

School of Medicine Report for Training Committees and Faculty Groups: Core Information

Last Updated: 7th September 2015

HEEoE Dean:

- Bill Irish (Bill.Irish@nhs.net) has taken up his post as Postgraduate Dean and is now HEEoE's Responsible Officer

Head of School:

- My HEEoE days have changed to:
 - Every Monday
 - Every Tuesday
 - Every Thursday
 - Every Wednesday pm (when I will generally be based in Basildon)
- I have heavy clinical commitments on my non-HEEoE days, so I will be unlikely to be able to attend RTCs etc unless they are held on one of my HEEoE days.
- I have split the School of Medicine report in to core information (which is unlikely to change significantly) and latest news which will include any new developments. I will update both written reports regularly for use if I cannot attend STCs and for use at Faculty Group meetings. The most recent reports (and previous reports) are downloadable from the trainer section of the website https://heeoee.hee.nhs.uk/trainers_archived_reports
- Other senior HEEoE representatives will also try to attend STCs when they are available
- **My email is now:** i.barton@nhs.net

Administrative Support:

- If you need support from the secondary care team in HEEoE, please contact Sue Woodroffe (s.woodroffe@nhs.net) for matters relating to ARCPs, Helen McKee (h.mckee@nhs.net) for recruitment, Susan Knight (susan.knight19@nhs.net) for training committees, OOP, LTFT training and Inter-Deanery Transfers and Maryam Wali-Aliyu (maryam.wali-aliyu@nhs.net) for "**Placement Manager**"
- The School has appointed three **Trust-based School of Medicine administrators** who are there to help provide administrative support for TPDs and their training programmes. Their contact details and allotted specialties are in the table below and their roles will include:
 - Acting as a point of contact when members of the central LETB team need information such as numbers of posts vacant for recruitment or IDTs or to contact trainees
 - Support with populating placement manager
 - Support with keeping information on the website up to date and relevant
 - Maintaining up to date contact lists for STC members and trainees
 - Organising regional meetings/training days
 - Identifying panel members for ARCPs and recruitment days

Please Note: ARCP panels and Recruitment panels will continue to be run by the central LETB team in Fulbourn for the foreseeable future

	Base	email	Specialties etc
Sarah Munro	Basildon	sarah.munro3@nhs.net	CMT, School Board
Chilien Hoang	Addenbrookes	ch705@medschl.cam.ac.uk	Acute Medicine Allergy Cardiology Clinical Genetics Clinical Immunology Clinical Oncology Clinical Pharmacology Dermatology GIM Haematology Infectious Diseases Medical Oncology Nephrology Nuclear Medicine Occupational Medicine
Joseph Crowe	Norfolk & Norwich	Joseph.Crowe@nnuh.nhs.uk	Clinical Neurophysiology Diabetes & Endocrinology Gastroenterology Genito-Urinary Medicine Geriatrics Neurology Palliative Medicine Rehabilitation Medicine Respiratory Medicine Rheumatology Sports & Exercise Medicine Stroke Medicine

Website:

- Please continue to review your Speciality's/Trust's section of the website to ensure it provides up to date information relevant to current trainees and those considering applying for a post with you. When you want to make changes, please contact your allocated School based administrator

Quality Management:

- If you wish to carry out a local survey of your training programme using the **Bristol on Line tool**, please contact Sue Agger (Sue.Agger@nhs.net). The School strongly recommends you do this
- Quality improvement (as an alternative to audit) which has already been introduced in CMT is being rolled out to higher speciality training programmes. I am trying to encourage the appointment of a **QI lead** in every Trust and have circulated a Job Description via College Tutors

ARCPs

- The Chair of every ARCP panel must have attended HHEoE's **ARCP/Revalidation for Doctors in Training** course. If you have not yet completed this training, please contact Richard Morgan (Richard.Morgan6@nhs.net)
- Please ensure that the enhanced Form R is completed and signed by the Chair of the panel
- If you anticipate that a trainee is going to receive an unfavourable outcome (3 or 4), please send me details **in good time** so that I can arrange for one of the Deputy Deans or me to be present if appropriate
- If an ARCP panel feels that a trainee should receive an outcome 3 or 4 and there is no HHEoE representative present, please do not issue an outcome. Save the ARCP form in draft and re-convene a panel at a later date with appropriate HHEoE representation
- If a trainee with an outcome 6 is taking a Period of Grace please ensure that the Admin Team is aware
- If a trainee is awarded an outcome 5, they must be asked to provide the additional evidence required **within two weeks**, at which time a new ARCP outcome should be awarded
- Trainees can be reviewed in absentia only if they are expected to receive a favourable outcome (e.g. 1 or 8)
- If only a small number of trainees require ARCPs and none need to be seen face-to-face, it may be possible to hold a "virtual panel" (in order to avoid the need for the panel members to travel to Fulbourn). **Please contact Sue Woodroffe in advance if you wish to do this.**

OOPR and OOPT (Guidance for when the trainee wants the time to count towards training)

- Trainees must seek College approval before submitting their OOP application to HHEoE for Postgraduate Dean approval
- Any application without a supporting letter from their College/Faculty/JRCPTB will not be approved by HHEoE
- The GMC will no longer accept requests for retrospective approval for applications. **They will not compromise on this – so please ensure that trainees requesting recognition of time OOP for training apply for this prospectively**

Review of Distribution of Training Posts

- The general principles are:
 - Posts should be distributed in a way that optimises curriculum delivery – this may necessitate a disproportionate number of posts in tertiary care units.
 - Equity (based on acute bed numbers) should be taken in to consideration but the quality of training delivered at individual sites is of greater importance.
 - It is preferable (but not always possible) to have at least two posts at each site that has trainees

Repatriation of Posts from London

- A joint London/EoE project board is being established.
- The scope of change, processes to be followed and timelines are being agreed.
- There should be no transfer of post ownership outside of the proper governance structures

Regional Study Leave Budget (formerly FfIT):

- The School has an allocation of approximately £100k for the 2015/16 financial year. If you wish to apply for funding please contact Sarah Munro. Bids are most likely to be approved if they are for high volume, low cost, locally delivered, high quality training.

JRCPTB:

- If you need to contact the JRCPTB about a training issue, the Certification and Trainee Services Manager responsible for the EoE's direct number is 020 3075 1480

Medical Training Initiative:

- Please remember that the first stage in this process is to complete an application form and to seek HEEoE approval. If you have any queries, please contact Sophie Hall (Sophie.Hall3@nhs.net) or Nicole McCarthy (nicole.mccarthy1@nhs.net)

Shape of Training Review (Greenaway Report):

- The JRCPTB's latest proposals for the Shape of Training can be found on the School of Medicine website

Moving to the Current Curriculum:

- All trainees who will be completing their training after 31st December 2015 should be using the most up-to-date GMC-approved curriculum.
- The JRCPTB has produced a sheet of FAQs [moving to the current curriculum](#) to aid trainees and their supervisors

JRCPTB Operational Group RCP:

I am a member of this group which meets monthly at the RCP. Please let me know of any items that you wish me to raise

Ian Barton
Head of School