

## Message from the Associate Dean

Hello,

It's the time of year for lots of hello and welcomes, but also a time of many goodbyes.

For those joining the London Foundation School, welcome. With a few weeks to go there is much still to do. Please ensure you complete all your onboarding paperwork with your employer (the trust you have been allocated to) and also ensure that you register with the GMC. It is your responsibility to ensure you have appropriate registration (Provisional for F1 and Full for F2) before you start that role. Please see details below.

The bulletin contains helpful information for Foundation Doctors (FDs) and all those working in trusts supporting FDs. If you have any questions, please do contact us via the Support Portal. Your query will be answered by a person in the school team and escalated if required.

You must inform the school of all changes to your circumstances – address, email, requests for LTFT, interruptions such as parental leave or withdrawals/ resignations. This is in addition to keeping your employer updated.

For individuals about to leave the Foundation school – how quickly time flies. I met with the F2 reps last night all about to move on to exciting opportunities. This is the best part of my role, seeing individuals flourish and move onto the next step of their careers. We do want to capture where F2s move onto so please complete the [UKFP Career Destination Survey](#): It is open **until 14th August** as we appreciate that some plans are still in flux. This will help guide how we can provide careers guidance and support for those reaching the end of F2.

Whatever stage you're at starting F1, middle of Foundation or about to leave Foundation, good luck!

Best wishes,

Ali

**Dr Alice Carter**  
**Associate Dean Foundation**

## New Updates

### **IMPORTANT: F1 Full GMC Registration and Responsible Officer**

Dear F1 Colleagues,

As we finalise the F1 ARCPs we wanted to draw your attention to the Full GMC Registration application process. If you are not due to complete F1 this summer please refer to this information at the point you are due to complete.

*Information for UK Graduates:*

<https://www.gmc-uk.org/registration-and-licensing/join-the-register/registration-applications/application-guides/full-registration-for-uk-graduates-moving-from-f1-to-f2>

*Information for Non-UK Graduates (IMG's):*

<https://www.gmc-uk.org/registration-and-licensing/join-the-register/registration-applications/application-registration>

It is your responsibility to ensure you apply for full registration in time for commencing your F2 training and it is important you understand the implications of failing to do this. Please ensure you read the instructions from the GMC carefully.

Please be mindful of the timings involved as every year we have a number of Doctors who leave it too late to apply and this impacts on their F2 training.

Once you have your Full Registration in place you must connect to the relevant Responsible Officer for Revalidation. It is essential you do not connect to an NHS trust and do not contact the Responsible Officer asking them to connect to you. You must do this yourself by following the guidance on the GMC website: <https://www.gmc-uk.org/registration-and-licensing/managing-your-registration/revalidation/my-db-tool>

*Current Responsible Officers for London:*

- Dr Gary Wares – NHSE Education North London (North Central and East London and North West London)
- Dr Gary Wares – NHSE Education South London

This information has also been sent to your trust PGMDE Staff so they can support you.

### **IMPORTANT: 2025 Shadowing Confirmation**

All FY1 doctors should attend a minimum of 4 days induction, including 2 days shadowing, 1 week before their formal training starts on Wednesday 6th August. Funding for this is paid to trusts as part of the placement fee.

FY1 doctors who did not graduate from a UK Medical School (International Medical Graduates, IMGs) or who are UK graduate and been out of the NHS for longer than 2 years, should also be offered extended induction/shadowing. Up to an additional £1300 per FY1 doctor will be available to trusts to fund this extended shadowing (to a maximum of 10 days). We will provide trusts with a spreadsheet to record extended shadowing for their *IMG FY1's and UK medical graduates out of the NHS for two years*, to be able to claim this money. This will be sent to trusts in August.

### **IMPORTANT: F1 Withdrawals**

Please can we ask trusts to ensure that we are advised of any new F1's who have withdrawn from training (if you've not already advised us already). Unfortunately, we aren't always made aware by the incoming FY1 doctors themselves.

Please use the PDMDE Support Portal to inform us [click here to be directed to the PGMDE Support Portal](#).

### **IMPORTANT: Foundation Doctors Resignations**

Foundation doctors must resign from both the local employer (trust) **AND** the Foundation school. Please use the PDMDE Support Portal to inform us [click here to be directed to the PGMDE Support Portal](#).

Please can we ask trusts to advise us of any Foundation Doctors who have resigned from training (if you've not already advised us already). Unfortunately, we aren't always made aware.

