

Welcome to

Health Education England
working across the East
of England Training
Scheme



Specialty
Programme
Welcome Pack 2023

Developing people
for health and
healthcare

www.hee.nhs.uk

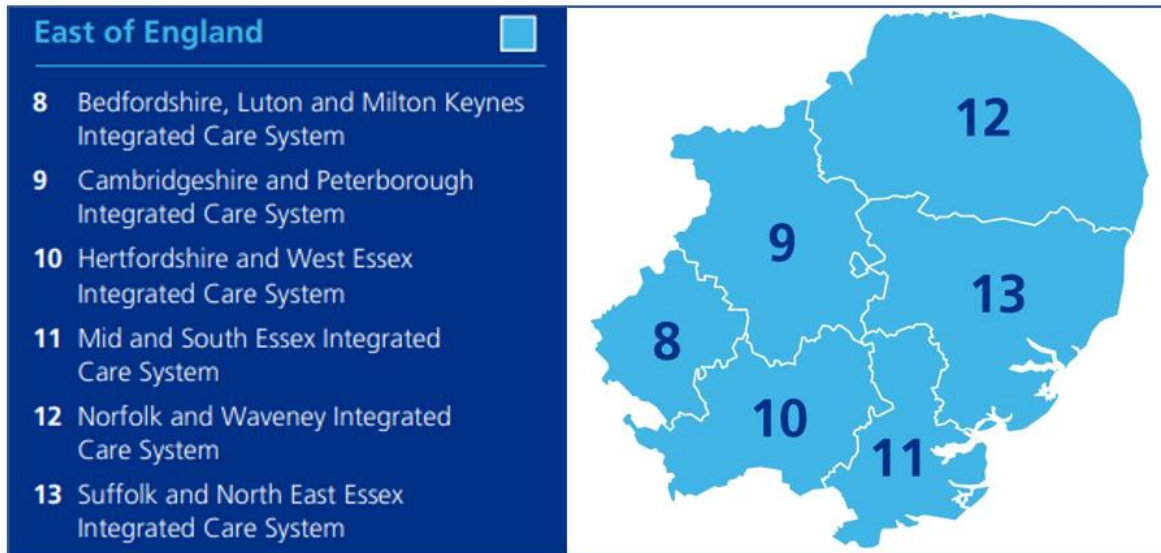


Introduction

Welcome to the East of England.

NHS England, East of England (EoE) is the regional education and training body that covers Bedfordshire, Hertfordshire, Cambridgeshire and Peterborough, Norfolk, Suffolk and Essex.

