

Sign up to a Hub on Bridge

Log into your Bridge account – You should all have log in details. If not then please try out the following:

- Log in details should be sent to the email address collated for you by HEE in partnership with your trust. This will either be your personal email address or a doctors.org/NHS.net account.
- Try resetting password on the following link using your email address: <https://foundation-heeoe.bridgeapp.com/login>
- If unsuccessful please email: blendedlearning.eoe@hee.nhs.uk for help.

You should see the East of England Foundation School Learning Platform



Navigate to Learner Library. You can either scroll down and through the categories (you can view all in each category), or if you are looking for something in particular, use the search function. In this guide we are looking to find a Non Clinical Hub to attend.

To find the events happening in your region, you need to use the search function and type in your region. E.g we are based at Royal Papworth, which makes our region EAFS West.

The Trusts and Regions are listed below:

EAFS West	EAFS East	EBH West	EBH East
Hinchingbrooke	Colchester	West Herts (Watford)	Southend
Royal Papworth	Ipswich	E+N Herts (Lister)	Basildon
Peterborough	James Paget	Luton	Mid Essex
Kings Lynn	West Suffolk	Bedford	Harlow
Addenbrookes	NNUH		

Searching for the region will bring up all content tagged with that region. **You need to book onto x2 clinical hubs and x1 non-clinical hub** to meet the ARCP requirement. Please try to spread out your hubs over the 3 rotations.

Additional hubs clinical and non-clinical ones can be found on Central Hub events, you will need to search for **Central Foundation School** and register for tickets under your region (EAFS- West/East or EBH- West/East).

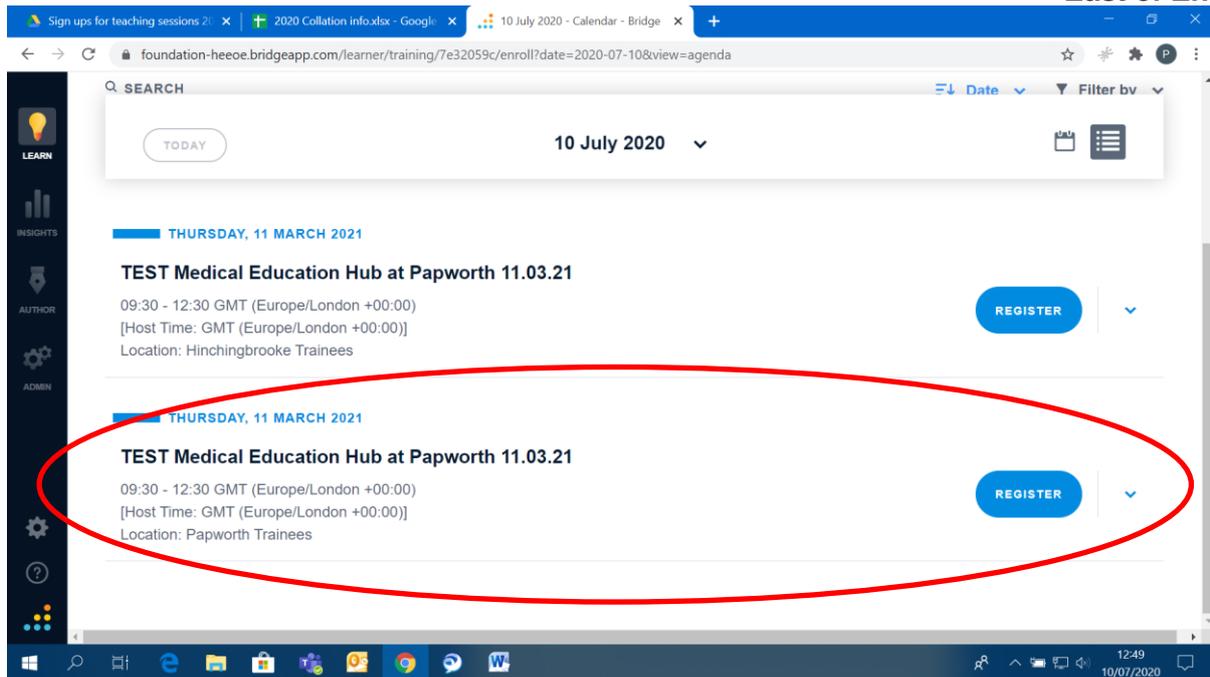
The image below shows that results are sorted into categories so you can easily find the type of content you want.

The screenshot shows a web interface for 'EAFS West'. It features a search bar at the top left and navigation options like 'Sort by', 'Filter by', and 'Tags' at the top right. The main content is organized into two sections: 'CLINICAL HUB (8)' and 'NON-CLINICAL HUB (3)'. Each section contains a grid of session cards. The 'Medical Education Hub at Papworth 11.03.21' card is circled in red and includes a blue 'VIEW SESSIONS' button. Below this card, there are filter tags: 'EAFS West', 'Non clinic', 'Medical E', and '+2'. The interface also includes a vertical sidebar on the left with icons for 'LEARN', 'REPORTS', 'ATTENDANCE', 'ACCESS', and a search icon.

