

North West London Foundation School Prospectus

Programmes Commencing in August 2020



Developing people
for health and
healthcare

www.hee.nhs.uk

Introduction

Welcome

North West London Foundation School, consists of 4 acute Trusts, some of whom have several sites and two mental health Trusts. All have their own distinct personalities, from a teaching hospital with large academic and research departments to district general hospitals in fashionable Chelsea or close to the Heathrow.

The commuting distances are relatively small compared to many other Foundation schools, making it easier to live in one location for the whole of the two years. All can be easily reached by public transport.

There are 235 standard programmes and 27 academic in total with a wide variety of specialities. They range from neurosurgery at a regional centre to acute medicine in a district general, working with the homeless to young children in community.

This prospectus aims to provide you information about your Foundation training in North West London and help you to make choices about where you would like to work.

Additional information is on our website:
lonkssfoundation.hee.nhs.uk/NWLFS

NWLFS Team

Director

Dr Anthea Parry



Anthea Parry qualified in 1981 from St Bartholomew's Hospital and has worked as a consultant geriatrician and stroke physician at the Hillingdon Hospital Foundation Trust since 1996.

She was Director of Medical Education at Hillingdon for 6 years between 2009-2015 before becoming Foundation School Director for North West London Foundation School in 2016.

She continues to practise clinical medicine at Hillingdon Hospitals NHS Foundation Trust.

Academic Lead

Dr Channa Jayasena



Dr.Channa Jayasena PhD FRCP FRCPATH is Academic Director of the LaSE (Imperial) Foundation Programme. He has extensive experience in both postgraduate and undergraduate education, leads his own research laboratory at Imperial, and is a member of the Imperial Clinical Academic Training Board.

Dr.Jayasena also works as a clinical lead and consultant in Reproductive Endocrinology & Andrology at Hammersmith Hospital & St. Mary's Hospital.

Psychiatry Foundation Training Programme

Director

Dr Alex Bailey



Dr Alex Bailey qualified from the University of Leeds in 2003. After training in the St Mary's Psychiatric Training Scheme he became a consultant old age psychiatrist in 2012. Alex has held numerous educational roles including Teaching Fellow at Central and North West London NHS Foundation Trust and Clinical Advisor to the NHS Medical Director at the Department of Health. He is chair of the Specialty Advisory Committee for the Faculty of Old Age Psychiatry, Royal College of Psychiatrists, responsible for national issues related to training and curriculum. He has recently been appointed as Director of Medical Education at CNWL NHS Foundation Trust. He obtained his Master's in Education from Imperial College London in 2014 in which he conducted qualitative research looking at the emotional consequences of dealing with death and dying for foundation doctors.

Alex runs a community mental health team for older adults in Westminster and is a passionate and active clinical and educational supervisor. He led on the development of psychiatry simulation training for foundation doctors across the region which is now being rolled out across other parts of London. He was appointed as Foundation Training Programme Director for Psychiatry in North West London in 2016 and was responsible for creating the 40 psychiatric training posts across North West London as part of the Broadening the Foundation Programme agenda.

NWLFS contact details

Health Education Team

NWLFS staff structure

Dr Anthea Parry

Dr Alex Bailey

Dr Channa Jayasena

Foundation School Director

Psychiatry Training Programme Director

Academic Lead

Telephone: 020 7866 3216

The Foundation Team

Matthew King – Senior Delivery Manager

Stuart Morris – Operations Manager

Alice Frenken – Officer (Focusing on North London Trusts)

Ralph De Ley – Officer (Focusing on KSS Trusts)

Richard Geddes – Officer (Focusing on South London Trusts)

Andrew Goodhand – Senior Administrator

David Jarvis – Administrator

Hannah Bailey-Moses – Administrator

Molly Norton-Bragg – Administrator

Paige Arnold – Administrator

Sarah Tubb – Apprentice Administrator

Contact Details

Health Education England

Stewart House

32 Russell Square

London

WC1B 5DN

Telephone: 020 7866 3216

Trust and Trainee enquiries need to be submitted via the London and South East PGMDE Support Portal (PSP):

lasepgmdesupport.hee.nhs.uk/support/home

What is a foundation school?

Foundation training is a two year programme acting as the bridge between undergraduate medical education and further training to become a general practitioner or specialist. Foundation schools oversee the training of the foundation doctors (FDs) in that school.

They bring together local medical schools, local education and training boards (LETBs), trusts and other organisations involved in training doctors.

www.foundationprogramme.nhs.uk

The UK Foundation Programme Office (UKFPO)

The UK Foundation Programme Office provides a central information point for medical schools, foundation schools, foundation doctors and the faculty involved in foundation training.

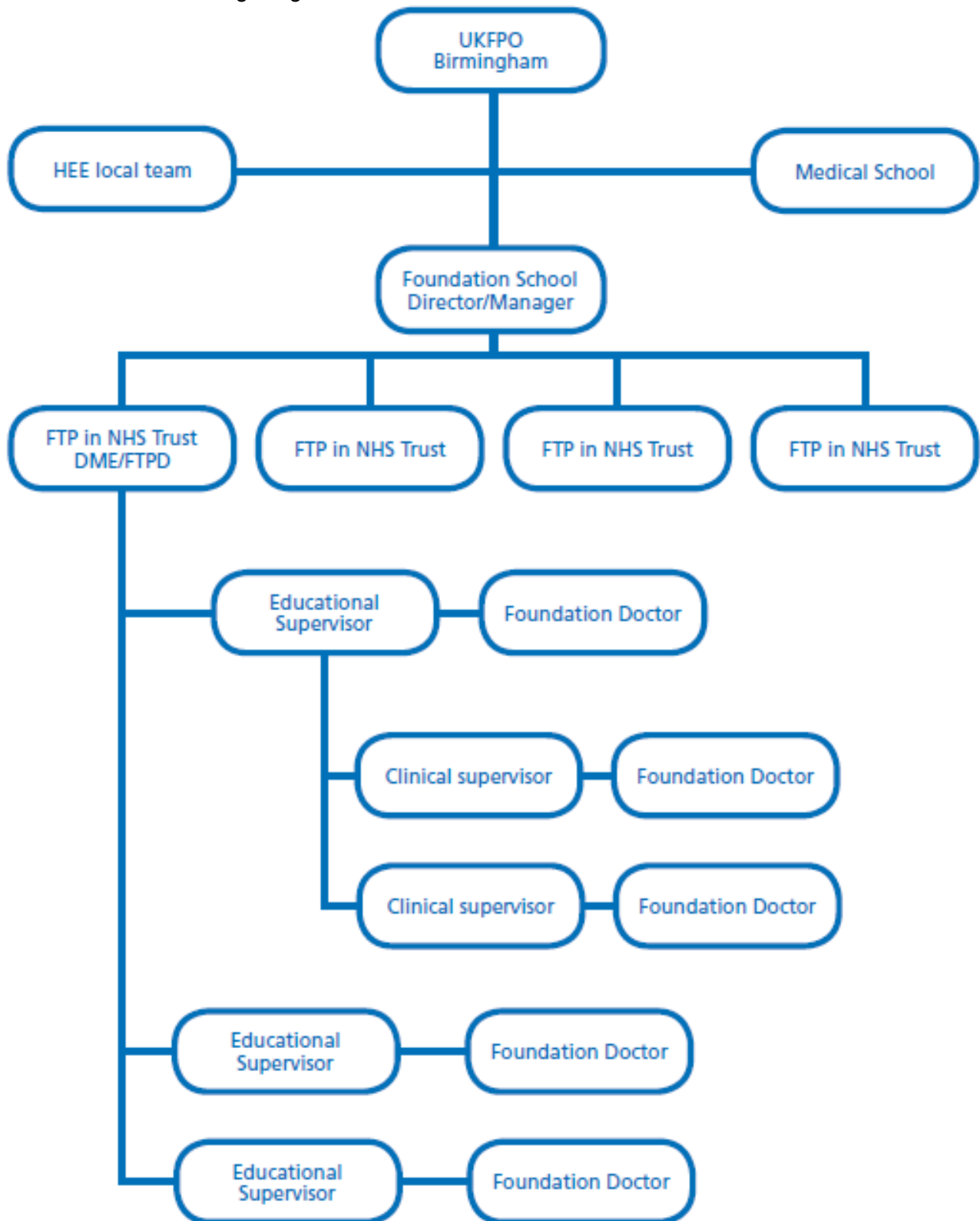
The aim of the UKFPO is to develop and promote innovative training methods, such as e-learning and the electronic portfolio, as well as to develop and administer the recruitment and programme allocation system throughout England, Northern Ireland, Wales and Scotland.

Structure of foundation training

FTP = Foundation training

DME = Director of Medical Education

FTPD = Foundation Training Programme Director



Overview of NWLFS

Applying for foundation training

The national eligibility criteria and person specification together with a detailed applicant guide are available to download from:

<http://www.foundationprogramme.nhs.uk>

Allocation to programmes within NWLFS

When applicants are allocated to North West London Foundation school they need to preference the programmes offered.

There is a programme fair held annually when Trust's medical education teams and trainee representatives attend. The trusts each have a stall and are able to give information about the trust services and what they can provide for education and training while answering any questions.

The national F1 allocation system informs trainees which school they have been allocated to and the fair is held in good time to allow applicants to preference their programmes.

Purpose of the Foundation Programme

The foundation programme is part of the continuum of medical education. It is the only point in medical training which is common to all United Kingdom medical students and doctors and bridges the 'gap' between undergraduate medical training and hospital or general practice specialty training.

The foundation programme aims to ensure that all doctors deliver safe and effective patient care in accordance with GMC guidance. During the programme, FDs work in a supportive environment where they are properly managed and supervised enabling them to learn through service delivery whilst ensuring that patients are not put at risk.

FDs practise within their own level of competence and are provided with adequate supervision and feedback to reach higher levels of competence and to acquire new competences. The foundation programme builds on and develops the responsibilities of clinical professionalism.

Satisfactory progress indicates that a doctor is moving towards independent practice.

Throughout medical school and foundation training, students and graduates should draw upon career information and guidance and reflect on their abilities, interests, opportunities and service needs to make more informed choices about their future career. Refer to the Career Management section in the Reference Guide and

to www.healthcareers.nhs.uk

The foundation programme aims to:

Build on undergraduate education by imbuing recently graduated doctors with the attributes of professionalism, and the primacy of patient welfare, which are required to provide for safe and effective practice and the care of patients with acute and long term conditions

Provide deliberately generic training ensuring that FDs develop and demonstrate a range of essential clinical skills that are required of all doctors regardless of specialty Provide the opportunity to begin to develop leadership, team working and supervisory skills in order to deliver care in the setting of a contemporary multidisciplinary team and to

begin to make independent clinical decisions with appropriate supervision.

Provide opportunities for foundation doctors to experience a variety of career options in order to inform career choice and ensure that whatever career path is subsequently entered, all FDs have experienced the provision of medical care in both hospital and community settings.

Outcomes of foundation training

Foundation Year 1 enables medical graduates to begin to take supervised responsibility for patient care and consolidate the skills learned at medical school. Satisfactory completion of F1 allows the relevant university, or their designated representative in a postgraduate local education and training board (LETB) or foundation school, to recommend to the GMC that the FD be granted full registration.

