

Welcome to

# NHS England - Midlands

## West Midlands Training Scheme

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# Introduction

Welcome to the West Midlands.

Training programmes in NHS England – Midlands (West) cover a geographically and culturally diverse part of the UK, including Birmingham, the Black Country, Staffordshire, Shropshire, Warwickshire, Herefordshire and Worcestershire.

All of our training programmes offer you an exceptionally varied training experience.

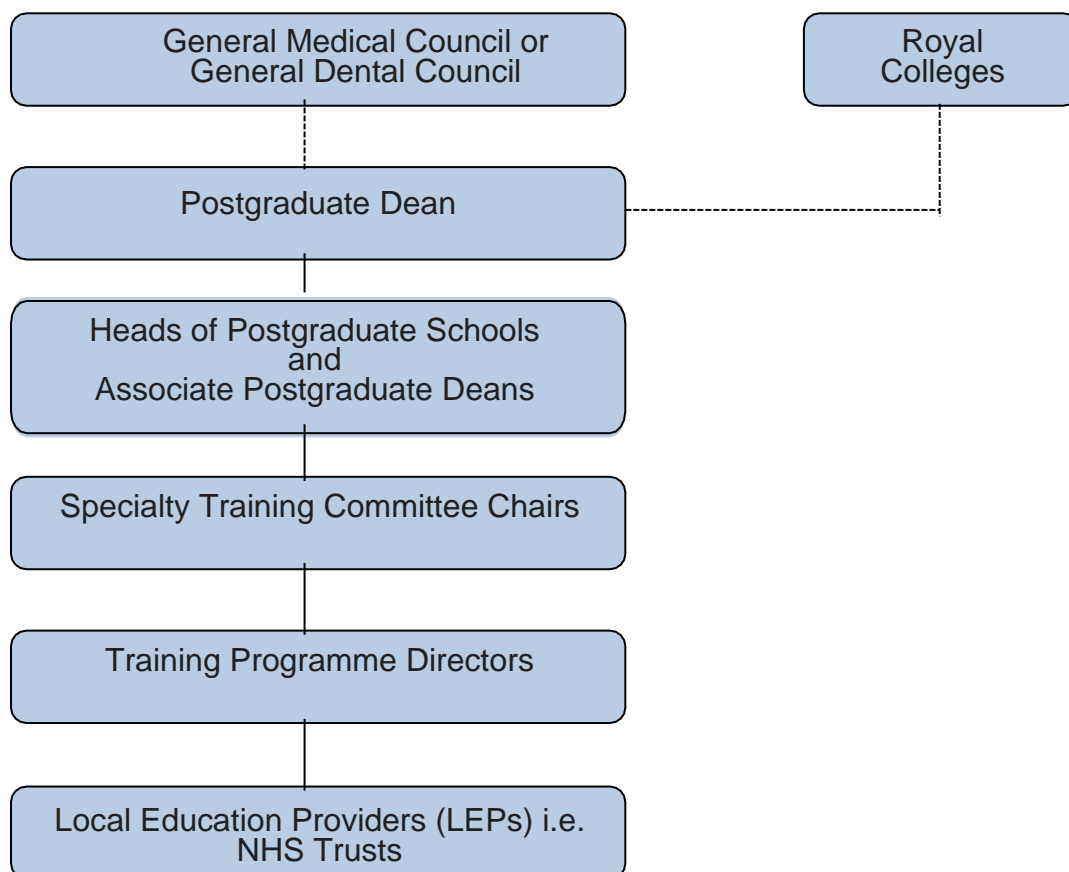
Our different programmes rotate in different ways, so please make sure you look at the information on the website for your specific specialty for further information.

<https://www.westmidlandsdeanery.nhs.uk/>

Please note that in this document and throughout your training, you will be referred to as a Post Graduate Doctor in Training (PGDiT).

# Structure of NHS England – Midlands (West)

Each training specialty belongs to a Postgraduate School and each Postgraduate School has a Head of School who reports directly to the Postgraduate Dean.



