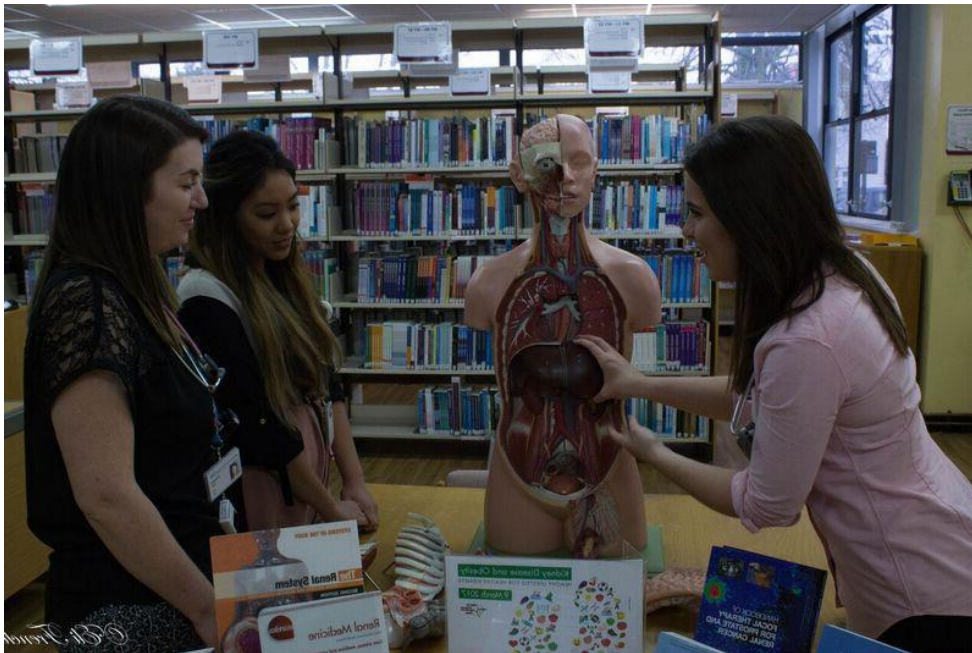


EoE Foundation Programme Hub Days – Guidance for Trust teams and Foundation Doctors



* 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 develop an excellent 60 hours taught programme that truly meets the needs of our foundation trainees. This is to enhance Foundation training but also supports future careers plans for core/higher/run through training by offering something new and exciting.

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 both F1 and F2 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 be non-clinical or relate to professionalism.

We hope that our trainees will meet higher trainees and enthusiastic educators in specialties that they have a particular interest in and may choose to continue their training in the East of England. Our Heads of Schools support this initiative.

Format of Hubs

It is likely that many Hub events will be held remotely considering COVID-19 and to that end we are delighted to confirm the use of our blended learning platform [Bridge](#). This may mean that initially some trainees attend in person, and some may join in through zoom or equivalent. We hope that the majority of trainees will be able to personally attend when infection policies permit. We are hoping for trainees that these half day clinical hubs will have a number of senior trainees and enthusiastic educators that can:

- talk about a career in the specialty and application [suitable for online live interactive]
- provide additional knowledge through case-based discussion, interactive groups around conditions that may relate to the foundation curriculum or experience [suitable for online live interactive]
- that there are ideally some simulation stations where possible or further small group break out to stretch knowledge and skills towards that of trainees starting in the specialty. [this may require online participants to predominantly participate as observers and debriefers, but we welcome alternative content for them at this point]
- Ensure that these are not a predominantly lecture based format.

Some of the sessions are particularly geared to develop skills, such as the foundation surgical skills hubs. These may well not be suitable for a live online version but we are looking for innovative options for these. Our non-clinical hubs we hope are also interactive and have opportunity for case-based discussion or small group working. However, for a number of these, there will be more of an interactive lecture format.

We hope that the zoomed content will be recorded, and then available on bridge afterwards as additional non core mandatory or additional teaching options.

