk Cambridgeshire, Peterborough, Bedfordshire, and Luton.
 - South zone consists of the counties/ local authorities of Hertfordshire, Essex, Southend on Sea, Thurrock.
- Several placements centred around Cambridge like PHE, IPH, various research institutions are part of a central pool that is equally accessible by both North & South zone registrars for their subsequent placements.
- New registrars will be placed in the zone of their offer (determined nationally after exercising choice and offers made on ranking). Zone transfers will not normally be possible at this stage.
- Within the preferred zone, the registrar's first placements will have been identified in advance by the programme faculty/ Locality TPD

- The initial training location would be decided taking account of several factors including training location capacity to train (desk space, CS supervision capacity), availability of other registrars as buddies, previous jobs – if this is within public health in EoE. It would take account of special circumstances for individuals who may need reasonable adjustments (health/ disability etc) if this is mentioned in the application forms or subsequently.
- The initial training location placement is usually for a period of 24 to 30 months and in some instances, will be longer, particularly for part time registrars.
- Normally a new registrar would not be placed in a location where they have recent other work experience in public health or related departments (this principle does not necessarily apply in the circumstances of a medical registrar having worked clinically in that area previously). This principle is to avoid issues of previous expectations and to ensure a fresh start.
- New registrars are placed often where there is senior support and sometimes in pairs. Senior support would normally be a senior StRs but could also be other department staff in developmental roles eg UKPHR practitioner. With the wider dispersal of PH workforce under current organisational arrangements this support might be not in the immediate workplace but should be easily accessible.
- Occasionally the first placement will be in a location with a group of registrars and in this instance, the new registrar may not be allocated location in pairs.

Subsequent placements

- A list of approved training locations and training leads is available on the Health Education East of England website
- All placement moves will be designed to ensure coverage of learning outcomes and the achievement of key milestones eg MFPH Part 1 & 2
- Where a registrar wishes to remain in zone for the whole of training this should be possible unless educational needs identified at ARCP require a specific move across zones
- If there is a recommendation from ARCP, it is not necessary for it to go to placement panel as it has already been assessed. This is then a requirement, not a request.
- Consideration will be given to the need to place senior StRs where new registrars are to be placed in order both to provide peer support and to start to develop their own mentoring and training skills
- Trainees are normally in their zone for most of their training, however, the placement panel would consider requests across zones after the initial placement which is usually after 24-30 months. If a trainee would like to cross zones, the request needs to make clear reasons and why the requested placement cannot be achieved in their own zone and make the case through the placement move process.
- Trainees from the same zone would have priority over those from the other zone for specific placements. Eg acute trust placements are limited and as such if the training need of a trainee within zone is demonstrated at a panel, it would take priority.
- In order to allow sufficient lead time to plan moves, decisions about placement moves will be made around six months in advance.
- We have considered whether a placement decision is made before a registrar goes on maternity leave or out-of-programme, but this has led a sense of unfairness if some registrars get a popular placement choice well ahead of when other registrars can apply for the same placement – and so we do not offer this as an option.
- Such requests could be made to a placement panel that meets at least 6 months before due back
- Placement moves will not be timetabled strictly (as clinical placements are) but expected dates of moves will be indicated when the placement panel makes a decision
- All registrars entering or in phase 3 (phase 2 of new curriculum) will be required to reflect on their placements to date and consider the range of experience they have gathered.

PHASE 1		PHASE 2		
ST1	ST2	ST3	ST4	ST5
KNOWS	KNOWS HOW/SHOWS	SHOWS HOW/ DOES		DOES
	ARCP	ARCP	ARCP	ARCP
	PART A**	PART B***		
<p>2 years (normally up to 30 months maximum). Part A and Part B MFPH obtained in this phase and public health knowledge and core skills gained. Registrars are also expected to begin to demonstrate development of ability to integrate their use of those skills as progress towards independent practice. In phase 1 this will be assessed by examination, at each annual appraisal and ARCP.</p>		<p>This phase allows the registrar to take increasing levels of responsibility leading to the final year when registrars are expected to work at consultant level but under supervision. In the final year, supervision will become increasingly 'light touch' as the Educational Supervisor judges that the registrar can be entrusted with work reflecting a high level of responsibility. 'Acting up' into a consultant post is encouraged in the final year of training. In phase 2 workplace based assessment, annual appraisals and ARCP will continue to assess this progress.</p>		