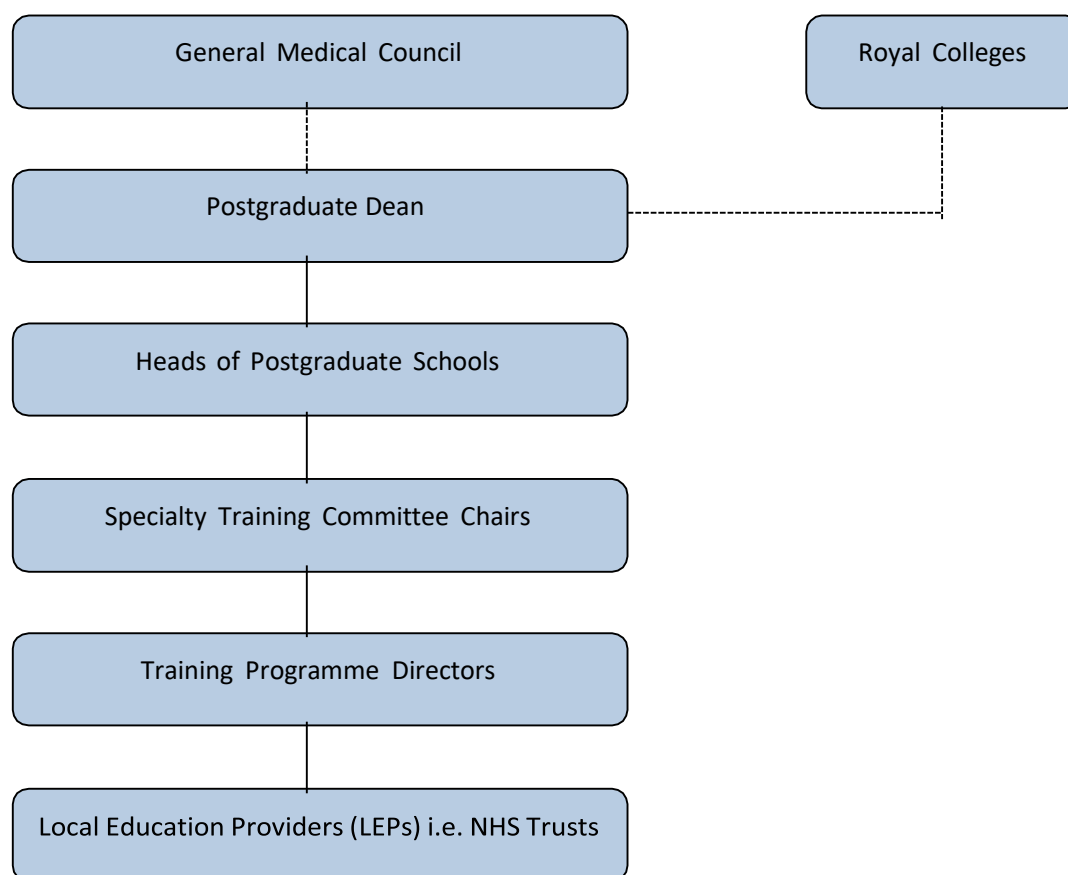
There are [6 Integrated Care Systems](#) and we have 22 Trusts within the East of England, of which 14 are Foundation Trusts serving the 6.4 million population of the region.



Source: NHSE

Structure of Health Education England working across the East of England

Each training specialty belongs to a Postgraduate School and each Postgraduate School has a Head of School who reports directly to the **Postgraduate Dean (or Deputy)**.



HEADS OF POSTGRADUATE SCHOOLS	
School of Anaesthesia	Dr Helen Goddard
School of Emergency Medicine	Dr Pawan Gupta
School of General Practice	Dr Ayesha Tu Zahra Dr Paul Wright
School of Medicine	Dr Fraz Mir
School of Obstetrics and Gynaecology	Dr Erika Manzo
School of Ophthalmology	Mr Narman Puvanachandra
School of Surgery	Mr Mark Bowditch
School of Radiology	Dr Stuart Williams
School of Paediatrics	Dr Vasanta Nanduri
School of Psychiatry	Dr Anna Conway-Morris
School of Public Health	Dr John Battersby
School of Pathology	Dr Emma Gudgin

Further information on the Postgraduate Specialty Schools can be found on the website: [Medical Training](#)

HEE Key Contacts List

Deans Support Team

Function/Project	Generic Email address
Senior Team Administrative Support	deanssupport@hee.nhs.uk

Programmes Team

Function/Project	Generic Email address	Telephone
General Programmes queries	edit.eoe@hee.nhs.uk	
Foundation queries	foundationprogrammes.eoe@hee.nhs.uk	01223 596853
Information System (TIS) for TPD/HoS. Programme report request form access	Programmeanalysis.eoe@hee.nhs.uk	01223 596853
Relocation & Travel Expenses Claims	relocation.eoe@hee.nhs.uk	
Out of Programme (OOP) – Experience, Pause, Training, Research, Career Break	oop.eoe@hee.nhs.uk	
Welcome Pack Documentation sent by	tis.eoe@hee.nhs.uk	
Inter-Deanery Transfer (IDT)	ldt.eoe@hee.nhs.uk	
Less Than Full Time (LTFT)	lft.eoe@hee.nhs.uk	

