

**The Surrey and Sussex NHS Trust**  
**Foundation Year 1**  
**Training Programme Handbook**



**August 2020**

[www.sasheducationcampus.net](http://www.sasheducationcampus.net)

[www.sashnet.sash.nhs.uk](http://www.sashnet.sash.nhs.uk)

[www.drtoolbox.com/ESH/HomePage](http://www.drtoolbox.com/ESH/HomePage)

[www.hee.nhs.uk](http://www.hee.nhs.uk)

## WELCOME

Welcome to the Surrey and Sussex NHS Trust Training Programme. We hope you enjoy your time here. We have compiled this handbook to help orientate you at the start of the programme and guide you during your time here. This handbook contains useful information for staff and work colleagues who may come into contact with you (as a foundation programme trainee) during your time here.

There is a lot of information in this handbook. You should read it before your first day on the training programme and prepare any questions early on so that these can be addressed before you begin. If you have any other queries during your time at SASH, please do not hesitate to ask any member of the foundation training programme team (see section on Key Contacts) Again, we hope you enjoy your time here.

Dr Sarah Rafferty - Director of Medical Education  
Dr Sunil Zachariah – FY1 Programme Director  
Tina Suttle-Smith - Strategic Medical Education Manager and CISM lead  
Victoria Bates – Deputy Medical Education Manager

### The foundation training programme

The first year of the foundation programme builds upon the knowledge, skills and competences acquired in undergraduate training.

Training also encompasses the generic professional skills applicable to all areas of medicine – teamwork, time management, communication, leadership and IT skills

The aims of the programme are to help you:

- Consolidate and develop your clinical skills, particularly in acute medicine so that you can identify and manage sick patients in whatever setting they present.
- Embed modern professional attitudes and behaviours in every aspect of your clinical practice.
- Demonstrate your acquisition of these competences through our reliable and robust system of assessment and participate in annual ARCP process.
- Explore a range of career opportunities in different settings and in different areas of medicine.

### Programme structure, trainee supervision and support

The foundation programme consists of 30 F1 and 30 F2 individual foundation programmes. Each individual programme is made up of three 4-month placements in specialties offering a wide range of training experiences and opportunities). During each 4 month placement you will be allocated a clinical supervisor who will monitor your progress during your placement. At the start of the programme, you will also be allocated an educational supervisor who will monitor your progress throughout the year. The foundation team will be able to advise you who your supervisors are and how to best contact them.

Clinical Supervisors induction meeting	Beginning of every placement X3
Clinical supervisor end of placement report	End of every placement x3
Educational Supervisor's initial meeting	Beginning of every placement X3
Educational supervisor end of placement report	End of every placement x2
Educational Supervisor's End of Year Report	During last placement, before e-portfolio closedown

We are also able to assign you a mentor or buddy who will support you in a variety of ways, (please see page 18 with more information). Your mentor may be someone who you want to discuss professional issues or issues that are troubling you. They may also advise you about issues such as your career or even act as a role model. You will be assigned a mentor within a few weeks of starting

the programme. If you need further advice in regards to your career you can approach the trust career adviser. We also have dedicated speciality champions if you need any help or advice in regards to career advice in any speciality as well as a careers lead – Dr Simon Parrington.  
[simon.parrington@nhs.net](mailto:simon.parrington@nhs.net)

## 2020 Careers Champions

Speciality Champions here at East Surrey Hospital are clinicians whom you can discuss your career plans informally. They are doctors who are already working in the speciality you are interested in, and will have already made many careers decisions of their own.

The Speciality Champions here at east Surrey:

Name	Speciality	Contact details
Dr Patrick Morgan	Anaesthetic & Intensive Care Medicine	Patrick.Morgan1@nhs.net
Dr Martin Dachsel	Acute Medicine	rdachsel@nhs.net
Dr Naomi Collins	Palliative Medicine	naomicollins@nhs.net
Dr Theodora Giokarini - Royal	Geriatrics	Theodora.Giokarini-Royal@nhs.net
Miss Tak-Yan Ellis	General Medicine / Endo	tak.ellis@nhs.net
Mr Andrew Day	Colorectal Surgery	Andrew.Day1@nhs.net
Dr Lola Adenuga	Paediatrics	lola.adenuga1@nhs.net
Miss Christie Locke Miss Afolake Bewaji Dr Fred Van Damme	Anaesthetics	Christie.Locke@nhs.net afolake.bewaji@nhs.net Frederic.vandamme@nhs.net
Miss Alice Myers	Intensive Care Medicine	alicemyers@nhs.net
Dr Karan Kapoor	ENT	karan.kapoor@nhs.net
Dr Natalie King	Acute Medicine	natalie.king4@nhs.net
Dr Irene Man	Dermatology	Irene.Man@nhs.net
Dr Nicolas Smallwood	Acute Medicine	nicholas.smallwood@nhs.net
Dr Emma O'Donnovan	Haematology	emma.odonovan@nhs.net
Miss Monira Rahman	Neurology	Monira.Rahman@nhs.net
Mrs Hina Gandhi	Obs & Gynae	hina.gandhi1@nhs.net
Praveen Inaparthi	Trauma & Orthopaedics	P.Inaparthi@nhs.net
Dr Thayalan Kahdiah	Dental	Thayalan.kandiah@nhs.net
Miss Shrian Nathwani	Dental	Shrina.nathwani1@nhs.net
Dr Monira Rahman	Gastro	Monira.Rahman@nhs.net
Mr Tim Campbell-Smith	Surgery	Tim.Campbell-Smith@nhs.net
Mr Ajay Pankhania	Clinical radiology	Ajay.Pankhania@nhs.net
Miss Kelly Weston	Ophthalmology	Kelly.weston1@nhs.net
Dr Dezso Marton	Emergency medicine	Dezso.Marton@nhs.net

