

Less Than Full Time / Returning to Training – specialty specific resource pack for trainees

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Introduction:

Returning to training (RTT) after more than 3 months can be daunting. Many of the returning trainees opt for less than full time (LTFT) training for category 1 or 2. With the introduction of post-COVID-19 category 3 (Lead in year), the number of RTT going for LTFT training are expected to go up. There is good support available from Health Education England – East Midlands (HEE-EM) when trainees return to the training but there are no resources which are speciality specific or tailored to the trainees returning and transition into LTFT path. The proposed resources would be applicable to all returning trainees into their speciality. The resource pack of information and guidance specifically around the transition into LTFT training would provide additional support to those who have chosen to train LTFT following their return.

This specialty specific resource pack (SERP) is hope to improve communication between the trainee, service, human resource and the rota co-ordinators, to provide information specific to each service in terms of contact for induction, essential for training, additional expected learning, key individuals responsible for the service. The SERPs are developed in collaboration with senior trainees in each of the seven specialities and signed off by Head of Service and the Clinical Education team.

With a resource provided ahead of return to training and plan for LTFT will set out much of what a trainee is required to know. Our aim is that this will improve the transition process for trainees returning to training to going LTFT.

In addition to SERP there is a generic resource pack for LTFT which can be accessed from InSite - <http://insite.xuhl-tr.nhs.uk/homepage/clinical/clinical-education/ltft>

For generic queries – contact LTFT lead for UHL: Dr Nainal Shah (LTFTDoctors@uhl-tr.nhs.uk)



Nainal Shah - Consultant Physician & Geriatrician and LTFT lead



Mark McCarthy – Consultant Vascular Surgeon and Director of Clinical Education

Information for trainees in Anaesthetics

Prepared in collaboration with Dr Jamie McDonald, specialty trainee in anaesthetics & Dr Nicola Hickman, consultant anaesthetist, RCoA Bernard Johnson adviser for LTFT

Before Returning to work	<ul style="list-style-type: none"> • Plan return date with educational supervisor • Ensure rota planner aware • Plan annual leave • Consider adjusted theatre duties/on-call duties and consultant presence during 2 week period of enhance supervision upon return to work • Ensure rota co-ordinators are aware of adjustments
Specific Clinic Days	N/A
Important Contact Information	<p>Junior Doctor Administrator: Sophie Day 07950891324</p> <p>LRI – Head of Service: Dr Neil Flint (likely to change in later part of 2024). Anaesthetics co-ordinator: Lesley Martin. Rota co-ordinator: Dr Kaushik Makam prepares daily rota. On call rotas prepared by each clinical area. College Tutors: Drs Andrew Ling and Dorothea Morfey</p> <ul style="list-style-type: none"> ○ Office Number 0116 258 6766 <p>GGH – Head of Service: Dr Rajani Ammamaneni. Anaesthetic co-ordinator: Susan Bains. Rota co-ordinator: Dr Graziella Isgro. College Tutor: Dr Siti Basar</p> <ul style="list-style-type: none"> ○ Office Number 0116 250 2315 <p>LGH – Head of Service: Dr Jonathon Greiff. Anaesthetic co-ordinator: Tracey Clayton. Rota co-ordinator: Dr Aditi Kelkar. College Tutor: Dr Rupa Jayaraj.</p> <ul style="list-style-type: none"> ○ Office Number 0116 258 4661
Other Important Information	<ul style="list-style-type: none"> • LTFT Lead for Anaesthetics: Dr Nicky Hickman nicola.hickman@emanaesthesia.org.uk

Information for GP trainees working in Acute medicine

Prepared in collaboration with Dr Rachel Armstrong, GP trainee & Dr Nainal Shah, Consultant Physician,
Acute medicine