Faculty Support Team

Function/Project	Generic Email address
Fellowship	fellowships.eoe@hee.nhs.uk
Blended Learning Platforms (Bridge/Panopto) queries	blendedlearning.eoe@hee.nhs.uk
Bursaries for PGCert, PGDip, masters 60 credits top up in medical education	mededbursaries@hee.nhs.uk
SAS and LEDs	sas.eoe@hee.nhs.uk
Development courses for Trainees (LEAF BUD, LEAF & STEM)	traineesfaculty.eoe@hee.nhs.uk
Digital Health and Entrepreneurship Project	digitalandentrepreneurs.eoe@hee.nhs.uk
Study leave	studyleave.eoe@hee.nhs.uk
Faculty <ul style="list-style-type: none"> • Spring Symposium/Autumn Seminar • Foundation hubs • Annual Programmes Development Plans (APDP), Annual School Development Plans (ASDP), Annual Trust Development Plans (ATDP) • School support via school admins based in Trusts • Educators recruitment (Associate Deans, Head of Schools & TPDs) • Masterclasses for senior educators • GMC Trainer approvals and training 	educatorsfaculty.eoe@hee.nhs.uk
Public Health	phschool.eoe@hee.nhs.uk

PSW & SuppoRTT

Function/Project	Generic Email address	Telephone
PSW	psw.eoe@hee.nhs.uk	01223 596919
PSW Events and Workshops	eventspsw.eoe@hee.nhs.uk	01223 596919
PSW Mentoring	mentoring-EoE@hee.nhs.uk	01223 596919
SuppoRTT	support.eoe@hee.nhs.uk	01223 596919

Quality and Commissioning Team

Function/Project	Generic Email Address
Commissioning Queries	educationcommissioning.eoe@hee.nhs.uk
Quality Queries	qualityframework.eoe@hee.nhs.uk

Assessment and Revalidation Team

Function/Project	Generic Email Address
Assessment Team	assessment.eoe@hee.nhs.uk
New starter Documentation/Form R	tis.eoe@hee.nhs.uk
Revalidation Team	revalidation.eoe@hee.nhs.uk

Primary Care Team

Function/Project	Generic Email Address
Primary Care Team	primarycare.eoe@hee.nhs.uk

Recruitment Team

Function/Project	Generic Email Address	Telephone
Recruitment Team	recruitment.eoe@hee.nhs.uk	01223 596895 (Mon- Fri, 8am-4pm)
Recruitment Team - Foundation	foundationrecruitment.eoe@hee.nhs.uk	

Registration with the Royal College

Regardless of your training specialty, it is imperative that you register as a Postgraduate Doctor with the appropriate Royal College prior to commencing your post. Failure to enroll with the Royal College could result in your training not being recognised which could impact on your future eligibility for specialty training and the award of a CCT if you are on a run through programme.

<p>Royal College of Anaesthetists Churchill House 35 Red Lion Square London WC1R 4SG</p> <p>Tel: 0207 092 1500 Email: info@rcoa.ac.uk Website: www.rcoa.ac.uk</p>	<p>The Royal College of Ophthalmologists, 18 Stephenson Way, London, NW1 2HD.</p> <p>Tel: 020 3770 5353 Email: membership@rcophth.ac.uk Website: www.rcophth.ac.uk</p>
<p>Royal College of Psychiatrists 21 Prescott Street Whitechapel London E1 8BB</p> <p>Tel: 020 7235 2351, 0208 618 4000 Fax: 0203 701 2761 Email: membership@rcpsych.ac.uk Website: www.rcpsych.ac.uk</p>	<p>Faculty of Dental Surgery (Royal College of Surgeons) 38-43 Lincoln's Inn Fields London WC2A 3PE</p> <p>Tel: 020 7405 3474 (option 1) Email: membership@rcseng.ac.uk Website: www.rcseng.ac.uk</p>
<p>Royal College of Paediatrics & Child Health 5-11 Theobalds Road London WC1X 8SH</p> <p>Tel: 020 7092 6000 Email: membership@rcpch.ac.uk Website: www.rcpch.ac.uk</p>	<p>Faculty of Public Health Medicine 4 St Andrew's Place Regents Park London NW1 4LB</p> <p>Tel: 020 3696 1470 Email: membership@fph.org.uk Website: www.fph.org.uk</p>
<p>Royal College of Obstetricians & Gynaecologists 10-18 Union Street London Bridge London SE1 1SZ</p> <p>Tel: 020 7772 6200 Fax: 020 7723 0575 Email: membership@rcog.org.uk Website: www.rcog.org.uk</p>	<p>The Royal College of Pathologists 6 Alie Street London E1 8QT</p> <p>Tel: 020 7451 6700 Email: info@rcpath.org Website: www.rcpath.org</p>

