

Friday 13 July 2018

## London and KSS Foundation Information Bulletin

Welcome to the **London and KSS** foundation bulletin. This newsletter is brought to you by the Foundation Team and all the London and South East Foundation Schools. This bulletin is published fortnightly and split into three sections, to contain information for foundation doctors and foundation faculty and a section dedicated to conferences/training. A copy is saved on the South Thames website until we have launched our new all schools website.

*Please note all Trust and Trainee enquiries must now be submitted via the PGMDE Support Portal (PSP): <https://lasepgmdsupport.hee.nhs.uk/support/home>*

You can also telephone us on: 020 7866 3216

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### 1. **\*\*NEW\*\* F2 DESTINATION QUESTIONNAIRE**

If you have **not** received your own unique link to the F2 Destination Questionnaire (a requirement for release of your FPCC) then please use the link below:

<https://www.surveymonkey.co.uk/r/DS9KG2X> - Please note you will need to use **your GMC number** so we, and the UKFPO, are able to identify who has completed the survey.

#### Signing your ARCP

Please note it is essential you sign your ARCP or we will not be able to release your F1CC or FPCC. This will affect your ability to obtain full registration or progress into further training.

Please note if you received an unsatisfactory outcome, signing the outcome does not indicate you accept the outcome and will not impact on your ability to appeal. This simply indicates you acknowledge receipt of the outcome.

### 2. **IMPORTANT INFORMATION ABOUT THIS YEAR'S FULL REGISTRATION PROCESS**

- **In order to start the second year of the Foundation Programme (F2)** you need to apply for full registration with a licence to practise with the GMC. You should submit your application as early as possible to make sure you have the correct registration in time to start your F2 post.
- **Apply for full registration** - To make your application, please visit the [Applications](#) section of the GMC's website and read the guidance that is relevant to you. You can then make your application online.

- **Check your registration status before working** - Before you start F2, you must make sure you have the correct registration status. You can do this by checking the online [List of Registered Medical Practitioners](#).

**If you're not in training** - Remember, you can hold [provisional registration](#) for a maximum of three years and 30 days. If you are not in training or want to take a break, you should [give up your provisional registration](#). If you have any questions about the application process please [contact the GMC](#).

### 3. SYNAPSE

In the coming months there will be increase in the use of [Synapse](#) for HEE communicating with you. Please ensure you have access to this system and if you are having issues with your password you can reset this here: [https://secure.synapse.nhs.uk/request\\_password](https://secure.synapse.nhs.uk/request_password)

### 4. LEAVING EARLY / WITHDRAWAL / RESIGNATION

If you wish to leave before the official end date of your F1 or F2 programme in order to take up other employment/training opportunities, e.g. overseas, you will not be signed off as having met foundation training requirements, as this is time limited.

If you no longer wish to take up a programme that you have been allocated, e.g. for F2, we strongly recommend that you discuss this with your local foundation training programme director and your foundation school before formally withdrawing from the post. If you withdraw from a post that you have been allocated without prior discussion and agreement you will be withdrawn automatically from the foundation school.

The GMC publication Good Medical Practice states that "*Patient safety may be affected if there is not enough medical cover. So you must take up any post you have formally accepted, and work your contractual notice period before leaving a job, unless the employer has reasonable time to make other arrangements*". Foundation doctors who do not provide sufficient notice of their withdrawal may be referred to the GMC.

Further information is on <http://www.stfs.org.uk/doctor/withdrawal>

### 5. FOUNDATION PROGRAMME INDUCTION - ANTI-BULLYING MATERIALS

The Royal College of Surgeons of Edinburgh has been leading a campaign against undermining and bullying behaviour in healthcare, with a [variety of resources available](#).

### 6. NEW SUPPORT FOR DOCTORS NEEDING TO RESIT THE PSA

<http://www.stfs.org.uk/sites/stfs/files/Remediation%20letter%20for%20failed%20PSA.pdf>

### 7. JUNIOR DOCTOR MENTOR E-LEARNING PROGRAMME LAUNCHED

Health Education England e-Learning for Healthcare (HEE e-LfH) has developed an e-learning programme to enable junior doctors to complete training to be a mentor without needing to travel to a teaching session.