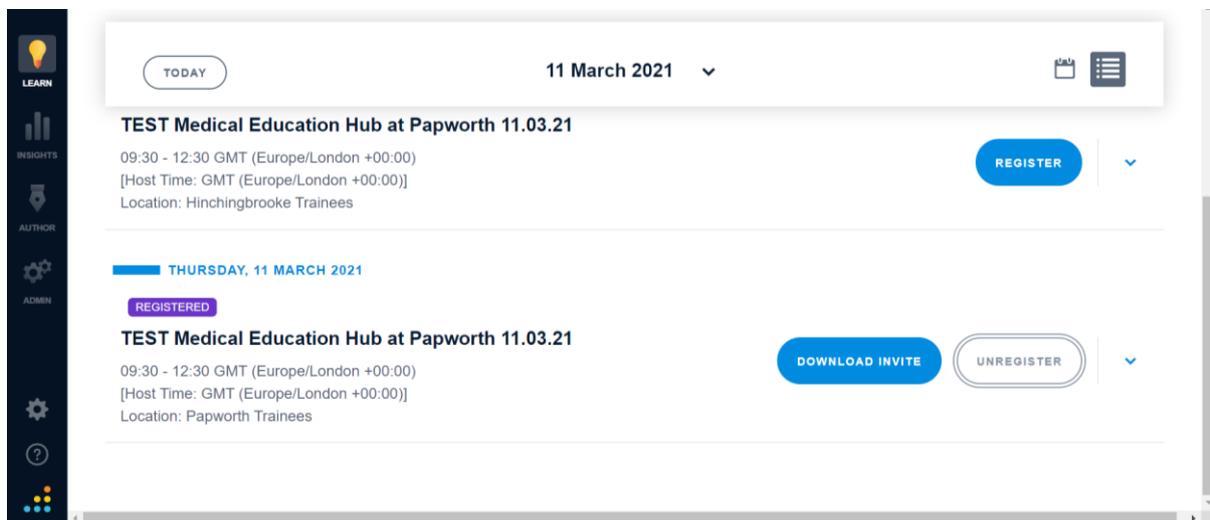
We now want to sign up for the Medical Education Hub at Papworth. Hovering over the box gives us a **View Sessions button**. Click this. In this example, this then gives us a list of possible sessions to sign up for, according to where we are based. As a Papworth Trainee, we would click on the one listed as for Papworth Trainees. Click Register.

There may be a slightly different layout where multiple dates are offered – if this is case, take care to register for the right date and with the right group of trainees.

Hub sessions have a limited number of tickets depending upon whether the sessions are being held face to face (and therefore limited due to Infection Control policies) or are being held online. Pressing the small arrow next to a session will tell you how many spaces are left.



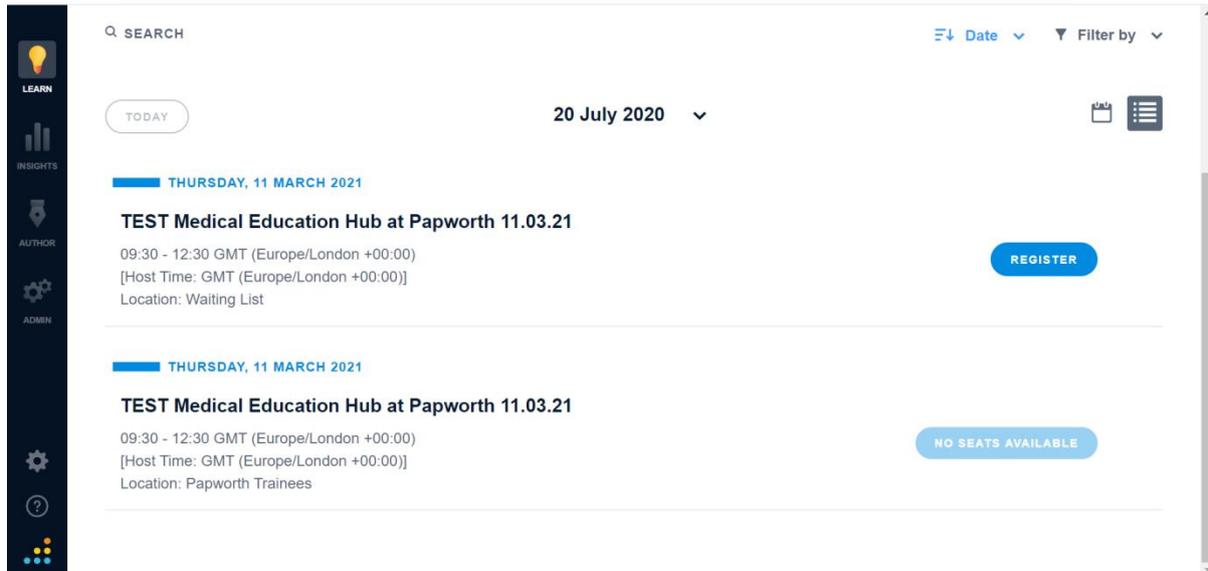
Clicking Register will send you an email that includes a calendar invite but you can also press download invite to get one. If the session has any online meeting information (Such as a Zoom link), or other important details, these will be included in the invite.



If you register in error, you can unregister by clicking the Unregister button.

Events you have registered for will show up in your “My Learning” section of Bridge.

If a Hub session for your Trust fills up, the option to register will be faded out and will show as “No Seats Available”. **Please do not register for another Trusts tickets.**



Should there be no more spaces on your chosen event, you may need to register for the waiting list. This is done the same way.

Please note that if you are registering on the waiting list we do advise that you book onto another hub which has space.

Once your hubs are booked and you have receive confirmation of your booking from the hub organisers you will need to make sure study leave is applied for through your trusts for this.

If you can no longer attend the booked hubs then please click the **Unregister button** on your Bridge booking and let the hub organisers know if they have emailed you confirming your booking.

More information on which hubs are being delivered, trusts and organisers information can be seen on the spreadsheet on our internet page:

- <https://heeo.hee.nhs.uk/foundation/training-programme/hub-events>

If you have any queries and need to contact us please email:

- papworth.fyregionalteaching@nhs.net