<p>Royal College of Radiologists 63 Lincoln's Inn Fields London WC2A 3JW</p> <p>Tel: 020 7405 1282 Email: enquiries@rcr.ac.uk Website: www.rcr.ac.uk</p>	<p>Faculty of Occupational Medicine 2 Lovibond Lane London SE10 9FY</p> <p>Tel: 020 7242 8698 Fax: 020 3116 6900 Email: fom@fom.ac.uk Website: www.fom.ac.uk</p>
<p>Royal College of Physicians 11 St Andrew's Place Regents Park London NW1 4LE</p> <p>Tel: 020 3075 1249 Website: http://www.jrcptb.org.uk</p>	<p>Royal College of Surgeons 38-43 Lincoln's Inn Fields London WC2A 3PE</p> <p>Tel: 020 7869 6299 Email: jcst@jcst.org Website: www.jcst.org</p>
<p>Royal College of Emergency Medicine Octavia House 54 Ayres Street London SE1 1EU</p> <p>Tel: 020 7404 1999 Email: membership@rcem.ac.uk Website: http://www.rcem.ac.uk/</p>	<p>Faculty of Intensive Care Medicine Churchill House 35 Red Lion Square London WC1R 4SG</p> <p>Tel: 0207 092 1540 Email: contact@ficm.ac.uk Website: http://www.ficm.ac.uk/</p>
<p>Faculty of Sexual and Reproductive Healthcare 10-18 Union Street London SE1 1SZ</p> <p>Tel: 020 7724 5534 Website: https://www.fsrh.org/home/</p>	

[New Starter Documentation and Welcome Pack](#)

All new starters must complete Form R part A and B via Trainee Self Service (TSS) and send Training Agreement and a copy of most recent appraisal/ARCP to tis.eoe@hee.nhs.uk . When the Form R Part A & B and training agreement documents have been completed then the National training number will be allocated via email after training has commenced.

Form R and Trainee Self Service

Health Education England is delighted to announce that following successful testing, we are rolling out TIS Self Service (TSS) to all new starters as part of our roll out plans.

We are working hard to improve processes for our doctors in training and our recently developed TIS Self Service system synchronise to the main Trainee Information System (TIS) where all your training data is stored.

You will be able to make use of many benefits the TSS system will provide including improved transparency and quick and easy to access to the information we hold about you, including your training and placements. You will be able to review your details and complete your Form R parts A and B and also conditions of joining form as well as the Covid19 self-declaration form.

This can be done at your convenience using desktop, laptop or your mobile devices, and you can have peace of mind that your information is secure thanks to the extra security step we have introduced when you login.

All new starters must complete Form R part A and B, and conditions of joining via Trainee Self Service (TSS) and send the most recent appraisal to tis.eoe@hee.nhs.uk . National training number will be allocated via email on completion of the Form R Part A & B and conditions of joining (training agreement) documents once trainee commence their training.

How to use the system

To help get you started we have set out some key information you will need to get you up and running. You will need to set up an account in TSS by following the below sign-up process. You will only need to do this once for the initial set up. Please use the email address you received this communication on to sign up.

Once you access the system you will need to submit your ARCP Form R (parts A, B and Covid 19 self-declaration) and conditions of joining (training agreement) using the digital form, included as a core part of TSS. Please note that you will no longer submit Form Rs and conditions of joining (training agreement) outside TSS, if you have any issues, please contact local teams to add email.

Sign up process

1. Navigate to <https://trainee.tis-selfservice.nhs.uk/>
2. Sign-up using the **email address** we contacted you with.
3. Complete and submit your Form R parts A & B as well as your conditions of joining (training agreement).

Support

There is a special built-in support tab which has been made available to help you connect with your regional HEE offices if you encounter any issues. The support page also gives you the email address for your HEE local Office.

For technical issues signing up to the TSS service please contact tis.support@hee.nhs.uk .