Information on the Postgraduate Specialty Schools, including Heads of Schools, can be found on the West Midlands website:

<https://www.westmidlandsdeanery.nhs.uk/postgraduate-schools>

In addition, there are Programmes teams (and other teams you will interact with) based within the West Midlands local office. Please contact the relevant inbox as per the information on <https://www.westmidlandsdeanery.nhs.uk/support/trainees/new-starter-information>

# The Gold Guide

The Gold Guide is the reference guide for specialty training in the UK and covers all doctors in training (Foundation, core, and specialty) appointed from August 2007 onwards.

The Gold Guide covers all areas of training including:

- The structure of training
- Becoming a PGDiT, to include Less Than Full Time Training, movement between LETBs/deaneries, taking time out of programme
- Progressing as a PGDiT, to include the Annual Review of Competence Progression (ARCP) process

It is recommended that all PGDiTs familiarise themselves with the contents of the Gold Guide which can be downloaded from the COPMeD website:

<https://www.copmed.org.uk/gold-guide>

# The Dental Gold Guide

For dentists in training there is an equivalent Gold Guide hosted by COPDenD which covers core and higher dental training: <https://www.copdend.org/guidance/dental-gold-guide-2021-edition/>

COPDend also have a Blue Guide for dentists on foundation training:

<https://www.copdend.org/postgraduate-training/dental-foundation-training/dental-foundation-training-blue-guide-for-rcp-pilot-year>

# Registration with the royal college

Regardless of your training specialty (other than Foundation), it is imperative that you register as a PGDiT with the appropriate Royal College prior to commencing your post. Failure to enrol with the Royal College could result in your training not being recognised which could impact on your future eligibility for specialty training and the award of a CCT if you are on a run-through programme. Please see [APENDIX 2](#) for contact details in each College.

## Contacts at your Trust

The Trust that you are working in will be your current employer. This means that your employer will change each time you rotate to a new trust (unless you are under a lead employer). Your employer / lead employer will issue all Rota work schedules and contract information to you prior to starting your placement.

PGDiT's are expected to familiarise themselves with the policies of their employer and adhere to these accordingly. In addition to the team that you are working with in the hospital, other important contacts for you in the trust will be:

- Medical Staffing – for employment issues
- Educational Supervisor – for guidance on your educational progress
- Director of Medical Education (DME)/Clinical tutor – Oversees educational deliver for all PGDiT's in the trust
- Postgraduate Centre Manager - for issues relating to postgraduate medical education such as hospital teaching programmes
- Lead Employer – for PGDiT's with a lead employer, St Helens and Knowsley Teaching Hospitals NHS Trust will be your employer and will issue your contract of employment. You will also have a host Trust who will provide you with your on-call rota. Currently lead employer specialties are:
  - ◆ Community Sexual and Reproductive Health
  - ◆ Dental Foundation Training

- ◆ General Practice
- ◆ Histopathology
- ◆ Palliative medicine
- ◆ Public Health
- ◆ Sport and Exercise Medicine

## Transfer of information between NHS England and trusts (ESR Interface)

Your personal and employment data will be transferred to your employing trusts via what is known as the ESR interface. This is a mostly automated process that links our database (TIS) to the trust databases (ESR). This is a two-way interface, with placement details and personal information being sent to ESR 3 months before the start date, while updated contact details are sent back into TIS as they are made in ESR once they have started in that position. The only exception is contact email address as we recognise PGDiT often prefer a separate email address for contact with NHS England versus their employing trust.

## Removal and travel expenses – local guidance

There is a document which provides local guidance on removal and associated expenses for doctors in training and is based on the NHS Employers document: “Removal and associated expenses for junior doctors”

The local guidance can be downloaded from the Key Documents section of the website:

<http://www.westmidlandsdeanery.nhs.uk/Support/Removal-and-Expenses-Guidance>

## Less than full time training

You have been offered a full time training post; if you wish to train Less Than Full-Time (LTFT) please refer to the guidance on the website:

(<http://www.westmidlandsdeanery.nhs.uk/Support/Less-Than-Full-Time-Training>).

This site gives further details about LTFT training, including information about eligibility and the application process - please note that you must apply for LTFT training a minimum of 12 weeks in advance of starting in post, failure to do so will delay you being able to train LTFT.

## Out of programme

Out of Programme (OOP) relates to PGDiT's that wish to participate in an experience that is out of their planned programme of training. There are a number of reasons that Postgraduate Doctors may wish to spend time out of programme; to gain training or clinical experience, to undertake research or to take a career break.