Trainee Feedback

This is a very new programme, and has been radically shifted to reflect the post covid surge position, so trainee feedback is vitally important to us to shape future events. The certificates will be available when you have completed the feedback, and honest proactive feedback is useful for us. We want these sessions to be something that feels useful, varied and enthusing.

It is a challenge for us and the trusts to deliver so many varied teaching sessions, and we are the only deanery to try and do so currently. As much as we are looking to make it a success, we know that this comes with time and experience. Therefore, although criticism is both expected and valued, please look to make it constructive around improvements that can be made.

For some of the Hub events, there may be external education fellows or central foundation team asking for a focus group type feedback at the end [through zoom or equivalent] and there is a QR code on bridge that we would be grateful for you to feedback through.

Advertisement of events

Each trust will advertise and manage bookings for their local events.

The HEEoE Faculty Support Team will advertise and manage bookings for any non-clinical/centralised Hub events.

These will all be advertised via Bridge and will all run predominantly online with the hope to implement some face to face events in 2021.

Hub Booking

All Hub bookings will be booked and managed via Bridge and each local trust will advertise their events via this platform.

***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.**

The ticketing is to allow a more steady state of trainees absent from their trust at any one time. Please can trainees initially only book in their mandatory hubs : 2 clinical and 1 non clinical.

Once these are confirmed, then the hubs will be available for people to book into for additional study leave.

We propose that all Hub dates are advertised by trusts/HEE between the **5th and 16th August**. Trainees should book their three mandatory events by the closing date of **16th August**. Bookings will be confirmed to trainees between the **17th and 28th August** ensuring at least 6 weeks' notice prior to any upcoming Hub event.

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.

Please see [appendix 1](#) for guidance on how you should set up your Hub events on Bridge

Ticketing Guide

EAFS west - approximately 276 trainees

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

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

EAFS East - approximately 352 trainees

Colchester	74 trainees	8 tickets
Ipswich	65 trainees	7 tickets
James Paget	58 trainees	7 tickets
West Suffolk	55 trainees	6 tickets
NNUH	100 trainees	11 tickets

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

EBH West – approximately 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

EBH East – approximately 295 trainees

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

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

Please be reminded that each local trust holds the responsibility of signing off study leave requests. Therefore, we would not expect trusts to allow their trainees to have study leave at the same time -beyond the set ticketing numbers - for any one event.

Marketing

The Faculty support team remain committed to encouraging trainee engagement via our Twitter account: [@EOE Foundation](#)

We will require a consent form for any photos taken – this includes screenshots taken during remote events - so please do have these available for trainees to ensure we can then share them online. Signed consent forms can be scanned and emailed to educatorsfaculty.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

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.

Many of the hub sessions will have recorded elements on bridge.

Feedback forms and Certification

All feedback and certification will be managed by local trusts, however it is expected that your participation on each event will automatically issue you with a certificate of attendance, following the event.

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

Emma White - Multi Professional Education Administrator

For general Hub/regional teaching queries please contact:

papworth.fyregionalteaching@nhs.net

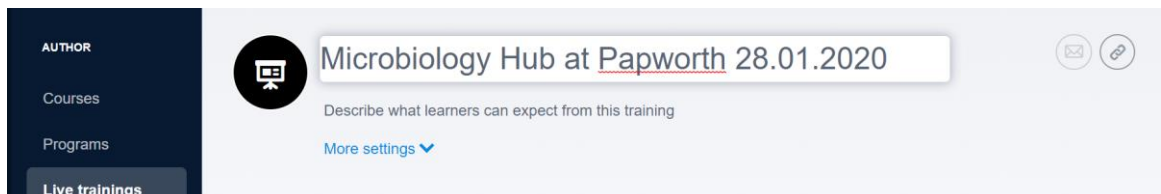
Appendix 1

To Create a Hub event on Bridge

Log into your account and navigate to the author option and then Live Trainings

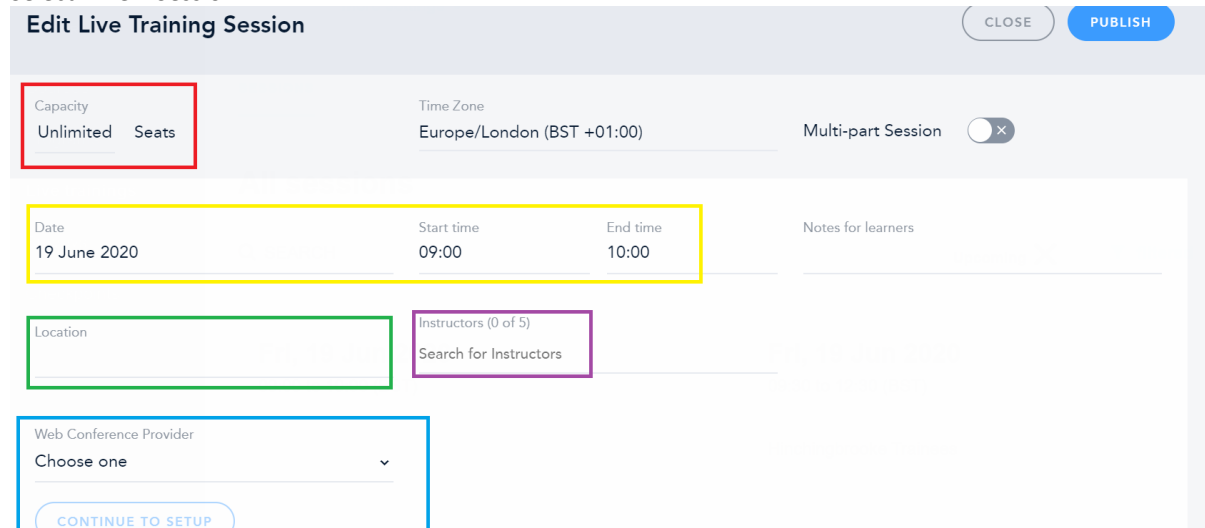
Click + New Live Training

Fill in the title with the Hub name, location and date of the event



The screenshot shows the 'AUTHOR' interface. On the left is a dark sidebar with 'Live trainings' selected. The main area has a title input field containing 'Microbiology Hub at Papworth 28.01.2020'. Below the title is a description field and a 'More settings' link.

Select + New Session



The 'Edit Live Training Session' form includes several fields highlighted with colored boxes: a red box around 'Capacity' (set to 'Unlimited') and 'Seats'; a yellow box around 'Date' (19 June 2020), 'Start time' (09:00), and 'End time' (10:00); a green box around the 'Location' field; a purple box around the 'Instructors (0 of 5)' field; and a blue box around the 'Web Conference Provider' dropdown menu.

You will need to fill in the following:

Capacity is the number of tickets available to each Trust:

Hinchingbrooke: 6

Papworth: 2

Peterborough: 6

King's Lynn: 8

Addenbrookes: 13

Other (local trainees, special circumstances, study leave etc): 5

Date, Start Time and End Time – complete as required for your particular event.

Location – this is where we define which group of trainees these tickets are for. In the example we have allocated 6 tickets for Hinchingbrooke trainees so in the Location box we write Hinchingbrooke Trainees.

Edit Live Training Session CLOSE PUBLISH

Capacity: **6** Seats

Time Zone: Europe/London (GMT +00:00)

Multi-part Session:

Date: 28 January 2021

Start time: 09:30

End time: 12:30

Notes for learners

Location: **Hinchingbrooke Trainees**

Instructors (0 of 5): Search for Instructors

Web Conference Provider: Choose one

CONTINUE TO SETUP

Under **Web Conference provider** you can add in any links to meetings (eg, Zoom) – choose your provider from the drop down and click Continue to Setup. If you have not got this information at the time of creation, you can come back to add it.

You can select if you wish attendees to be marked as present when they click the link (I recommend selecting this), and then again click Continue to Setup. Complete the appropriate fields (as an example see below), and click Apply to Existing Session. Click Back to Session to go back.