For data issues please contact tis.eoe@hee.nhs.uk .

Your feedback is important to us

We are very keen to hear your feedback on your experience using the system, this will help us to make improvements ahead of further roll outs to other specialties. Please email your feedback hee.tis@hee.nhs.uk.

If you need more information on the TIS Self Service system, please see our website <https://tis-support.hee.nhs.uk/trainees/>

Revalidation

Registered doctors must maintain their registration and keep their information up to date. Please read the GMC guide on what to do and how to update your registration details on line - <https://www.gmc-uk.org/registration-and-licensing/managing-your-registration> The Responsible Officer for all Trainee Doctors is the Postgraduate Medical Dean, for East of England this is Professor William (Bill) Irish, please connect on the first day of your training. Revalidation for doctors in training will be undertaken through an enhanced ARCP process.

For further information relating to revalidation please refer to Health Education England working across the East of England website: [Revalidation and Assessment](#) where you will be able to access the guidance [Revalidation and Assessment](#)

All enquiries regarding revalidation to revalidation.eoe@hee.nhs.uk

All enquiries regarding ARCP process to assessment.eoe@hee.nhs.uk

Link to the new starter document page is - <https://heeoee.hee.nhs.uk/faculty-educators/starter-documents>

Reference guide for Postgraduate Specialty training in the UK (The Gold Guide - 9th Edition – relevant from 2022)

The Gold Guide is the reference guide for specialty training in the UK and covers all doctors in training (both core and specialty) appointed from August 2007 onwards.

The Gold Guide covers all areas of training including:

- The structure of training
- Becoming a Specialty Registrar, to include Less Than Full Time Training, movement between LETBs/deaneries, taking time out of programme
- Progressing as a Specialty Registrar, to include the Annual Review of Competence Progression (ARCP) process
- Being a Specialty Registrar and an Employee

It is recommended that all trainees familiarise themselves with the contents of the Gold Guide which can be downloaded from the COPMeD website:

[COPMeD Gold Guide](#)

Contacts at the Trust

The Trust that you are working in will be your employer. This means that your employer will change each time you rotate to a new trust. Your employer / lead employer will issue all Rota and contract information to you prior to starting your placement. [Please click this link to find contacts for our East of England Trusts.](#)

Postgraduate Doctors are expected to familiarise themselves with the policies of their employer and adhere to these accordingly. In addition to the team that you are working with in the hospital other important contacts for you in the Trust will be:

- **Medical Staffing** – for employment issues
- **Medical Education Department** – for approval of study leave
- **Medical Education Manager** - for issues relating to postgraduate medical education such as hospital teaching programmes
- **Educational/Clinical Supervisor** – for guidance on your educational progress
- **Training Programme Director** - managerially responsible to the Postgraduate Dean for the delivery of training in that specialty according to the standards set by the GMC and relevant Royal College or Faculty

Transfer of information between Trusts

At the time of rotation from one placement to another, information on Postgraduate Doctors, including employment information, will be passed from the old employer to the new.

Resignation from training programme

You are required to notify Health Education England working across the East of England, (edit.eoe@hee.nhs.uk) your employing Trust and your Training Programme Director should you decide to resign from the training programme. Please contact your Employing Trust regarding Notice Periods.

Removal and Travel Expenses – Local Guidance

All applications for reimbursement of removal or rotational travel expenses have been processed by the employing NHS Trust. Please refer to the relocation webpage for full guidance on the updated process and new application form: [Reimbursement of Removal or Rotational Travel Expenses](#)

All applications will be processed using the new National Relocation Framework:

[Relocation Framework](#)

Less Than Full Time training

You have been offered a full time training post; if you wish to train Less Than Full-Time (LTFT) please refer to the guidance on the Health Education England working across the East of England website: [Less Than Full Time Training](#)

This site gives further details about LTFT training with Health Education England, including information about eligibility and the application process - please note that Postgraduate Doctors should apply to HEE with no less than 3 months' notice of their proposed LTFT start date. You must receive written confirmation of your Form 1: Eligibility Assessment & Training Plan before you begin to train LTFT. Applications will be considered against the national eligibility criteria for LTFT training. Health Education England aims to offer support to all Postgraduate Doctors who meet the national eligibility criteria to train LTFT however, trainees must be appointed to a Full Time Programme to be able to progress their LTFT training application.

