



*"Aspiring to
excellence in
Education"*

East of England FOUNDATION SCHOOLS

East Anglia/Essex, Beds and Herts



Welcome to the East of England Foundation School

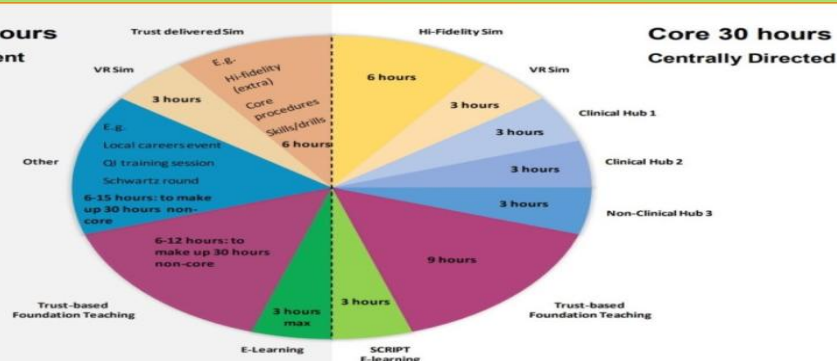
East of England Foundation School Learning Platform

<https://heeoee.hee.nhs.uk/foundation>

Workplace and Me –
wellbeing in the workplace

**Non-core 30 hours
Flexible Component**

**Core 30 hours
Centrally Directed**



13.30 – 14.00 – Welcome to EOE Foundation School

14.00 -14.20 – Professional Support and Well-being Service (PSW)

14.20 – 14.30 – Break

14.30 – 15.00 – British Medical Association (BMA)

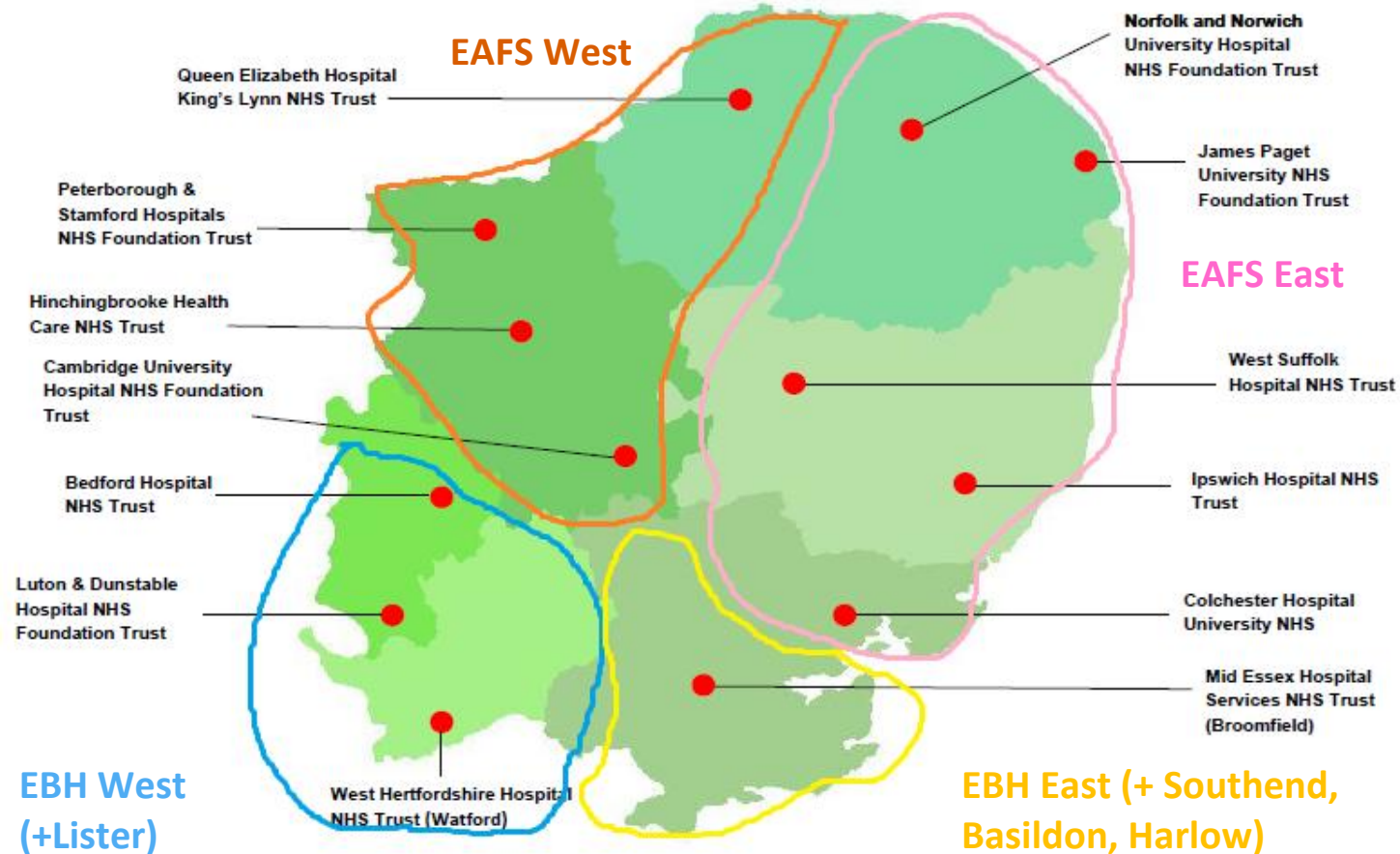
15.00 – 15.15 – Multi-Professional School (MPS)

