TPD Development Session - Rotations

13th December 2022

TPD Development Sessions

Session 1 – Recruitment

Session 2 – Rotations

Session 3 – Programme Management

Session 4 – ARCPs

Session 5 – Trainees Requiring Additional Support

Get the most out of this session

➢ **Share good practice**

➢ **Questions will be answered at the end of the session**

➢ **Use the chat to raise questions during the presentation**

Agenda

10 mins	Continuing the journey from recruitment
10 mins	If you fail to plan, you plan to fail
5 mins	Code of Practice and KPIs
5 mins	Pop quiz!
5 mins	Latest Updates + Q&A

DELETE? Recruitment has ended and offers have gone out

UPDATE!

New Trainees – Round 1 Recruitment

Round 1 – CT1/ST1 and Run Through (for August to December 2022 start)	
Indicative Post Information	Monday 18 October 2021
Definitive Post Information	TBC
Vacancies published	By 5pm Tuesday 2 November 2021
Applications open	At 10am Thursday 4 November 2021
Applications close	At 4pm Wednesday 1 December 2021
Interview window	Tuesday 4 January to Friday 18 March 2022
Initial offers released by	By 5pm Thursday 24 March 2022
Hold deadline	At 1pm on Tuesday 5 April 2022
Upgrade deadline	At 4pm on Monday 11 April 2022
Hierarchal deadline	At 4pm on Tuesday 12 April 2022
Paperwork deadline	Tuesday 19 April 2022

HET receive the new trainee information

UPDATE!

New Trainees – Round 2 Recruitment

Round 2 – ST3/ST4+ (for August to December 2022 start)	
Vacancies published	By 5pm Tuesday 16 November 2021
Applications open	At 10am Thursday 18 November 2021
Applications close	At 4pm Thursday 9 December 2021
Interview window	Tuesday 4 January to Thursday 14 April 2022
Initial offers released by	By 5pm Thursday 21 April 2022
Hold deadline	At 1pm on Tuesday 3 May 2022
Upgrade deadline	At 1pm on Wednesday 4 May 2022
Hierarchal deadline	At 4pm on Wednesday 4 May 2022
Paperwork deadline	Friday 6 May 2022

HET receive the new trainee information

Transfer of Information (TOI)

16+ weeks	16 weeks	16 weeks	15 weeks	12 weeks
• National Recruitment Team	• Local Recruitment Team	• Trainee Management Team	• TPDs	• Trust

2023 Rotation Dates

Deadlines / Rotation	TPD 15 weeks	TIS Upload 14 weeks	Officer 13 weeks+2 days	SA 13 weeks	OM 12 weeks+2 days	Publication & Oriel Pack Release 12 weeks – CoP
January 04/01/23	20/09/22	27/09/22	30/09/22	04/10/22	07/10/22	11/10/22
February 01/02/23	18/10/22	25/10/22	28/10/22	01/11/22	04/11/22	08/11/22
March 01/03/23 & 06/03/23	15/11/22 18/11/22	22/11/22 25/11/22	25/11/22 30/11/22	29/11//22 02/12/22	02/12/22 07/12/22	06/12/22 09/12/22
April * 05/04/23	29/11/22	06/12/22	09/12/22	13/12/22	16/12/22	10/01/23
May 03/05/23	17/01/23	24/01/23	27/01/23	31/01/23	03/02/23	07/02/23
June 07/06/23	21/02/23	28/02/23	03/03/23	07/03/23	10/03/23	14/03/23
July 05/07/23	21/03/23	28/03/23	31/03/23	04/04/23	06/04/23	11/04/23
August * 02/08/23	18/04/23	25/04/23	28/04/23	03/05/23	05/05/23	09/05/23
September * 04/09/23 & 06/09/23	19/05/23 23/05/23	26/05/23 30/05/23	31/05/23 02/06/23	02/06/23 06/06/23	07/06/23 09/06/23	09/06/23 13/06/23
October 04/10/23	20/06/23	27/06/23	30/06/23	04/07/23	07/07/23	11/07/23
November 01/11/23	18/07/23	25/07/23	28/07/23	01/08/23	04/08/23	08/08/23
December 06/12/23	22/08/23	29/08/23	01/09/23	05/09/23	08/09/23	12/09/23

Help us to help you

- Specialty Officer will remind you of upcoming deadlines
- Recruiting to post level is advised
- Tell us if you are struggling to meet a deadline
- Tell us if there is additional information that you need
- Tell us if you are making a change after submitting the grid to us
- Build a strong working relationship with your specialty Officer

- If you tell us, we can plan
- Officers often work on multiple rotations at a time so late grids can have a knock on effect on other rotations

Where to start?