Out of Programme

Out of Programme (OOP) relates to Postgraduate Doctors that wish to participate in an experience that is out of their planned programme of training. There are several circumstances that trainees may wish to spend time out of programme; to gain training or clinical experience, to undertake research or to take a career break.

Time out of programme will not normally be agreed until a Postgraduate Doctor has been in a training programme for at least a year and will not normally be allowed in the final year of training other than in exceptional circumstances.

Before applying for OOP, Postgraduate Doctors must discuss their plans with their Educational Supervisor and/or Training Programme Director. This discussion will determine the suitability of the out of programme experience and ensures the proposed post will meet the educational needs of the Postgraduate Doctor.

Health Education working across the East of England requires OOP Application Forms and supporting documentation to be submitted at least **6 months in advance** of the proposed OOP start date; exceptions will only be agreed by the Postgraduate Dean. Postgraduate Doctors must inform their current employer at least 3 months in advance to ensure that the needs of patients are appropriately addressed. Guidance on how to apply for Out of Programme can be found on the Health Education working across the East of England website: [Out of Programme \(OOP\)](#)

Supported Return to Training (SuppoRTT)

SuppoRTT is available to all east of England Postgraduate Doctors who are planning to take, or are already on, an approved period of time out of their programme for one or more of the following options:

- Parental / maternity leave exceeding 3 months
- Out of Programme for Research (OOPR), Career Break (OOPC), Experience (OOPE) or Training (OOPT) exceeding 3 months
- Global Health Fellowship
- Sick leave of 3 months or more
- Those who have been out of training for more than 3 months and have accepted an EoE training post.

- Shielding or displaced Postgraduate Doctors.

To ensure all Postgraduate Doctors are clinically confident and fully supported when returning to training following a sustained period of absence, Health Education England, east of England local office is committed to offering a number of ways in order to support the return to clinical practice:

- Individualised SuppoRTT plan
- Period of enhanced shadowing 2 weeks prior to the trainee's return date
- Return to Clinical Practice Days Return to Clinical Practice (RTCP) days and generic development workshops.
- School led specialty specific courses and regional teaching days
- Pre-recorded knowledge refreshers, podcasts and e-Learning packages.
- Additional funding for bespoke training may be available
- A contribution towards childcare costs when attending shared parental leave in touch (SPLIT) days & keeping in touch (KIT) days may be available

Please be aware that it is a requirement for all Postgraduate Doctors wishing to take a period out of their training programme to engage with the SuppoRTT initiative and complete an individualised SuppoRTT plan as a minimum standard.

Further information on the SuppoRTT initiative can be found on our website – [Supported Return to Training](#)

For queries regarding the Supported Return to Training programme, please contact supportt.eoe@hee.nhs.uk

Blended Learning Service

Health Education England East of England have procured a suite of software packages (Panopto and Bridge) to enable the creation and storage of video lectures and to self-build online courses for all Postgraduate Medical Specialties within the East of England. This comes at an extraordinary time for the Healthcare profession and we want to support Doctors in Training by giving our Postgraduate Doctors access to resources that give them the very best tools to manage patients on the ground, in one central, secure, online space.

Bridge:

- This is where Postgraduate Doctors can register for a Zoom/Microsoft Team/Starleaf hosted regional teaching event for any specialty in the East of England using the interactive Online Regional Event Calendar.
- Generates certificates automatically for Regional Training Events
- Gives you the ability to create and enrol on online courses.

Panopto:

- A massive regional teaching Video Library - access Panopto to view recorded regional training events across all specialties.
- Download the software to create your own pre-recorded presentations (requires author access).
- Drag and drop any video file to the Library (requires author access).

All Postgraduate Doctors will be given access to Bridge and Panopto within first two weeks of their training.

Queries can be sent to blendedlearning.eoe@hee.nhs.uk , please ensure you provide your full name, grade and specialty.