HEE is committed to improving junior doctors' working lives and effective mentoring plays a significant part in the development of a trainee. For more information about the e-learning programme and for details of how to access the programme visit: <https://www.e-lfh.org.uk/programmes/medical-mentoring/>.

## 8. INFORMATION ABOUT SWITCHING CAREERS – GP SPECIALTY

There has been an increase in the number of enquiries from doctors who are considering retraining as a GP - from other medical speciality trainees across all specialities, consultant, trust and staff grade doctors. There are [some case studies](#) and [frequently asked questions](#) on the GP National Recruitment Office (GP NRO) website.

The **final specialty training application adverts for this year**, will appear on NHS Jobs, Oriel and Universal Job Match websites on the 19 July with **applications open 31 July – 17 August 2018** - Please go to the [GP NRO website](#) for more information or email if you would like to be put in contact with a GP who has gone through the re-training programme [gprecruitment@hee.nhs.uk](mailto:gprecruitment@hee.nhs.uk) with any questions.

## 9. LONDON AND SOUTH EAST PROFESSIONAL SUPPORT UNIT

[Careers support](#) - To access **confidential and free** 1:1 career guidance and support for London and South East Foundation Doctors. [Click here to apply](#). Contact us by end of July 2018.

### LaSE Careers Career Planning E-Module for Foundation Doctors

The Team have recently developed an e-module on **Career Planning for Foundation Doctors** in partnership with E-Learning for Health as an effective, robust and comprehensive aid to career planning. The module follows a bespoke 4-stage Career management model (**SCAN** – **S**elf Awareness/**C**areer Exploration, **A**rriving at a decision/**N**ext Steps) with printable workbooks linked to the content of each stage, containing a variety of exercises to inform your learning. To find out more you can access the module [here](#):

### Trainee Doctors & Dentists Support Services (TDDSS)

The TDDSS is a psychoeducation and support service which aims to offer a range of interventions to support trainees on programmes managed by HEE Local Offices in London & the South East. To find out more about this service, [visit](#):

## 10. STFS FOUNDATION DOCTOR REPRESENTATIVES

Please be advised that all STFS Foundation Doctor Representative contact details are now available on the STFS web page [updated](#).

11. **\*\*new\*\* F3 OPPORTUNITIES** – A section for local vacancies is now available [here](http://www.stfs.org.uk/form/f3-opportunities). <http://www.stfs.org.uk/form/f3-opportunities>. It also includes other important information for those planning to take a year out after F2.

## 12. CAREERS DESTINATION REPORT 2017

The [latest edition](#) of the UKFPO report is now available.

## 13. FAO F2's ONLY – ENDLESS OPPORTUNITIES FOR GP TRAINING

Apply all aspects of your medical training in general practice – prevention, diagnosis and treatment of the whole person – for more information visit

<https://gprecruitment.hee.nhs.uk/>

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

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](#)

## 15. HORUS EPORTFOLIO UPDATE

**Latest updates** - Please see [here](#) the latest update on the development of the Horus ePortfolio for medical foundation training in HEE.

- **HEE out of synch foundation doctors using NES ePortfolio**

Trust and HEE foundation teams should finalise plans for when each 'out of synch' foundation doctor using the NES ePortfolio will stop and (if required) start using HEE Horus.

- NES ePortfolio will be closed to HEE on Weds 1 August 2018.

HEE Foundation doctors currently using the NES ePortfolio should download their portfolio **by Tuesday 31 July 2018**.