Time out of programme will not normally be agreed until a PGDiT has been in a training programme for at least a year and will not normally be allowed in the final year of training other than in exceptional circumstances.

Before applying for OOP, PGDiT's must discuss their plans with their Educational Supervisor and/or Training Programme Director. This discussion will determine the suitability of the out of programme experience and ensures the proposed post will meet the educational needs of the Postgraduate Doctor.

We require OOP Application Forms and supporting documentation to be submitted at least 6 months in advance of the proposed OOP start date; exceptions will only be agreed by the Post Graduate Dean. PGDiT's must inform their current employer at least 3 months in advance to ensure that the needs of patients are appropriately addressed.

Guidance on how to apply for Out of Programme can be found on the website:

<http://www.westmidlandsdeanery.nhs.uk/Support/Out-of-Programme-OOP>



# Parental/Sick Leave

During your training you may need to take a period of statutory leave (such as parental or sick leave). If this does occur, it is important that you discuss with your ES/TPD about any long term leave you are undertaking to ensure appropriate support in place for you and your wellbeing.

Also please can you make sure to keep the following people and organisations informed (with exact dates where possible):

**Your employing organisation or trust** – This is part of your obligation as an employee to ensure you are paid correctly and cover can be arranged.

**Your Training Programme Director or equivalent** – These TPD's are responsible for arranging you and your colleagues' placements and so will need to take your leave into account, as well as ensuring you are supported.

**Your Programmes Team** – these teams manage the Trainee Information System (TIS) which is the primary database for recording your training time. Keeping TIS up to date is imperative for ensuring the trust ESR system is accurate for pay and your CCT date is calculated correctly.

**Supported Return to Training Team** – See next section.

If you ensure all three of the above are kept informed of any changes to your programme or placements it will greatly minimise data issues throughout your training.

## Supported Return to Training (SuppoRTT)

There is a Supported Return to Training (SuppoRTT) process in place for PGDiT's who are:

- Planning to take time out of Training
- Returning from a period away from Training
- Returning to Training from long-term unplanned leave

PGDiT's are encouraged to complete an individualised Supported Return to Training plan when returning from any leave of 3 months or more. The process enables the PGDiT to have a safe and planned return to training.

There is more information about SupportRTT on the website:

<https://www.westmidlandsdeanery.nhs.uk/support/supported-return-to-training>

## Professional Support and Wellbeing

PGDiT's may sometimes encounter problems that could affect their performance at any stage in their career. If you feel that you require additional support, you should contact your local Clinical or Educational Supervisor initially.

In some circumstances, it may be appropriate for your CS, ES or TPD to refer you to the Professional Support and Wellbeing (PSW) team for additional support. The PSW team engages in a collaborative approach to supporting referred doctors.

## Revalidation

Revalidation came into effect for PGDiT's at the end of 2012. The Responsible Officer for all PGDiT's is the Postgraduate Medical Dean.

For postgraduate doctors in training, recommendation for revalidation is based on feedback from the ARCP process. You are not required to take any action other than remain engaged with your training programme and the ARCP process, as Revalidation will be undertaken through an enhanced ARCP process.

For further information relating to revalidation please refer to the website:

<http://www.westmidlandsdeanery.nhs.uk/Support/Revalidation>

# Escalating concerns

PGDiT's are encouraged to raise concerns when appropriate regarding their training programme via several mechanisms such as the GMC Survey, Job Evaluation Survey Tool (JEST), Reviews/Visits to Local Education Providers (LEPs), Annual Review of Competency Progression (ARCP), Appraisals, and Incident Reporting etc.

There is also a complaints policy that can be found here: <https://www.hee.nhs.uk/our-work/doctors-training/raising-concerns-about-training-revalidation-including-complaints>

# Requesting a Deferral of Start Date

The Gold Guide states that: "...The start of training for foundation, core and specialty training may normally only be deferred on statutory grounds (e.g. maternity/paternity/adoption leave, ill health). For the Defence Medical Academy only, training may also be deferred to meet Defence Medical Services operational requirements."

To request a deferral form, you must contact your programmes team.