Before Returning to work	<ul style="list-style-type: none"> • Plan return date with educational supervisor • Ensure rota planner aware • Plan annual leave • Consider adjusted clinic timetables and consultant presence during 2 week period of enhance supervision upon return to work
Specific Clinic Days	<p>Some specialist clinics and meetings only happen on certain days of the week. Therefore in planning LTFT day need to consider which clinics may miss but have educational value. Below are a list of clinics which only occur on one day a week.</p> <ul style="list-style-type: none"> • <i>For GP trainees in Acute Medicine and Stroke Medicine – GPAU sessions are helpful in terms of getting more of an outpatient/ambulatory care experience, GPAU sessions are run daily from 09:00 to 22:00</i> • <i>For Stroke Medicine, TIA clinics run every day, these are often over subscribed but get there early and they are very useful</i>
Important Contact Information	<ul style="list-style-type: none"> ○ Head of Service – Dr Nigel Langford <ul style="list-style-type: none"> ○ Secretary: Mary Young - 01162588793 • Training Program Director <ul style="list-style-type: none"> ○ Dr Laura Taylor – GP tutor for UHL trainees and GP TPD • Rota Planning – <i>For Acute Medicine and Stroke Medicine – Jane Heggs (HR)</i> jan.heggs@uhl-tr.nhs.uk and Jordan Barclay Jordan.barclay@uhl-tr.nhs.uk
Other Important Information	<ul style="list-style-type: none"> • Teaching clinic - There are regular clinics to support work place based competencies for doctors from any grade, which can be booked via Mary Young (mary.young@uhl-tr.nhs.uk)

Information for Diabetes and Endocrinology

Prepared in collaboration with Dr Jolyon Dale, specialist trainee in diabetes & endocrinology

Before Returning to work	<ul style="list-style-type: none"> • Plan return date with educational supervisor • Ensure rota planner aware • Plan annual leave • Consider adjusted clinic timetables and consultant presence during 2-week period of enhance supervision upon return to work • Ensure clinic co-ordinators are aware of adjustments <ul style="list-style-type: none"> ○ Diabetes – Andrea Spooner and Ammarah Mohammed ○ Endocrinology – Mandy Brant and Jane Beazer
Specific Clinic Days	<p>Some specialist clinics and meetings only happen on certain days of the week. Therefore in planning LTFT day need to consider which clinics may miss but have educational value. Below are a list of clinics which only occur on one day a week.</p> <ul style="list-style-type: none"> • Monday <ul style="list-style-type: none"> ○ Metabolic Bone ○ Paediatric Clinic • Tuesday <ul style="list-style-type: none"> ○ Adrenal Clinic • Wednesday <ul style="list-style-type: none"> ○ Joint Surgical Thyroid Clinic ○ Lunchtime endocrine meeting ○ Type 1 Diabetes MDT (3rd & 4th Wednesday) • Thursday <ul style="list-style-type: none"> ○ Diabetic Eye Clinic ○ Menopause Clinic ○ Gynae-Endocrine Clinic ○ Lunchtime meeting - Diabetes ○ Prof Choudhary complex type 1 clinic ○ Type 1 Diabetes MDT (1st and 2nd Thursday) ○ Young Adult / Transition Clinic • Friday <ul style="list-style-type: none"> ○ Pituitary Clinic ○ Lipid Clinic
Important Contact Information	<ul style="list-style-type: none"> ○ Head of Service – Diabetes – Dr Ian Lawrence <ul style="list-style-type: none"> ○ Secretary – Rhian Watts (ext 15402) ○ Head of Service – Endocrinology – Dr Narendra Reddy <ul style="list-style-type: none"> ○ Secretary – Punita Bhandari (ext 15157) • Training Program Director – Dr Shailesh Gohil • Rota Planning Diabetes - Dr Marie-France Kong / Endocrine - Dr Shailesh Gohil

Information for trainees: Geriatric Medicine

Prepared in collaboration with Dr Lahi Satharasinghe, specialty trainee in geriatrics, Dr Elinor Burn,
specialty trainee in geriatrics