POST
ESTABLISHMENT

TRAINEE
ESTABLISHMENT

When planning rotations, take into consideration…

Recruitment numbers	Trainees on an extension	Inter-Deanery Transfers
Deferrals	Academic trainees	Less than full time
Out of Programme	Parental leavers and returners	Period of Grace
Acting up	Trainees requiring additional support	Long term sick leave

Minimum data set for all grids

1. First name
2. Surname
3. GMC number
4. National Post Numbers (NPNs)
5. Specialty & Sub-specialty if applicable
6. Site
7. Start date
8. End date
9. Grade
10. WTE

10 is the magic number

IS THIS UP TO DATE?

Dr Holds are by exception

	Category	Description	DR ************** HOLD	DR ************* RECRUIT
HEE CoP Exceptions	Education	Where educational reasons might require specific training locations– used for example when ARCP outcome(s) are awaited or pending a successful exam result	HOLD-EDUCATION	
	Quality	Where quality concerns may result in a post being removed or suspended – used for example when the outcome of a quality visit is not yet known	HOLD-QUALITY	
	IDT	Where a post has been ring-fenced for a trainee who may be transferred via the national Inter-Deanery Transfer process	HOLD-IDT	
	Foundation Reserve	Where a post is ring-fenced for potential reserve list applicant(s)	HOLD-FND-RESERVE	RECRUIT-FND-RESERVE
	Late Recruitment	Where the outcome of a recruitment round is not yet known, due to it taking place late, in relation to a rotation date, or where late recycling of offers is still taking place	HOLD-RECRUIT-DELAY	
HEE CoP Breaches	Internal delay	Where the TPD and/or HET require more time to work through placement queries and update TIS	HOLD-INTERNAL	
Vacancy Management	Programme Vacancy	Where there are simply vacancies within the programme, due to regular programme occurrences, e.g., vacancies left following recruitment, programme balance etc.		RECRUIT-VACANCY

Rotations Checklists

Rotations ADMIN CHECKLIST

Please run through this checklist with your Officer frequently in the run up to a rotation. Please ensure that you allocate enough time to complete all your tasks by the given deadline.

TOI
- Work with the Officer in resolving new starter validation errors

DATA INPUTTING
- Work with the Officer to input placement data for trainees onto TIS via rotor tool ensuring all trainees have been placed
- Work with the Officer to resolve any new starter validation errors
- Complete sign off tracker

DATA VALIDATION
- Works alongside the Officer to correct any errors that are flagged
- Every error must be checked and corrected; where you are unable to fix an error please escalate to your SA for support

LASE ERRORS
- Dr Hold in Current Placement
- ESR Interface Error
- Established Post with an OOP
- Placement Type
- HET Post Validation Error
- Placement has Erroneous Grade
- Placement-End before Start
- Placements with No/Erroneous WTE
- Post Assigned to Programme but not rotation
- Post has overlapping placements
- Programme Dates Validation Error
- Trainee Assigned to Programme but not rotation
- Trainee has Overlaps or Gaps in Placement
- Trainee Has Placement in Another Region
- Trainee Out of Post

- Trainee Will be Out of Post Within 13 Weeks

TROG ERRORS
- Absence Post Not Covered
- Dr Hold After 12 Weeks
- Duplicate/Overlapping Placements
- Grade-Curriculum Mismatch
- Placement Beyond Programme End Date
- Placement Exists After Post Funding End Date
- Placement-Rotation Dates Mismatch
- Post Not Occupied Throughout Rotation
- Slot Share/WTE Error
- TIS ESR Interface - Mandatory Fields Missing

- Are there any issues you are unable to fix? Escalate to your Officer

BEFORE PUBLICATION
- Has all trainee data been input including last minute changes from the TPD?
- Has the correct Dr Hold been used for any vacant posts?
- Have all the validation errors been cleared?
- Are there any outstanding issues? Escalate to the specialty Officer

AFTER PUBLICATION
- Ensure changes are updated on TIS and the change form has been completed

NEW STARTER COMMS
- Chase new starters who have not responded

Rotations OFFICER CHECKLIST

Please run through this checklist with your OM frequently in the run up to a rotation. Please ensure that you have planned enough resource to complete the rotations by the given deadlines.