# Resignation from training programme

You are required to notify both your programmes team and your employing trust should you decide to resign from the training programme. The minimum contractual notice periods required are as follows:

- |         |   |                         |
|---------|---|-------------------------|
| FY1/FY2 | – | 1 month minimum notice  |
| CT1-4   | – | 1 month minimum notice  |
| ST 1-7  | – | 3 months minimum notice |

## Medical indemnity cover

**Indemnity for GP:** Please note that although indemnity cover is provided for GP Postgraduate Doctors this does not cover any work outside of the normal training environment, for any additional work undertaken outside your training programme you must ensure that you purchase additional cover.

**Indemnity for foundation and specialty:** Please note that although indemnity cover is provided to Postgraduate Doctors by your host Trust this does not cover any work outside of your agreed training programme, for any work undertaken outside your training programme you must ensure that you purchase or arrange your own additional cover.

Information about opting out of the indemnity cover is available here:

<https://www.westmidlandsdeanery.nhs.uk/support/trainees/new-starter-information>

## And finally...

If there is any other information that you would like to receive that has not been provided as part of this welcome pack, please do not hesitate to contact your designated Programme team.

May we take this opportunity to congratulate you on your appointment and wish you success in the completion of your training programme in the West Midlands.

# Appendix 1, Roll out of TIS Self-service

## **TIS Self-service (Excluding Dental and Foundation PGDiT's)**

As a new starter in the West Midlands Region, we would like to make you aware of the TIS Self Service (TSS) system that is used by all doctors in training in our Region.

The TSS system has been rolled out over the West Midlands to allow our doctors in training to be able to easily view training information stored in our Trainee Information System (TIS).

Currently the system allows you to complete your Conditions of Joining declaration, Form R parts A and B, as well as the Covid19 self-declaration form. TSS will also give you access to the information we hold about you, including your training programme and placements. Future developments will allow for more processes to be managed through TSS.

This can be done at your convenience using desktop, laptop, or your mobile devices, and you can have peace of mind that your information is secure thanks to the extra security step we have introduced when you login.

## **How to use the system**

To help get you started we have set out some key information you will need to get you up and running. You will need to set up an account in TSS by following the below sign-up process. You will only need to do this once for the initial set up.

Please use the email address you received this communication on to sign up. **If this is not the email address you want NHS England - Midlands contacting you on (or it is an email address you will soon lose access to, like a university one), please contact [TIS.WM@hee.nhs.uk](mailto:TIS.WM@hee.nhs.uk) so we can update TIS.** Please note that any change to email addresses on TIS will also change your Accent Leave Manager login overnight.

Once you access the system you will need to submit your ARCP Form R (parts A, B and Covid 19 self-declaration) using the digital Form R, as all new starters are required to do under the Gold Guide. Please note that you will no longer submit Form Rs outside TSS, if you have any issues, please contact [TIS.WM@hee.nhs.uk](mailto:TIS.WM@hee.nhs.uk)

## **Sign up process**

Navigate to <https://trainee.tis-selfservice.nhs.uk/>

Sign-up using the **email address** we contacted you at

Complete and submit your Form R parts A & B

## **Support**

There is a built-in support tab which is available to help you connect with your regional NHS England offices with any issues you encounter. If you are encountering technical issues with the sign-up process, you should contact [tis.support@hee.nhs.uk](mailto:tis.support@hee.nhs.uk). If your issues are around the data stored in TSS (email address, placement, or programme information) then please contact [TIS.WM@hee.nhs.uk](mailto:TIS.WM@hee.nhs.uk).

## **Your feedback is important to us**

We are very keen to hear your feedback on your experience using the system. Please email your feedback [tis.support@hee.nhs.uk](mailto:tis.support@hee.nhs.uk)

If you need more information on the TIS Self Service system, please see our website <https://tis-support.hee.nhs.uk/trainees/>