Before Returning to work	<ul style="list-style-type: none"> • Plan return date with educational supervisor • Ensure rota planner aware • Plan annual leave • Consider adjusted clinic timetables and consultant presence during 2 week period of enhance supervision upon return to work • Ensure clinic co-ordinators are aware of adjustments <ul style="list-style-type: none"> ○ Contact Consultant leading clinic to inform of attendance
Specific Clinic Days	<p>Some specialist clinics and meetings only happen on certain days of the week. Therefore, in planning LTFT day need to consider which clinics may miss but have educational value. Below are a list of clinics which only occur on one day a week.</p> <ul style="list-style-type: none"> • Monday PM: Dr Richard Wong (Geriatric Medicine) Dr Abhishek Mathur (TILT Table) • Tuesday AM: Dr Abhishek Mathur (Falls LGH) Dr George Ghaly (Falls LGH) Dr Dil Lakhani (Syncope GH) Dr O'Kelly Complex PD - (2nd Tuesday of the month) • Tuesday PM: Dr Dil Lakhani (TILT Table GH) Dr May Htwe (Falls Loughborough) Dr Alex Miodrag (Continence LGH) Dr Sam Cohen (PD LRI) Dr Kate O'Kelly (PD LGH) • Wednesday AM: Dr Irene Hubbard (Falls Melton) Dr James Reid 1st & 3rd (PD Hinckley) • Wednesday PM: Dr Dipti Samani (Continence LGH) Dr Abhishek Mathur (syncope clinic GH) Dr Zahid Zaheer (Falls Coalville) Dr Prity Patel (Falls Mkt Harborough) • Thursday PM: Dr Anand Chunduri (PD LGH)

	<p>Dr James Reid (L'boro PD - week 2 &4)</p> <p>Dr Zahid Zaheer (Falls Hinckley)</p> <p>Dr Desi Kondova (PD LGH)</p> <p>Dr Nicolette Morgan, Catherine Atkins (acting up) 3rd Thu (NOF F/U)</p> <p>• Friday PM:</p> <p>Dr Chris Miller (Domiciliary visits)</p>
Important Contact Information	<ul style="list-style-type: none"> ○ Head of Service – Dr Emily Laithwaite (Emily.laithwaite@uhl-tr.nhs.uk) <ul style="list-style-type: none"> ○ Secretary: Claire Allen (claire.allen@uhl-tr.nhs.uk) ○ Training Program Director – Dr James Reid (james.reid@uhl-tr.nhs.uk) <ul style="list-style-type: none"> ○ Secretary: Ranjan Pattni (ranjan.pattni@uhl-tr.nhs.uk) • Rota Planning – Jan Heggs (jan.heggs@uhl-tr.nhs.uk) Senior Medical HR Officer, Jordan Barclay (jordan.barclay@uhl-tr.nhs.uk)

Information for trainees in Histopathology

Prepared in collaboration with Dr Gabby Matthews & Laura Mandel, specialty trainees in histopathology

Before Returning to work	<ul style="list-style-type: none"> • Plan return date with educational supervisor and TPD • Ensure rota planner aware • Plan annual leave – and inform the above people • Inform HR that you are planning to return LTFT and fill out relevant application forms well in advance (Less Than Full Time Training Health Education England East Midlands (eastmidlandsdeanery.nhs.uk))
Important Contact Information	<ul style="list-style-type: none"> ○ Head of Service – Dr Cathy Richards cathy.richards@uhl-tr.nhs.uk • Training Program Director – Dr Cathy Richards (as above) • Rota Planning – Harsha Pancholi harsha.pancholi@uhl-tr.nhs.uk • LTFT departmental lead – Dr Esme Pointen esme.pointen@uhl-tr.nhs.uk
Specific MDT/ Clinic days	<ul style="list-style-type: none"> • There are no specific training days • MDT attendance is discussed with supervising consultant for that week

Information for trainees in paediatrics

Prepared in collaboration with Dr Louise Ingram, specialty trainee in paediatrics & Dr Helen Bullivent,
Consultant