Foundation year 2 doctors remain under clinical supervision (as do all doctors in training) but take on increasing responsibility for patient care. In particular, they begin to make management decisions as part of their progress towards independent practice. F2 doctors further develop their core generic skills and contribute more to the education and training of allied healthcare professionals, medical students and less experienced doctors. At the end of F2 they will have begun to demonstrate clinical effectiveness, leadership and the decision making responsibilities that are essential for hospital and general practice specialty training. Satisfactory completion of F2 leads to the award of a Foundation Programme Certificate of Completion (FPCC) which indicates that the doctor is ready to enter a core, specialty or general practice training programme.

Broadening the Foundation Programme (BTFP)

Broadening the Foundation Programme (2014) emerged in response to recommendations in the following reports: Professor John Collins' Foundation for Excellence Report, Francis Report, Keogh Review and Berwick Review.

It addressed the need for newly qualified doctors to be able to respond to the evolving needs of the 'whole patient' and to be able to develop their capabilities across a range of settings.

The report put forward recommendations including:

- FDs should not rotate through a placement in the same specialty or specialty grouping more than once, unless this is required to enable them to meet the outcomes set out in the curriculum.
- All FDs should undertake a community placement or an integrated placement from August 2017.

Also included was a previous target to increase the numbers of psychiatry posts to 7.5% of F1 and 7.5% of F2 posts, so that 45% of FDs have a psychiatry placement.

Since 2017, FDs now undertake a minimum of one community or integrated placement during their two year foundation programme. This is to ensure that they receive a wider experience of working in community settings such as general practice, community psychiatry or community paediatrics to obtain a broader understanding of community care and the whole patient journey. Delivering this programme necessitated changes in training delivery structures. Some specialties such as surgery experienced a reduction in posts while others such as psychiatry see an increase.

There has been an increase in community posts.

Community Placements

There are excellent learning opportunities for FDs to gain experience of general practice and community work. All of our clinical supervisors have been trained to support the needs of FDs and have developed a range of additional learning opportunities.

Previous FDs have commented positively on the different opportunities available in general practice, such as being able to follow a patient's care pathway and having autonomy to work and make decisions, with of course the full support

and guidance of a qualified GP. They are included in all aspects of general practice from audits to clinical practice meetings and social activities. FDs are a fully integrated member of the practice but work in a supernumerary capacity.

Previous FDs have been able to experience not just a GP surgery but other areas such as palliative care and clinical commissioning groups.

Dr Toolbox

NWLFS supports the Dr Toolbox website, created and run by junior doctors to provide up-to date local information such as reference and handover guides, essential telephone and bleep numbers etc. The site has been created to help doctors to collate local hospital knowledge and pass it to their successors, so that they can 'hit the ground running', thereby improving efficiency and patient safety. The Doctor Toolbox hub is available at www.dr-toolbox.com and can be downloaded as an app.

Dr Toolbox is always looking for enthusiastic editors to update/maintain the site. Becoming a Toolbox editor means taking an important role in a national patient safety project. It provides significant opportunity to undertake a quality improvement project as well as developing leadership skills.

A representative from Dr Toolbox will be available at the NWLFS programme fair for further information and queries.

Safe prescribing

Many risks to patient safety and a quarter of litigation claims in the NHS stem from medication errors. In order to address this NWLFS has introduced both a FD prescribing assessment on local systems and an e-learning tool – standard computerised revalidation instrument for prescribing and therapeutics (SCRIPT). Both F1s and F2s are required to complete a specific number of SCRIPT modules as prescribed by their trust.

Further details are available at

<https://lonkssfoundation.hee.nhs.uk/safe-prescribing>

Doctors with disabilities

NWLFS wishes to support FDs with disabilities which may affect their training, for example by facilitating reasonable adjustments to training programmes. Additional careers support can also be arranged where appropriate. FDs are welcome to make an appointment to see one of the directors in confidence to discuss their training further.

Map showing location of trusts affiliated to NWLFS



List of trusts affiliated to NWLFS

Acute Trusts

Chelsea & Westminster Hospital NHS Foundation Trust:

www.chelwest.nhs.uk

- Chelsea and Westminster Hospital
- West Middlesex University Hospital

Imperial College Healthcare NHS Trust:

www.imperial.nhs.uk

- Charing Cross Hospital
- Queen Charlotte's & Chelsea Hospital
- Hammersmith Hospital
- St Mary's Hospital

London North West Healthcare NHS Trust:

www.lnwh.nhs.uk

- Central Middlesex Hospital
- Ealing Hospital
- Northwick Park Hospital

The Hillingdon Hospitals NHS Foundation Trust:

www.thh.nhs.uk

- Hillingdon Hospital

Community Trust(s)

West London Mental Health NHS Trust:

www.westlondon.nhs.uk

- Claybrook Centre
- Lakeside Unit

Glossary of trust staff

Your training within trusts is provided by a number of people, some based in a postgraduate or education centre. Their contact details will be included in trust induction packs but a summary of their roles is given below.

Director of medical education (DME)

The director of medical education is a consultant in the trust and works for the LETB as well as the hospital. They have managerial responsibility for medical education. They work closely with the clinical tutor/s and MEMs and can also be approached for formal and informal advice.

Clinical tutor (CT)

The clinical tutor is a consultant in the trust who is responsible for organising trust induction and general educational programmes. If you have any problems with educational matters or supervision you can take them to the clinical tutor. They can also help you deal with any problems concerning your career, as they have wide experience and specialist contacts.

College tutor (specialty programme director)

The college tutor is a consultant with particular responsibility for training in a specialty. They usually organise departmental teaching programmes, and can be asked for advice about the specialty, including careers.

Foundation training programme director (FTPD)

The FTPD oversees the training of 20- 40 FDs, and organises their teaching programmes. They meet with new F1 doctors during their first attachment. In some trusts the foundation and clinical tutors are the same.

Educational supervisor

This may be the clinical supervisor for your first attachment or for another attachment depending on local arrangements. They have a particular responsibility for your education through the whole year. You will meet them at regular intervals and they should generally be the first port of call for any concerns you may have about your training.

Clinical supervisor

The clinical supervisor is normally the consultant you are working for in each attachment, and is responsible for your teaching and supervision. You should have regular meetings with them during your attachment.

Medical education manager (MEM)

The medical education manager runs the postgraduate centre and administers the induction and educational programmes. They work closely with medical staffing and the clinical tutor. They are readily available for general advice and will be on hand to help you adapt to your new way of life in the Trust.

Foundation key documents

Curriculum

The Foundation Programme Curriculum sets out the framework for educational progression that will support the first two years of professional development following graduation from medical school.

The curriculum builds on the competences, attitudes and behaviours acquired during undergraduate training.

The foundation programme curriculum is available to download from www.foundationprogramme.nhs.uk

Reference guide

The Reference Guide provides guidance to LETBs and foundation schools about the structures and systems required to support the delivery of the curriculum.

It is a companion document to the FP curriculum and should be used in conjunction with it.

The reference guide is available to download from www.foundationprogramme.nhs.uk

Horus e-Portfolio

FDs within NWLFS now use the UK Horus ePortfolio system developed by the HEE North West local team.

F1s are issued with a user name and password on entry to NWLFS. The e-portfolio is a record of an FD's progress and development through the foundation years. Evidence of achievement of outcomes and increasingly sophisticated performance will be recorded in the e-portfolio. The completed e-portfolio contributes to the end of year report. Elements of the e-portfolio may also be used in specialty interviews by FDs to demonstrate competence and highlight achievements.

See lonkssfoundation.hee.nhs.uk/horus for further details.

Information about your training

Training vs employment (inc banding & EWTR)

Although NWLFS oversees foundation training, NHS trusts are the employing healthcare organisations responsible for all contractual issues including:

- Pay
- Rotas
- Accommodation

Information on new contract

The new junior doctors' contract came into effect on 3 August 2016, so all doctors entering F1 training now start on this contract.

New F1 pay scale 27,146 (2017 figure). Additional supplements are payable for working on-call rotas and there is also a weekend allowance.

Further information is available on:

www.nhsemployers.org

The new contract also includes new features, including work scheduling and exception reporting. Work schedules provide information about the range and pattern of duties expected, as well as intended learning outcomes, and are personalised once you are in post following discussion with your supervisor.

Exception reports enable you to raise issues if you feel that your work schedule does not reflect the reality of the post as regards service or training. Each trust also has a guardian of safe working hours. This is a senior appointment made jointly by the employer and junior doctors. The role of the guardian is to ensure that issues of compliance with safe working hours are addressed.

Deferring the start of foundation training

An applicant who has been accepted onto the Foundation Programme may only defer the start date of their training for a statutory reason (e.g. maternity leave, sickness).

Wherever possible, applicants are asked to give their foundation school as much notice as possible of the need to defer the start date. This may allow the foundation school to offer the foundation placement to someone else.

Time limit on provisional registration

From 1 April 2015, the length of time doctors will be allowed to hold provisional registration is limited to a maximum of three years and 30 days (1125 days in total). After this provisional registration will expire. For further information visit

www.gmc-uk.org

Shadowing

It is a mandatory requirement for those entering the foundation programme to undertake a paid period of four days' shadowing and induction with their first F1 employer immediately before the start of their employment. This provides incoming F1s with an opportunity to work closely with the F1 doctor who is in the post that they will take up and to familiarise themselves with the department and hospital settings before starting their post.

The shadowing placement should be paid on an unbanded F1 basic pay basis.

An F1s first day of work will be the first Wednesday of August however we suggest that FDs keep the 10 days before available for induction and shadowing as starting dates can vary between trusts.

Extended induction

NWLFS provides non-UK graduates and those who qualified more than 2-years before commencing F1 with the opportunity to undertake an additional 3-weeks of extended induction/ shadowing in order to familiarise them with the NHS in advance of formally commencing F1.

Invitations to attend extended induction are sent out shortly after allocation to programmes.

STEP (Supporting Trainees Entering Practice)

See: lonkssfoundation.hee.nhs.uk/step

All NWLFS FDs are required to complete a transfer of information questionnaire before the beginning of both their F1 and F2 years. The STEP (previously known as TOI) process is supportive, and designed to allow FDs to highlight to their training programme director (FTPD) issues that might be relevant to their training, such as academic, health, social or psychological difficulties.

It is strongly recommended that the F1 form should be completed with the help and support of medical school advisors/tutors or another appropriate medical school member of staff, and the F2 form with the FD's F1 FTPD.

A medical school clinical advisor or official must countersign the F1 form and the F1 FTPD the F2 form.

Travel and relocation expenses

The reimbursement of travel and relocation expenses is administered by the HEE London and South East team. Full details are available at: www.lpmde.ac.uk/training-programme/training-matters/relocation-and-excess-travel-claims

General practice (GP) location and travel allowances

Usually FDs are allocated to a practice within the area served by their current trust, but occasionally, they may need to be placed in another trust's area. Some trusts do cover a wide area and so FDs may be expected to travel a reasonable distance from home or the trust to the placement.