- Archiving
  - Information collected in NES ePortfolio during 2017-18 will be migrated to the HEE FP E-portfolio Archive during August 2018.
  - This will be available to relevant users by mid-September 2018

## 16. **\*\*New Survey\*\* ON EXCEPTION REPORTING**

A group of Foundation Doctors are trying to evaluate the effectiveness of exception reporting, to see if the process can be improved. Can we please ask for 5 minutes of

your time filling out this short survey? <https://goo.gl/forms/9jeqWwJs7oil8Hm33> . If you would like to share any other information please email [exceptionreportdr@gmail.com](mailto:exceptionreportdr@gmail.com)

#### 17. PRACTITIONER HEALTH PROGRAMME [www.php.nhs.uk](http://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.

#### 18. **\*\*STFS ONLY\*\*** GUIDANCE ON FOUNDATION DOCTORS IN GP PSYCHIATRY PLACEMENTS

Following consultation, please find the link for the [STFS guidance on foundation doctors in GP and psychiatry placements contributing to acute services](#)

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### Section B – Information for foundation faculty

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#### 1. **\*\*NEW\*\*** STFS ONLY – INDUCTION SLIDES 2018

Please be advised that the STFS induction slides and checklists, updated for 2018 will be available for downloading from Monday 16<sup>th</sup> July <http://www.stfs.org.uk/doctor/induction-stfs>. There is a set for new F1s and another for new F2s. You will also be sent via email a PowerPoint version as well to use.

The raising concerns slides can be found at <http://www.stfs.org.uk/doctor/raising-concerns>.

We would be grateful if you could arrange for the appropriate FTPD at acute trust sites to deliver these to the doctors during August but at a different time to the main hospital induction.

#### 2. **\*\*new\*\*** FOUNDATION PROGRAMME INDUCTION - ANTI-BULLYING MATERIALS

The Royal College of Surgeons of Edinburgh has been leading a campaign against undermining and bullying behaviour in healthcare, with a [variety of resources available](#).

#### 3. **\*\*new\*\*** NEW SUPPORT FOR DOCTORS NEEDING TO RESIT THE PSA

[http://www.stfs.org.uk/sites/stfs/files/Remediation%20letter%20for%20failed%20PSA\\_0.pdf](http://www.stfs.org.uk/sites/stfs/files/Remediation%20letter%20for%20failed%20PSA_0.pdf)

#### 4. DOCTORS IN TRAINING INDUCTION PROGRAMME

Soon to be launched Doctors in Training online induction programme and a FAQ document about the aforementioned programme. Please read Induction [Letter](#) and Induction [FAQs](#).

#### 5. HEE HORUS EPORTFOLIO UPDATES

**Latest updates** - Please see [here](#) the latest update on the development of the Horus ePortfolio for medical foundation training in HEE.

- ARCP **\*Action required\***
  - Educational supervisors should complete their [assessment of each FD's curriculum](#) coverage
  - Trust / HEE foundation teams should now be starting to [set up ARCP panels](#)
  - ["Summary of evidence" report 'sign off' form](#) can be completed (not mandatory)
  - Trust / HEE foundation teams should familiarise themselves with the [Horus ARCP process](#)
- 2018-20 F1F2 rotations import **\*No action required from trust / HEE foundation teams\***
  - Horus team preparing Oriel allocation data for import into Horus → to be completed mid-June
- May 2018 newsletter published ([view online](#)) **\*Action required\***

Contains important information about actions required by trust and HEE foundation teams - For further details see the [Horus Updates](#) page.

#### **\*\* HEE out of synch foundation doctors using NES ePortfolio \*\***

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- Archiving
  - Information collected in NES ePortfolio during 2017-18 will be migrated to the HEE FP E-portfolio Archive during August 2018.
  - This will be available to relevant users by mid-September 2018
- Please can you feedback on any suggested changes or improvements to the system. This was discussed at the recent ePortfolio Joint User Group event: <https://bit.ly/2INBZus>

6. **\*\*new\*\* F3 OPPORTUNITIES** – A section for local vacancies is now available [here](#). <http://www.stfs.org.uk/form/f3-opportunities>. It also includes other important information for those planning to take a year out after F2. If you have vacancies you wish to advertise please send them to [cathy.fuller@hee.nhs.uk](mailto:cathy.fuller@hee.nhs.uk)