Before Returning to work	<ul style="list-style-type: none"> Plan return date with educational supervisor – if not yet allocated, contact Dr Sonal Kapoor, RCPCH Tutor for allocation Ensure rota planner, Dr Birendra Rai, and JDA, Shanice Lushiku, are aware Begin to plan annual leave Consider adjusted out of hour rota and/or senior supervision during a period of enhance supervision upon return to work – see SUPPORTT documentation for decision-making tool
Educational activities	<p>Some specialist clinics and meetings only happen on certain days of the week. Therefore in planning LTFT day need to consider which clinics may miss but have educational value. Below are a list of clinics which only occur on one day a week.</p> <ul style="list-style-type: none"> Monday <ul style="list-style-type: none"> Simulation session 1st Monday of the month Respiratory team lunchtime meeting Single Frond Door Registrar joint training last Monday of the month EQUIP (QI meeting) 2ND and 4th of month Respiratory team lunchtime meeting Safeguarding peer review 2nd Monday of the month Regional monthly SHO teaching (alternates with Thursday) Tuesday <ul style="list-style-type: none"> SHO teaching (registrar led) Regional monthly registrar teaching (alternates with Thursday) Wednesday <ul style="list-style-type: none"> Consultant lead departmental teaching Morbidity and Mortality meetings Thursday <ul style="list-style-type: none"> Departmental radiology meeting Regional monthly SHO teaching (alternates with Monday) Regional monthly registrar teaching (alternates with Tuesday) Friday <ul style="list-style-type: none"> Guideline/audit meeting Team lunch <p>Clinics: Clinic dates, times and locations (many general clinics are now conducted in off site hubs). Discuss with ES/CS if you have specific clinic requests, so up to date times can be sought.</p>

Important Contact Information	<ul style="list-style-type: none"> ○ Head of Service – Dr Srini Bandi, Dr Razi Paracha ● Head of School – Dr Joe Fawke ● Training Program Directors <ul style="list-style-type: none"> ○ ST1-3 – Dr Deepa Panjwani ○ ST4-8 – Dr Hemant Bhavsar, Dr Rajiv Mohan ● RCPCH Tutor – Dr Sonal Kapoor ● Rota Planning – Dr Birendra Rai ● UHL Junior Doctor Administrator – Shanice Lushiku
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Information for trainees in radiology

Prepared in collaboration with Dr Heena Chotai & Dr Zainab Afolabi, specialty trainees in radiology

Before Returning to work	<ul style="list-style-type: none"> • Arrange a meeting with your educational supervisor. • Plan a return date with your educational supervisor. <ul style="list-style-type: none"> ○ Complete HEEM, Kaizen and RCR Return to training forms ○ https://www.eastmidlandsdeanery.nhs.uk/trainee/supportt ○ https://www.rcr.ac.uk/exams-training/specialty-training/training-guidance-for-clinical-radiology/clinical-radiology-return-to-training-toolkit/ • Contact Human Resources regarding LTFT training pattern. They will make a bespoke work schedule (jan.heggs@uhl-tr.nhs.uk). • Plan annual leave • Ensure rota planner aware • Consider adjusted timetables and senior/consultant presence during a 2-week period of enhanced supervision upon return to work. <ul style="list-style-type: none"> ○ Particularly relevant for senior trainees. • Ensure co-ordinators are aware of adjustments.
Specific Clinic Days	<ul style="list-style-type: none"> • There are no specific clinic days in radiology • There is an induction at the start of ST1 highlighting plan of the training • We are developing skills days and trainees will be updated by the department when dates are available
Important Contact Information	<ul style="list-style-type: none"> • Head of Service – Neghal Handiyil, Niki Hartley, Aejaz Syed, Indrajeet Das, Ajay Maliyakkal <ul style="list-style-type: none"> ○ Secretary – Multiple. Best to ring the department or email Helen (helen.lee@uhl-tr.nhs.uk). • Training Program Director – Dr Kate Waters (kate.waters@uhl-tr.nhs.uk) • Rota Planning – Rota coordinators change annually. Please contact JDA, Helen Lee • Human resources <ul style="list-style-type: none"> ○ Leicester- MedicalHRProjects@uhl-tr.nhs.uk ○ Derby - rosanna.lysaczenko@nhs.net • JDA <ul style="list-style-type: none"> ○ Leicester - Helen Lee (helen.lee@uhl-tr.nhs.uk) ○ Derby - Vicky (dhft.ImagingRegistrarsLeave@nhs.net)