During the FDs' time in GP it is not essential for them to do any out of hours working, although they may well be asked to carry out home visits. In most cases this will be alongside the clinical supervisor.

Tasters

Tasters provide an opportunity to experience a specialty not included in a two year foundation programme, and thereby develop understanding of that specialty to inform career choices. Tasters can also benefit those who have already made career decisions as it suggests to employers that they are dedicated and committed to their chosen specialty. We encourage all FDs to arrange a taster during their first F2 rotation so that they have completed it before the recruitment process to specialty training programmes which usually starts in November of the F2 year.

It is also possible for FDs to "borrow" up to 5 days of their F2 study leave to use for a taster during the second half of their F1 year.

Careers

Good quality careers information and advice can be invaluable in enabling doctors to make informed, pragmatic and realistic choices throughout their careers.

Within NWLFS, trusts provide workshops to introduce FDs to career planning tools, linked into a four stage career planning framework:

- **Stage 1:** self-assessment e.g. skills, interests, values
- **Stage 2:** career exploration e.g. how to research different career options
- **Stage 3:** decision making e.g. look at how you have made decisions

• **Stage 4:** implementation e.g. application forms, CVs and interview preparation

For specific one-to-one advice the first point of contact for foundation doctors is their educational supervisor. Educational supervisors are able to call on other resources both locally from the trust and from the local HEE office.

A careers lead is also available in each trust.

What you choose for the next stage of your career should be a personal decision, but you should ensure that you plan your approach and investigate career options fully before deciding.

The NHS national careers website is available at www.healthcareers.nhs.uk. It contains information on all specialties including workforce statistics, real-life stories, videos and podcasts and interactive tools to support career planning.

Supervised learning events (SLEs)

Supervised learning events are an important opportunity for learning and reflection on practice and are a crucial component of the curriculum. FDs must demonstrate engagement with this process. This means undertaking an appropriate range and number of SLEs and documenting them in the e-portfolio. The clinical supervisor's end of placement report draws on the evidence of the FD's engagement in the SLE process. Full participation with reflective practice is the best way to demonstrate progression towards the outcomes expected of the programme, and the competences specified in the curriculum.

Purpose of SLEs

The purpose of SLEs is:

- To highlight achievements and areas of excellence
- To provide immediate feedback and suggest areas for further development.

SLE methodology

SLEs are designed to help foundation doctors develop their clinical and professional practice. FDs are expected to demonstrate improvement and progression during each attachment and, therefore, should arrange for SLEs to be evenly spread throughout each placement. Improvement in clinical practice results from regular SLEs leading to constructive feedback and subsequent review of progression.

- SLEs use the following tools:
- Mini-clinical evaluation exercise (mini-CEX)
- Case based discussion (CBD)
- Direct observation of procedural skills (DOPS)
- Developing the clinical teacher

FDs should usually agree the timing and the clinical case/problem with their trainer, unscheduled interactions are also encouraged. The SLE should be used to stimulate immediate feedback and to provide a basis for discussion with the clinical and/or educational supervisor. A different teacher/trainer should be used for each SLE wherever possible, including at least one consultant or GP per four month placement. The SLE must cover a spread of different clinical problems, sampling from acute care, management of long term conditions, psychiatric care etc. (categories listed in syllabus and competences). Teachers/trainers should have sufficient experience of the area under consideration, typically at least higher specialty training (with variations between specialties); this is particularly important for case based discussions.

Educational and development tools

Supervised learning events with direct observation of doctor/patient encounter

Two tools can be used to give feedback after observation of doctor/patient encounters:

- Mini-clinical evaluation exercise (mini-CEX)
- Direct observation of procedural skills (DOPS).

FDs are required to undertake a minimum of nine directly observed encounters per annum in both F1 and in F2. At least six of these encounters, each year, should use mini-CEX. FDs are encouraged to do many more than this minimum.

Mini-clinical evaluation exercise (mini-CEX)

This is an SLE of a clinical encounter.

- FDs should complete a minimum of six mini-CEX in F1 and another six in F2. These should be spaced out during the year with at least two mini-CEX completed in each four month period
- There is no maximum number of mini-CEX and good trainees will often achieve very high numbers of SLEs, recognising the benefit they derive from them.

i) Direct observation of procedural skills (DOPS)

This is a structured checklist for giving feedback on the FDs interaction with the patient when performing a practical procedure.

- FDs may submit up to three DOPS as part of the minimum requirements for evidence of observed doctor-patient encounters
 - Different assessors should be used for each encounter wherever possible
 - Each DOPS could represent a different procedure and may be specific to the specialty (NB: DOPS may not be relevant in all placements)
 - Although DOPS was developed to assess procedural skills, its purpose in foundation is to give feedback on the doctor/patient interaction
- Supervised learning events which take place remote from the patient**

ii) Case-based discussion (CBD)

This is a structured discussion of clinical cases managed by the FD. Its strength is investigation of and feedback on clinical reasoning.

- A minimum of six CBDs should be completed each year with at least two CBDs undertaken in any four month period
- Different teachers/trainers should be used for each CBD wherever possible
- There is no maximum number of CBDs and FDs will often achieve very high numbers of them.

iii) Developing the clinical teacher

This is a tool to aid the development of a FDs skill in teaching and/or making a presentation and should be performed at least once a year. The FD will be encouraged to demonstrate skills in preparation and scene-setting, delivery of material, subject knowledge and ability to answer questions, learner-centredness and overall interaction with the group.

Assessment

Several forms of assessment are used:

iv) Core procedures

The GMC requires demonstration of competence in a series of procedures in order for a provisionally registered doctor with a license to practise to be eligible for full registration. These must be recorded and signed off in the core procedures section of the e-portfolio. The core procedures from F1 do not need to be repeated in F2, but evidence for ARCP is required for successful completion of the foundation programme. It should also be recognised that with practice the FD is expected to improve their skills in those procedures which they perform.

v) Multi-source feedback

Team assessment of behaviour (TAB) (previously described as 360-degree assessment)

- This comprises collated views from a range of co-workers. It is mapped to a self-assessment tool with identical domains

- MSF should usually take place at least once a year. LETBs have the option of increasing the frequency
- It is suggested that both F1 and F2 TAB be taken in the first four months of the year's training. If there is a risk of 'rater fatigue', i.e. overburdening a small number of colleagues, then F2 TAB could be undertaken in the second four months of training. If there are significant concerns about any FD, TAB should be repeated in the last four months of training
- For each assessment, the FD should nominate 15 raters. A minimum of 10 returns are required. The required mix of raters/assessors must include at least:

vi) Three doctors more senior than F2 at least two consultants or trained GPs

- 2 senior nurses (band 5 or above)
- 2 allied health professionals

Other team members including ward clerks, secretaries and auxiliary staff.

vii) Placement supervision group

PSG feedback (from usually 2-3 senior colleagues) should be gathered for **at least one placement** for each FD during each 12-month (pro-rata) rotation

Progression (ARCP) panel to review the progress of all FDs in their programme.

Self-assessment

FDs have a personal responsibility to make self-assessment an integral part of their professional life. It is good educational practice for this to be stated clearly and discussed fully during induction.

FDs, with the support of their supervisor(s), are responsible for arranging appraisals, having the outcomes recorded and documenting ways to improve.

Feedback and debriefing

Feedback is a key component of the interactions between supervisors and FDs. Giving and receiving feedback and engaging in constructive conversations about learning, successes, difficulties and progress are all part of an effective professional learning environment.

Improvement in clinical practice will only happen if regular review of that practice leads to constructive feedback. As indicated above, unscheduled SLEs are a good opportunity for immediate feedback.

This is particularly true of mini-CEX and DOPS which may be opportunistic. It is essential that trainers provide, and FDs receive, structured feedback.

FDs must learn to receive positive feedback and also how to accept constructive criticism aimed at targeting future development.

Towards the end of both the F1 and F2 years, the local foundation training programme director, under the guidance of the foundation school, convenes an Annual Review of Competence

Annual review of competence progression (ARCP)

The ARCP provides a formal process for reviewing FDs' progress which uses the evidence gathered by them and supplied by their supervisors which is usually contained within the foundation e-portfolio. The ARCP is not an additional method of assessment.

The ARCP fulfils the following functions:

- To document the judgement about whether a FD has met the requirements and has provided documentary support for the satisfactory completion of F1/F2
- To document recommendations about further training and support where the requirements have not been met.

Full details of the process will be provided during the F1 year.

The requirements for successful completion of ARCP within NWLFS are higher than the minimum requirements specified within the FP reference guide.

Details of all requirements to achieve a satisfactory ARCP outcome are provided to FDs during their annual induction to NWLFS. Copies of the slides and an ARCP checklist are available at lonkssfoundation.hee.nhs.uk/nwlfs_induction

Special circumstances

A few F1 doctors have significant special circumstances. Provided they meet one of the nationally agreed criteria NWLFS will endeavour to allocate such doctors to a trust within a reasonable commuting distance (90 mins). NWLFS is, however, unable to guarantee that this will be possible. FDs with special circumstances approved for their F1 year must reapply for F2.

NWLFS can only consider applications from F1 doctors for allocation on the grounds of special circumstances if they can demonstrate that they meet at least one of the following:

Criterion 1:

The applicant is a parent or legal guardian of a child or children under the age of 18, who reside primarily with you and for whom you have significant caring responsibilities.

Criterion 2:

The applicant is the primary carer for someone who is disabled (as defined by the Equality Act 2010).

Criterion 3:

The applicant has a medical condition or disability for which ongoing follow up for the condition in the specified location is an absolute requirement.

Criterion 4:

If you consider that there are particular unique circumstances that require you to be in a particular environment whilst you undertake your Foundation Programme, you can apply for Special Circumstances under this criterion.

Training support

If an FD feels that s/he is struggling/experiencing difficulties s/he should contact their foundation training programme director as soon as possible so that appropriate support/advice can be provided. FDs may also self-refer to the Practitioner Health Programme (PHP), a free, confidential service, for additional support. See www.php.nhs.uk.

Trust foundation faculty groups meet on a regular basis and will update the NWLFS director on any FDs experiencing difficulties, so that additional support can be considered.

Inter foundation school transfers (IFST)

Transfers normally take place at the start of the F2 year. Arrangements for IFSTs must be agreed between foundation school directors on the basis of individual FD requirements if there are special circumstances.

Transfers will take place only if:

- there are places available in the receiving foundation school
- the applicant has jointly satisfied both foundation schools that there are special circumstances for doing so

Guidance notes and an application form are available on the UKFPO website www.foundationprogramme.nhs.uk

Less than full time training (LTFT)

also known as flexible training

Less than full time training is available to doctors and dentists in training who are unable to work full-time for "well founded individual reasons" (European Union Council Directive 93/16-/EEC 1993).

FDs requiring LTFT Training must compete for entry into foundation training on an equal basis with other applicants, i.e. in open competition. FDs also need to achieve the competences as well as the equivalent of two years whole time experience to meet the UK requirements for all foundation trainees.

Slot-sharing is usually the most effective means of meeting educational needs and must be explored before alternative options are considered. In slot-sharing two FDs share one full-time post and the out-of-hours is managed between them.

