

Training Programme Directors' Development Day



Rotations, 12 week post change process and TPD grids

Training Session

- TPD grids
 - Minimum level of information required when submitting grids
 - Importance of deadlines
- 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 and surname
- Post going into including NPN, trust and site
- Include mat leave trainees if leaving/returning mid-way through rotation
- Include OOP trainees if leaving/returning mid-way through rotation
- Include long-term sick leave trainees 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)

2020 Rotation deadlines

Rotation Month	TPD Deadline	Officer/ Admin Deadline	SA Deadline	OM Deadline	Publication
January (2020)	24/09/2019	08/10/2019	11/10/2019	14/10/2019	15/10/2019
February (2020)	22/10/2019	05/11/2019	08/11/2019	11/11/2019	12/11/2019
March (2020)	19/11/2019	03/12/2019	06/12/2019	09/12/2019	10/12/2019
April (2020)	27/11/2019	18/12/2019	20/12/2019	23/12/2019	07/01/2020
May (2020)	21/01/2020	04/02/2020	07/02/2020	10/02/2020	11/02/2020
June (2020)	18/02/2020	03/03/2020	06/03/2020	09/03/2020	10/03/2020
July (2020)	17/03/2020	31/03/2020	03/04/2020	06/04/2020	07/04/2020
August (2020)	17/04/2020	01/05/2020	06/05/2020	11/05/2020	12/05/2020
September (2020)	15/05/2020	02/06/2020	05/06/2020	08/06/2020	09/06/2020
October (2020)	23/06/2020	07/07/2020	10/07/2020	13/07/2020	14/07/2020
November (2020)	21/07/2020	04/08/2020	07/08/2020	10/08/2020	11/08/2020
December (2020)	18/08/2020	01/09/2020	04/09/2020	07/09/2020	08/09/2020

* Please note earlier dates due to May Bank Holiday & Christmas/New Year 2019/20

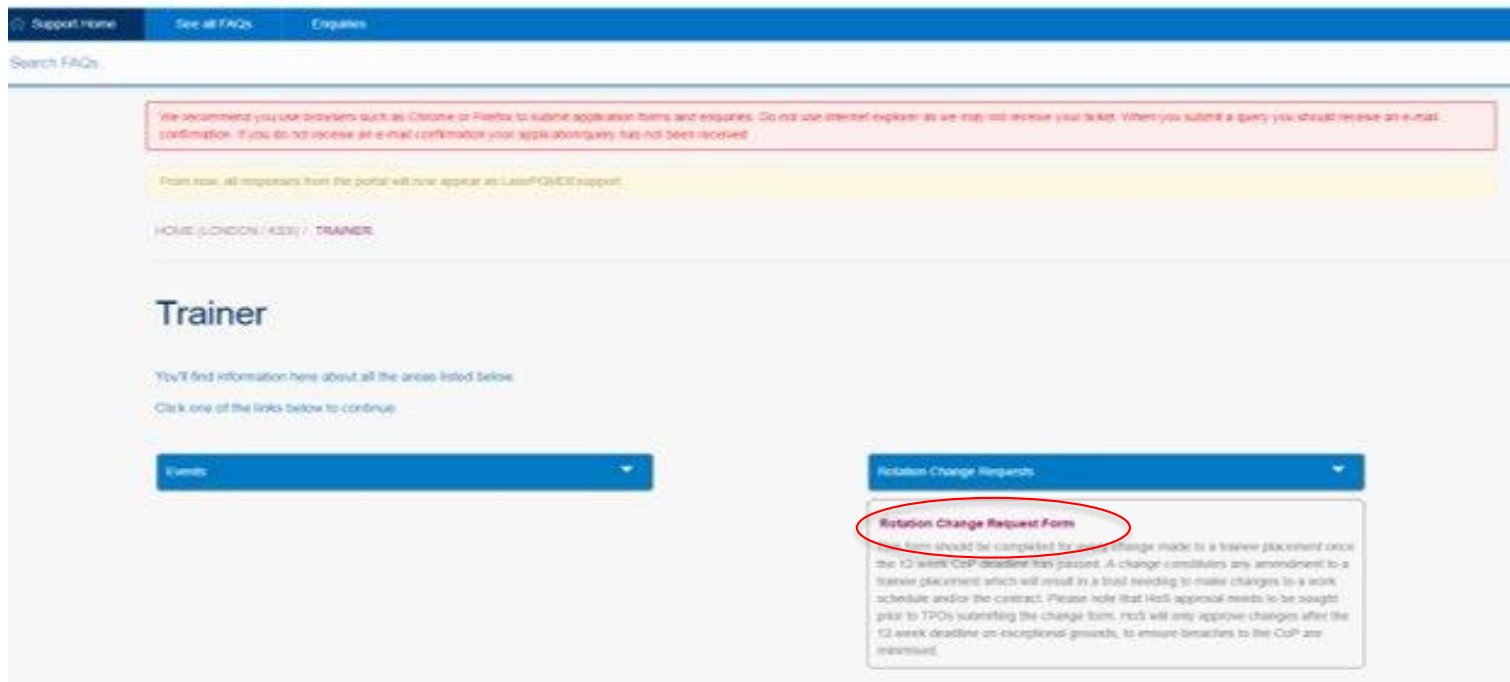
Rotations Change Request form

- National HEE form – introduced in May 2019 for Aug 2019 rotations onwards.
- 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 PSP:
- <https://lasepgmdesupport.hee.nhs.uk/support/home?trainer>

PGMDE Support Portal



The screenshot shows the PGMDE Support Portal interface. At the top, there are navigation links for 'Support home', 'See all FAQs', and 'Enquiries'. Below this is a search bar for FAQs. A red warning box states: '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/enquiry has not been received.' A yellow box below says: 'From now, all responses from the portal will now appear as Lase@PGMDEsupport.' The breadcrumb trail reads 'HOME > LONDON / ASSEY > TRAINER'. The main heading is 'Trainer', with a sub-heading 'You'll find information here about all the areas listed below. Click one of the links below to continue.' There are two dropdown menus: 'Events' and 'Rotation Change Requests'. The 'Rotation Change Requests' dropdown is expanded, showing a link to 'Rotation Change Request Form' which is circled in red. Below this link is a text box explaining that the form should be completed for any change made to a trainee placement once the 12 week 'cup' deadline has passed, and that it constitutes an amendment to a trainee placement which will result in a need to make changes to a work schedule and/or the contract. It also notes that NHS approval needs to be sought prior to TPOs submitting the change form, and that they will only approve changes after the 12 week deadline on exceptional grounds, to ensure breaches to the Cup 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

Approval process cont'd

- Specialty Officer to complete change request form for internal changes only (e.g. Dr Holds, mat leave, OOP 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.