**London School of Intensive Care Medicine (LSICM) Welcome Letter**

Congratulations on your recent appointment to the London Intensive Care Training Programme, starting August 2024.  We are delighted that you are joining our programme.

**ICM CCT trainee registration form**

Please complete the [ICM CCT trainee registration form](https://www.ficm.ac.uk/trainingexamstrainees/onboarding-for-new-icm-cct-trainees) found on the Faculty of Intensive Care Medicine (FICM) [website](https://www.ficm.ac.uk/trainingexamstrainees/onboarding-for-new-icm-cct-trainees) and return the completed form to louise.ma1@nhs.net by **Monday 29 April, 10:00am**. Once received, we can plan your training placements.

Guidance for completing the form

1. Please complete the details carefully before sending to me and ensure that you provide your preferred email address and mobile number. Any errors will see the form returned and will result in a delay in organising your placements.
2. Indicate on the form if you are currently undertaking Higher Specialist Training (HST) with a partner specialty and when you started this, in Part 3 of the form. Do not worry if you cannot fill in the NTN box on the form as this will be allocated later in the process.
3. If you are now a dual trainee, please inform your current programme TPD about your successful ICM recruitment for August 2024 and let me know who your current Dual TPD is and their email address. Please also note as a dual trainee, you should keep **BOTH** specialty TPDs informed of LTFT status and any special leave plans; OOPs, statutory, parental leave etc.
4. Ensure that you fill in **ALL previous experience** as requested on the form – more information is better than less! Break down your core placements, e.g., if you have undertaken 24 months Core Anaesthetics (CAT) with 3 months ICM, put the dates of 21 months Anaesthesia and 3 months ICM. Please do NOT double count posts.
5. Regardless of all your previous ICM experience, you will still need to complete 3 months of whole time equivalent General ICM. This is to provide you time to compile all the necessary evidence to reflect your capabilities in ICM and to complete your stage 1 ICM curriculum sign off.
6. Information relating to special circumstances, geographical requests that are not your home postcode, or any other information relevant to your future ICM placements should be included within the additional information box.

I will sign-off completed forms as TPD and submit them to FICM to continue the onboarding process. We can then start to make provisional plans for your ICM training requirements. **We cannot allocate ANY posts until all registration forms are submitted, so please complete your registration form ASAP.**

**Assigning rotations**

Any preferences that you have will be based on your ranking at National Recruitment and we will consider your region and residence in London as much as possible, ensuring the fairest way of allocating posts. Please note that the London programme is pan-London. All placements in Zone 1 and Zone 2 are deemed suitable for less than 60 mins travel for the majority of trainees. If you are in dual training now, then we will match your placements as much as possible with your dual training location, taking into account post availability and your ranking in London. You will spend a mixture of time in both district general hospital posts and teaching hospital posts.

**London ICM induction day**

A London ICM programme induction day will be held on **11 September 2024,** which is mandatory to attend, unless you are on statutory leave. Further information and a registration link will be shared in due course. You should apply for the appropriate leave asap so that you can attend.

**Training Programme Directors**

 Finally, we work as a team with a named TPD for each of the 3 stages of ICM training:

* Dr. Russ Hewson, TPD for Stage 2
* Dr. Viplaw Shukla, TPD for Stage 3
* Dr. Nish Arulkumaran, Academic TPD

TPD contact details and further information about London training programme can be found on the [London School of Intensive Care Medicine website](https://london.hee.nhs.uk/specialty-schools/intensive-care-medicine).

We look forward to meeting you in August and we will be in contact via email over the next few weeks.

Kind regards,



**Dr Louise Ma**

TPD for Stage 1
London School of Intensive Care Medicine (LSICM)

NHS England