15.15 - 16.30 – Workplace and ME

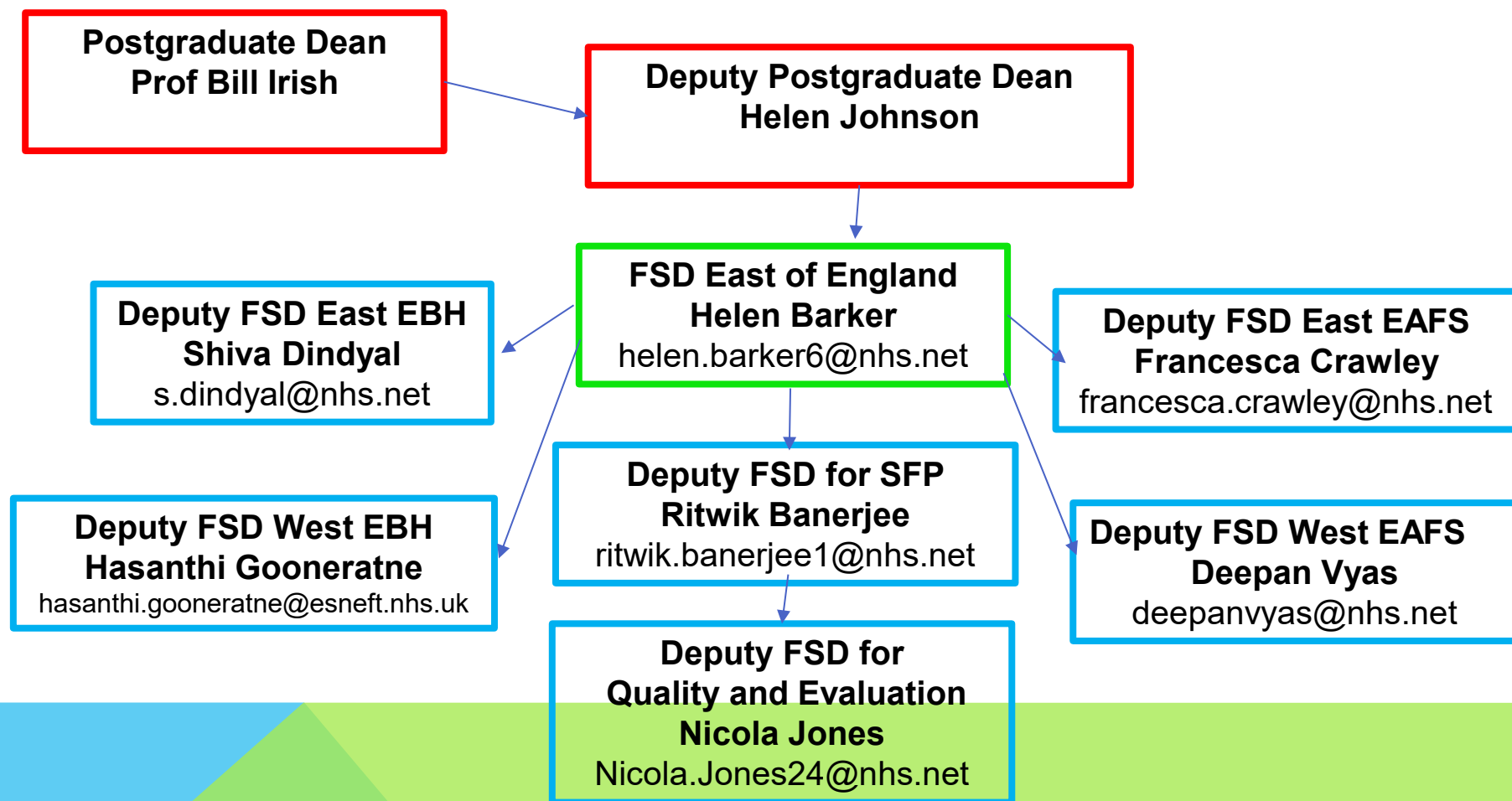


The East of England Deanery

East of England Deanery Map