Each doctor is paid as an individual trainee. LTFT FDs must work a minimum of 50% to ensure educational approval. It may be possible for NWLFS to review other applications in order to identify a potential slot-share partner.

Once successfully allocated to NWLFS, applicants considering applying for LTFT should contact one of the NWLFS managers via London and South East PGMDE Support Portal

lasepgmdesupport.hee.nhs.uk/support/home in the first instance so that they can provide appropriate information/advice.

Details of the LTFT arrangements can be found at the link below.

lasepgmdesupport.hee.nhs.uk/support/home

Time out of foundation programme (TOFP)

NWLFS will consider requests for time out of the foundation programme (TOFP) in accordance with the 'Time out of foundation programme (TOFP)' entry contained within the foundation programme reference guide.

Leaving the foundation programme early

The foundation programme is both time and competency based. If you wish to leave before the official end date of your F1 or F2 programme in order to take up other employment opportunities, you will not be signed off as having met foundation training requirements.

In addition, you must give adequate notice to your employing trust. Failure to do so, could have implications for patient safety and could therefore lead to a referral to the General Medical Council (GMC).

Revalidation

Revalidation is the process by which licensed doctors are required to demonstrate on a regular basis that they are up to date and fit to practise. Revalidation aims to give extra confidence to patients that their doctor is being regularly checked by their employer and the GMC. Licenced doctors have to revalidate, usually every five years, by having regular appraisals with their employer that are based on the GMC's core guidance for doctors, good medical practice. For FD's, the revalidation process will be incorporated within the ARCP process. For all NWLFS trainees (including those in South London trusts).

- Designated body = HEE, KSS local team
- Responsible officer – Postgraduate Dean
- For further information see

www.gmc-uk.org/doctors/revalidation.asp

Communications

NWLFS website

lonkssfoundation.hee.nhs.uk/NWLFS

NWLFS is committed to fairness and transparency. Our policies – for example for flexible training, maternity leave etc. – are set out on the NWLFS website and if you have any queries, it is worth looking through these first, as well as the national information on the UKFPO website www.foundationprogramme.nhs.uk/pages/home. If not, one of our managers will be happy to advise you please email the London and South East PGMDE Support Portal <https://lasepgmdesupport.hee.nhs.uk/support/home>

Email

Although doctors are given email addresses by their trusts, audits have shown that doctors in training often do not use them, and have to discontinue them anyway when they move on. Hotmail and other accounts are not always secure or spam-free and are often changed, so it is very difficult to keep an up to date email list for hundreds of doctors. In addition, their spam filters may block emails from NWLFS or specialty recruitment.

It is important for NWLFS to be able to email FD's to provide information about specialty training applications, GMC registrations etc.

Currently doctors.net is the default email address for correspondence unless you choose to use another email address, please ensure that it can receive messages from NWLFS.

Foundation doctor representation

NWLFS is keen to ensure that the views of FD's are adequately represented at relevant local/national meetings. During July, FD's are invited to express their interest in being a representative on various committees/groups by submitting a

100 word statement explaining why they wish to take part and how they would ensure that they represented the views of their peers.

A list of FD representatives and guidance for medical student and FD representatives is available at <http://lonkssfoundation.hee.nhs.uk/NWLFS-Trainee-reps>

Appendix A1:

Acute Trusts Affiliated to NWLFS

Chelsea and Westminster Hospital Foundation Trust

Chelsea and Westminster Hospital NHS Foundation Trust is one of the top ranked and top performing trusts in the UK. We employ more than 6,000 staff at our two main hospital sites – Chelsea and Westminster hospital and West Middlesex University hospital – and community – based clinics in North West London. Both our sites offer high performing, award-winning and responsive services within an attractive, modern environment, underpinned by our PROUD values. Details of our Foundation programmes are available at www.chelwest.nhs.uk/foundationprogrammes (Chelsea and Westminster Hospital) (West Middlesex university hospital)

Trust contact details

Chelsea and Westminster hospital (CW):

369 Fulham Road,
London,
SW10 9NH
Tel: 020 3315 8000

West Middlesex Hospital (WM):

Twickenham Road,
Isleworth
Middlesex
TW7 6AF
Tel: 020 8560 2121

Website: www.chelwest.nhs.uk

Foundation training programme directors

Director of Medical Education

Dr Orhan Orhan (CW)
Miss Christina Cotzias (MW)]

Foundation Training Programme Directors

Dr Julian Collinson (CW)
Dr Ravneeta Singh (CW)
Dr Hannah Skene (CW)
Dr Jasmin Cheema (WM)
Junior Doctors Coach –
Dr Fiona MacAuslan (CW)
Dr John Platt (WM)

Facilities - Postgraduate Centre (Location and resources)

Each hospital site has a dedicated Postgraduate Education Centre where the majority of teaching courses take place. Two enthusiastic postgraduate education fellows are based at each site, and a serious incidents fellow works cross-site. All fellows and the postgraduate team are on hand to assist you and maintain an open-door policy. The teams provide an exciting and dynamic programme of education. Weekly teaching comprises of grand rounds, Medical Mondays, foundation teaching, IMT teaching and departmental teaching. The Trust offers a plethora of courses including communication, interview skills, leadership and management, teaching skills courses, appraisal updates, educational supervisor updates and MRCP PACES training. We also offer a range of external courses, including live streams from the Royal College of Edinburgh. Both sites have simulation facilities and clinical skills labs with full-time teams to coordinate resuscitation training courses, simulation programmes and opportunities to develop your clinical skills.

Facilities - Accommodation (Info about pricing, location etc)

Doughty House (CW) is in the heart of Chelsea, less than two minutes' walk from the hospital. It offers fully furnished flats at competitive rates, subject to availability. All-inclusive rent for a bedroom with shared kitchen, bathroom and lounge/dining facilities starts at £561 per month, including a weekly cleaning service for common areas and on-site laundry facilities. To find out more, e-mail accommodation@chelwest.nhs.uk or call 020 3315 6993.

Helix House and Galloway House (WM), located less than five minute's walk from the hospital, offer comfortable accommodation with five fully furnished rooms per floor, shared kitchens and bathrooms, and in-suite laundry, with a weekly cleaning service in communal areas. A deposit of £597 and a payment of one month's rent is required to secure a room. E-mail wmuaccommodation@chelwest.nhs.uk or call 020 3315 6993 for further information.

Social activities

Chelsea and Westminster hospital junior doctors enjoy an active social programme organised by the doctors' mess, including monthly payday gatherings and our famous Christmas and summer balls in locations including the Natural history Museum and the Tower of London. The mess is located on the 2nd floor in the main hospital and boasts a large seating area around a widescreen TV (including Sky channels) as well as a full size pool table. There is a kitchen stocked with tea, coffee and snacks and a

vending machine. Adjacent are four newly-refurbished shower rooms and lockers. West Middlesex hospital is a friendly hospital with a true sense of community. Join in and contribute to the running of our mess! We pride ourselves on being inclusive, with comfy sofas, television, a Nespresso machine, on-call rooms, showers and a kitchen, to provide everyone with a place to unwind and relax. There is an ethos of camaraderie with social meals, payday parties and our famous summer ball.

Library facilities

Medical library (CW). The library is open for reference with access to Trust computers 24 hours a day, and a highly skilled team available for assistance Monday-Saturday. Registration gives you access to Imperial College London libraries at various sites and includes:

- Access to journals/eJournals
- Inter-library loans
- Print and electronic document delivery
- Logins to Imperial College London computers
- Training on literature searches, critical appraisals and writing for publications

Learn more at www.imperial.ac.uk/library/nhs or call 020 3315 8107

Patricia Bowen Library and knowledge service (WM) The library supports the education and training needs of all staff. There are evidence-based literature searching services, training to search literature, clinical decision tools to keep you up to date and a document delivery service. The library is accessible 24/7 with ID card access. Please see www.library.wmuh.nhs.uk/wp for more details.

I.T facilities

Trust computers are available on all wards, in clinical departments, the doctors' mess and libraries. We offer free public Wi-Fi in our hospitals and have secure printing facilities. We are also piloting new projects such as virtual desktops for easier clinical access.

Other facilities (recreational or otherwise)

The Arts and music programme at Chelsea and Westminster Hospital hosts a revolving exhibition of artworks from the Chelsea Arts club in collaboration with Trust charity CW+. Weekly musical performances are enjoyed in the atrium. We are expanding this programme to West Middlesex Hospital.

Chelsea and Westminster Hospital is very lucky to have a MEdiCinema with a 3D screen and 40 luxury cinema seats. Screenings are free for staff and a guest, subject to availability. (The MediCinema is on the 3rd floor of Chelsea and Westminster Hospital). The Wellness centre offers hairdressing, manicures, pedicures and massage. WE offer free monthly

wellbeing workshops to staff. Beautiful chaplaincy spaces exist in the chapel and the tent (multi-faith prayer room) for prayer, reflection and worship.

The Multi-faith Centre (WM) provides patients and staff with spiritual support. There are several outdoor spaces to choose from, including our staff area, a patient and staff garden outside the Multi-faith Centre and the Education centre garden. We also have a lake which can be used for picnics.

Staff benefits (trust wide)

Extensive staff discounts are available for a variety of shops locally and online. The hospital also participates in the cycle to work scheme.

Transport links

Chelsea and Westminster is well-connected via London Underground (District, Circle and Piccadilly lines from Fulham Broadway, Earl's Court, South Kensington and Gloucester Road) and bus (14, 414, 211, 328 and C3).

West Middlesex Hospital: Syon lane and Isleworth train stations are only half a mile away with direct trains to London Waterloo in just 35 minutes. Hounslow East is our closest Underground station with tubes to Covent Garden and Knightsbridge in less than 40 minutes. There are a number of bus links on the hospital site (110, 117 and 481).

Local amenities/attractions

Chelsea and Westminster

Regular stalls sell books, accessories and fresh flowers. Food and drink are available at the hospital restaurant, Costa Coffee, the Friend's shop and a Toss salad vending machine. Just outside are Starbucks, Pret a Manger, Subway and many local restaurants. A small Boots pharmacy is on site. The hospital is in the heart of one of the most beautiful boroughs in London – restaurants, cafes, bars, cinemas, clubs and shops are within walking distance along Fulham road and Kings's road. The river Thames is a 5-minute walk away and South Kensington 15 minutes, where you will find famous London museums.

West Middlesex Hospital

West Middlesex hospital recently refurbished the main atrium with a brand-new welcome desk, M&S food, Costa Coffee and WHSmith. For something more substantial, head to Rumbles restaurant or Subway. Nearby attractions include Kew Gardens, Syon Par, Osterly House and the River Thames. There are lots of pubs and restaurants along the river and in nearby Twickenham, Teddington and Richmond (Kew Gardens)

Parking arrangements

Chelsea and Westminster Hospital

The hospital has an underground car park – spaces are limited for staff. There is also secure bicycle parking underground. Access is available on request via Facilities.

West Middlesex Hospital

On-site parking is available – staff permits are offered but availability is limited. Motorbikes and scooters can park for free in designated areas. There are several bike sheds with keypad entry systems – codes are available from security or the education centre.