TOI
- Send TPDs the TOI timeline in advance
- Forwarded the new starter information to the relevant TPD for the rotation/scheme
- Send the academic trainee information to the academic TPD and HDSF/SD/AD
- Is preferencing required? If completed through Oriel liaised with Recruitment. If completed locally, agree a process and set deadlines
- Signed off the school new starter letter with your SA

TPD ROTATION GRIDS
- Ensure rotation grid have been sent to TPDs
- Regular comms & support to TPDs on rotation progress and deadlines. If the TPD is likely to breach their 15-week deadline, flag this with the OM immediately
- Inform TPD of unplaced trainees
- Finalise allocations with TPD
- Highlight to OM any missing grids

DATA INPUTTING
- Complete TOI Upload spreadsheet
- Work with the Admin to input placement data for trainees onto TIS via rotor tool
- Work with the Admin to resolve any new starter validation errors
- Ensure all ARCP extensions been placed

DATA VALIDATION
- Work through validation errors daily with SA, and rectify them, escalating up to TPD if necessary

LASE CRITICAL ERRORS
- Placement-End before Start
- Trainee out of post
- Trainee Will be Out of Post Within 13 Weeks

TROG CRITICAL ERRORS
- Dr Hold After 12 Weeks: Ensure Dr Hold placements are converted to correct placements (either Dr Recruit or trainee). Escalate any exceptions to OM
- Placement-Rotation Dates Mismatch
- Post Not Occupied Throughout Rotation

- Are there any issues? Escalate to specialty OM

BEFORE PUBLICATION
- Ensure every post has a trainee of Dr Hold (do not convert Dr Holds to recruit vacancy until all trainees have been placed)
- Once vacancies have been confirmed enter "Recruit vacancy" into empty posts on TIS
- Complete sign off tracker

AFTER PUBLICATION
- Continue to be worked through data validation errors daily
- Ensure any changes after the publication date (e.g. resignation / parental leave) are communicated manually via specialty mailbox and post 12-week change form completed

NEW STARTER COMMS
- Work with Admin to chase new starters who have not responded

Rotations OM CHECKLIST

Please run through this checklist frequently in the run up to a rotation, ensuring enough resource has been allocated to complete the rotations by the given deadlines.

TOI
- Has the Officer sent the TOI information to the relevant TPD?
- Are there any academic trainees? If so, has the Officer sent the information to the academic TPD?
- If sub-preferencing is required, has this been completed by the Officer?
- Check the rotations sign off tracker to ensure all Admin, SA and Officer tasks have been signed off
- Are there any issues? Escalate to specialty SDM

DATA INPUTTING
- Have all the grids been received from the TPDs and the sign off tracker updated?
- Where grids haven't been received, has this been escalated to HOS, specialty SDM and rotation OM?
- Did the team use rotor tool?
- Has all the data been uploaded to TIS and the sign off tracker been updated?
- Have academic and military trainees been put into in addition posts?
- Have all LTFT trainees been placed in a slot share?
- Have all trainees been put in post?
- Are there any vacant posts?
- Have any ARCP extensions been placed?
- Are there any issues? Escalate to specialty SDM

DATA VALIDATION
- Have you reviewed the LaSE and TRoG validation report?
- Have you reviewed the All Trust Grid?
- Are there any issues? Escalate to specialty SDM

TROG ERRORS
- Absence Post Not Covered
- Dr Hold After 12 Weeks
- Duplicate/Overlapping Placements
- Grade-Curriculum Mismatch
- Placement Beyond Programme End Date
- Placement Exists After Post Funding End Date
- Placement-Rotation Dates Mismatch
- Post Not Occupied Throughout Rotation
- Slot Share/WTE Error
- TIS ESR Interface - Mandatory Fields Missing

- Are there any issues you are unable to fix? Escalate to your Officer

LASE VALIDATION ERRORS
- Are there any trainee out of post or out of post in 13 weeks? Do you have a plan to correct these errors?
- Have all the data validation errors been cleared

- Are there any issues you are unable to fix? Escalate to your Officer

BEFORE PUBLICATION
- Has all trainee data been input or correct Dr Hold used?
- Have all the validation errors been cleared?
- Are there any outstanding issues?
- Has the rotations sign off tracker been updated?
- Are there any issues? Escalate to specialty SDM

NEW STARTER COMMS
- Have the school specific new starter comms been sent?

