

BY EMAIL

Helen Johnson
 Foundation School Director
helen.johnson@hee.nhs.uk

East of England Office
 Directorate of
 Education & Quality
 Victoria House
 Capital Park, Fulbourn
 Cambridge, CB21 5XB



12th December 2018

Dear Helen,

I am writing to outline the approach we have agreed to take in order to ensure we meet both Trainee and Trust expectations in relation to the notification of individual rotations and placements.

HEE are required to inform Trainees and Employers of their placement a minimum of 12 weeks prior to any change over date. This does not simply relate to the large scale changes in August, September and October, but affects every rotational change throughout the year. In order to complete the necessary checks and provide time for data transfer we require the information on each trainees next placement much earlier than this.

Therefore we have set out our expectations in the table below.

	August	October	November – Jan
Recruitment	<p>We require an indication of number of posts available for recruitment the following year.</p> <p>At this point we will ask for a minimum / maximum range. We will provide you with the data from the previous year to help decision making.</p> <p>We require the full foundation programmes at this point.</p>	<p>We require confirmation of exact number of posts to be recruited to.</p> <p>We will provide you with the expected CCT leavers, OOP and any other factors such as repatriation.</p>	<p>We require precise location of a minimum of first year of training programme (Higher).</p> <p>Full programme (Core programmes).</p> <p>This information is required to precise recruitment deadlines, notified during the recruitment period.</p> <p>Please note that we cannot proceed to offer candidates without this information.</p>

Management of Rotations	<p>1. We require trainee placement plans for existing trainees a minimum of 18 weeks in advance of rotation dates this will require information to be provided in either February or March. Therefore if you are offering preferences to your trainees these need to be provided and returned to you around December / January.</p>	
-------------------------	--	--

	<ol style="list-style-type: none"> Whilst we recognise that there still may be some small changes to rotations between 18 weeks and 12 weeks, we will not accept any changes to rotations from 12 weeks before changeover date other than in exceptional circumstances and with the approval of the Head of School and Deputy Postgraduate Dean. Any change that is made must be notified on the attached placement changes form. For GP programmes we require the first year of their post information by January before the recruitment, and the subsequent years for each trainee by September. 	
--	---	--

Management of Swaps	<ol style="list-style-type: none"> On the basis of equity and transparency of recruitment ranking, alongside balancing the management of rotations, we will no longer allow swaps of posts in core or foundation. We have identified a number of swaps which have not been notified to HEE. As a result we no longer have an accurate record of a trainee's rotation, often extremely important when trainees request this information prior to CCT or when they go abroad. In addition, if swaps occur that we are not informed of, the information we provide to employers will be wrong. Furthermore, the GMC survey will also be incorrect. Therefore, for very good reasons we will no longer allow swaps in core or foundation, unless in exceptional circumstances which are pre-agreed with the Deputy Postgraduate Dean. Any other changes must be notified 18 weeks before the rotation. 	
---------------------	---	--

Periods of Grace	<ol style="list-style-type: none"> We are currently discussing with our Trainee reps, Medical Directors and our Trust HR representatives the approach we are taking towards Period of Grace. Previously we have operated an 'opt out' model. However we are acutely aware of a variety of reasons that this approach has become outdated. These include the importance of ensuring vacancies are filled across the region both at Consultant and Trainee level. Therefore, we are proposing that we move to an 'opt in' model. Trainees will need to provide at least four months' notice of a wish to take up a Period of Grace. From now on there will be two options; <ol style="list-style-type: none"> The trainee can move in to a Trust funded post in the Trust where they are working, thereby releasing a training post which can be recruited to at the next available opportunity. 	
------------------	---	--

- | | | |
|--|---|--|
| | <p>b) Training Programme Directors will otherwise place trainees wishing to take up a Period of Grace in areas of East of England where there are significant vacancies in the programme and/or broader medical workforce or quality issues. A discussion with the Head of School and link Deputy Postgraduate Dean will be essential to inform decisions around such placements.</p> | |
|--|---|--|

If you have any questions about the information contained in this letter, please contact Susan Knight (Susan.Knight@hee.nhs.uk). I have asked for monthly reporting on programmes performance over the next 12 months, as delivery against these national targets is a critical piece of work. If you have any high level concerns then please contact (deanssupport@hee.nhs.uk) and I will ask one of the Deputy Deans to contact you.

Our teams based at Victoria House and those working in Trusts will be only too pleased to help. In addition, if you are having difficulty with some of the planning around these tight timelines we would be delighted to put you in touch with Training Programme Directors who have managed to make the necessary changes to deliver against these deadlines.

Yours Sincerely,

Professor Bill Irish
Postgraduate Dean
(GMC 3132872)