Professional Support and Well-being Service

The Professional Support & Well-being Service (PSW) within the east of England (EoE) region recognise that training to become a consultant, dentist, GP or pharmacist takes considerable time, determination, effort and skill. During this time Postgraduate Doctors may undergo periods where they need additional support which is above and beyond what the training programme and or Educational Supervisor can provide.

There are a variety of reasons as to why additional support may be required, for example there may be concerns raised about the Postgraduate Doctor by supervisors or within multi-source feedback summaries, the Postgraduate Doctor may be involved in a serious untoward incident at work or have experienced a significant life event personally, or the Postgraduate Doctor may be struggling to meet the requirements of the curriculum including passing the required professional exams.

The PSW aim to offer confidential, expert guidance and support to Postgraduate Doctors within a professional context and to promote Postgraduate Doctor well-being. We can provide access to experts who can deal with specific areas of concern and give educators a clear structure for supporting Postgraduate Doctors both personally and professionally.

Please visit our website for our referral forms and resources - [Professional Support & Well-being Service](#).

Escalating Concerns

Postgraduate Doctors are encouraged to raise concerns when appropriate regarding their training programme via several mechanisms such as the GMC Survey, Job Evaluation Survey Tool (JEST), Reviews/Visits to Local Education Providers (LEPs), Annual Review of Competency Progression (ARCP), Appraisals, Guardians of Safe working, Freedom to Speak up Guardians and Incident Reporting etc. [Please see this link for further information.](#)

When issues arise that are not appropriate or out of sequence with these processes, Postgraduate Doctors may raise concerns by using the aforementioned pathways as appropriate to their concern. Concerns may cover any issue including patient safety and quality of education and training. Trainees should invoke pathways appropriately and in order of priority.

Study Leave

Postgraduate Doctors in the East of England may apply for study leave activity of any cost, via the curriculum required or aspirational routes (including overseas). The eligibility criteria, application process and time frames must be adhered to for applications to be approved and reimbursed and the correct approval must be granted prior to attendance, [process flowcharts available here](#). Curriculum requirements up to £600 can be approved at local Trust level. For curriculum requirements exceeding £600 and aspirational activities, further approval is required by the Training Programme Director (TPD), or Postgraduate Dean (for overseas activities) using the HEE EoE additional sign off form.

Full guidance, the policy, FAQs and application form can be found on the HEE EoE [website here](#). For queries regarding Individual Study Leave or to discuss the local application process please contact your Medical Education Department.

For queries regarding the HEE EoE additional approval form and study leave funding, please contact studyleave.eoe@hee.nhs.uk.

Medical Indemnity Cover

Medical Indemnity Cover

NHS England (formerly Health Education England) have procured regional indemnity, via the MDDUS, for Post Graduate Doctors in Training (PG DiT) in the East of England, in the following specialty training programmes:

- Aviation and Space Medicine
- Community and Sexual Reproductive Health,
- General Practice
- Genitourinary Medicine
- Occupational Medicine
- Palliative Medicine
- Public Health
- Sports and Exercise Medicine

Please note:

The scheme does not cover any work undertaking outside of the normal training environment. Where this is the case, you must therefore ensure that you have purchased additional cover.

PG DiTs in the above Specialty Training programmes will be automatically enrolled into this cover however, it is possible to opt out. Further details on the cover, including on the process to opt out can be found on our website and within the associated FAQs (FAQ 11): [mddus_indemnity_faqs_2023](#)

If you are a PG DiT in one of the above listed specialties and have a query that cannot be answered by the dedicated webpages or the FAQs, please contact us by email on indemnity.eoe@hee.nhs.uk

Indemnity for foundation and specialty (not covered in above list): Please note that although indemnity cover is provided to trainees by your host Trust this does not cover any work outside of your agreed training programme, for any work undertaken outside your training programme you must ensure that you purchase additional cover.

Please see our website for further information – Policies and Procedures [Policies-and-procedures - Trainee Indemnity](#)

And finally...

May we take this opportunity to congratulate you on your appointment and wish you success in the completion of your training programme in the East of England.

If there is any other information that you would like to receive that has not been provided as part of this welcome pack, please do not hesitate to contact the Programme Management Team (edit.eoe@hee.nhs.uk).