## Appendix 2, Royal College Contact Details

<p>Royal College of Anaesthetists Churchill House 35 Red Lion Square London WC1R 4SG Tel: 0207 092 1500 Fax: 0207 092 1730 Website: <a href="http://www.rcoa.ac.uk">www.rcoa.ac.uk</a></p>	<p>Royal College of Ophthalmologists 17 Cornwall Terrace London NW1 4QW Tel: 0207 935 0702 Fax: 0207 935 9838 Website: <a href="http://www.rcophth.ac.uk">www.rcophth.ac.uk</a></p>
<p>Royal College of Psychiatrists 17 Belgrave Square London SW1X 8PG Tel: 0207 235 2351 Fax: 0207 245 1231 Website: <a href="http://www.rcpsych.ac.uk">www.rcpsych.ac.uk</a></p>	<p>Faculty of Dental Surgery Royal College of Surgeons of England 35-43 Lincoln's Inn Fields London WC2A 3PE Tel: 0207 869 6810 Fax: 0207 869 6816 Website: <a href="http://www.rcseng.ac.uk">www.rcseng.ac.uk</a></p>
<p>Royal College of Paediatrics &amp; Child Health 5-11 Theobalds Road London WC1X 8SH Tel: 0207 092 6000 Fax: 0207 092 6001 Website: <a href="http://www.rcpch.ac.uk">www.rcpch.ac.uk</a></p>	<p>Faculty of Public Health Medicine 4 St Andrew's Place Regents Park London NW1 4LB Tel: 0207 935 0243 Fax: 0207 224 6973 Website: <a href="http://www.fph.org.uk">www.fph.org.uk</a></p>
<p>Royal College of Obstetricians &amp; Gynaecologists 27 Sussex Place London NW1 4RG Tel: 0207 772 6200 Fax: 0207 723 0575 Website: <a href="http://www.rcog.org.uk">www.rcog.org.uk</a></p>	<p>Royal College of Pathologists 2 Carlton House Terrace London SW1Y 5AF Tel: 0207 451 6700 Fax: 0207 451 6701 Website: <a href="http://www.rcpath.org">www.rcpath.org</a></p>
<p>Royal College of Radiologists 38 Portland Place London W1N 4JQ Tel: 0207 636 4432 Fax: 0207 323 3100 Website: <a href="http://www.rcr.ac.uk">www.rcr.ac.uk</a></p>	<p>Faculty of Occupational Medicine 6 St Andrew's Place Regents Park London NW1 4LB Tel: 0207 317 5890 Fax: 0207 317 5899 Website: <a href="https://www.fom.ac.uk/">https://www.fom.ac.uk/</a></p>

<p>Royal College of Physicians 5 St Andrew's Place Regents Park London NW1 4LB  Tel: 0207 935 1174  Fax: 0207 486 4560  Website: <a href="http://www.jrcptb.org.uk">http://www.jrcptb.org.uk</a></p>	<p>Royal College of Surgeons 35-43 Lincoln's Inn Fields London WC2 3PN  Tel: 0207 405 3474 Fax: 0207 869 6260  Website: <a href="https://www.jcst.org/">https://www.jcst.org/</a></p>
<p>Royal College of Emergency Medicine 7-9 Bream's Buildings London EC4A 1DT  Tel: 020 7404 1999  Website: <a href="http://www.rcem.ac.uk/College">http://www.rcem.ac.uk/College</a></p>	<p>Faculty of Intensive Care Medicine 35 Red Lion Square London WC1R 4SG  Tel: 0207 092 1653 and 0207 7092 1651  Fax: 0207 7092 1730  Website: <a href="http://www.ficm.ac.uk/">http://www.ficm.ac.uk/</a></p>
<p>Faculty of Community Sexual Reproductive Health Royal College of Obstetricians &amp; Gynaecologists 2nd Floor 27 Sussex Place London NW1 4RG  Tel: please refer to link below of the main contact list  <a href="http://www.fsrh.org/pages/contact_us.asp">http://www.fsrh.org/pages/contact_us.asp</a>  Website: <a href="http://www.fsrh.org/default.asp">http://www.fsrh.org/default.asp</a></p>	<p>Royal College of General Practitioners 30 Euston Square London NW1 2FB  Tel: 020 3188 7400  Website: <a href="http://www.rcgp.org.uk/">http://www.rcgp.org.uk/</a>  All GP Postgraduate Doctors should be on the National Performers List before undertaking training at a GP practice. Postgraduate Doctors can self-register onto the performers list via the link below.  <a href="https://pcse.england.nhs.uk/services/perfor_mers-lists/gp-performers-list-for-england/">https://pcse.england.nhs.uk/services/perfor_mers-lists/gp-performers-list-for-england/</a>  Please could you check on the performers list website whether you are on the list and if not, self-register as per the instructions</p>

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This publication can be made available in a number of alternative formats on request.