Accolades/achievements of the trust

Chelsea and Westminster Hospital NHS Foundation Trust is one of the top ranked and top performing trusts in the UK. The Trust is one of the best performers against national access standards for A&E, referral to treatment (RTT) and cancer. We are committed to providing world-class service and excellent care now and in the future. We are a partner to the West London Genomic Medicine Centre – one of eleven Genomic Medicine Centres (GMCs) which have been designated by NHS England to contribute to delivering the 100,000 genomes project as a recruitment centre. The aim is to create a new genomic medicine service for the NHS, transforming the way we care for people.

Any additional information

We pride ourselves in providing outstanding care to a community of more than a million people. Both our hospitals have major A&E departments, treating more than 300,000 patients each year. We run the second-largest maternity service in England, delivering more than 10,000 babies each year. Our specialist care includes our world-renowned burns service, the leading centre in London and the South East, Chelsea Children's Hospital with specialist inpatient and outpatient services, and several award-winning specialist HIV and sexual health services in the community.

Foundation specific - Induction/shadowing arrangements

FY1s commence induction in the last week of July. During this time, they will meet the foundation programmes leads and coordinator, the director of medical education, the doctor's coaches and the medical education fellows. FY1 induction runs over three days and is followed by 2 days of clinical shadowing with the team of your first clinical rotation. You will be introduced to the clinical team, computer and administrative systems, ready for your first days of work. FY2s do not have a shadowing period but

have both Trust and departmental induction when they start.

Foundation specific – tasters

Tasters are facilitated by the postgraduate education department and all foundation doctors are allowed to use five days of study leave for this. The Trust offers a wide variety of specialities, including specialist tertiary centre services in plastic surgery, paediatric and neonatal surgery, HIV and sexual health, gastroenterology and hepatology.

Foundation specific – simulation

A comprehensive simulation programme is provided to FY1s and FY2s, using high-fidelity simulation with state-of-the-art manikins. Sessions develop clinical skills and an understanding of the impact of human factors on clinical situations in a safe environment. With a focus on authentic simulation, the programme has expanded to include nurses and doctors with different levels of experience, to mimic true-to-life situations. All FY1s have the opportunity to complete ALS training. FY2s may apply for ATLS if relevant to their training. All foundation doctors receive a clinical skills day as well.

Foundation Doctor forums

Foundation trainees in FY1 and FY2 from both sites represent trainees in local faculty group and foundation group meetings where they bring feedback from their peers. Trust wide groups involved in research and developing services, such as the Medication Safety Group, are keen to have foundation trainees on their committees. The postgraduate education team and the guardian of safe working run regular junior doctor forums every other month. These are opportunities to meet with senior members of the education team and the guardian of safe working to discuss any issues they have faced.

Foundation specific - educational and clinical supervision

All foundation doctors are allocated an educational supervisor for the year and a clinical supervisor per rotation.

Foundation specific - teaching programme

Both postgraduate education departments run courses throughout the year, including leadership and management, teaching skills, interview skills and more. There are also active departmental teaching programmes, as well as weekly grand rounds, Medical Mondays, and fortnightly medical meetings. The postgraduate education department at Chelsea and Westminster Hospital provides one hour to FY1s and two hours to FY2s of weekly bleep-free teaching.

The postgraduate education department at West Middlesex University Hospital delivers 90 minutes per week of bleep-free teaching for both FY1 and FY2 doctors. Both departments take advantage of the wealth of expertise in the hospitals to provide a programme designed to meet curriculum requirements. Doctors also have the opportunity to deliver teaching and complete teaching assessments. Additional organised training opportunities are available at the Centre for Clinical Practice.

Foundation specific - any additional information

Placements include a variety of medical, surgical, psychiatry and community placements in line with Broadening the Foundation Programme initiative. The trust is associated with Imperial College School of Medicine. Foundation trainees across both sites are encouraged to engage with medical students and develop their teaching skills. This can be in the form of bedside teaching, clinical skills teaching and larger group teaching of medical students under the care of the Undergraduate Department of Medical Education. Details of our foundation programmes are available at www.chelwest.nhs.uk/foundationprogrammes

The Hillingdon Hospitals NHS Foundation Trust

Trust contact details

Hillingdon Hospital
Pield Heath Road,
Uxbridge,
UB8 3NN
Tel: 01895 238282

Foundation training programme directors

Dr Stephen Goldring – FY1
Dr Saiqua Raouf – FY2

Facilities - Postgraduate Centre (Location and resources)

The education centre is located on-site opposite the Trust main entrance. The Foundation team are based in the centre where trainees are welcome to come anytime for help and advice. The education centre has a number of training rooms, this is where Foundation weekly teaching, Grand Round teaching etc takes place.

Facilities - Accommodation (Info about pricing, location etc)

Accommodation is available across the road from the Trust and costs £473.80 per month, with one month's deposit. This is via Thames Valley Housing association. There are two types of accommodation available, en suite and non- en suite. Non-en suite – you will share a kitchen, dining room and lounge, bathroom and shower with 3 other key workers. Ensuite – you will share a kitchen, dining room, lounge with 5 other key workers.

Social activities

The hospital has a doctor's mess on-site and a mess committee who run social activities such as pay day pizza and an annual Christmas party, and summer ball. There is also a doctor's lunch club in the education centre which is subsidised for junior doctors.

Library facilities

The library is located in the education centre and is open 9am – 5pm Monday – Friday. Entry codes are available to registered members for out-of-hours

access. There is access to a range of educational resources, books and journals to support your training.

I.T facilities

Computers are available to trainees in most wards and departments. There are also computers available to use in the education centre library and the doctors mess. Wi-Fi is available throughout the Trust.

Transport links

In addition to Heathrow airport, Hillingdon contains a number of transport links, including major UK motorways, the national rail network and the London Underground. West Drayton station near the hospital is a 30 minute journey to Paddington. Uxbridge and Hillingdon stations are served by the Metropolitan line and Piccadilly line are both a short bus ride away from the hospital.

Local amenities/attractions

Hillingdon is the second largest London borough by area, located 14 miles from central London. It has 800 acres of woodland, country parks, fields and farms, several rivers and the Grand Union Canal. Ruislip Lido boasts one of London's few beaches. Uxbridge town centre has a shopping centre and many restaurants and bars. Hillingdon Sports and Leisure complex has a 50 metre indoor competition pool, leisure pool, outdoor lido, 100 station gym, athletics stadium and 400 metre running track, 3 floodlit pitches, sports hall and more.

Parking arrangements

Parking is available for trainees and will be ready on your first day. We operate a scratch card system at £1.60 per day.

Any additional information

The Hillingdon Hospitals NHS Foundation Trust provides health services at two hospitals in North West London; Hillingdon and Mount Vernon. Hillingdon Hospital is the only acute hospital in the London Borough of Hillingdon and offers a wide range of services including; A&E, inpatient care, day surgery, outpatient clinics and maternity services. Hillingdon hospital is the primary care site for Heathrow and is responsible as first port of call for any healthcare emergencies at the airport. The Trust provides clinical services to over half a million patients a year, including over 97,000 Emergency Department attendances. It employs over 3,500 staff making it one of Hillingdon's largest employers. In a recent friends and family report, 96.3% would recommend our services to their family and friends.

Foundation specific - Induction/shadowing arrangements

F1 induction is 5 days long plus 2 days of shadowing. The 5 are comprised of key policies and procedures, statutory and mandatory training, an ALERT (Acute Life Threatening Events Recognition and Treatment) course, a pharmacy course and prescribing assessment, a peer led 'day in the life of an FY1' session and simulated bleep exercise.

Foundation specific – tasters

Up to 5 days may be taken for a taster in your FY1 year or early in your FY2 year. These are arranged by the Foundation Doctor themselves directly with the chosen specialty/department. They must take place at a time convenient to your department you are working in and be agreed by your supervisor.

Foundation specific – simulation

Hillingdon Hospital has a simulation suite and dedicated simulation team. All Foundation trainees attend a simulation training day. There are opportunities for Foundation doctors to get involved in various other courses and opportunities for ward based simulation within departments.

Foundation Doctor forums

Foundation doctors are appointed to act as representatives for their cohort of Foundation trainees. Reps are invited to meetings to relay feedback and raise issues. There is also a Junior Doctors Representation Group which all junior doctors are encouraged to attend. Trainees are also encouraged to attend their individual departments local faculty group meetings.

Foundation specific - educational and clinical supervision

All trainees are allocated educational supervisor for the whole year who maintains an overview of the doctors progress throughout the training year. A clinical supervisor is allocated for each placement. Your ES and CS may be the same person in your first rotation.

Foundation specific - teaching programme

As well as the numerous teaching opportunities available in the Trust and in your individual departments, dedicated Foundation teaching takes place in the education centre weekly. There is also a trainee organised weekly lunch and learn session. As part of the teaching programme, an annual Education Excellence awards ceremony to honour trainees and

trainers is held every summer including a QI competition and presentations.

Foundation specific - any additional information

There are numerous opportunities for trainees to get involved with Trust leadership programmes including the hospital negotiating committee, medical safety champion, Foundation rep, associate clinical tutor for the Royal College of Physicians, Drs Toolbox lead editor, radiology teaching champion, chair of the JDRG, lessons learnt coordinator, Imperial College School of Medicine mock OSCE coordinator, and mess committee.

Imperial College Healthcare NHS Foundation Trust

Trust contact details

Imperial College Healthcare NHS Trust

St Mary's Hospital
Praed Street
London
W2 1NY

Western Eye Hospital

Marylebone Road
London
NW1 5QH

Charing Cross Hospital

Fulham Palace Road
London
W6 8RF

Hammersmith Hospital

Du Cane Road
London
W12 0HS

Queen Charlotte's & Chelsea Hospital

Du Cane Road
London
W12 0HS

Main switchboard:

020 3311 3311

Website:

www.imperial.nhs.uk

Associate Medical Director (Education)

Dr Ruth Brown

Directors of Medical Education

Dr Megan Griffith

Dr Rachel Bartlett

Miss Dr Mehrengise

Foundation Training Programme Directors

Dr Susannah Long (St. Mary's) – F1 Lead

Dr Rosemary Belcher (St. Mary's) – F2 Lead

Lucy Bingham (Charing Cross) - F1 and F2 Lead

Meg Coleman (Hammersmith) – F1 and F2 Lead

Head of Operations

Danielle Bennett

Service Manager

Maggie McNamara (PG)

Senior Postgraduate Manager

Tereze Bogdanova

Postgraduate Education Managers

Laxna Ragunath (Hammersmith Hospital)

Stephen Rosan (SMH)

Jane Reiners (CXH)



Facilities - Postgraduate Centres

Across three sites (St. Mary's Hospital, Charing Cross Hospital and Hammersmith Hospital), we have designated postgraduate centres, each of which is managed by a dedicated site manager and team. These provide training a base for training within the trust - admin support, training rooms, simulation skills facilities, pastoral care and more.

The teams are happy to hear from you even if you are not currently working with us. Please do not hesitate to get in contact if you have any questions or require further information.

