

## Message from the Associate Dean

Dear Foundation Doctors,

As we approach the festive season, I want to take a moment to express my gratitude for your extraordinary dedication throughout the year. Your first steps in medical practice have coincided with some of the most challenging times in healthcare, and you have risen to these challenges with remarkable resilience and compassion.

Whether you celebrate Christmas, Hanukkah, Eid, Diwali, or any other religious or cultural festivities – or indeed none at all – I hope you find time to rest and reconnect with loved ones during this period. For those working during the festivities, thank you for ensuring our patients receive the care they need. For those taking a break, please use this time to recharge – you've more than earned it.

I recently had the opportunity to chair the UKFPO webinar on Sexual Safety and professionalism in the NHS. The speakers Simon Flemming and Dasha Ibrahim provided some very thought-provoking discussion about this topic and shared advice on how we can all improve the culture in the NHS. The event was recorded and can be found here <https://youtu.be/L4nOiHkMsgY>

I'd also like to highlight a few upcoming local events:

### **Monday 6<sup>th</sup> January 2025: 18:30 – 19:30 PSA webinar**

This session will be delivered by a F2 doctor who is also a pharmacist and include practical tips and suggestions on exam technique as well as question practice. Please attend via this [Teams link](#).

### **Tuesday 28<sup>th</sup> January 2025: 18:00-19:00 ARCP webinar**

This session led by our F2 reps Francis and Ellie will focus how to prepare for ARCPs from FD perspective as well as advise from an FTPD and the dep FSD Dr Amelia Hughes. Please attend via this [Teams link](#).

### **Enhance Leadership Talks**

The first talk will be delivered by Prof Chris Whitty on Wednesday 5<sup>th</sup> February 2025, 12:00 -13:00. Teams link to follow. This will be a monthly series of exciting speakers from across London that will highlight the importance of

### **Enhance Regional Training Days**

Dr Charlotte Huddy, TPD for Enhance (Foundation) has put together some exciting, leadership focused days related to Enhance. Topics include Health inequalities, Sustainability and emphasise how we all need to consider the 'bigger picture' with every patient interaction. Please do book on one of the three dates available.

Finally, I'm delighted to present our new webpage where you can find resources and signposting related to the Foundation School: <https://london.hee.nhs.uk/medical-training/london-foundation-school>

Wishing you all the very best for the season ahead.

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*Dr Alice Carter, Associate Dean (Foundation and Undergraduate)*

## New Updates

### The London Foundation School Webpages – New home!

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

### NEW: 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.

The survey should take less than 5 minutes to complete.

Please can foundation doctors to complete the [Foundation teaching on Equality, Diversity and Inclusion survey](#)

### NEW: Enhance Leadership Programme for Foundation Doctors:

Wednesday Enhance Leadership Webinars:

In 2025, we will be running monthly Webinars for all foundation doctors, TPDs and Educational/clinical supervisors. We are inviting medical Leaders in London who will showcase their work complementing the 6 domains of the Enhance Leadership Programme.  
Inaugural webinar: Wednesday 5 February 12-1pm *Professor Chris Whitty*

We are also offering two courses free of charge:

For all London foundation doctors:

*F2 Study Day* – Tuesday 21 January 2025, NHSE Offices, 10 South Colonnade, Canary Wharf

*F2 Study Day* – Wednesday 12 March 2025, Education Centre, St Georges Hospital

To sign up: email [england.layrep.lase@nhs.net](mailto:england.layrep.lase@nhs.net)

For Foundation TPDs and Foundation Educational Supervisors/Clinical Supervisors  
*'Supporting Foundation Doctors – Leadership and Generalist Skills'*

Tuesday 4 February 2025 – 2.5 Hunter Wing, St Georges Hospital, Cranmer Terrace SW17 0RE

Thursday 20 March 2025 – Northampton Suite-A, City University, Northampton Square, EC1V 0HB

To sign up: email [england.layrep.lase@nhs.net](mailto:england.layrep.lase@nhs.net)

Enhance Presentation Day: Wednesday 2 July 2024 – details to follow.

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

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

Hello everyone!

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:

1. must be between 500-1000 words
2. original work of the foundation doctor, not published before
3. 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
4. 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!

Link: <https://forms.office.com/e/U1W77yrrut>

## Reminders & Guidance

### 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: 2024-25 TAB (Team Assessment of Behaviour) window dates for LFS**

The recommended dates for TAB are detailed below but these dates are not mandatory. More information on the TAB process can be found on the [Horus Website](#).

**Placement 1**

*Opens: Friday 4<sup>th</sup> October 2024*

*Closes: Monday 2<sup>nd</sup> December 2024*

**Placement 2**

*Opens: Friday 7<sup>th</sup> February 2025*

*Closes: Monday 31<sup>st</sup> March 2025*

**Placement 3**

*Opens: Friday 18<sup>th</sup> April 2025*

*Closes: Monday 19<sup>th</sup> May 2025*

**REMINDER: 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.

**REMINDER: PSA Sittings 2024/25**

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 all PSA sittings (*all held at 1pm*):

- Thursday 20 March 2025
- Thursday 1 May 2025

**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.

**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: 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](#).

### **GUIDANCE: Foundation Doctors taking Parental Leave**

Please can all foundation doctors who will be taking a period of Parental Leave, inform *BOTH* the Foundation school and the employing trust. Please use the following FAQ as guidance:

[HEE Parental Leave FAQ's](#)

Please also see the NHS employers Maternity guidance using the link below:

[NHS Employers Maternity Guidance \(rotational doctors and dentists\)](#)

### **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 week 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):  $12 \text{ DIV } 0.5 = 24$  months

F2 at 0.8 WTE:  $12 \text{ DIV } 0.8 = 15$  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](#)

### **GUIDANCE: Foundation doctors in GP and psychiatry placements contributing to acute services**

Please see below link for guidance regarding Foundation doctors in community placements contributing to acute services [London Foundation School | London](#)

### **GUIDANCE: Foundation Doctor Role and Responsibilities**

Please use the following link to the updated 'Foundation Doctor Role and Responsibilities within the Local Education Provider and Minimum Requirements for Clinical Supervision of Foundation Doctors' document.

