

#### **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-weekscop	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

<sup>\*</sup> 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)



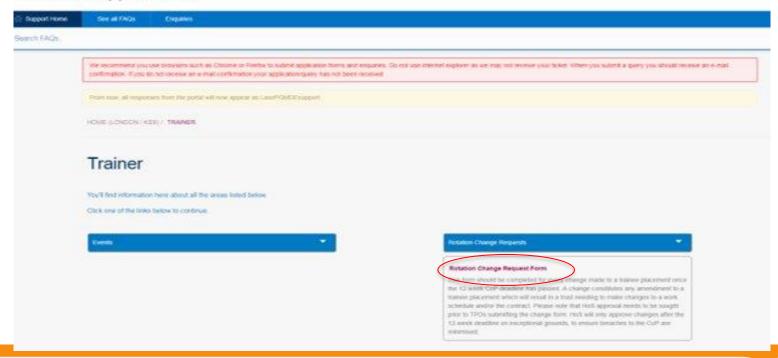
## **Rotations Change Request form**

- 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





## 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?