St Mary's & Western Eye Hospitals

2nd floor, Mint Wing, St Mary's Hospital

T: 020 3312 6038

E: imperial.postgradededucation.smh@nhs.net

Charing Cross Hospital

1st Floor, Education Building, Charing Cross Hospital

T: 020 3311 7703

E: imperial.postgradededucation.cxh@nhs.net

Hammersmith Hospital

Ground floor, Hammersmith House, Hammersmith Hospital

T: 020 3313 7317

E: imperial.postgradededucation.hh@nhs.net

State-of-the-art teaching facilities

- At our St Mary's site we have The Patterson Centre, one of the best clinical skills and simulation training facilities in the country. Simulation skills labs at Hammersmith and Charing Cross hospitals ensure simulation training is available across sites through our dedicated team of clinical skills tutors.
- Hammersmith Hospital has the largest renal centre in Europe & one of the UK's leading cardiology departments.
- Specialist services include complex gynaecology surgery, haematology, hepatobiliary surgery, renal dialysis and transplant, neurosurgery, pulmonary hypertension, hyper acute stroke unit
- The Trust has exciting research centres and we are currently hosting the North West London Clinical Research Network.
- Trainees undertaking Foundation training at Imperial will have the opportunity to work in top specialties in the country and network with leaders in their chosen field.
- We have great links and relationships with various GPs in the west London area providing trainees with a chance to gain valuable experience and see how a practice works first hand.

Accommodation

Accommodation is **subject to availability** and when demand exceeds supply, priority is given to some groups of staff over other groups (nurses, radiographers, midwives, HCA's, junior doctors and in August F1's, F2's).

Hammersmith Hospital has 204 Studios and 42 one bed flats in Holborn House and Clement Danes House situated on the site to the right of the main hospital. This accommodation is managed by Thames Valley Housing who have an office on the site.

The studio accommodation is for single people and the one bed accommodation is prioritised for couples, although single people can also apply.

From April 2019, the monthly rent is £729 per month for the studio accommodation and £892 per month for the one bedroom flats (excluding council tax).

Charing Cross Hospital has 608 units of accommodation for staff which is a mixture of shared accommodation for single people; shared accommodation for couples; a very small number of family flats; student room and on-call rooms. The accommodation is managed by Dominion Housing Group (formerly Acton Housing).

The shared single accommodation is £570 (from Sep 2019) per month including bills and council tax.

The shared couple accommodation is £740 - £750 approx. (from Sep 2019) per month including bills and council tax.

There is no on-site staff accommodation at **St Mary's** but there are some housing schemes within commutable distance. The Trust is able to nominate our staff to local social landlords (**Catalyst**) and you can become a tenant in one of their schemes (KHT - Lockbridge/Ashgrove Court, Milne House). These schemes usually have vacancies but this is not guaranteed. They are single rooms within shared flats. Minimum tenancy period is usually 6 months.

For more information, please contact Clare Smith, Accommodation Manager (clare.smith10@nhs.net)
Tel: 020 3313 3026

Doctors' Mess / Social Activities

The Mess is a physical space for doctors to take breaks and socialise away from clinical areas. Facilities available include computers, a television, sofas and a kitchen area with supplies of tea, coffee, milk and bread provided as a minimum. There are also quiet rest facilities with reclining chairs and fresh linen stores plus changing rooms and showers.

The mess committee is responsible for the management of the space alongside Medical Education. In addition, the mess committee organise events and parties such as Pay Day events and Balls, which will be subsidised for members. Both of these responsibilities form an important part of doctors' working lives at Imperial.

All doctors will automatically be registered as members of the Doctors' Mess when starting at the trust and the £10 monthly membership fee will be deducted from their salary. This fee allows access to the space and facilities as well as the planned events.

Charing Cross

Dining Block, 3rd floor (above the canteen), can be accessed from the Tower Block via Level **Hammersmith**

Block B, near the main hospital entrance, above the urgent care centre. Accessed via the external fire escape stairs.

St Mary's

Cambridge Wing, Ground floor mezzanine

Once in the main entrance, pass up the small steps, continue forward and you will see a staircase on the right hand side. The door visible at the top of those stairs is the Doctors' Mess.

Library

Our affiliation with Imperial College London means that our trainees are able to access a host of

educational resources free of charge. Membership to all Imperial College libraries, Open Athens, BMJ Learning, Up-to-date and many more tools are available to all our staff.

On-site libraries are located at Charing Cross, Hammersmith and St Mary's sites and are part of Imperial College London. Once registered you have access to:

- World class book and journal collections
- Ordering services
- Silent and group study areas
- Support with literature searches
- Lunchtime workshops on a range of topics

Opening hours:

St Mary's (St Mary's Fleming Library)

Mon - Fri 9:00am – 9:00pm
Sat 1:30pm – 5:00pm
Sun: Closed

Charing Cross Hospital (The library is on the 2nd floor of the Reynolds Building)

Mon – Fri 9:00am 9:00pm
Sat (Jan – Jun): 10:00am – 9:00pm (self-service only 17.00 - 21.00)
Sun (Jan – Jun): 10:00am – 9:00pm (unstaffed)
Sat (Jul – Dec): 10:00am – 5:00pm
Sun (Jul – Dec): Closed

Hammersmith Hospital

Mon – Fri: 9:00am – 9:00pm (1st Floor); 7:00am – 00:00 (Ground Floor)
Sat – Sun: 1st Floor Closed; Ground floor open 7:00am – 00:00

Learning resources: Up-to-date:

In October 2015, the Trust introduced Up-to-date, an online clinical resource and training tool for trainees, doctors and other healthcare professionals.

Up-to-date is an evidence-based clinical decision support resource that can be accessed by all Imperial Trust staff. This means clinicians can use this resource to support them in making the right decisions at the point of care.

Features of the system include the following resources:

- over 10,500 evidence-based topics with more than 9,600 graded treatment recommendations
- 160 medical calculators
- graphic search and export to PowerPoint function
- a drug database and drug interaction tool.

The system is in use across the organisation, with an overwhelmingly positive response from trainee doctors, consultants and other healthcare professionals.

IT Facilities

Junior doctors have access to trust computers in most clinical departments and wards. There are also computers available for use in postgraduate centres and doctors' messes.

Trust email can be accessed from home via webmail.



Other Facilities

Working at the Trust enables our people to access a wide range of discounts and special offers from a variety of local businesses national retailers and a number of companies offering exclusive discounts to NHS workers by registering to their site for free. Further details are available on the Staff Intranet.

Trust also offers various activities for staff to maintain their physical and mental wellbeing.

Recreational facilities

There are gyms and various training facilities across all three main sites.

Pinnacle Gym is situated in the Basement of the Cambridge Wing in St. Mary's Hospital. It has a wide range of cardiovascular, resistance, free weight and rehabilitation equipment. NHS members get 24/7 access to the gym. Membership also includes access to Imperial College's 20 metre swimming pool, located in the basement of the Faculty of Medicine on the St Mary's Campus.

Charing Cross Sports Club located next to the hospital offers a wide range of facilities: 25 metre swimming pool, three gym areas, group exercise classes, four squash courts, two badminton courts, a multi-sports hall.

The Move Imperial Hammersmith Gym is located in the sub-basement of the Commonwealth Building at Hammersmith Campus. The gym was completely refurbished in September 2018 to include state of the art equipment from Matrix. The gym includes a range

of cardiovascular and resistance equipment as well as free weights to achieve a full body workout.

Yoga

At the Trust we offer yoga session, so you can take part in our vinyasa flow yoga sessions, based at three sites: Charing Cross, Hammersmith and St Mary's hospitals. All newcomers can access a FREE taster session. An unlimited monthly pass to be used across all sites.

Meditation

The trust are trying to reach more staff and help to reduce stress, improve concentration and enhance mental wellbeing by offering a free staff meditation service for all.

The session will be running across each site every 4 months, they are morning session and each session will run for approximately 15 minutes at a time starting at 8am with the last session beginning at 9am and ending at 9.15am.

These sessions are facilitated by the Brahma Kumaris group, who already run several specialised meditation session with the Neonatal and palliative care department, proving very successful with the staff.

Cycling

There are secure bike facilities at the three main sites. Trust runs a cycle-2-work initiative in partnership with Cyclescheme, offering staff the opportunity to save on the cost of a bike and associated equipment up to the value of £1000. The savings come through a 'salary sacrifice' where monthly payments are taken before income tax is deducted.

Cycle expenses for travel between sites can be claimed, following trust's expenses policy.

Mobimech Bike Mechanics offer a 10% discount to trust staff, email: info@ukmobimech.co.uk

Shower and changing facilities are available in the doctors' mess at each site.

Charing Cross and St Mary's sites also have Santander Bike stands nearby.

Public transport Links

All hospitals have excellent transport links within London.

St Mary's Hospital: easy access to underground and over ground via Paddington station as well as bus routes.

Charing Cross Hospital: easy access to underground via Barons Court and Hammersmith stations as well as bus routes

Hammersmith Hospital and Queen Charlotte's and Chelsea Hospital: easy access to underground via East Acton, White City and Wood Lane stations as well as bus routes.

Western Eye Hospital: easy access to underground via Marylebone and Edgware Road stations as well as bus routes.

Local Amenities

All of our main hospitals are short bus ride or walking distance away from busy High Streets, which offer good public transport links and easy access to restaurants, bars, theatres, cinemas, clubs, parks and much more.

St Mary's Hospital

On site - several coffee shops, vending machines, well stocked hospital shop and Doctors' Mess, which offers a selection of quick and easy meal options.

Nearby:

- Praed Street; Pret, Costa, Bon Bouche
- Paddington Station; M&S, Wasabi, Pret, Sainsbury's
- Sheldon Square (5 minute walk); Pret, Tossed, Itsu, Poncho 8, Sainsbury's

Charing Cross Hospital

On site – canteen, coffee shops, vending machines, ATM and Doctors' Mess, which offers a selection of quick and easy meal options.

Nearby:

- Fulham Palace Road; Tesco's, Sainsbury's and Waitrose, Pret a Manger and Ottoman
- Hammersmith Broadway (10 minute walk); Leon, Paul, Wasabi

Hammersmith Hospital and Queen Charlotte's and Chelsea Hospital

On site – canteen, coffee shops, vending machines, ATM and Doctors' Mess, which offers a selection of quick and easy meal options.

Nearby:

- Old Oak Common Lane (10 minute walk); independent cafes, newsagents
- White City / Broadcasting House (15 minute walk); numerous cafes / shops

Western Eye Hospital

On site – café and vending machines.

Nearby:

- Edgware Road (5 minute walk)
- Baker St (10 minute walk)

Parking Arrangements

Limited car parking facilities are available on Charing Cross Hospital and Hammersmith Hospital sites. Prices are £56 - £75 per month. For queries relating to staff parking permits, please email imperial.staff_car_parking_permits@nhs.net

Accolades/ Achievements of the Trust



With our partners, Imperial College London, The Royal Marsden NHS Foundation Trust and The Royal Brompton & Harefield NHS Foundation Trust, we form Imperial College Academic Health Science Centre. This is one of six academic health science centres in the UK, working to ensure the rapid translation of research for better patient care and excellence in education. We are also part of Imperial College Health Partners – the academic health science network for North West London – spreading innovation and best practice in healthcare more widely across our region.