## **UKFPO F2 Career Destination Survey**

To All F2's

If you have not yet completed the survey, please take 5 minutes to contribute to this important piece of work – you have until *midnight on Thursday 14 August 2025*. Remember that you will receive a confirmation of completion, which you can include in your e-portfolio.

Please use the following link to complete the survey:

[F2 Career Destination Survey 2025 - select link to complete](#)

You will be asked for your name and GMC number to ensure we are not counting duplicate responses. Please only submit your responses to the survey once.

## **Reminders & Guidance**

### **REMINDER: Merit Awards 2025**

As per the email instructions sent on 19<sup>th</sup> June, please can trust colleagues ensure that all nominations are submitted via the MS form by *11:45pm Tuesday 15th July 2025*.

### **REMINDER: TiS Checks**

Please can we remind Trust Medical Education colleagues to work with their Medical Staffing teams to regularly check Foundation Doctors' posts on TiS, against internal records. Early recognition of any discrepancies can help us all to resolve issues quickly.

### **REMINDER: The London Foundation School Webpages – New home!**

The London Foundation webpages have moved to [London Foundation School | London](#)

### **REMINDER: Contacting the London Foundation School**

Please be reminded that contact with the Foundation School Team should be through the PGMDE Support Portal, rather than to individuals email addresses or shared mailboxes. This will ensure that your query can be directed to the correct person and dealt with as quickly as possible. Please [click here to be directed to the PGMDE Support Portal](#).

### **REMINDER: F2 Responsible Officer Details**

F2s **MUST** ensure they are connected to the correct Responsible Officer for Revalidation. It is essential you do not connect to an NHS trust and do not contact the Responsible Officer asking them to connect to you.

You must do this yourself by following the guidance on the GMC website: <https://www.gmc-uk.org/registration-and-licensing/managing-your-registration/revalidation/my-db-tool>

*Current Responsible Officer for Foundation Doctors in London:*

- Dr Gary Wares – NHSE Education North London (North Central and East London and North West London)
- Dr Gary Wares – NHSE Education South London

### REMINDER: PSA Sitings 2025/26

Please note that PSA is an F1 exit requirement, not an entry requirement for Foundation. We do appreciate that PSA is undertaken by the majority of UK medical schools in the final year, and thus the majority of UK trained F1s will start with PSA. However, many F-IMGs will start F1 without PSA. We also acknowledge that many trusts will have their own independent prescribing assessments to ensure compliance with local prescribing policy, but this should be applied equitably to all F1s.

F1s who have still to pass the PSA can prescribe independently, with counter-signatory **where possible**. Where counter-signatory is not possible their prescriptions are equally valid to those of their colleagues. Like all F1 doctors, with or without PSA, they should seek advice when uncertain about prescribing. There is no need for any out of hours adjustments to F1s working who have not yet passed the PSA”.

Please note the dates for PSA sittings for 2025/26 (*all held at 1pm*)

- **Wednesday 15 October 2025**
- Thursday 26 March 2026
- Thursday 23 April 2026

### REMINDER: SCRIPT – supporting safer prescribing practices

The SCRIPT programme is a collection of innovative eLearning portfolios designed to encourage safe and effective prescribing and medicines management among healthcare professionals.

SCRIPT will enhance your knowledge and confidence in prescribing correctly, improving patient safety, therapeutics and medicines management. You will receive a certificate for each module that you complete, which can be used in your online learning portfolio. SCRIPT is easy to use. You can access the modules at a time which suits you and revisit them even after completion. SCRIPT modules are particularly useful in preparation for the PSA Exam.

You can learn more about the SCRIPT eLearning programme and how to sign up by visiting [Medicine & Surgery | Safe Prescriber](#)

For the London Foundation Doctors, SCRIPT is not mandatory but highly advisable. *The London Foundation School* recommend 6 modules are completed per year as a minimum.

### REMINDER: Study leave

F2 doctors can undertake **one activity** aligned with their career intention. This can be approved by your local F-TPD. In addition, F2s if presenting at a conference may request discretionary study leave. Please see below the steps of how F2 Doctors can apply for Discretionary Study Leave.

1. Foundation Doctor (FD) seeks support from Educational Supervisor and trust (local) Foundation Training Programme Director (FTPD).
2. Local FTPD seeks approval from the area deputy Foundation School Director (FSD)
3. Deputy FSD replies to trust TPD, including study leave team.
4. Local TPD can then reply to FD with outcome.
5. If approved, FD completes study leave form on the study leave portal.

We are not able to reply to direct emails about Study Leave, but if you have any questions please do contact the school via the PGMDE Support Portal [click here to be directed to the PGMDE Support Portal](#).