The Medical Careers Lead for SASH is Dr Simon Parrington – [simon.parrington@nhs.net](mailto:simon.parrington@nhs.net)

For further information contact Sonia Przybylska  
Foundation Medical Education Officer  
Postgraduate Education Centre  
Surrey and Sussex Healthcare NHS Trust  
East Surrey Hospital, Canada Avenue  
Redhill RH1 5RH  
Tel: 01737231722 ext 2938  
Email: sonia.przybylska@nhs.net

### **Your e-portfolio**

As a foundation doctor, you will have an e-learning portfolio HORUS which must be kept up-to-date as a record of your training and assessment whilst on the programme. This is a key document and must be read prior to starting the foundation programme. Your learning portfolio contains a number of key documents. It is essential that you read these documents and familiarise yourself with the portfolio as a whole as this will help you plan your time here so that you successfully complete the programme which will then allow you to progress in your career. Please note that it is your responsibility to organise and update your portfolio and ensure that all appraisals and assessments are carried out and entered into this document.

### **The assessment process**

Assessment is a key feature of the Foundation Training programme. You will be assessed throughout the year by using a variety of assessment methods, your clinical and educational supervisors will gain a clear indication of your progress throughout the programme. The results of these assessments will also be considered when assessing whether you have completed the programme successfully at your Annual Review of Competence and Progression (ARCP)

- Team Assessment Behaviour (TAB)
- Direct Observation of Doctor-Patient Interaction: Mini Clinical Evaluation Exercise (mini-CEX) and Direct Observation of Procedural Skills (DOPS)
- Case-Based Discussion (CBD).
- Developing the Clinical Teacher SLE
- LEADER, Leadership tool

3 DOPS	One per rotation	/3
6 mini-CEX	Two per rotation	/6
6 CbD's	Two per rotation	/6
Clinical Teacher	One per year	
Leader tool	One per year	
ONE successful TAB	Great if you do all three though	
SAFEGUARDING ADULTS	ESR (trust online portal)	
SAFEGUARDING Children	ESR (trust online portal)	
Simulation Day	One per year	
Blood Competencies	Upload Certificates	
15 Core Procedures	1. Venepuncture	
	2. IV Cannulation	
	3. Prepare and administer IV medication and injections and fluids	
	4. Arterial puncture in an adult	
	5. Blood culture (peripheral)	
	6. IV infusion including the prescription of fluids	
	7. IV infusion of blood and blood products	
	8. Injection of local anaesthetic to skin	
	9. Subcutaneous injection	
	10. Intramuscular injection	
	11. Perform and interpret an ECG	
	12. Perform and interpret peak flow	
	13. Urethral catheterisation (male)	

	14. Urethral catheterisation (female)	
	15. Airway care including simple adjuncts.	
SCRIPT MODULES	Anticoagulation Part 1 & 2	UPLOAD CERTIFICATES
	Diabetes	
	Management of Pain	
	Prescribing in Infection	
	Fluids	
	Parenteral Poisons	
	Sepsis	
Audit	One per year	
CS reports	Induction – 3 per year  AND End of Placement – 3 per year (2 for each rotation)	P1 P2 P3  P1 P2 P3
ES reports	Induction – 3 per year  End of Placement - 2 per year  AND End of Year one before ARCP	P1 P2 P3  P1 P2  P3
Curriculum Linking	Please make sure that you link 1-3 pieces to each sub-heading	
ALS	Please upload your certificate – PGEC to give out	
PSA	Please upload your certificate to Horus	
GMC Survey	Upload evidence - MAY	
FORM R	Towards the end of May on e-Portfolio	
Curriculum rating	ES to complete	
Link eLfH account		

e-portfolio virtual close down	The date changes every year, it is usually the last week of May	
ARCP Outcome Form	After ARCP – towards the end of JUNE	
Health & Probity	Signature required	
Conditions of taking up training	Signature required	
Audit/QIP	Upload evidence	
Placement Supervision Group (PSG)	Has to be used in a minimum of one placement	

**However:**

The DOPS and mini-CEX can be made up:

- 9 mini-CEX and no DOPS
- 8 mini- CEX and 1 DOP
- 7 mini-CEX and 2 DOPS
- 6 mini- CEX and 3 DOPS

It is considered good practice to upload evidence of at least one DOP

Please note, Placement Supervision Group (PSG) is now a mandatory requirement and has to be used with all Foundation trainees. It is a useful independent tool in the ePortfolio to enable clinical supervisors to give you in depth feedback about your performance in the workplace.

