

Starting Foundation - Information Pack

A warm welcome to the EoE!

The EoE has two foundation schools - East Anglia (EAFS) and Essex, Bedfordshire, and Hertfordshire (EBH).

You may also hear us referring to foundation quadrants. These have been designated to enable better and fairer access to our half day hubs. Each foundation quadrant has a deputy foundation school director (details in the contacts section). The quadrant split is as follows:

EAFS East

- Colchester
- Ipswich
- James Paget
- NNUH
- West Suffolk

EAFS West

- Addenbrooke's
- Hinchingsbrooke
- King's Lynn
- Papworth
- Peterborough



EBH East

- Basildon
- Harlow
- Mid Essex
- Southend

EBH West

- Bedford
- East and North Herts
- Luton
- West Herts



In this document, we've pulled together useful information and links to support your foundation training in the EoE.

The 'what to do before you start' section is relevant now, in the period before you begin your first F1 post in August. We hope we have made clear the actions you need to take before then to enable a smooth transition into foundation training.

We wish you the best of luck with your final exams and look forward to you starting in August!

Contents

To move directly to any of the specific subjects below, please hover over the heading and click.

Starting Foundation - Information Pack	1
What to do before you start?	3
Video welcome	3
Your contact details	3
Supporting Postgraduate doctors entering practice (STEP)	3
GMC provisional registration	4
Preparation for professional practice (PfPP) week	4
Indemnity	5
Undergraduate shadowing	5
UKFPO guides	5
Website	5
What to do when you start?	6
ePortfolio (Horus)	6
Educational agreement	6
Data protection	7
Surveys	7
eLearning	7
Bridge	7
Oxford Medical Simulation (OMS)	8
Postgraduate Doctors in Training representation	8
Less than full time training (LTFT)	8
Who's who in EoE foundation training?	9
At NHSE	9
NHSE administration teams	10
In your trust	11

What to do before you start?

Video welcome

We are delighted you have joined us in the EoE, and are ready to support you, encourage you, champion you, and then celebrate as you complete foundation and move onto the next stage of training. [Click here](#) to watch a short welcome message from your postgraduate dean, Professor Bill Irish.

Your contact details

Let our team know your email address (must **not** be a university email address) at foundationprogrammes.eoe@hee.nhs.uk. We send out important information, policy updates, and opportunities via email. This is required no later than **Tuesday 16th May 2023** as we will be using this email address for Bridge (eLearning platform), Horus (ePortfolio) and virtual reality simulation access.

Please make sure this is a secure and professional email account, such as doctors.org.uk. Email providers, such as Hotmail, are insecure, may not be accessible at your place of employment, and can reject group emails or important attachments from the foundation school.

Supporting postgraduate doctors entering practice (STEP)

In line with national guidance, our foundation schools (EAFS and EBH) participate in the STEP process, which is a means of supporting you as you move from medical school to the foundation school environment.

A STEP form should be completed and submitted by all new foundation doctors once you are allocated to a foundation school.

UK graduates/applicants should complete the online form via the STEP portal which can be accessed via this [link](#).

Non-UK graduates and applicants who have applied via the eligibility process should complete the offline Word version of the form (found on the [UKFPO website](#)) and email this directly to their allocated Foundation School (foundationprogrammes.eoe@hee.nhs.uk).

This process is designed to be supportive, and any information provided will be treated in absolute confidence.

Guidance for the STEP process and the STEP forms (the paper form and the portal) are available on the [UKFPO website](#).

GMC provisional registration

Having provisional registration with a licence to practise means you can work in F1 training posts. **You must not start work in your F1 programme until you have provisional registration with a licence to practise.** This includes the mandatory PfPP week before your F1 start date (please see below for more information on PfPP).

If you are a UK medical student, the GMC will send you an email and text message in the last week of April inviting you to apply for provisional registration. The full application process is described on the [GMC website](#).

If you are an international medical graduate, please go to the '[provisional registration for international medical graduates](#)' page on the GMC website for information on how to apply for provisional registration.