**REMINDER: Provisionally registered doctors (F1) must not undertake formal locum posts or activities.**

Provisionally registered (PR) doctors can undertake occasional ad hoc additional/overtime shifts on their current FY placement or previous F1 placements that have formed part of their F1 rotation, where such work is undertaken only within the limits of their current competence and with the support of their educational supervisor. When undertaking such occasional ad hoc additional/overtime work PR doctors should be clear with other members of their team about their current experience and level of competence.

### **GUIDANCE: Less Than Full Time (LTFT) Training for London**

All FDs can apply to work less than full time for a wide variety of reasons. This can improve work life balance while enabling doctors to maintain a fulfilling career.

Requests to change LTFT % (increase or decrease) require *16 weeks notice* period. Both Foundation curriculum and Gold Guide advise that the Foundation Programme takes 2 years to complete when working full time. Timelines will therefore be adjusted pro rata when individuals undertake training LTFT.

EXAMPLE.

F1 at 0.5 whole time equivalent (WTE):  $12 \text{ DIV } 0.5 = 24 \text{ months}$

F2 at 0.8 WTE:  $12 \text{ DIV } 0.8 = 15 \text{ months}$

In this example the whole Foundation programme would take 39 calendar months.

FDs will be issued a new end date and placement composition (specialty and possibly site of working) may change. FDs will still rotate 4 monthly to ensure they are able to attend local induction and stay in sync with colleagues. Additional 4-month posts will be allocated by the Foundation School to ensure that LTFT doctors have an educationally balanced programme. We will also liaise with Trusts regarding the timing of ARCPs.

You can apply to work LTFT via the portal. If you have any queries about working LTFT please contact us via the portal.

Please click the link below for guidance regarding Less Than Full Time (LTFT) training. [London Foundation School | London](#)

### **UKFPO Bulletin**

To read the latest UKFPO Bulletin access the link below:

[UKFPO Bulletin - UK Foundation Programme](#)

## Courses, Events, Research, Surveys and Competition

### UKFPO survey for foundation doctors: Foundation teaching on Equality, Diversity and Inclusion

The UKFPO would like to understand more about foundation doctors' experiences and perceptions of EDI (Equality, Diversity and Inclusion) teaching during foundation training. This work is being led by our 2024-25 UKFPO Fellows, Dasha Ibrahim and Jie Fei Lau.

The findings will help identify gaps, highlight good practices, and contribute to improving the quality and relevance of EDI education for future resident doctors. Responses are anonymous and will be used solely for the purpose of this study.

Please can foundation doctors to complete the [Foundation teaching on Equality, Diversity and Inclusion survey](#). The survey should take less than 5 minutes to complete.

### Publish your article in 'Humans of the Foundation Programme' project

*Sent on behalf of Jie Fei Lau, UKFPO Fellow*

My name is Jie Fei. I am a FY2 doctor and one of two UKFPO Fellows for 2024/2025. One of my passions since medical school is writing, and I am hoping to share that passion with you. With the help of the UKFPO, I am hoping to start a project called "Humans of the Foundation Programme" where we bring together doctors to submit written articles +/- photos/artwork/music compositions (the sky is the limit!) to be published on the [UKFPO website](#). This project is inspired by "Humans of New York", a photoblog that provides insight into communities around the world. It is my sincere hope that we too could share our stories and experiences as doctors.

The criterion for the written articles is as below:

- must be between 500-1000 words
- original work of the foundation doctor, not published before
- the theme of the article should fall under 1 of 4 categories
- Transitioning into foundation training: To provide final year UK medical students/international medical graduates a useful resource bank for transitioning into foundation training
- Sharing best practice / training opportunities: "spotlighting" great learning opportunities and good practice in your local trust/department so that we can all learn from it
- Remote and Rural: To encourage foundation doctors working in hard-to-recruit areas to share what their hospital/area has to offer with the hope of attracting more doctors to apply there
- Medical Humanities: sharing creative prose in the form of poetry, art, anecdotes, music compositions etc alongside a written description of what message/story you would like to share with others
- The content of the article must adhere to GMC Good Medical Practice guidance

Every month, 1 article from each category is selected and published. This would be announced through the monthly UKFPO bulletin. See the first post: [Humans of the Foundation Programme - The Story](#).

What is in it for you? Your work would get published on the UKFPO website and we would issue a certificate which looks great on your CV! More importantly, it is a great opportunity to showcase your talents and interests outside of work.

