

STFS Information Bulletin – 19 JUNE 2017

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

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

1. ANNUAL REVIEW OF COMPETENCE PROGRESSION (ARCP)

The 2016/17 STFS ARCP guidance documents are available to download from the STFS website (www.stfs.org.uk/doctor/ARCP). These set out the step by step timeline and recommendations for completion of the required documentation for ARCP.

2. F2 CAREER DESTINATION SURVEY

The UK Foundation Programme Office collects data about what foundation doctors intend to do when they complete their F2 year in order to help inform future policy for workforce planning and quality management of foundation training. It has been agreed nationally that foundation doctors must complete the survey in order to receive their Foundation Programme Certificate of Completion. You can access the survey via the following link: www.surveymonkey.co.uk/r/2017CareersDestination. To ensure that there is no delay in producing your certificate, please complete the survey by **Monday 10th July**. We cannot guarantee that anyone completing the survey after this date will receive their certificate before the beginning of August.

3. HORUS UPDATE

In August 2017 the existing NES e-portfolio will be replaced by HORUS. Please see:

1. Horus ePortfolio update for foundation doctors – April 2017 ([download](#))
2. HEE FP e-portfolio – Archiving of data – August 2017 ([download](#))

These are also available for download from the [Horus ePortfolio webpage](#)

There is [further information](#) available on the [Horus ePortfolio webpage](#) regarding updates

July 2017 date to be confirmed

There will be a series of 3 webinars run by the HEE Horus ePortfolio team. Please click [here](#) to view how to access the online webinars

The webinars will be recorded and the link circulated. The 3rd webinar is aimed at foundation doctors.

Horus ePortfolio for medical foundation / Training for foundation doctors

- Date: July 2017 exact date TBC

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](#)

5. PRACTITIONER HEALTH PROGRAMME www.php.nhs.uk

A free service for doctors, who have mental or physical health concerns and/or addiction problems and who live and work in the KSS and London areas. PHP treat all self-referrals from doctors with the strictest confidentiality.

6. ATTENTION F1 DOCTORS ** important PSA certificate ******

Sent on behalf of Medical Schools Council (Assessment)

As part of the ACRP, current F1 trainees are asked to upload a copy of their PSA certificate to ePortfolio demonstrating a pass in 2015 or 2016. **Candidates are advised to download a copy of their certificate at the time they receive their results as it may not be available at a later date when their account expires.** Candidates are registered with their university email address and when this expires, so does access to their PSA account.

Unfortunately, as PSA certificates are only available on the student-facing pages of the PSA team, the PSA Team are unable to provide copies of certificates. Candidates who no longer have access to their account will need to contact their medical school who can provide written confirmation of their PSA pass on letter headed paper. With the deadline for completing the ePortfolio coming up, it is advised that you remind your trainees of this process so that they have time to request this information from their medical school.

7. NEW HEE LONDON AND SOUTH EAST CAREERS UNIT

The new HEE **London and South East (L&SE) Careers Unit** incorporates the previous KSS and London services and is designed to increase access to specialist careers support to trainees regardless of work rotas and geographical location.

Specialist services offered include:

- New interactive, careers e-learning modules including - **'Applying for Specialty Training – all you need to know'** for Foundation doctors covering career planning, up to date information and advice on making specialty applications and the selection processes. *Available Autumn 2017*
- An e-module for education/clinical supervisors supporting their role in providing careers support to trainees. *Available Autumn 2017*
- L&SE Careers Unit website (<http://www.lpmde.ac.uk/professional-development/careers-unit>) providing specific careers information for doctors, links to other relevant websites, information on L&SE Careers Unit activity as well as a range of career planning materials.

Individual support is available using a range of delivery options including telephone, Skype, WebEx as well as face to face appointments. **All face to face appointments will take place in or near offices in Russell Square.** Individual careers sessions are by **self-referral only** and can be arranged by contacting us at: careersunit.lase@hee.nhs.uk. If you have questions about any of the above, please do not hesitate to email us at careersunit.lase@hee.nhs.uk

Section B – Information for foundation faculty

- 8. MANDATORY AND STATORY TRAINING – MAST ****REMINDER deadline date 26th JUNE - All MEM and Administrators should have received a spreadsheet from Cathy Fuller – please let her know if this has not been received.**** STFS produces a MAST passport record of all completed mandatory and statutory training modules for each foundation doctor. Please find below a table that lists the modules and their refresher periods.

This passport should be recognised and transferable across all STFS affiliated trusts. The standards were nationally developed and agreed based on current legislation and relevant expert guidance. Subjects included meet the requirements of the Core Skills framework produced by Skills for Health.

Trusts will be asked shortly to complete a spreadsheet of completion of MAST training for all current F1s, so that this information can be transferred to the trusts they are going to for F2.