Preparation for professional practice (PfPP) week

The EoE foundation schools have implemented a **compulsory** PfPP week, (minimum of one week) before your training start date, to support a smooth handover to your new post. PfPP helps you prepare for your new role by gaining practical experience of clinical care on the wards. The official PfPP start date this year will be **Tuesday 25th July 2023**.

Although the structure of PfPP may vary, all trusts offer ward experience, induction, and some formal teaching and training during this period.

- PfPP is **mandatory for all EoE foundation postgraduate doctors**. Your trust will be in touch soon to share their PfPP schedule and they can answer any questions you may have.
- You will receive full basic F1 salary for the one week of PfPP.

You must be provisionally registered with the GMC by the start of your PfPP week (Tuesday 25th July 2023). If you do not specify a start date on your application form, the GMC will assume that you will start in early August.

If you are an overseas graduate, we will be offering you the opportunity to have two additional paid shadowing weeks and a bespoke welcome course: **Tuesday 11th July 2023 – Monday 24th July 2023**.

Please note the following:

- Apply for GMC registration in plenty of time
- Record the date you are due to commence your PfPP (**25/07/2023** for UK graduates, **11/07/2023** for international medical graduates who chose to take up the additional two weeks of PfPP)
- No one's GMC provisional registration start date should be any later than **Tuesday 25th July 2023**
- If you have not heard from the GMC one week before you are due to start PfPP, they advise you to contact them via their [contact centre](#).

Indemnity

Doctors in training who are employed by a hospital trust will be covered by trust indemnity. We have taken advice from both the MDU and the MPS. Both organisations are willing to extend the basic cover for an F1, with no additional charge, for the PfPP week.

Please apply early, stating that you require an extra period to cover your PfPP, and provide the start date.

We also recommend that a union membership can be very useful for any employment or contractual support.

Undergraduate shadowing

You may be required to complete a period of shadowing, in accordance with UK medical school curricula. This is separate to the PfPP week.

There will be the opportunity to organise shadowing in the trust to which you have been allocated, but you are required to arrange this by direct contact with the employing trust, and with the input of your medical school.

The foundation school will not be involved with your undergraduate shadowing placement.

UKFPO guides

Please head to the [curriculum page](#) of the UKFPO website for access to:

- The foundation programme curriculum
- The gold guide
- Rough guide to the curriculum

You will also find useful videos, podcasts and support documents for users of the foundation programme curriculum.

Website

Read through our [website](#) for useful links, resources, and information on our foundation programmes. Before you start, we recommend making yourself aware of:

- The EoE foundation programme team
- Our taught programme
- What you need to organise and arrange for mandatory teaching attendance. Ideally you should book your sub regional hub teaching sessions before the end of September
- The foundation specific study leave guidance - before application

What to do when you start?

ePortfolio (Horus)

[Horus](#) is the foundation ePortfolio. It is based on the foundation programme curriculum and sets out the areas of medical practice that you will need to cover, and the standards that will be expected. It will form the basis of a life-long record of your professional development.

You will be issued with an account for Horus when you commence foundation training (one of the reasons we need confirmation of a non-university, secure email address).

A member of your local postgraduate centre will be able to change or update post and supervisor details for you.

The ePortfolio can be used as a platform to communicate with your colleagues, and we strongly encourage you to use it in this way.

Your ePortfolio can be used as part of the selection process for specialty training.

You will need to sign the foundation programme educational agreement (more on this below) and the health and probity agreements.

Teaching on how to use Horus can be found on Bridge, our remote learning platform, in the induction section.

Educational agreement

When you start your foundation programme in EoE, you are entering into an educational agreement with the Postgraduate Dean, Professor Bill Irish. This is a contractual arrangement that you will need to sign on Horus, as set out below:

I understand that my personal data is stored by Health Education England on both computer and manual systems. Where appropriate, this information may be shared with those who have responsibility for the organisation, management and delivery of training to help them execute their function, the planning and delivery of specialist training.