- They are advised to have discussions with their ES & subsequently with their Locality TPD about their career intentions to help them plan the type of placements they would benefit from.
- Decisions about registrar placements for phase 3 (phase 2 of 2015 curriculum) will be made only for one move ahead in order not to disadvantage more junior registrars not yet seeking placement move decisions
- Decisions regarding senior placement moves would be primarily influenced by educational/ development/ career needs, including intelligence where relevant jobs may become available in the last 6 months
- Registrars are reminded that the service needs of the locations, the current availability of adequate clinical supervisors and a desire to maintain an even spread of trainees across the programme – are all taken into account when weighing up a registrar placement request. These factors are likely to have changed at each placement panel.
- When a registrar is seeking a placement involving “training” or “medical education”, they need to be aware that the training needs of the programme take a higher priority over the training/educational needs of the educational institution and that these registrars will be expected to make a substantial contribution to the training needs of this programme.
- Registrars are encouraged to contact the training lead of the placement they are planning to move to before submitting the placement form to ensure that the placement can meet their educational needs and has capacity.
- Registrars interested in placements in region that are not on the approved list of training locations should discuss this with their Educational Supervisor and Locality TPD in the first instance.

Out or Programme placement requests

- Registrars seeking out of programme placements will be expected to have completed phase 1 & 2 requirements (or be in phase 2 in the 2015 curriculum), including a full pass at MFPH, and be able to demonstrate satisfactory progress in training (demonstration of an outcome 1 at their most recent ARCP) before taking up OOP.
- The relevant forms and guidance are on the HEE website and that process needs to be followed.
- Occasionally when OOP opportunities become available at short notice, the request may be considered if it fits in with the registrar’s educational needs, Learning Agreement and approved by the registrars ES & Locality TPD. In such instances the request must be signed off by another Programme faculty usually the TPD/ Head of School.
- The Gold Guide notes a range of OOP options - OOPR (for research, which may or may not contribute to training time) OOPC (for career break) OOPE (for clinical experience, not necessarily relevant to the training specialty the registrar is engaged in) or OOPT (clinical training as relevant to training specialty, and again may or may not contribute to training time). The placement plan would only need to consider requests which will contribute to training time.

Health Protection Placement

Once a registrar is accepted onto the local specialist Health Protection training, registrars will need to liaise with the Deputy TPD for Health protection to arrange their placements. Their placements will be decided through discussions between their ES, the Deputy TPD (Health Protection) and the Regional Epidemiologist. Their

Locality TPD and Programme Administrator will need to be kept informed of the placement move dates that are agreed to ensure the GMC database is kept updated.

Academic Clinical Fellows and Integrated Clinical Academic (ICA) Programme

The academic clinical fellow placements in Public Health will follow the national guidance available at <http://www.nihr.ac.uk/funding/integrated-academic-training.htm>

A NIHR ACF post is intended to support Public Health trainees at the early stages of specialty training who wish to develop an academic career alongside their clinical training. Posts have 25% protected academic time for trainees to develop their academic research skills and prepare an application for a Fellowship award at Doctoral or appropriate level.

Their service base where they spend 75% of their time would be either Suffolk/ Norfolk/ Cambridge local authorities for UEA ACFs or Bedford/ Cambridge/ Luton for Cambridge University ACFs. They will spend 25% of their time at academic placements.