If you are interested, please submit your work using this form!

## **Mental Health Research Incubator - career development support for students**

Explore opportunities and progress your mental health research career. Connect and collaborate with mental health researchers and professionals.

For more information, please visit the website below.

[Mental Health Research – Develop your career. Change lives.](#)

## **NHS Learning Hub: August 2024 Update**

Welcome to your [August 2024 update from the Foundation elearning programme](#)

The [Foundation elearning programme](#) covers key areas in your Foundation curriculum. It has been developed specifically for Foundation doctors by the Academy of Medical Royal Colleges in partnership with NHS England elearning for healthcare (NHSE elfh) and is approved by the UK Foundation Programme (UKFPO).

Please also look out for our posts on Twitter ([@NHSE\\_TEL](#))

## **Access the point of care tool BMJ Best Practice for free**

BMJ Best Practice takes you quickly and accurately to the latest evidence-based information, whenever and wherever you need it.

Our step-by-step guidance on diagnosis, prognosis, treatment, and prevention is updated daily using robust evidence-based methodologies.

This tool is freely available to all healthcare professionals who work for the NHS in England. You can register for free here <https://www.bmj.com/company/hee/>

If your institution would like to receive further information on BMJ Best Practice, please contact Dr. Kieran Walsh, Clinical Director at BMJ. Dr. Walsh can deliver talks for Foundation Programme doctors at their training sessions or provide information on areas such as the local HEE/BMJ clinical champion scheme. Contact Dr. Kieran Walsh at [kmwalsh@bmj.com](mailto:kmwalsh@bmj.com).

## **New video resource for foundation doctors**

A new video for all foundation, foundation schools and trusts, helping them to understand more about the Foundation Programme Charter, has been shared.

Please [click here](#) to launch the Foundation Programme Charter video.

Further videos including Foundation Programme Review and Self Development time can also be found [here](#)

## **NHS Induction Programme for International Medical Graduates - e-learning for health**

The National Induction programme has been designed to ensure that all international medical graduates (IMGs) recruited to the NHS are welcomed, valued, and supported as they transition to UK clinical practice.

Please use the following link to access the programme: <https://www.e-lfh.org.uk/programmes/nhs-induction-programme-for-international-medical-graduates/>



## Foundation Careers & Coaching Events Team

### *Careers Conversation*

All foundation trainees can have an individual careers conversation with one of our career coaches which can be arranged by completing the application form at the following link:

<https://london.hee.nhs.uk/professional-support-and-development/careers-unit/apply-careers-advicecontact-us/careers-application-form>

[Self-Awareness | London \(hee.nhs.uk\)](#)

[Career Exploration | London \(hee.nhs.uk\)](#)

Please find links to revised Career Planning webpages for Foundation doctors in training containing new content, resources and videos.

[Foundation Doctors | London \(hee.nhs.uk\)](#)

All current F1/2 Doctors in London can also access up to three 1-2-1 careers appointments with experienced PSU careers consultants. Application form can be found here:

[Careers Application 2024 | London \(hee.nhs.uk\)](#)

Please note previous London foundation doctors who are taking an F3 can still access 1-2-1 PSU careers appointments up to 3 months after they complete their Foundation training

## School Foundation Reps

If you wish to contact us as the Foundation School representatives, please email us.

Please see contact details for appointed London Foundations School Reps below:

Sub-Region/Group	Grade	First Name	Surname	Email Address
North East London	F1	Alisha	Kassam	alisha.kassam@nhs.net
North East London	F2	Rimsha	Khan	rimsha.khan2@nhs.net
North East London	F2	Francis	Elechi	francis.elechi@nhs.net
North Central London	F1	Kinan	Wihba	k.wihba@nhs.net
North Central London	F2	Zina	Al-Kaisy	Z.alkaisy1@nhs.net
North West London & SFP	F1	Federica	Re	federica.re1@nhs.net
North West London & SFP	F2	Melissa	Matthews	Melissa.Matthews11@nhs.net
South East London	F1	Alexander	Martindale	alexander.martindale@nhs.net
South East London	F2	John	Gillespie	john.gillespie3@nhs.net
South West London & SFP	F1	Diego	Agustín Abelleira Lastoria	diego.abelleiralastoria@stgeorges.nhs.uk
South West London	F2	Ellinor	Raby	e.raby1@nhs.net
IMG Pan London	F1	Maria	Mankarious	Maria.mankaruis@gstt.nhs.uk
IMG Pan London	F2	Nina	Seylanova	nina.seylanova@nhs.net