

Caring at its best

University Hospitals of Leicester NHS Trust

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FY1 Doctor

Dear FY1 Doctor

Welcome to Foundation Training at University Hospitals of Leicester NHS Trust

On behalf of the staff working in the Clinical Education Centre, we extend a warm welcome and look forward to meeting you on your induction day. We recognise that it is a transition period for you from being a medical student to a Foundation Doctor. During induction we will provide you information you need, to help you function as a Foundation doctor in our hospitals. If there are any queries related to your training, please feel free to ask your Foundation Training Programme Director.

Shadowing

The shadowing period starts on the Thursday and finishes on the Tuesday preceding the first Wednesday in August. This period is mandatory for all incoming FY1 doctors although International Medical Graduates may be offered additional shadowing.

Before you actually start work with us we will have provided you with the details of who you will be shadowing during the four day shadowing period, along with instructions on how to contact them. We make every effort to ensure that the details we provide you are correct, however, sometimes we find despite our best efforts things may not go to plan. If the details are incorrect please contact your Junior Doctors Administrator to arrange an alternative shadow.

Teaching

Also enclosed, for your information, a copy of the mandatory teaching programme for your first rotation.

Protected teaching is "bleep free" so bleeps should be handed in at the beginning of teaching, though we appreciate not many FY1s are given bleeps anymore. FY1 teaching is held on a Wednesday lunchtimes at 1.00 p.m. in the Clinical Education Centres.

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From Aug 2019 you need to demonstrate minimum of 60 hours of learning per Foundation year. The 60 hours will be made up of 30 hours of face to face training provided by UHL Foundation Teaching Programme and 30 hours of additional CPD activity. It will be the responsibility of the Foundation doctor to maintain a CPD record using HORUS to record evidence. Failure to provide evidence of satisfactory attendance will result in non-standard ARCP outcome and may halt progression.

Should you not be able to attend any of the sessions, you must let the Clinical Education Centre Office know your reasons for absence as soon as possible. It is your responsibility to sign the register of attendance, as retrospective signatures will not be allowed.

Please do not sign for your colleagues at teaching. This is a probity issue and anyone found to be doing this may be reported to the GMC.

ePortfolio

You should engage with the ePortfolio throughout the year as detailed in your Educational Contract. We recommend that you alter your Horus email address if it is still linked to your old University email.

Supervision

You will be aware that the Foundation Year Programme is competency based and that you are responsible for ensuring that you complete the assessments required.

Your Educational Supervisor is there to help you with this process and you should arrange to meet them as soon as possible. It is up to you to arrange a meeting at a mutually convenient time but we suggest you try to do this as soon as possible, **ideally before the end of August.**

Finally, if you have any queries please contact the administrator in the Education Centre on your base site in the first instance, either by email, phone or call in to the Centre.

Kind regards.



Dr Nainal Shah
Lead Foundation Training Programme Director