

## EoE Foundation Programme Hub Days – Guidance for Trust teams and Foundation Doctors



\* image credit Elinor French – to be used for HEE purposes only

**\*Please note that this set of guidelines must be read conjointly with the Foundation Study Leave Guidelines and the 60 Hours Taught Programme Guidance\***

### Rationale

Our aim is to recruit well into the East of England for core/higher/run through training by offering something next and exciting for our foundation doctors. We have just over 600 doctors per foundation year as a captive audience. We aim to achieve this by offering something new and exciting for our foundation doctors.

We also aim to improve our generic foundation training by providing 'interesting' events that the trainees can attend relating to their career aspirations.

In line with the new EoE 60 Hours Taught Programme Each trainee will have 3 x 1/2 days as part of their generic training in FY1 and FY2 and will be encouraged to sign up in the professional practice week or at least within the first few weeks of their training. Two of half day sessions (or 1x full day session) should be clinical and the other should relate to professionalism or non-clinical.

It is our aspiration, that with a bit of the appropriate fanfare and marketing, this should attract good trainees into EoE for foundation.

## **Advertisement of events**

The HEEoE Faculty Support Team will advertise all local and centralised Hub events on our website: <https://heeo.e.hee.nhs.uk/calendar>. We aim to have most dates frontloaded onto the calendar by the start of you PfPP week.

## **Booking**

All Hub bookings will be booked and managed centrally using the smart survey tool from Summer 2019. We proposed that all Hub dates are set and booked onto by the **31 August 2019** latest after this point the Smart Survey system will be assessed to ensure that all trainees are booked onto 2x Clinical and 1 x non clinical Half day sessions.


The ticket system implemented in 2018 will be used to determine equity for all trainees and events:

Please see the following recommendation as a guide for local event tickets which will be used by the central team when assessing all bookings:

**\*Please note that 'local' refers to your overall quadrant which are set out below. Therefore, each event that you hold locally should be filled as per the ticket guide.**

**Some events are only held in one quadrant, and therefore should you particularly have this as a career aspiration in this area, please ensure you notify your FTPD early and the hub suggested.**

Our guide for tickets for your local events is as follows [and it shows how important to book early and notify if needing to cancel, or arrange a swap]:


 **EAFS west** 276 trainees approx.

- Hinchingsbrooke 43 trainees: 6 tickets
- Papworth 16 trainees: 2 tickets
- Peterborough 49 trainees: 6 tickets
- Kings Lynn 62 trainees: 8 tickets
- Addenbrookes 106 trainees: 13 tickets

Leave 5 spare tickets per event for local foundation trainees/special circumstances/study leave

14 clinical events = an overcapacity of 10 places only for study leave in total.

15 clinical events = an overcapacity of 48 places for study leave in total

 **EAFS East** 352 trainees approx.

- Colchester 74 trainees: 8 tickets
- Ipswich 65 trainees: 7 tickets
- James Paget 58 trainees: 7 tickets
- West Suffolk trainees 55: 6 tickets

- NNUH 100 trainees: 11 tickets

Leave 5 spare tickets per event for local foundation trainees/special circumstances/study leave

18 clinical events = an overcapacity of 16 places only for study leave in total.

19 clinical events = an overcapacity of 56 places for study leave in total

#### **EBH West 327 trainees**

- West Herts 108 trainees: 11 tickets
- E and N Herts 100 trainees: 11 tickets
- Luton 64 trainees: 8 tickets
- Bedford 55 trainees: 7 tickets

leaves 3 spare tickets per event spare for local foundation trainees / special circumstances/study leave

for 17 clinical events = overcapacity of 26 places

#### **EBH East 295 trainees**

- Southend 72 trainees: 8 tickets
- Basildon 90 trainees: 11 tickets
- Mid Essex 66 trainees: 8 tickets
- Harlow 67 trainees: 8 tickets

leaves 4 spare tickets per event spare for local foundation trainees / special circumstances/study leave

for 15 clinical events = overcapacity of 10 places.

for 16 clinical events = overcapacity of 50 places

We will inform you of those that have booked and following each event, we would appreciate that you inform of us of any non-attendees.

The following links will be used for booking onto events, both clinical and non-clinical and each foundation doctor needs to make sure they book using on the correct hub region. By the end of July it is anticipated that all events will be available for booking for all F1/F2s:

- EAFS West : <https://www.smartsurvey.co.uk/s/DDY0G/>
- EAFS East : <https://www.smartsurvey.co.uk/s/SS3NU/>
- EBH West : <https://www.smartsurvey.co.uk/s/8W80D/>
- EBH East : <https://www.smartsurvey.co.uk/s/JZUH1/>

## **Marketing**

The Faculty support team will be committed to adding all Hub dates to our centralised calendar as well as encouraging trainee engagement via our Twitter account:

[@EOE Foundation](#)

We will require a consent form for any photos taken so please do have these available at all Hub events to ensure we can then share them online. Signed consent forms can be scanned and emailed to [educatorfaculty.eoe@hee.nhs.uk](mailto:educatorfaculty.eoe@hee.nhs.uk) along with any photos you would like us to use. Ideally these should come through within a week of the event to keep web content fresh and enticing to other interested trainees.

We would also be keen for trusts to 'live tweet' any Hub events taking place which will help with the marketing aspect all Hubs.

## **Attendance**

Poor attendance at events has been experienced during 2018-19 both locally and centrally. This is extremely disappointing for those who have put time and resources into their events and for those leading them.

As per the revised 60-hour teaching programme for Foundation doctors in the EoE:

Non-attendance at Hub events will be recorded on trainees e-portfolios:

- Insufficient notice given
- Special circumstances cannot be evidenced

As Hub events are now mandatory for all Foundation Trainees, not attending events that have been registered for will not be accepted unless in the circumstances above. However, trainees will still need to meet the mandatory requirements for Hub attendance in order to receive a satisfactory ARCP outcome.

## **Attendance at non-core mandatory hub as additional learning/study leave**

There will be a few spaces at hub events which may be used for additional non-core 60 hours, or for F2 study leave.

These spaces will only be released once the education team are reassured that all trainees have booked their mandatory 3 events, or at four weeks prior notice if the hub runs before that assurance. Please ensure that if you book for additional non-core attendance, you clarify this.

You will only be able to attend a maximum of one additional event, and this will not be available for all trainees. You can apply to any event at any of the hub sites.

## **Feedback forms and Certification**

All feedback and certification should be managed by each Hub and completed feedback should be returned to HEE as soon as possible after the event. HEE templates for certificates are available if you would like to use them.

**Dr Helen Johnson** – Foundation School Director for the East of England

**Dr Helen Barker** – Deputy Foundation School Director for the East

Anglian Foundation School

**Dr Ritwik Banerjee** – Deputy Foundation School Director for the Essex

Bedfordshire and Hertfordshire Foundation School

**Dr Zilley Khan** – Foundation Training Programme Director for Teaching

Hubs

**Mark Bullock** - Foundation Faculty Account Manager