The Integrated Clinical Academic (ICA) Programme is available to non-medical trainees. For further details, see link <http://www.nihr.ac.uk/funding/nihr-hee-ica-programme.htm>

<https://www.hee.nhs.uk/news-events/news/integrated-clinical-academic-programme-now-open-applications>

The programme, which is funded by Health Education England (HEE) and managed by the National Institute for Health Research (NIHR), provides a range of opportunities to undertake fully funded clinical research, research training and professional development whilst maintaining clinical practice and salary.

The programme comprises of five levels: Internships, Masters in Clinical Research Studentships, Clinical Doctoral Research Fellowships, Clinical Lectureships and Senior Clinical Lectureships.

Registrar responsibility:

- Registrars have contracted for training within the programme zone and will only need to move zones in accordance with this guidance.
- Registrars will discuss possible and suitable subsequent placements to fulfil the curriculum requirements with all concerned as per this guidance document.
- Registrars seeking placement moves will submit their applications in advance (see appendix) together with approval from the ES and Locality TPD for their request
- All registrars will include at least two choices for their placement move
- Registrars will outline the reasons for their requests and prioritise their choices
- Registrars recognise that the programme can make a recommendation that's not in their options if the placement panel feels that it's the best suitable post for the registrar at that point in time.
- Registrars will be asked to email confirmation of acceptance of the decision of the placement panel following a decision
- Registrars will need to inform the Programme Administrator of the date they have agreed with the new location for the move. This will ensure their records on the GMC database are accurate and is essential to ensure the validity of their training.
- Registrars should complete an exit questionnaire after each placement
- Registrars wishing to discuss the decision in order to understand further the decision itself or who believe there is evidence not taken into account may contact their Locality TPD to discuss. In this circumstance the Locality TPD will share the additional information with the placement group and Head of School if there is reason for review.

Programme responsibility:

- The programme is responsible to ensure there is an adequate process for registrars to make placement move requests and that all requests are considered in accordance with this guidance.
- It is responsible for the QA process for placements, considering expanding the list of placements, and maintaining a database of current placements of registrars.
- The programme would remind registrars to complete exit questionnaires, to gather intelligence that will aid placement planning.

Terms of reference for placement panel

The placement group will be acting on behalf of the Postgraduate Dean through the delegated authority to TPD for all placements decisions

- The group will meet twice yearly, generally timed to follow the biannual face to face STC (usually April and October)
- All Educational Supervisors are invited to attend the placement panel
- The placement group will consist of a minimum of three individuals, to include at least two deputy TPDs
- The placement group will consider all requests against available training slots
- The placement group will consider applications for moves as a whole ie all registrars have equal access to all placements
- **Placement decisions will take educational need as a priority**
- Having taken educational need as a priority the stages to the decision will include:
 - list placement options based on education needs
 - prioritise options based on best fit for educational needs
 - Consider demand for specific placements by other registrars
 - Consider training capacity within the placement locations requested
 - screen and exclude/prioritise options for reasonable adjustments (if any)
- In exceptional circumstances, the Placement panel may recommend a location that hasn't been requested by the registrar to meet the specific training need. The last ARCP recommendation may be considered to inform this decision.
- Registrars will be notified of decisions within two weeks of the placement group meeting
- The panel feedback letter will include the names of those who formed the panel

11th May 2016

PLACEMENT MOVE REQUEST FORM

Name				CCT date		
Date				Educational Supervisor		
Recruitment zone						
Current zone						
Placement history from start of training						
Location	Date from	Date to	wte	Comments		
Any significant gaps in training (maternity leave/sick leave etc)						
From	To	Reasons		From	To	Reasons
Placement move requests (in order of choice)						
	Location	Dates requested	Educational reason for this request			
1						
2						
3						
Has proposed placement been discussed with training lead?						
Preferred date for Placement move			{pls at least state month and year}			
Agreed reasonable adaptation			Possible implication for placement decision			
Last ARCP recommendation						
Any additional information to support your request						
				Signature		Date
Registrar confirmation I confirm the information given above is correct						
Educational supervisor confirmation I confirm that I support the placement requests made						
Locality TPD confirmation I confirm that I support the placement requests made						