

## STFS Information Bulletin – 14 February 2017

STFS publishes this bulletin every 2 weeks in order to share information about the Foundation Programme. **If you cannot find the answer to your question on the STFS website using the search box, please email: [FPEnquiries.lase@hee.nhs.uk](mailto:FPEnquiries.lase@hee.nhs.uk) - [STFS website](#).** This and all previous bulletins are available on our STFS website.

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[Section A – Information for foundation doctors](#)

#### 1. F2 2017/18 Programme Allocation UPDATE

27th February – F1s will be informed of their allocated F2 programme

27th February to 20th March – Registration is open for the Swap Shop

You can find details of the Swap Shop process and the full allocation timeline on the [STFS website](#).

If you have any questions, please contact [F2Allocations@hee.nhs.uk](mailto:F2Allocations@hee.nhs.uk).

#### 2. CAREERS WEBINARS

The STFS careers service has identified the following webinars which will be relevant to trainee doctors making critical decisions about the next steps in your career. All you need to do is to ‘click’ on this [link](#), select the webinar(s) you would like to attend and complete the registration form.

- **1 March 2017 Career Planning for Foundation Doctors**
- **22 March 2017 Clinical/Academic Pathways**

#### 3. ANNUAL REVIEW OF COMPETENCE PROGRESSION (ARCP)

The 2016/17 STFS ARCP guidance documents are now available to download from the STFS website ([www.stfs.org.uk/doctor/ARCP](http://www.stfs.org.uk/doctor/ARCP)). These set out the step by step timeline and recommendations for completion of the required documentation for ARCP. We will be including a “Countdown to ARCP” in this bulletin to guide you through the process and help to keep you on track.

#### 4. GENERAL MEDICAL COUNCIL (GMC) PUBLISH CONFIDENTIALITY GUIDANCE

Following consultation, the GMC have published revised guidance on confidentiality for doctors. Revisions include clarification on various issues, such as public protection responsibilities of doctors and the importance of sharing information for direct care. [Read more here](#)

## Section B – Information for foundation faculty

### 5. STFS NEW TEAM STRUCTURE

Following the HEE Integration between KSS and London, the South Thames Foundation School has a new admin team structure and will now be cross working with colleagues in the North West London Foundation School (NWL). The team structure has been updated on the STFS website under "[Who's Who in STFS.](#)"

**New email addresses** have been established for the integrated teams and the old email addresses will be set to auto forward. We will circulate these in a future bulletin.

### 6. THE NATIONAL HORUS TRAINING FOR FOUNDATION POST GRADUATE ADMIN STAFF

Takes place across 4 consecutive half day sessions between the **13th & 14th of March 2017**. This will most likely be in a central London location so STFS kindly request you save these dates until arrangements are finalised and booking information can be issued. Please note that STFS will be arranging further training for other staff members shortly. For more Information please contact [FPEnquiries.lase@hee.nhs.uk](mailto:FPEnquiries.lase@hee.nhs.uk)

The presentation on the Horus e-Portfolio update from Kata Varnai can be found [here](#).

If you wish to provide feedback, please use the HEE e-portfolio trainee user [survey](#).

### 7. ATTENTION ALL TPDs –

#### **Improving Training, Supporting Learners Programme: Annual Review of Clinical Progress Review**

Health Education England's 'Improving Training, Supporting Learners' programme will implement improvements to the delivery of education and training for doctors, and will consider how these opportunities should be extended to the wider workforce. The ambition is to facilitate greater access to learning and development whilst ensuring HEE meets current and future patient and service needs. The programme includes three main, interdependent areas: Training Structure and Delivery, Enhancing Working Lives, Annual Review of Clinical Progress (ARCP) Review.

The ARCP review consists of different workstreams e.g. Appraisal and Assessment, Individual Training pathways and Wider Workforce, Feasibility and Resources. As part of our engagement strategy we are aiming to embed trainees and trainers from a range of specialties, levels and regions within each workstream, employing the principle 'no decision about me, without me.'

Meetings will take place in London throughout 2017; the intention is to have a cohesive set of

recommendations from the review available in January 2018. **We would like a TPD embedded within each workstream and are therefore inviting you to be part of our work.** If you would be interested in contributing in this capacity, then please confirm your interest and contact details to [kate.evans@hee.nhs.uk](mailto:kate.evans@hee.nhs.uk) for further information.

#### **8. ANNUAL REVIEW OF COMPETENCE PROGRESSION (ARCP)**

The 2016/17 STFS ARCP guidance documents are now available to download from the STFS website ([www.stfs.org.uk/doctor/ARCP](http://www.stfs.org.uk/doctor/ARCP)). These set out the step by step timeline and recommendations for completion of the required documentation for ARCP. We will be including a “Countdown to ARCP” in this bulletin to guide you through the process and assist with your local management.

#### **9. F3 YEAR**

We recognise that many local trusts would be keen to attract post-F2 doctors to ‘out of synch’ posts such as education or simulation fellows, with some clinical work. Should you be interested in filling your posts with an F3 doctor, you can register posts on the website by following [this link](#).

#### **10. MEETING DATES FOR 2017**

Please hold these dates in your diaries:

**STFS PROGRAMME FAIR 2017 – UPDATE TO FOLLOW SOON**  
17th March 2017

**STFS ADVISORY & DEVELOPMENT FORUMS – GUY’S - 10:00 – 12:00**  
Thurs 4<sup>th</sup> May 2017

**FOUNDATION E-PORTFOLIO USER GROUP –STEWART HOUSE – 10.30-12.30**  
28th February 2017 - 18th May 2017 - 5th October 2017

**STFS FP ADMINISTRATORS FORUM – STEWART HOUSE – 14:00-16:00 – 10.30-12.30**  
28th February 2017 - 18th May 2017- 5th October 2017

#### **11. TRAINING SUPPORT FOR YOUR TRAINERS**

Trainers can access support both locally and through other services commissioned by HEE.

Please see the [following link](#) for more information.

### **Section C - Conference/events/courses**

## **12. SPEND A TASTER WEEK AT BMJ**

Once again the BMJ, are offering taster sessions at Tavistock Square, London. You'll spend the week: giving feedback on BMJ content, helping shape product development, attending meetings with BMJ's editorial team. All junior doctors are welcome on a first-come, first-served basis. To sign up, pick a first and second choice out of the weeks below and then email your choices to the BMJ via [colab@bmj.com](mailto:colab@bmj.com).

- **6, 13, 20, 27 March**
- **3, 10, 17, 24 April**

**A summary of all courses and conferences are available [here](#) and are updated on a regular basis. Please note that the publicising of courses and events via this bulletin does not imply endorsement by STFS.**

A [summary of key dates](#) and a [summary of examples of notable practice](#) within STFS affiliated trusts is available on our website. Please forward any additional examples to [FPEnquiries.lase@hee.nhs.uk](mailto:FPEnquiries.lase@hee.nhs.uk)