✓Every trainee must have a post

✓Every post must be filled or released as a vacancy

Information transfers

- 12 weeks → Employer's portal

- 12 weeks → Oriel 2 pack release

- 11 weeks → New to the NHS data

- 10 weeks → ESR

Oriel 2 Updates

- Oriel pack release will take place on publication days

- This includes the entire application form and any references that have been submitted (HEE does not check references, this is the responsibility of the employer)

- NEW – Trainees new to the NHS data will now be shared with Trusts via the employer's portal detailing trainees who have not previously worked in the NHS

Making Changes after publication
By exception only

- If you absolutely need to make a change to the rotation, you need to let us know of each change ASAP via the change request form

- 12 to 6 weeks before the rotations = HoS sign off

- 6 weeks or less before the rotation = HoS and Dean sign off

Rotation Change Requests ▼

Rotation Change Request Form

This form should be completed for every change made to a trainee placement once the 12-week CoP deadline has passed. A change constitutes any amendment to a trainee placement which will result in a trust needing to make changes to a work schedule and/or the contract. Please note that HoS approval needs to be sought prior to TPDs submitting the change form. HoS will only approve changes after the 12-week deadline on exceptional grounds, to ensure breaches to the CoP are minimised.

Code of Practice (CoP)

- HET has to adhere to the NHS Code of Practice rules and therefore has strict deadlines to meet. These deadlines are now part of the [Junior Doctors Contract Terms and Conditions](#).

- HET compliance
  - 12 weeks to start date → Provide information to employers

- Trust compliance
  - 8 weeks → generic rota
  - 6 weeks → duty roster

Code of Practice (CoP)

UPDATE or NO?

Code of Practice - National Summary
August 2021, September 2021, October 2021

Select Reporting Period
(Multiple values)

Total Placements - 58,489

Local Office

Post 12 Week Changes - 10,908

	Compliant at 12 weeks	Compliant at 10 Weeks	Compliant at 8 Weeks	Non-Compliant
Null	14.84%	18.17%	9.77%	57.23%
Health Education England East Midlands	70.29%	13.23%	6.02%	10.46%
Health Education England East of England	73.45%	10.31%	5.95%	10.29%
Health Education England Kent, Surrey and Sussex	74.08%	15.20%	3.99%	6.72%
Health Education England North Central and East London	77.94%	12.24%	5.83%	3.98%
Health Education England North East	67.89%	18.14%	3.25%	10.72%
Health Education England North West	59.61%	11.33%	4.27%	24.78%
Health Education England North West London	79.30%	12.88%	3.37%	4.46%
Health Education England South London	80.52%	10.66%	4.47%	4.34%
Health Education England South West	77.86%	13.56%	2.92%	5.66%
Health Education England Thames Valley	60.57%	17.61%	6.48%	15.33%
Health Education England Wessex	78.96%	12.98%	1.10%	6.96%
Health Education England West Midlands	62.28%	20.30%	5.27%	12.15%
Health Education England Yorkshire and the Humber	68.67%	7.57%	6.76%	17.00%
Grand Total	69.40%	13.28%	4.86%	12.46%

StartDateChange	1,026
EndDateChange	3,103
PostChange	2,773
SiteChange	2,529
SiteTrustChange	3,971
PlacementTypeChange	453
SpecialtyChange	1,007
GradeChange	1,917
WTEChange	1,524

Difference between HET established post and trust funded post

INSERT TEXT HERE

We work with partners to plan, recruit, educate and train the health workforce.

Pop Quiz!

Grab your phone!

General Updates

➢ All TPDs now have read only access to TIS

UPDATE!

➢ Employer's Portal ➡ <mark>Tableau (still waiting …)</mark>

What this means for Trusts:

- They have greater control over their data and can manage their data and filter as required
- The information they see will come directly from TIS without 'the middleman' which is the current process

Developments
- Placement comments

Upcoming Sessions

Session 3 – Programme Management

Wednesday 25th January 2023 (14:00 – 16:00)

Covering a range of areas that make this challenging, includes OOPs, LTFT, events (regional training days, STCs, school boards), finance

Session 4 – ARCPs

Thursday 9th February 2023 (14:00 - 15:00)

How the process works and HET/TPD responsibilities (who does what)

Session 5 – Trainees in Difficulty

Friday 3rd March 2023 (10:00 - 11:00)

The process and support available when a trainee is not progressing satisfactorily with their programme