**7. **\*\*STFS ONLY\*\*** GUIDANCE ON FOUNDATION DOCTORS IN GP PSYCHIATRY PLACEMENTS**

Following consultation, please find the link for the [STFS guidance on foundation doctors in GP and psychiatry placements contributing to acute services](#)

**8. 8 HIGH IMPACT ACTIONS FOR JDS**

<https://improvement.nhs.uk/resources/eight-high-impact-actions-to-improve-the-working-environment-for-junior-doctors/>

**9. **\*\*update\*\*** MAST 2018**

Thank you to all those trusts that have already returned their spreadsheets. If you could complete your spreadsheet and return back to Cathy Fuller by Monday 16<sup>th</sup> July latest please. All 9 modules must be completed before a [MAST](#) certificate can be issued.

**10. SAVE THE DATES - FOUNDATION SCHOOL MEETINGS**

**STFS Committee Meetings for 2018:**

The South Thames Foundation School Advisory & Development meeting dates for 2018  
10am-12 noon – Sherman Education Centre, Guys:

- Thursday 13<sup>th</sup> Sept 2018

**NCELFS Management Committee dates for 2018:**

- 11<sup>th</sup> October 2018 - Room 8 & 9, 1<sup>st</sup> Floor events Centre, Stewart House

**NWLFS Management Committee dates for 2018:**

- 16<sup>th</sup> October - NWLFS Trainee Rep meeting Room 25 1-2pm Stewart House
- 16<sup>th</sup> October - NWLFS Committee meeting Room 25 2-4pm Stewart House
- 12<sup>th</sup> December -- NWLFS Trainee Rep meeting
- 12<sup>th</sup> December - NWLFS Committee meeting

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

**1. **\*\*new\*\*** PSYCHIATRY FOUNDATION TASTER DAY (FREE TO ATTEND)**

Wednesday 26 September 2018 – Ashford international Hotel – 10AM-3PM - A day of presentations, discussions, stands and information including Older People, Adults, MIMHS, Liaison, Research, CAMHS to name a few. To reserve a space contact [katherine.dunning@kmpt.nhs.uk](mailto:katherine.dunning@kmpt.nhs.uk)

**2. **\*\*NEW\*\*** SUPPORTING THE VULNERABLE PRACTITIONER - IME 2018 PG MED ETHICS EDUCATION SYMPOSIUM – 14 SEPTEMBER 2018, LONDON**

[Registration](#) £60 (£20 for IME Members)

3. The HEE [antimicrobial resistance \(AMR\) training resources guide](#) is now available to access on the HEE [website](#). The guide signposts prescribers to available educational sessions for antimicrobial resistance and infection

#### 4. FOUNDATION SPECIFIC E-LEARNING

Developed by the Academy of Medical Royal Colleges in partnership with Health Education England e-Learning for Healthcare (HEE e-LfH) and is approved by the UK Foundation Programme Office (UKFPO).

If you need to complete parts of the curriculum on your e-portfolio which you do not cover in day-to-day practice, try some of our free e-learning mapped directly to the Foundation Professional Capabilities (Training Outcomes) in the 2016 Foundation Curriculum.

You can sign in to the e-learning with your login supplied by e-LfH at the beginning of your foundation training: [www.e-lfh.org.uk/programmes/foundation-programme/](http://www.e-lfh.org.uk/programmes/foundation-programme/)

e-Learning for Healthcare sessions in Foundation e-Learning Project: Professional Capability: 1 Acts professionally and Professional Capability: 2 Delivers patient centred care and maintains trust - The e-learning sessions in these Professional Capabilities explore the relationship between doctors and their patients and how to deliver effective patient centered care.

'Handling Complaints' provides essential information about common factors leading to complaints, how to minimize these, the procedures involved and what your responsibilities are as a foundation doctor.

The Mental Capacity Act (MCA) protects the right of vulnerable people and this group of sessions cover topics such as assessing capacity, consent, patient autonomy and safeguarding. You will also consider the multidisciplinary team (MDT) approach to healthcare in the hospital and patient support after discharge. For more information [visit](#) about the various sessions available.

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