Edit Live Training Session / Edit web conference BACK TO SESSION

zoom

Meeting link:

Host key:

APPLY TO EXISTING SESSION

Access code:

Password:

Use as default for future sessions

Include provider registration link:

Phone:

Under **Instructors** you can add in any instructors; you can add them either from their Bridge name or by adding their email if they are external.

Once you are happy with the information inputted, click Close.

Your screen will look like this:

All sessions

Q SEARCH

UNPUBLISHED

Fri, 19 Jun 2020 ⋮

09:30 to 12:30 (BST)

Location
Hinchingsbrooke Trainees

My Team	Count	Limit
0	0	6

Repeat steps for each Trust, changing the number of seats and locations accordingly and ensure the timings are all the same (eg. 9.30 – 12.30). When you finish, your screen will look like:

<p>UNPUBLISHED</p> <p>Fri, 19 Jun 2020 ⋮</p> <p>09:00 to 10:00 (BST)</p> <p>Location Peterborough Trainees</p> <table><thead><tr><th>My Team</th><th>Count</th><th>Limit</th></tr></thead><tbody><tr><td>0</td><td>0</td><td>6</td></tr></tbody></table>	My Team	Count	Limit	0	0	6	<p>UNPUBLISHED</p> <p>Fri, 19 Jun 2020 ⋮</p> <p>09:30 to 12:30 (BST)</p> <p>Location Other trainees - admins to allocate</p> <table><thead><tr><th>My Team</th><th>Count</th><th>Limit</th></tr></thead><tbody><tr><td>0</td><td>0</td><td>5</td></tr></tbody></table>	My Team	Count	Limit	0	0	5	<p>UNPUBLISHED</p> <p>Fri, 19 Jun 2020 ⋮</p> <p>09:30 to 12:30 (BST)</p> <p>Location Addenbrookes Trainees</p> <table><thead><tr><th>My Team</th><th>Count</th><th>Limit</th></tr></thead><tbody><tr><td>0</td><td>0</td><td>13</td></tr></tbody></table>	My Team	Count	Limit	0	0	13
My Team	Count	Limit																		
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My Team	Count	Limit																		
0	0	5																		
My Team	Count	Limit																		
0	0	13																		
<p>UNPUBLISHED</p> <p>Fri, 19 Jun 2020 ⋮</p> <p>09:30 to 12:30 (BST)</p> <p>Location Kings Lynn Trainees</p> <table><thead><tr><th>My Team</th><th>Count</th><th>Limit</th></tr></thead><tbody><tr><td>0</td><td>0</td><td>8</td></tr></tbody></table>	My Team	Count	Limit	0	0	8	<p>UNPUBLISHED</p> <p>Fri, 19 Jun 2020 ⋮</p> <p>09:30 to 12:30 (BST)</p> <p>Location Papworth Trainees</p> <table><thead><tr><th>My Team</th><th>Count</th><th>Limit</th></tr></thead><tbody><tr><td>0</td><td>0</td><td>2</td></tr></tbody></table>	My Team	Count	Limit	0	0	2	<p>UNPUBLISHED</p> <p>Fri, 19 Jun 2020 ⋮</p> <p>09:30 to 12:30 (BST)</p> <p>Location Hinchingsbrooke Trainees</p> <table><thead><tr><th>My Team</th><th>Count</th><th>Limit</th></tr></thead><tbody><tr><td>0</td><td>0</td><td>6</td></tr></tbody></table>	My Team	Count	Limit	0	0	6
My Team	Count	Limit																		
0	0	8																		
My Team	Count	Limit																		
0	0	2																		
My Team	Count	Limit																		
0	0	6																		

You can now add any extra information or filtering options by clicking on “more settings”, which provides the options for categories, tags, certificates and expiration. You can create a short description of the event in the text under the title.

Once it is ready to go live, you will need to select the three dots in the circle on each session and click edit in order to publish the session. If needed, you can still return to the edit function to change things even after publication, including adding links and instructors.

