

Starting Foundation - Information Pack

A warm welcome to the East of England (EoE) foundation school! We cover such a large geographical area that you will hear us referring to foundation quadrants. These have been designed to enable better and fairer access to our teaching, training, and social events. Each foundation quadrant has a deputy foundation school director (details in the contacts section). The quadrant split is as follows:

EAFS East

- East Suffolk and North Essex NHS Foundation Trust (Colchester Hospital and Ipswich Hospital)
- James Paget University Hospitals NHS Foundation Trust
- Norfolk and Norwich University Hospitals NHS Foundation Trust
- West Suffolk NHS Foundation Trust



EAFS West

- Cambridge University Hospitals NHS Foundation Trust
- North West Anglia NHS Foundation Trust (Hinchingbrooke Hospital and Peterborough City Hospital)
- Royal Papworth Hospital NHS Foundation Trust
- The Queen Elizabeth Hospital King's Lynn NHS Foundation Trust

EBH East

- Mid and South Essex NHS Foundation Trust (Basildon Hospital, Broomfield Hospital, Southend Hospital)
- The Princess Alexandra Hospital NHS Trust



EBH West

- Bedfordshire Hospitals NHS Foundation Trust (Bedford Hospital and Luton and Dunstable University Hospital)
- East and North Hertfordshire NHS Trust
- West Hertfordshire Teaching Hospitals NHS Trust

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!

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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 GMC number (if you know it) and email address (must **not** be a university email address) here: <https://forms.office.com/e/vSTiXbcicB>. We send out important information, policy updates, and opportunities via email. This is required no later than **Tuesday 20th May 2025** as we will be using this email address for TIS self-service (TSS), 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 school participates 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 must be completed and submitted by all foundation programme applicants 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](#).

Eligibility applicants should complete the offline Word version of the form (found on the [UKFPO website](#)) and email this directly to your allocated foundation school (england.foundationfaculty.eoe@nhs.net).

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 online 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 official 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 school has implemented a **compulsory** PfPP week, (minimum of one week) before your F1 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.

Trusts organise the PfPP week according to trainer availability and content that needs to be covered. **Please check with your allocated trust as to when their PfPP week commences.**

Your trust will send you details of their PfPP week programme. This mandatory induction has been designed to make your transition into a foundation doctor as seamless as possible.

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

You must be provisionally registered with the GMC by the start of your PfPP week. If you do not specify a start date on your application form, the GMC will assume that you will start on the first Wednesday in 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 before the PfPP week (**you must have provisional registration in place for this**).

Please note the following:

- Apply for GMC registration in plenty of time
- Record the start date as the date you are due to commence your PfPP programme
- For international medical graduates who chose to take up the additional two weeks shadowing, please ensure your provisional registration is in place for this

- 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 when confirmed by your trust.

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. **You should book your sub regional hub teaching sessions before the end of September**
- The foundation specific study leave guidance

enhance

[enhance enable](#) is a free contextual leadership programme available to all foundation doctors. Completion of this self-directed programme provides foundation doctors with a leadership certificate which can support specialty applications. In addition, those completing the programme have the opportunity to become enhance champions, support local and regional teaching, and exceptional candidates may be eligible for a national award.

If you have been recruited to a specific [enhance explore](#) post, you will be contacted directly by the enhance team in due course.

If you have any questions about any aspect of the programme, please contact the team directly: england.enhance.eoe@nhs.net.

Welcome to the East of England foundation school workshop

Please [register here](#) to join one of our virtual workshops to help prepare you for starting your foundation programme. It is a great opportunity to meet with some of the foundation school team and ask any questions you may have.

- 08/07/2025 13:30 – 16:30
- 17/07/2025 13:30 – 16:30
- 22/07/2025 13:30 – 16:30

Withdrawing

We understand that starting foundation this year may not be possible for everyone. If you need to withdraw from the foundation programme, please send an email to england.foundationrecruitment.eoe@nhs.net.

You will be sent a form to complete. Please action this as soon as possible so our trusts can make arrangements to manage the gaps on their rotas. The more notice given to NHSE/trusts of your intention to withdraw, the better.

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 NHS 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. These will need to be recorded in your portfolio as evidence towards completion of your training.



Please 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. We were the first foundation school to use this tool and it has been very popular amongst our doctors in training. Further information on the OMS can be found [here](#).

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

Postgraduate doctors representation

Any foundation doctor in a two-year programme in the East of England 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.

These roles come with responsibility and most of the work will need to be done in your own time.

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 appreciate that the number of survey feedbacks being asked for from trust, regional and national teams might be frustrating. However, we want to make the programme work for you and without your feedback, this is not possible. We really do act on the information!

During your time with us, you will be asked to complete the mandatory GMC national training survey (NTS). This takes place April/May time each year – please keep your eye out for this.

Less than full time training (LTFT)

Any foundation doctor in a training post can apply for LTFT if they meet the eligibility criteria outlined on our [LTFT webpage](#). If deemed eligible, LTFT arrangements will be accommodated as soon as practically possible (please apply with at least 16 weeks' notice).

A successful LTFT working pattern is dependent on the rota, department, trust, and programme being able to accommodate.

Who's who in EoE foundation training?

At NHSE

Foundation School Director

Helen Barker – helen.barker6@nhs.net

Deputy Foundation School Director for SFP and Evaluation

Ritwik Banerjee – ritwik.banerjee1@nhs.net

Deputy Dean for Foundation

Helen Johnson – helen.johnson81@nhs.net

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

DFSD (EAFS East)

Francesca Crawley – francesca.crawley@nhs.net

DFSD (EAFS West)

Helen Barker – helen.barker6@nhs.net (role being appointed to)

DFSD (EBH East)

Shiva Dindyal - s.dindyal@nhs.net

DFSD (EBH West)

Hasanthi Gooneratne - hasanthi.gooneratne@nhs.net

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

Anna Bayston – Anna.Bayston@jpaget.nhs.uk

FTPD for IMG Support

Ratner Makker – ratna.makker@nhs.net

FTPD for Supporting Doctors in Training with Differing Needs

Sophie Housden - sophie.housden@uea.ac.uk

FTPD for Blended Learning

Chrystalla Loutsios – chrystalla.loutsios1@nhs.net

NHSE administration teams

Bridge support

england.blendedlearning.eoe@nhs.net

Foundation programmes and information

england.foundationprogrammes.eoe@nhs.net

Recruitment

england.foundationrecruitment.eoe@nhs.net

Faculty

england.foundationfaculty.eoe@nhs.net

Assessment and sign off

england.assessment.eoe@nhs.net

Less than full time (LTFT) training

england.ltft.eoe@nhs.net

enhance

england.enhance.eoe@nhs.net

Professional support and wellbeing (PSW)

england.psw.eoe@nhs.net

National overseas sponsorship team

england.sponsorship@nhs.net

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 Professional Support and Wellbeing (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
- Your named clinical supervisor may not be the person who you work with every day, but they gather information from others you will be working with in a placement

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 england.foundationprogrammes.eoe@nhs.net 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.