Please:

- 1 Check that all of your current F1s have completed their MAST training**
- 2 Complete the forthcoming spreadsheet**
- 3 Review your F2 induction to avoid duplication of MAST modules**

Table of MAST modules with their refresher periods:

<i>Subject</i>	<i>Valid for</i>
Infection Control/Hand Hygiene	One year

Information Governance	One year
Resuscitation	One year
Fire Safety	Two years
Equality and Diversity	Three years
Health and Safety	Three years
Moving and Handling	Three years
Safeguarding adults	Three years
Safeguarding children	Three years

Please return your spreadsheet to Cathy.fuller@hee.nhs.uk by the deadline date 26th June.

STFS appreciates all the support and effort from Trust colleagues that has gone into making this work possible.

9. ANNUAL REVIEW OF COMPETENCE PROGRESSION (ARCP)

The 2016/17 STFS ARCP guidance documents are available to download from the STFS website (www.stfs.org.uk/doctor/ARCP). These set out the step by step timeline and recommendations for completion of the required documentation for ARCP. The contact email for STFS F1 and F2 ARCP queries is foundationarcp.lase@hee.nhs.uk.

10. F2 CAREER DESTINATION SURVEY

Foundation doctors are required to complete the F2 Career Destination Survey before they can receive their FPCCs. This will be managed by the foundation school, and does not need to form part of your ARCP process. The link to the survey is included in the trainee information above, and any queries should be forwarded to foundationarcp.lase@hee.nhs.uk.

11. 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. The emails are as follows:

F1.LASE@hee.nhs.uk – All F1 Trainee related enquiries

F2.LASE@hee.nhs.uk - All F2 Trainee related enquiries

FPEnquiries.LASE@hee.nhs.uk – All Data, ePortfolio, Curriculum and General enquiries

foundationarcp.lase@hee.nhs.uk – For all STFS F1 and F2 ARCP queries

Please note that F2allocations@hee.nhs.uk will continue to operate until the end of the allocation process.

12. VIEW THE RECENT LIVE WEBINAR HORUS TRAINING

The recent Horus training session is now available for viewing if you missed the recent live session. Below are 3 options on accessing the recording.

Option 1: Click [here](#) to view the recording through WebEx Online.

Note 1: The same functionality is required to play this recording, as it is to attend a WebEx webinar. Therefore, if WebEx is blocked by your local IT you will not be able to access this recording either. Some webinar attendees have said that they were able to access the session using tablet devices, so please consider this as an option if you have access to a tablet device.

Note 2: The recording will only be available here for a short time (possibly a week or so), as it will be removed when required to make space for other HEE recordings as necessary. At this moment, the Horus team cannot confirm exactly how long it will be available for.

Option 2: Click [here](#) to start a download of the WebEx recording

Note 1: This is a 27.3MB MP4 file that most computers should be able to play through Windows Media Player or equivalent. However, some users may have download limits or other features blocked by their local IT service, which may mean they are not able to access this recording.

Note 2: This file will remain available here for as long as we need.

Option 3: The recording is in the process of being embedded into the newly published Horus Support Site. It is not yet viewable at the time of writing, but anticipate it being available [here](#) by the end of the week.

Note 1: Similar video functionality used on the e-Learning for Healthcare website is used here, so if you are able to access interactive modules on e-LfH you should be able to access this video.

Note 2: The recording, once embedded, will remain available here for as long as we need. The Horus team will send another email once that it is available.

If you do have any issues accessing any of these options, please do let the Horus team know by emailing them directly on: enquiries.horus@hee.nhs.uk

13. 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](#).

14. MEETING DATES FOR 2017

STFS ADVISORY & DEVELOPMENT FORUM ** NEW DATE**

SHERMAN EDUCATION CENTRE, 4TH FLOOR, GUY'S - 10:00 – 12:00

Thursday 12 October 2017** – The September meeting is cancelled. Further information to be sent out nearer the time.

15. 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

16. FINAL REMINDER - Are you Dyspraxic? – We are looking for people with Dyspraxia (mild dyspraxia, borderline dyspraxia, dyspraxic tendencies and dyspraxic type difficulties are all included!) to take part in our study looking at the experiences of doctors with these conditions.

Taking part involves an interview of about an hour, at a time and location that suits you – or by telephone. We want to hear about your experiences of having dyspraxia at Medical School and in your Training posts.

Any information you tell us will be kept confidential and will not be shared with others. We shall not inform any others about who has taken part in the study – including your Training School. For more information please contact: Eleanor Walker (E.Walker1@uni.bsms.ac.uk)

17. ASTHMA GUIDANCE – UPDATED INFORMATION LINK

Following potentially preventable deaths of children with uncontrolled asthma, we have been asked to alert you to the document *Why Asthma Still Kills* published by the Royal College of Physicians (London) <https://www.rcplondon.ac.uk/projects/outputs/why-asthma-still-kills>

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.