[London Foundation School | London](#)

**GUIDANCE: NHS employers' guidance on induction for international medical graduates**

Please find below link to guidance from NHS employers

<https://www.e-lfh.org.uk/wp-content/uploads/2022/06/Welcoming-and-Valuing-International-Medical-Graduates-A-guide-to-induction-for-IMGs-WEB.pdf>

**UKFPO Bulletin**

To read the latest UKFPO Bulletin access the link below:

[UKFPO Bulletin/ 02 December 2024](#)

## Courses, Events, Research and Competition

**Fundamentals of Orthopaedics: Autumn Series 2024**

This is a free weekly online consultant-led series of webinars delivered over Zoom running since 2021, aiming to make orthopaedic education accessible to all from medical school to CCT.

Registration link: [tinyurl.com/funortho2024](https://tinyurl.com/funortho2024)

For more updates, please follow us on:

Facebook: <https://www.facebook.com/fun.orthopaedics>

Instagram: <https://www.instagram.com/fun.orthopaedics>

X: <https://x.com/funorthopaedics>

**Medical Education Leaders UK - Joint Foundation Best Practice Sharing Event.**

Abstracts must be submitted but 5.00pm Tuesday 31<sup>st</sup> December 2024

For more information, please see the link below:

<https://www.nact.org.uk/events-and-training/>

**PREPARED25 CONFERENCE: 10<sup>th</sup> January 2025**

Foundation Doctor or Speciality Trainee interested in Prehospital Medicine and Retrieval Medicine? PREPARED25 CONFERENCE is for you: it aims to help you understand how to prepare for a career in these exciting complimentary specialities.

Please use the following link to find out more: [PREPARED25](#)

**National Foundation Doctors Presentation Day 2025: 17<sup>th</sup> January 2025**

The UKFPO are pleased to announce the National Foundation Doctors Presentation Day 2025 on Friday 17 January 2025.

Current foundation doctors in recognised Foundation Programmes in the UK or Malta are warmly invited to hold the date for the next NFDPD. We will invite you to submit abstracts relating to work undertaken during Foundation training in due course. Successful abstracts will be presented as 10-

minute oral or 3-minute poster (mini-oral) presentations. Judges to include representatives from the UKFP, GMC, MSC, BMA & more.

Please find attached the event flyer and visit the [NFDPD webpage](#) for further information and how to apply.

### **A Day at St. John's - Dermatology taster course 27th February 2025**

Come and join us for A Day @ St. John's on Thursday 27<sup>th</sup> February 2025. This face-to-face course offers an ideal opportunity to explore a career in Dermatology. You'll receive valuable insights and advice from current Specialist Registrars about the NTN application process and from CESR and academic registrars about alternative training pathways. The course also comprises lectures on core topics in dermatology from world leading experts and the chance to participate in the St. John's Institute of Dermatology Grand Round (see programme below).

For more information and to register please visit the following link : [Event 27th February 2025 | 11th Annual A Day @ St John's Course 2025](#)

### **London Supported Return to Training (SRTT) Conference 2025: 21<sup>st</sup> March 2025**

SAVE THE DATE 21st March 2025 Time 09.15 – 16:30

Location – Mary Ward House -5-7 Tavistock Place, London, WC1H 9SN

[Postgraduate Doctors and Dentists in Training register HERE](#)  
[Educators, SuppoRTT Champions, TPDs MEMs register HERE](#)

### **Annual Resident Doctors Conference: London 26<sup>th</sup> - 27<sup>th</sup> June 2025**

Abstract Submission has opened for the Association of Anaesthetists annual [Resident Doctors Conference](#) which is taking place in London 26<sup>th</sup>-27<sup>th</sup> June 2025.

The conference is one of very few in the world that is dedicated to Resident Doctors and aspiring Anaesthetists. Speakers and delegates are invited from UK, Europe and international.

There is a specific category for submissions from Foundation Doctors and it is a great opportunity to have a presentation on your portfolio. The conference itself will feature talks and workshops which will be of interest to all aspiring Anaesthetists.

Link to abstract submission here: <https://bit.ly/rdc2025>

### **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 \(hee.nhs.uk\)](#)

[FY: Choosing specialty - making a self aware and informed choice | London \(hee.nhs.uk\)](#)

[FY: Exploring medical specialties and other options | London \(hee.nhs.uk\)](#)

[FY - Arriving at a Decision | London \(hee.nhs.uk\)](#)

[FY: Speciality Applications and Interviews | London \(hee.nhs.uk\)](#)

[FY: Taking an F3 | London \(hee.nhs.uk\)](#)

All current FY1/2 Trainees 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 \(hee.nhs.uk\)](https://hee.nhs.uk)

Please note current London foundation doctors in training who are taking an F3 can still access 1-2-1 PSU careers appointments up to 3 months after they complete their FY 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.abelleyralastoria@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