The Trust, with Imperial College London, hosts one of 20 National Institute for Health Research (NIHR) biomedical research centres (BRC). This designation is given to the most outstanding NHS and university research partnerships in the country, leaders in scientific translation, and early adopters of new insights in technologies, techniques and treatments for improving health.

The Trust is also part of the NIHR Health Informatics Collaborative (HIC) together with Oxford University Hospitals, Cambridge University Hospitals, University College London Hospitals and Guy's and St Thomas' NHS foundation trusts. This collaboration enables NHS clinical data to be linked and shared to allow new insights into care and treatment through research.

In 2017, we were recognised as a leader in the adoption of digital technologies to improve patient care by being selected by NHS England as one of 16 global exemplars of acute care. With our partner, Chelsea and Westminster Hospital NHS Foundation Trust, we received funding and support to drive the use of digital technology to innovate for better patient care and to create products and approaches that can be used by other organisations.

Any Additional Information

Hopper Bus

Trust provides a staff hopper bus, which operates between three major hospital sites: Charing Cross, Hammersmith and St Mary's. Hopper buses are available from 8:00am until 5.20pm and runs nearly every hour from each site.

Schwartz Rounds

The trust also runs Schwartz Rounds, which are reflective group discussions that focus on the personal, emotional and social aspects of our work in healthcare. They offer a safe space for staff from all disciplines across Imperial and our community partners, to reflect on the emotional aspects of the work.

Staff Arts Club

Trust employees can also gain a membership of the Staff Arts Club which is co-ordinated and funded by Imperial Health Charity and offers members range of benefits, including free admission to some of London's major museums and galleries, as well as invitations to private tours and exhibition openings. Members can visit paid exhibitions at the following galleries for free:

- Royal Academy of Arts
- Victoria and Albert Museum
- Tate Modern
- Tate Britain

Royal Albert Hall tickets

The charity has been historically gifted a box at the Royal Albert Hall. Tickets for concerts are available to Trust staff through the charity's regular ballots.

Foundation specific - Induction/Shadowing Arrangements



Our Foundation Year 1 induction the trust takes place over three days, during which we strive to ensure that our new doctors are set up and savvy with all of the systems, which they will be using throughout the year and feel confident about starting their clinical careers. The first day is organised and run by the outgoing F1 doctors who pass on their tips and tricks that they have picked up throughout the year.

The second day is our standard trust induction at which the CEO and Medical Director welcome the new doctors and discuss our values. Our Associate Medical Director, Medical Education Manager and Guardian for safe working also deliver talks. After this, there is training for Cerner, (the system through which clinical work is done at our trust). We then provide them with simulation training and ANTT (aseptic non-touch technique) assessments.

On day three our new doctors will meet with the outgoing F1 representatives who provide a handover for each of the F1 jobs within the trust. These include relevant contacts and some further tips and tricks. Finally, we will introduce the new doctors to the F1 they will be shadowing.

The new doctors then shadow their outgoing F1 for two days. This is arranged - in the same job the new doctor will be taking on, ensuring that there is a smooth handover and that the new doctor feels comfortable and confident to take on the job.

Foundation specific - Tasters

Towards the end of the F1 and the beginning of F2 year, you will have the opportunity to complete a taster, usually 2-5 days, in a speciality, which is not included in your rotation. The taster enables the development of insight into the work of the speciality and which promotes careers reflection. The one week taster will come out of your FY2 study-leave allowance and you can apply to complete a taster by filling in a taster application form. The forms can be obtained

from The Postgraduate Centre. The application form must be completed and returned to the PGME office prior to any agreed start date.

Foundation specific - Simulation

At Imperial College Healthcare NHS Trust we run 90 different simulation and skills programmes. The programmes are wide and varied involving almost all medical specialties as well as allied health care services. Many of our programmes are multi-disciplinary and look to training human factors skills in the group setting. As a large NHS trust with many specialist and tertiary services the emphasis is on good team-working to ensure patient safety and to reduce errors in the clinical environment. We hope to provide a safe area for learning for all our staff and to give every individual an opportunity to use our services and skills at any time.

Currently the simulation department has a trust postgraduate clinical simulation lead, a simulation officer, a simulation fellow, 3 clinical skills tutors (with undergraduate remit) and administration staff. However, there are many dedicated specialty leads for simulation who run excellent local as well as national courses, and who are contactable through the specialty Unit Training Leads as well as us.

Simulation and skills occur across all five sites of the trust. The main simulation based activity occurs at the St. Mary's site, though there are designated simulation ward areas at Charing Cross and Hammersmith Hospitals. The Queen Charlotte's hospital has the 1st national obstetric only simulation centre. We are especially keen when it comes to running in-situ simulation programmes which have in many cases been running successfully for over a decade.

Foundation Years 1 & 2

This programme covers both skills and simulation. The trainees are required to attend 1 day of each modality per year.

Foundation specific - Doctors' Forum

The Trust runs monthly forums aimed at all doctors below consultant level, both in and out of training. The forums are chaired by the Guardian of Safe Working and are designed to ensure that the working conditions are acceptable. They also provide a platform for doctors to discuss ideas, express opinions and raise concerns as well as a way for senior medical management to engage with junior doctors.

Conference calling facilities are available if doctors are unable to attend in person, dial 14444 from within the trust or 020 3311 4444 from external phones, follow the prompts and enter access code 0184812.

Minutes from the forums are anonymised so doctors can share their opinions openly.

Foundation specific - Educational and clinical supervision

All foundation doctors are assigned an educational supervisor for a full year. This is usually a consultant who you will be working with in your first placement and will fulfil clinical supervisor duties during the first four months. For second and third placement, you will be assigned a clinical supervisor from the specialty. In addition, you will also be assigned a Foundation Training programme Director who you will meet at least twice a year to check you are on track to successfully complete the foundation programme.

Foundation specific - Weekly teaching

Our three main training sites hold weekly teaching for FY1 & FY2 doctors. Clinical case-based teaching such as 'morning report' and 'Friday medical meetings' where trainees have an opportunity to present alongside leading consultants and other senior clinicians, take place weekly on each of our sites. We are also the host for the internationally acclaimed Imperial College Grand Round at Hammersmith and St Mary's hospitals.

St Mary's Hospital and Charing Cross Hospital have bespoke teaching programmes tailored to the foundation curriculum for F1 trainees, with Hammersmith hosting teaching programme for F1 & F2 trainees. We are continually working with our trainees in exploring ways to improve teaching and ensure it is the best it can be.

The programme is delivered by a diverse combination of consultants, registrars and senior multi-professional team members, each bringing a wealth of knowledge from their area of expertise. In recent years these teaching programmes have been brought into alignment to ensure trainees moving between sites cover the same curriculum content. In addition, all F1 trainees are expected to attend a clinical skills training session, a simulation session and communications skills sessions.

Foundation doctors are encouraged to partake in career guidance events. The sessions offer foundation doctors an opportunity to meet with core medical trainees and senior trainees to discuss career opportunities, interview techniques, application process workshops and general career guidance.

Foundation doctors are encouraged to take part in quality improvement (QI) projects and to participate in the Lessons Learnt programme – reviewing serious incidents as a team and discussing actions. This creates awareness of patient safety issues whilst driving quality improvement and enhancing team learning.

London North West University Healthcare NHS Trust

Trust contact details

Northwick Park & St Mark's Hospital

Watford Road,
Harrow,
Middlesex,
HA1 3UJ
Tel: 020 8864 3232

Central Middlesex Hospital

Acton Lane,
Park Royal,
London,
NW10 7NS
Tel: 020 8965 5733

Ealing Hospital

Uxbridge Road,
Southall,
UB1 3HW
Tel: 020 8967 5000

Trust Staff

Northwick Park, St Mark's & Central Middlesex Hospitals

Foundation Training Programme Directors

Dr Gillian Park (Emergency Medicine Consultant)
Dr Richard Nicholl (Consultant Neonatologist)

Director of Medical Education

Dr Bhanu Williams

Clinical Tutor

Dr Daniel McCrea (Central Middlesex)

Associate Directors of Medical Education

Dr Ashiya Ali, Mr Arvind Singh, Mrs Naila Kamal

Medical Education Manager

Mrs Sandy Thompson

Postgraduate Centre Manager

Mr Sachin Trivedi

Postgraduate, Foundation and Simulation Administrators

Mrs Rekha Kerai, Mrs Dipti Khatri

Ealing Hospital

Foundation Training Programme Directors

Mr Tushar Agarwal, Dr Gurjinder Sandhu (F1)
Mr Paul Baghla, Dr Arabinda Pal (F2)

Director of Medical Education

Dr Jayantha Arnold

Postgraduate Tutor

Dr Mary Cummins

Medical Education Manager

Mrs Barbara O'Doherty

Assistant Education Services Manager

Ms Brenda Charles

Postgraduate and Foundation Administrators

Mrs Aarthi Paulton, Mrs Aradhana Kant

Facilities - Postgraduate Centre (Location and resources)

The Postgraduate Centre for Northwick Park and St Mark's Hospitals is located on the St Mark's side of the Northwick Park site, closest to Northwick Park tube station. PGME facilities on the site include two large lecture theatres and nine seminar/meeting/skills training rooms. The centre also has a newly equipped simulation training suite. The Trust's main library and the Dental Education Centre are nearby. Postgraduate offices are located on the main PGME corridor, with an open door policy and friendly supportive staff to provide advice, guidance and Foundation programme expertise. The Director of Medical Education, Foundation Training Programme Directors and other educational leads can be contacted by the PGME department staff. The PGME facilities at Central Middlesex Hospital, comprising of a lecture theatre and two seminar rooms, are managed centrally by Northwick Park's PGME department. The Central Middlesex Library and a clinical staff training facility will soon be relocated to an area adjacent to the site's PGME office, which will in future accommodate research, clinical training and cross-site PGME staff.

Ealing Hospital

The Postgraduate Centre is centrally located in Ealing Hospital and offers seminar room and lecture theatre facilities which are adjacent to the library. Postgraduate and Undergraduate staff offices are located in the centre, with an open door policy and friendly supportive staff to provide advice, guidance and Foundation programme expertise. The Director of Medical Education, Foundation Training Programme Directors and other educational leads can be contacted via the PGME department staff. The Centre has comfortable seating and kitchen facilities and provides a welcoming meeting place for Foundation trainees.

Facilities - Accommodation (Info about pricing, location etc)

On-site staff housing at Northwick Park and St Mark's Hospital is in:

Northwick Park Village,
London,
HA1 3GX.

Accommodation is provided by Network Homes
Tel: 020 8782 4880

www.networkhomes.org.uk

Ealing Hospital

Ealing Hospital's on-site staff housing for long and short term rent is in high demand. For enquiries regarding facilities, availability, rates and further information, please contact: Maria Hassell, Facilities Office on 020 8967 5161 or e-mail

LNWH-tr.ealingaccommodation@nhs.net

Social activities

The Doctors mess arranges a very active social programme.

