

Rotations Overview

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Agenda

- TPD grids
 - Minimum level of information required when submitting grids
 - Importance of deadlines
 - What does publication mean
- The change process for rotation information
 - Where to find the form
 - The approval processes
 - The importance of not making changes

Minimum level of information required when submitting grids

- Trainee first name, surname and GMC number
- Details of the post trainee is going into including NPN, trust and site
- Trainees on parental leave and on OOP if they leave/return during the rotation
- Trainees on long-term sick leave to ensure post available on their return
- Trainees requiring extension to training

Importance of deadlines

- Once we receive rotation information, the specialty Officer and Administrator imports the information into TIS.
- If a trainee does not have a post, the specialty officer/administrator will have to go back to the TPD for queries.
- Data is then validated
 - every trainee must have a post incl OOP/mat/sick leave
 - every post must have something in it, e.g. a trainee; Recruit Vacancy; Dr Hold
- Once validation is complete, each rotation has to be signed off ready for publication (12 weeks prior rotation start date)

2021 Rotation Deadlines

August 2021	TPD	Publication	Weeks to rotation date
Existing Trainees	20/04/21	11/05/21	12 weeks
Round 1 (CT1/ST1) Sub-preferencing NOT required	N/A	19/05/21	10 weeks + 4 days
Round 1 (CT1/ST1) Sub-preferencing required	13/05/21	26/05/21	9 weeks + 4 days
Round 2 (ST3/4 & IMY3) Sub-preferencing NOT required	N/A	01/06/21	9 weeks
Round 2 (ST3/4 & IMY3) Sub-preferencing required	25/05/21	08/06/21	8 weeks

Rotation	TPD (15 weeks)	Publication (12 weeks)	8-weeks _{CoP}	6-weeks _{CoP}
September * 01/09/21 & 06/09/21	18/05/21 21/05/21	08/06/21 13/06/21	06/07/21 09/07/21	20/07/21 23/07/21
October 06/10/21	22/06/21	13/07/21	10/08/21	24/08/21
November 03/11/21	20/07/21	10/08/21	07/09/21	21/09/21
December * 01/12/21	17/08/21	07/09/21	05/10/21	19/10/21

* Please note Dental dates differ due to late publication of recruitment information

Publication process

- On publication day, the information becomes available to the HR and Medical Education department through the Employers Portal
- For new starters, the Recruitment pack is published to Trust's
- In publication week, HEE send official notification to trainees confirming their place
- At week 10, the information transfers from TIS over to the Trust ESR (where we publish late this is delayed)

Rotations Change Request form

- National HEE form
- Linked to Code of Practice requirement to provide final trainee placement information to trusts and trainees 12 weeks prior to rotation date.
- Any change to rotations after 12-week deadline, requires HoS/PGD approval.
- Requests will only receive HoS/PGD approval where this is a necessary change.
- Change could be requested by: TPD or HET

Where to find Post 12 week change form

- Currently an online MS form available via link on PGMDE Support Portal:
- <https://lasepgmdesupport.hee.nhs.uk/support/home?trainer>

PGMDE Support Portal

Support home | See all FAQs | Enquiries

Search FAQs

We recommend you use browsers such as Chrome or Firefox to submit application forms and enquiries. Do not use internet explorer as we may not receive your ticket. When you submit a query you should receive an e-mail confirmation. If you do not receive an e-mail confirmation your application/query has not been received.

From now, all responses from the portal will now appear as LasePGMDEsupport.

HOME (LONDON / KEE) > **TRAINER**

Trainer

You'll find information here about all the areas listed below.

Click one of the links below to continue.

Events

Rotation Change Requests

Rotation Change Request Form

This form should be completed for any 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 need to make changes to a work schedule and/or the contract. Please note that HoS approval needs to be sought prior to TPOs 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.

The approval process

- All changes, regardless of the reason, must be recorded on the Rotation Change form.
- If the change request is from the TPD, HET should not complete the form for TPD
- TPD is responsible to seek approval from HOS and PG Dean before making changes
 - HoS approval - any changes to rotation between 12-6 weeks prior to rotation date
 - PG Dean Approval - any change to rotation 12 weeks prior to rotation date which results in Dr Recruit - Vacancy **OR** 6 weeks prior to rotation date
- Specialty Officer to complete change request form for internal changes only (e.g. Dr Holds, mat leave, OOP, delayed recruitment etc)
- Report sent to PG Deans for oversight

The importance of not making changes

- Information recorded on TIS is available to trusts and inaccurate data has huge implications for trusts and trainees including inaccurate pay, change to on-call rotas, change to contracts.

Thank you for listening

Does anyone have any questions?