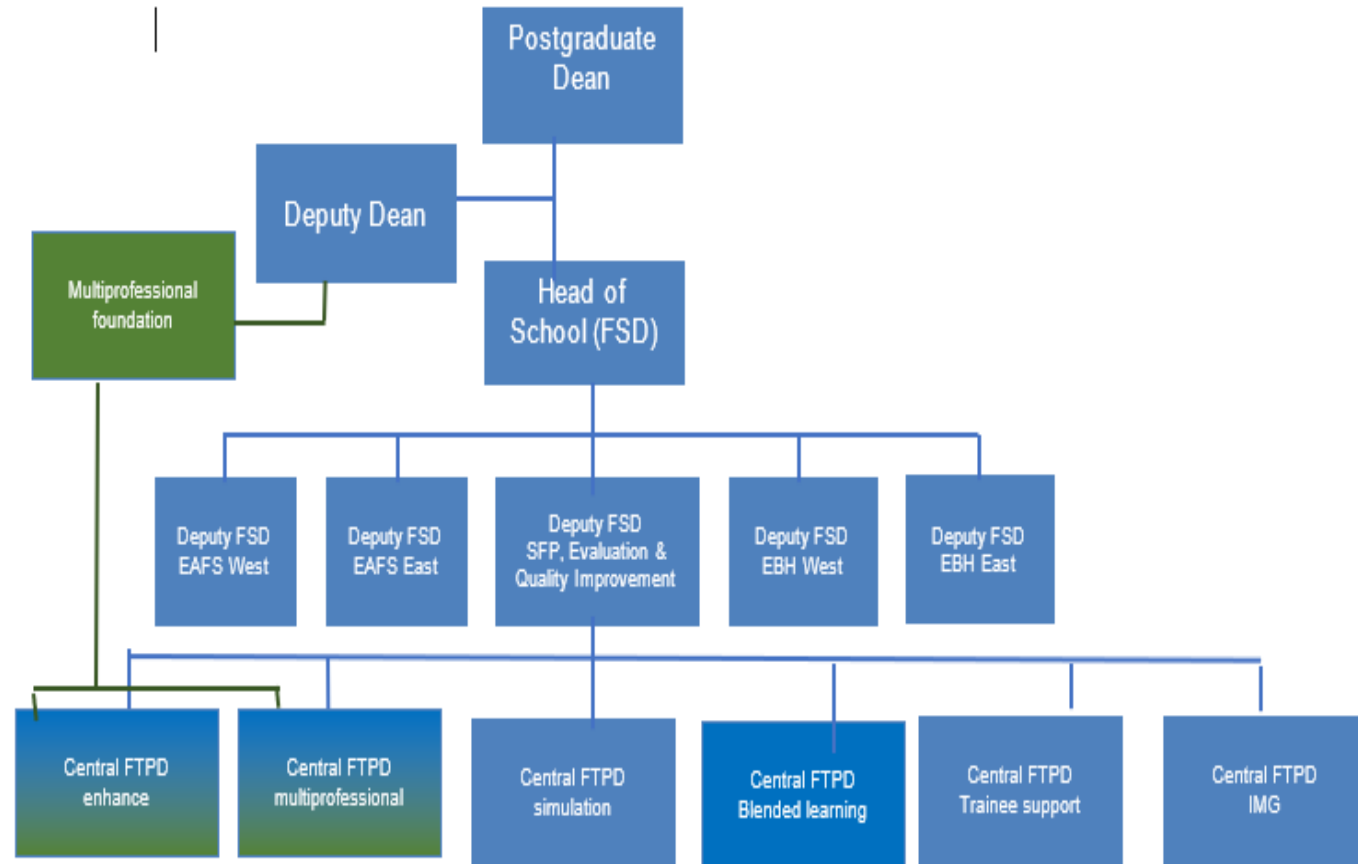


EoE Foundation School Central Team Structure



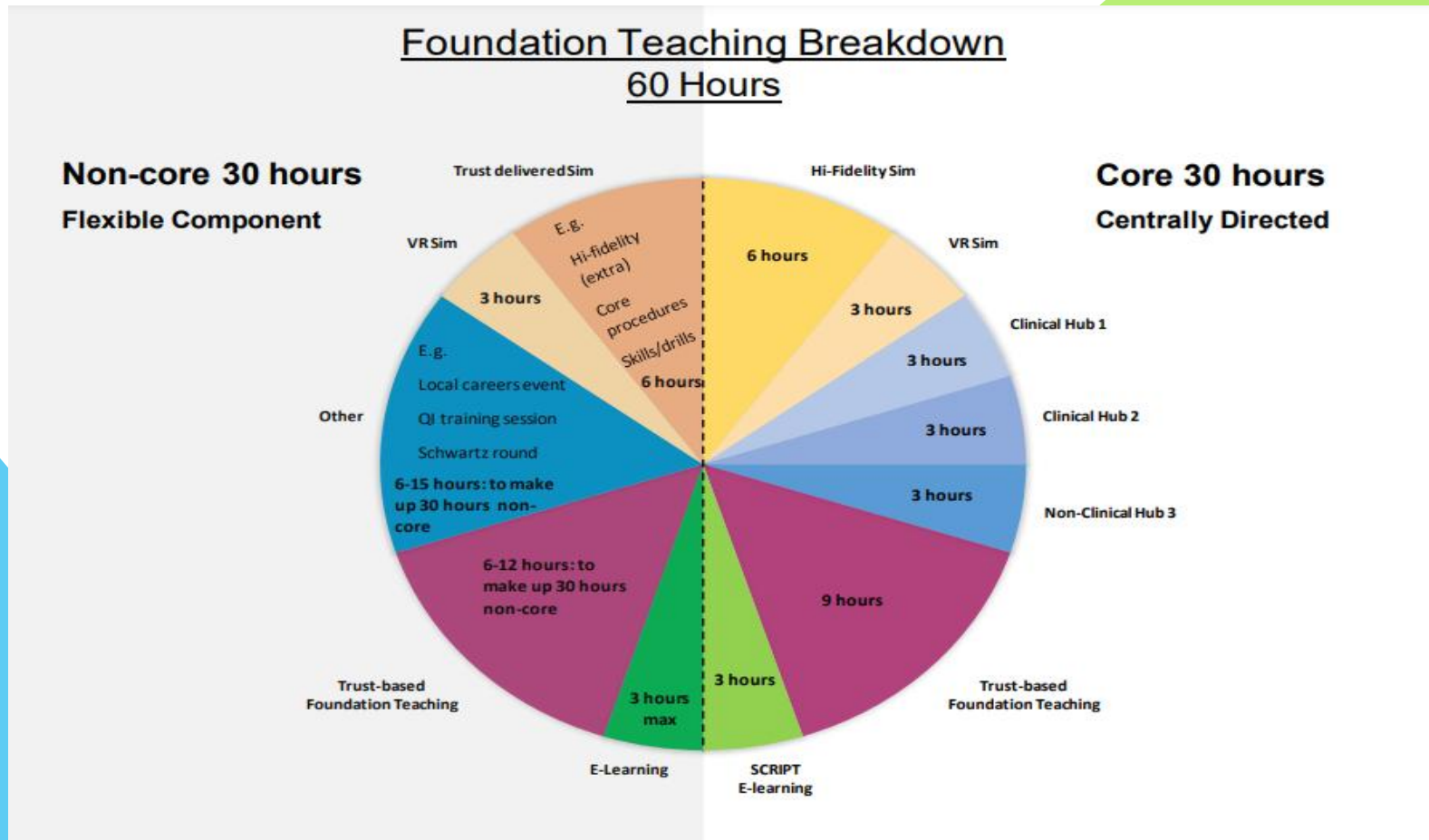
Remember each of your Trusts will have local FTPDs

EOE Foundation school Portfolio FTPDs



Remember to engage with your local PGME team.
Your foundation Admin for your Trust is your key contact