Foundation Programme Educational Agreement

(Note: this is NOT an offer of employment)

On accepting an offer to join a foundation training programme I agree to meet the following conditions throughout the duration of the programme:

- To always have at the forefront of my clinical and professional practice the principles of Good Medical Practice (2013) for the benefit of safe patient care.
 - To care for patients in a way that is responsive to their needs, that it is equitable, respects human rights, challenges discrimination, promotes equality, and maintains the dignity of patients and carers.
 - To participate in workplace based appraisal as well as educational appraisal; to regularly share information about my performance as a doctor in training with employers and with the Postgraduate Dean.
 - To maintain regular contact with my Training Programme Director (FTPD) and HEE responding promptly to communications from them.
 - To participate proactively in the appraisal, assessment and programme planning process.
 - To develop and update my learning portfolio
 - To use training resources to develop my competences to the standards set by the specialty curriculum
 - To support the development and evaluation of this training programme by participating actively in the national annual GMC Trainee Survey, and any other activities that contribute to the quality improvement of training.
- I acknowledge the importance of these responsibilities. I understand that if I fail to comply with these conditions, I may be required to offer an explanation to the Postgraduate Dean. I understand that this document does not constitute an offer of employment.

I consent to HEE/EAFS use of my personal data as set out in this agreement in accordance with the Data Protection Act 1998.

Data protection

In order to perform its statutory functions, NHSE has an obligation to collect and keep data regarding all postgraduate doctors in training.

In accordance with the Data Protection Act 1998, we will process personal data and ensure that appropriate measures are in place to ensure the confidentiality and integrity of the data we hold about our learners.

By submitting your personal data, you consent to use of that data as set out in this agreement. Our data protection policy can be found on the [website](#).

Bridge

[Bridge](#) is our remote learning platform. It contains masses of resources designed to support the foundation curriculum, including video lectures, online courses and asynchronous content. Accessible at any time, it allows for shift and offsite working. Please click [here](#) to access the Bridge user guide.

When we receive your secure, non-university email address, you will be enrolled onto Bridge. We aim to have your accounts set up during your PfPP week.

Taught programme

Our taught programme consists of 60 hours of teaching. This includes the opportunity to book onto three half day hubs through Bridge. Two half day sessions (or one full day) should be clinical, and the other should be non-clinical or relate to professionalism.



We recommend you book onto your chosen hubs by the end of September so you don't miss out.

Please visit our [website](#) to see the hubs being offered this year.

eLearning

The foundation eLearning programme is a free and innovative resource which supports the foundation curriculum. Over 50 eLearning sessions are currently available, covering topics from safe prescribing to safeguarding children and young people. New sessions are added on a regular basis, using high quality graphics, video, animation and interactive exercises.

Each session takes around 20 minutes to complete, and easily fits in with busy schedules. The programme can be used as a reference or revision tool, to prepare for formal education sessions and to fill in knowledge gaps. When each eLearning course is completed, the self-reporting tool can be used to produce a certificate for your ePortfolio.

[eLearning for healthcare \(eLfH\)](#) will automatically send you login details as you commence training. Please make use of this resource to support your learning throughout your

foundation training.

Oxford Medical Simulation (OMS)

A flexible, educational, virtual reality simulation tool, with exciting features and new scenarios in mental health and paediatrics. Further information on the OMS can be found [here](#).

Please click [here](#) to read more about how this will be used during your training.

When we receive your secure, non-university email address, you will be enrolled onto Bridge. We aim to have your accounts set up during your PfPP week.

Postgraduate doctors representation

Any foundation doctor in a two-year programme in EAFS and EBH is welcome to apply to be one of our representatives for postgraduate doctors in training.

Representatives offer local, regional and national representation on issues such as education and training, ePortfolios, careers support and quality management. You will be contacted for expressions of interest before you start.

Surveys

A huge part of making foundation better in the EoE is initiated by your feedback and survey participation, so please make time to complete any requests you receive. We really do act on the information!

During your time with us, you will also be asked to complete the mandatory GMC national training survey (NTS).

Less than full time training (LTFT)

Any foundation doctor in a training post can apply for LTFT if they meet the eligibility criteria outlined in on our [LTFT webpage](#). If deemed eligible, LTFT arrangements will be accommodated as soon as practically possible.