Library facilities

Both the Northwick Park and Central Middlesex Libraries are located near their hospital's Postgraduate Centre. The knowledgeable cross-site library team is friendly and helpful; one-to-one search training on electronic resource databases can be arranged on request. The Northwick Park Library has an extensive collection of sixteen thousand books to support staff's education, training and research needs. The service is a first resort library for books and journals in the London area. Library services include:

- Access to the Trust's wide range of educational resources
- Borrowing books and print journals
- Access to electronic books, journals and resources using an NHS Open Athens login
- Printing, photocopying and scanning
- Inter-library loans
- Computer workstations

Opening hours:

Northwick Park: Monday – Friday 9am to 6pm

Central Middlesex: Monday – Friday 9am – 5pm

Ealing Hospital

Located within the Postgraduate Centre, the library aims to support staff's education, training and research needs. The knowledgeable library team is friendly and helpful; one-to-one search training on electronic resource databases can be arranged on request. Services include:

- Access to the Trust's wide range of educational resources
- Borrowing books and print journals
- Access to electronic books, journals and resources using an NHS Open Athens login
- Printing, photocopying and scanning

- Inter-library loans
- Computer workstations

Opening hours:

Staffed Monday – Friday 9am to 5pm

24/7 out of hours access via swipe card can be arranged by library staff on request.

I.T facilities

Junior Doctors have access to Trust computers with internet connections on wards and there are workstation hubs in the libraries. Wi-Fi access is available in the hospital. At Ealing hospital, the Postgraduate Centre is wireless enabled and laptops are available for use within this area.

Other facilities (recreational or otherwise)

Shopping/refreshments on Northwick Park site: Marks and Spencer Simply Food, WH Smith, hairdressers, dry cleaning and laundry service, mobile phone accessories, repairs & top-ups, friends shop (cards, soft toys, small gifts), Adam's Apple Greengrocers, Costa Coffee, Subway sandwiches and salads, Wellspring restaurant, St Mark's tea bar (hot and cold food & drinks), Premier Coffee (Hot and cold food and drinks, located outside A&E entrance), Market traders (market stall changes daily).

Central Middlesex has a WH Smith, a restaurant and a café serving hot and cold snacks and drinks, employee assistance programme: The Trust's employee assistance programme provides access to independent confidential advice, information and specialist support for staff and immediate family. Examples of areas covered by the programme include relationships, childcare support, debt, stress/anxiety, bereavement and financial, legal or tax information. The service operates a free 24 hour confidential support helpline with access to experienced therapists and advisors. There is also an online health portal.

Ealing Hospital has: WH Smith, Market Traders (local traders' market stall), Costa Coffee, Wellspring restaurant, Friends café, Employee assistance programme, an online health portal.

Staff benefits:

Savings of at least 25% are available on new bikes ordered through the Trust's Cycle to Work scheme and a salary deduction car lease scheme. Discounts on food, goods and services are available through NHS discounts and related schemes.

Transport links

Northwick Park and St Mark's nearest stations are: Northwick Park on the Metropolitan line (short walk from the hospital)

Kenton station on the Bakerloo and London Overground (fifteen minute walk from the hospital)

Bus routes: 186, 223, 483, H9, H10 and H14 enter the hospital grounds. 182 stops a short distance away on Watford road. Bus routes H18 and H19 serve Northwick Park station and routes 114 and 183 stop on Kenton road, about a 10 minute walk from the hospital.

There are good connections to central London. The average journey time between Northwick Park and Baker Street is 20 minutes.

Central Middlesex Hospital's nearest tube stations are: Harlesden on the Bakerloo and London Overground lines, North Acton on the central line, Park Royal on the Piccadilly line.

Buses which serve Central Middlesex Hospital include the 187, 224, 226, 228, 260, 440 and the 487.

Ealing Hospital's nearest stations are: Ealing Broadway on the Central and District lines. Boston Manor, Northfields and South Ealing stations on the Piccadilly line. Southall station on Great Western Railway and Transport for London Rail.

Ealing Hospital is served by a number of buses, including the 92, 195, 207, 282, 427, 483 and the 607.

Local amenities/attractions

Northwick Park and St Mark's Hospital

Local attractions include Wembley stadium and the London Designer Outlet in Wembley Park with up to 70% off RRP, a nine screen Cineworld (3D and motion technology) and twenty restaurants.

Restaurants in Harrow and Kenton offer a variety of cuisines such as Indo-Chinese fusion, Indian, Vegetarian, European, British, Chinese, Middle Eastern, Afghani, Turkish and Italian. The Harrow and Kenton area has a wide range of parks and recreation grounds with sports facilities including cricket and football pitches, tennis and basketball courts. Two golf courses are within ten minutes of Northwick Park hospital. Harrow's local history museum is set in historic grounds with a 14th century moated manor house. Grym's Dyke, W.S Gilbert's blue plaque home, is now the Harrow Weald hotel, a venue for Gilbert and Sullivan performances. The hotel offers affordable menus and the chance to enjoy its English Heritage house's common rooms and extensive gardens. London's only motorcycle museum is nearby in Greenford with 170 machines on display. The biker's classic Ace Café near the North Circular exit for Central Middlesex Hospital, is a colourful local landmark which hosts regular bike and car meets and music gigs.

Ealing's thriving multicultural community offers a diverse choice of restaurants and cafes together with busy high streets and shopping centres. The borough has a range of sports and leisure centres as well as outdoor sports grounds. A Parkrun in Northala Fields is held every Saturday morning. Ealing parks' programmes include carnivals and fairs, music, comedy and beer festivals, wildlife discovery and bird

watch days. Pitshanger Manor and Gallery are located in Ealing's Walpole Park, with the National Trust's Osterley Park and House further afield.

Parking arrangements

Parking permit applications are included in starter packs from HR Recruitment Services; payment can be deducted from monthly salary. There is also a low frequency permit option. Permit applications are assessed on an individual basis. The Trust email address for parking queries is

LNWH-tr.NPHCarpark@nhs.net

Accolades/achievements of the trust

The trust has the 10th lowest summary Hospital-level mortality indicator rate in the country as of autumn 2019. The Trust's A&E services are the most improved in London and the third most improved in the country over the last two years. The Trust's hospital pharmacy is the first in the country to introduce bilingual medication labels. In partnership with Macmillan Cancer Support, the Trust employed the UK's first hospital based end-of-life Assistant practitioners in 2018. This year, the Trust has been shortlisted for Health Service Journal Awards for. Ealing Hospital's heart failure lounge. A new e-Portering app for A&E staff to book a porter on their mobile phone.

Any additional information

London North West University Healthcare Trust (LNWH) is one of the largest integrated healthcare trusts in the country, providing hospital and community services to the people of Brent, Ealing, Harrow and beyond. Our team of more than 8,000 clinical and support staff serve a diverse population of approximately one million people. More than 1,000 patients a day seen in the Trust's two emergency departments and three urgent care centres. Research and Development department supports more than one hundred studies across a wide range of clinical specialties with more than 5,000 patients taking part in clinical trials each year. St Mark's is a national specialist hospital for colorectal diseases and intestinal failure and an internationally recognised Centre of Excellence for digestive endoscopy. The Trust is a regional centre of specialist expertise for Oral and Maxillofacial Surgery. The Trust is a regional major vascular and interventional radiology centre providing 24/7 emergency services. Northwick Park's Hyper Acute Stroke Unit was top-rated 10/10 by the Royal College of Physicians national audit.

The Trust's regional Hyperacute Rehabilitation Unit is one of only three in the UK, providing specialist tertiary service for medically unstable patients with severe complex physical disabilities, often following brain or spinal cord injury. Northwick Park's children's ward cares for 3,500 children and young people each

year and our maternity services deliver more than 4,500 babies every year.

Ealing hospital is a university teaching hospital, in recognition of the important role we play in training clinicians of the future and bringing the benefits of research to the public. We provide specialist palliative care at Meadow House Hospice, one of London's first NHS hospices. Our acute hospital services run at Northwick Park, Ealing, St Mark's and Central Middlesex hospitals. Ealing Hospital is a busy district general hospital providing a range of clinical services, as well as a 24/7 emergency department and urgent care centre.

Foundation specific - Induction/shadowing arrangements

Induction is delivered at the Northwick Park site, with local department induction arranged at intervals for trainees on a Central Middlesex block in their Medicine rota. Incoming FY1 trainees undertake two days' induction and two days' shadowing. FY2 trainees attend a half-day induction programme. All new starters undertake mandatory online Core Skills training.

Ealing's Foundation induction and shadowing arrangements include two days' shadowing and an induction programme across a day and a half for incoming FY1 trainees. FY2 trainees attend a half-day induction programme. All new starters undertake mandatory Clinical Skills Training.

Foundation specific – tasters

Foundation doctors are encouraged to arrange taster sessions in a specialty of interest to them, up to a maximum of five days. Tasters may be done on any of the Trust's hospital sites. If the specialty is not available at the Trust, a taster in another hospital will be considered. Tasters should be arranged locally by the trainee at a time agreed with both the department where their post is based and the proposed Taster specialty. Details of contacts in each specialty are available from the Foundation Administrators and Medical Education Manager.

Foundation specific – simulation

All Foundation trainees undertake Simulation Training at Northwick Park in line with Foundation curriculum requirements.

Foundation Doctor forums

The Guardians of Safe Working Hours and Directors of Medical Education organise regular Junior Doctors Forums to:

- Receive feedback on rota or training issues and exception reporting.
- Support and advise trainees when there are issues around hours and safe working practices or other concerns

- Advise trainees on responsibilities and recent or upcoming national changes relating to junior doctor' contracts.

Foundation specific - educational and clinical supervision

Each Foundation doctor is allocated an Educational Supervisor who will oversee their development and progress across their year in the Trust as they rotate through placements. The Educational Supervisor is usually a consultant the trainee works with in their first post. Trainees are also assigned a consultant Clinical Supervisor for each four month placement.

Foundation specific - teaching programme

Foundation weekly protected teaching takes place on Tuesday and Friday afternoons for FY1s and FY2s together. Trainees on a Central Middlesex block can access teaching sessions at Northwick via video-link. Departmental teaching is scheduled locally by the specialty; a multidisciplinary teaching Grand Round is scheduled on Thursday afternoons. Foundation doctors undertake ALS training and prescribing training and assessment in their F1 year.

Foundation specific - any additional information

Northwick Park/St Mark's/Central Middlesex has 40 FY1 and 42 FY2 trainees. Ealing has 36 FY1 and 39 FY2 trainees. Posts are mainly based on the Northwick Park/St Mark's site with the exception of community posts and a few medicine posts where trainees work with central Middlesex consultants for a block of time before rotating to acute medicine at Northwick Park. Placements include a variety of Medicine, Surgery, Paediatrics, A&E, Psychiatry and GP posts, each lasting four months. In August, Foundation Doctors elect trainee representatives for their F1 and F2 years. Reps are responsible for:

- Gathering feedback from Foundation doctors in their hospital
- Acting as a contact point for Foundation trainees
- Flagging concerns to Foundation Training Programme Directors, local faculty groups and specialty education leads
- Working with specialties to address issues raised
- Attending faculty, Foundation school and trainee forum meetings.
- A pilot programme for FY1 trainees who wish to be allocated a Registrar mentor started in August 2019 and will be evaluated in spring of 2020.

Stewart House
32 Russell Square
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Tel: 020 7866 3216