Taught Programme



Further info can be found at

<https://heeo.e.hee.nhs.uk/foundation/training-programme/taught-programmestudy-leave>

Hub days

- **3 x 1/2 days** in both F1 and F2 – 2x Clinical and 1x Non Clinical
- Focused teaching sessions on a given topic eg. Careers, Public Health, Surgical Skills
- You are advised to sign up as soon as you are able to as spaces fill up quickly!
- Although most hubs are a half day, we recommend to all the trusts that you have a full day of study leave

Each quadrant (made up of the different Trusts) offer their own Hubs and there are also some based Centrally open to all

EAFS West	EAFS East	EBH West	EBH East
Hinchingbrooke	Colchester	West Herts (Watford)	Southend
Royal Papworth	Ipswich	E+N Herts (Lister)	Basildon
Peterborough	James Paget	Luton	Mid Essex
Kings Lynn	West Suffolk	Bedford	Harlow
Addenbrookes	NNUH		

Talk to your foundation admins within your Trust who will inform you how you can book onto your hubs

How to teach – Train the Trainer

- This course is aimed at Foundation Doctors/LED/SAS in the EOE to help develop their skills as a trainer
- The course is UKFPO approved and we thank the Severn deanery who have provided us with their course slides
- This course will take 12 hours to complete and can be counted as 12 CPD points
- This course is ran online, 4.5hrs live interactive session, 1.5hrs live teaching session and remaining 6hrs pre-recorded modules on PGVLE
- This course will give you application points for most speciality applications

[HUB Events | East of England](#) has more information

Booking is Via PGVLE

FAQ

Here's a few answers to questions raised in other Welcome sessions that you may find useful:

Q: What are the hubs and what do they involve

A: Hubs are regional teaching days that are part of your mandatory teaching hours during foundation - they give you the opportunity to explore topics and specialisms you are interested in

Q: If we have secured a place on a hub day do we then have to apply for study leave ?

A: Yes, this is part of your study leave allowance, but you will need to ensure that your hospital has approved the study leave

Q: Do we need to take annual leave in every rotation? Or not necessarily?

A: Yes definitely!. You'll have 9 days per rotation, 27 overall. You can't usually roll them over. Annual leave entitlements increase with service length through your training.

Q: With regards to exception reporting, at what point is it sensible to report as I'm aware there will be many days where you won't actually leave on time.

A: What ever feels to you as being significant or regular lateness. As a guide anything more than 30mins.

FAQ

Q: When do we get access to Horus?

A: The National Team are currently uploading everyone. Please contact your Trust administrator for more info

Q: Do F1's do night shifts ?

A: Yes you are expected to undertake night shifts. More details on rota can be obtained from your Trusts.

Q: My start date needs to be delayed for XXX reason. What do I do?

A: You need to contact the Trust, Programme team and recruitment to inform them why you will be unable to start and ask for a deferral. You will need to do that now and not delay in informing them.

Foundation Programmes (EoE) england.foundationprogrammes.eoe@nhs.net

Trust you are joining

Foundation School Director : Helen.barker6@nhs.net

FAQ

Q: How many study days can we take? Not just for hubs but conferences etc

A: In F1 all of your study leave is for the taught programme, the 60 hours teaching that was mentioned earlier. There is no additional study leave in F1. For FY2 updated info on Study Leave can be found at <https://heeo.e.hee.nhs.uk/foundation/training-programme/taught-programmestudy-leave>

Q: How much Self-development time (SDT) do we get?

All F1 and F2 get 2 hours per week to use for self-development. This is for working on ePortfolio, doing QI projects, teaching medical students, meeting supervisors etc. Each Trust can give this time to you differently eg 2 hours every week, half day every x2 weeks or 1 day every 4 weeks etc

Annual Leave, Sick Leave, Study Leave & self-development time are all separate.

Q: I have not received my contract and/or rota yet. What do I do?

A: Contractual issues are outside NHS England remit and agreed between Trusts and the BMA. Contact your Trust in the first instance, but BMA can advise further and help follow this up. You can receive your contract anytime up until you start.

Key Information

Papworth.regionalhubs@nhs.net

Foundation | East of England :
<https://heeoee.hee.nhs.uk/foundation>

Hubs : <https://heeoee.hee.nhs.uk/foundation/training-programme/hub-events>

Study Leave : <https://heeoee.hee.nhs.uk/faculty-educators/study-leave-homepage>

All of these pages have useful guides and attachments, usually found at the bottom of the page.