Who's who in EoE foundation training?

At NHSE

Foundation school director

Helen Barker – helen.barker6@nhs.net

Deputy foundation school director for SFP, evaluation and quality improvement

Ritwik Banerjee – Ritwik.banerjee@hee.nhs.uk

Deputy dean for foundation

Helen Johnson – helen.johnson@hee.nhs.uk

We have four deputy foundation school directors (DFSD), one for each quadrant:

DFSD (EAFS East)

Francesca Crawley - francesca.crawley@hee.nhs.uk

DFSD (EAFS West)

Christopher Fowell - c.fowell@nhs.net

DFSD (EBH East)

Shiva Dindyal - s.dindyal@nhs.net

DFSD (EBH West)

Hasanthi Gooneratne - hasanthi.gooneratne@esneft.nhs.uk

We also have a team of central foundation training programme directors (FTPDs):

FTPD for regional education (hubs)

Zilley Khan – Zilley.khan@nhs.net

FTPD for simulation

Subhash Kandikattu – skandikattu@nhs.net

FTPD for IMG support

Ratner Makker – ratna.makker@nhs.net

FTPD for supporting doctors in training with differing needs

Rachel Williams – rachel.williams88@nhs.net

NHSE administration teams

Bridge support

blendedlearning.eoe@hee.nhs.uk

Foundation programmes and information

foundationprogrammes.eoe@hee.nhs.uk

Recruitment

foundationrecruitment.eoe@hee.nhs.uk

Assessment and sign off

assessment.eoe@hee.nhs.uk

Less than full time (LTFT) training

ltft.eoe@hee.nhs.uk

Professional support and wellbeing (PSW)

psw.eoe@hee.nhs.uk

National overseas sponsorship team

sponsorship@hee.nhs.uk

We have a flexible approach to supporting learners with professional or wellbeing concerns.

If you feel, at any point, that you need support or advice about any aspect of your foundation training, please firstly contact your ES or FTPD, who will work to identify and resolve problems at the earliest stage possible.

This could be a seemingly 'little' thing, such as having moved region, and needing a bit of support to join and feel part of here – as this may not actually be little at all. This could be that you have larger concerns around your health and wellbeing, and we can support you through this. It may be that something external around family life has had a big impact on you. We don't make judgements, we truly want to help you achieve your goals.

Solutions might be wellbeing related with counselling or professional support, clinical which can include targeted training to help, careers support or alterations to training. If necessary, the PSW team will offer advice in consultation with HR and OH departments at your employing trust.

In your trust

It is important that you know whom you can contact for advice or support. You will meet many of these people in your PfPP week.

All Trusts have an **education centre**, with experienced staff who can provide information, support and advice on your foundation training.

There is a **foundation programme administrator** and **medical education manager** in each trust. Human resources (HR) and occupational health (OH) staff are also an important resource.

Foundation training programme directors (FTPDs) are consultants appointed jointly by the trust and NHSE, to ensure delivery of the foundation programme curriculum, in accordance with GMC standards. You will find a list of our FTPDs with their email addresses on the [contacts page](#) on our website.

Clinical tutors/directors of medical education (DMEs) are appointed to provide educational leadership in trusts, and they work closely with the FTPDs.

Every foundation doctor has an **educational supervisor (ES)**, who is responsible for:

- Overseeing your training
- Developing your educational development plans
- Appraisal and preparation for F1 and F2 sign off
- Completing key parts of the ePortfolio

Clinical supervisors (CS) are responsible for your day-to-day clinical supervision during the working week, which includes:

- Provision of training and education opportunities
- Providing constructive feedback, and undertaking workplace-based assessments
- Safe clinical oversight

Each trust also has other people to support you such as the **guardian of safe working (GOSW)** and the **freedom to speak up guardian (FtSUG)**.

Please contact your trust and also the foundationprogrammes.eoe@hee.nhs.uk inbox if any there are any changes to your situation which may affect your training, such as maternity leave, wishing to train less than full time or planning to leave the programme.