*You as Foundation Doctors don't have to collect the feedback and upload it on Horus. It is up to your CS to appoint those who will give you feedback. Once the feedback is given, it will be automatically saved on your Horus ePortfolio. PSG feedback tool has to be used in a minimum of one placement. It can however be used in all placements to enhance feedback if you wish. At the start of the placement the CS should identify the individuals who make up the PSG. If you would like to have the PSG done during your current placement, please contact your CS - they have been informed of the new requirement. Or you can have it done on your 2<sup>nd</sup> and 3<sup>rd</sup> placement if you prefer. Your CS might not know if you had your PSG during your previous placement so you will need to make sure you tell your CS you wish to have your PSG completed on this particular placement. Please see some useful information attached.*

PSG can help you to:

- capture & showcase evidence of good practice, reinforce good behaviours, competence and help build your confidence
- evidence achievement of curriculum outcomes to aid CS completing the end of placement report (particularly if FD worked minimally with CS or not at all)
- provide additional evidence to map to curriculum
- be useful as additional feedback in specialty applications & interviews
- identify early on the need for additional help with development

Extract from Health Education England

website ( <https://content.hee.nhs.uk/curriculum/resources-trainers-supervisors-and-placement-supervision-group.html#7> )

"Clinical supervisor will seek information from senior healthcare professionals who will work with the foundation doctor during the placement. These colleagues will function as a **placement supervision group**, commenting on whether the foundation doctor's clinical and professional practice is expected to meet or exceed the minimum levels performance required for sign off in each of the 20 foundation professional capabilities at the end of the year.

The named clinical supervisor nominates the members of the PSG and is responsible for identifying them to the foundation doctor. The makeup of the placement supervision group will vary depending on the placement but is likely to include:

- Doctors more senior than F2, including at least one consultant or GP principal
- Senior nurses (band 5 or above)
- Ward pharmacists
- Allied health professionals
- In a general practice placement, the faculty may be limited to one or two GPs.

The placement supervision group (PSG) members' observations and feedback will inform the clinical supervisor's end of placement report. Not every placement will have a PSG but there should be one in place for most ward-based specialties. During certain placements, the foundation doctor will only work with one or two



doctors. In these cases the pool of health care professionals making the assessment of performance will be smaller, the degree of interaction and number of interactions between foundation doctor and trainer will be expected to be greater.

## Responsibilities of the placement supervision group

The PSG will help the clinical supervisor form a balanced judgement of a doctor's performance, based on observation of the latter in the workplace and their engagement in the educational process. Such an approach will prevent any individual having undue influence over a doctor's progression.

The PSG is responsible for:

- Observing the foundation doctor's practice in the workplace
- Undertaking and facilitating supervised learning events (SLEs)
- Providing contemporaneous feedback on practice to the foundation doctor
- Providing structured feedback to the clinical supervisor
- Raising concerns immediately if unsatisfactory performance by the foundation doctor has been identified.

The feedback from members of the PSG should indicate whether, in their opinion, the doctor's clinical and professional practice is expected to meet or exceed the minimum levels of performance required in order to allow sign off of each foundation professional capability by the end of the year of training.

Please see additional information on Horus F&Qs:

<https://supporthorus.hee.nhs.uk/faqs/placement-supervision-group-psg-feedback/#1514>

Please also see this document on the importance of PSG

<https://healtheducationengland.sharepoint.com/forms/default.aspx>

## Leadership

Effective clinical leadership is essential for good patient care and leadership is now part of the curriculum for foundation as well as all core and higher specialty training. The Leadership assessment tool-LEADER is now available on your HORUS e-portfolio for completion.

## Quality Management Processes

All Foundation trainees are expected to engage with quality management processes and any other activities that contribute to the quality improvement of training e.g. by completing the on-line GMC Trainee Survey. It is mandatory to complete an audit or quality improvement project (QIP) and upload evidence on your e-portfolio.

All Audits/QIPs must be registered with the Trust Audit Department, and they are also available to help with the process-

**We are based at Trust HQ, Room AD73.**

Name of facilitator	Speciality	Extension	Email
Sara Cuming	WaCH and Paeds	6209	<a href="mailto:sara.cuming@nhs.net">sara.cuming@nhs.net</a>
Icona Miles	Cancer and Diagnostics	6565	<a href="mailto:icona.miles@nhs.net">icona.miles@nhs.net</a>
Elizabeth Page	Cancer & Diagnostics	6565	<a href="mailto:eleizabeth.paige1@nhs.net">eleizabeth.paige1@nhs.net</a>
Leah Brooker	Senior Clinical Audit & Governance Facilitator - Surgery	6222	<a href="mailto:leah.brooker1@nhs.net">leah.brooker1@nhs.net</a>
Vesna Hogan	Medicine and ED	6220	<a href="mailto:v.hogan@nhs.net">v.hogan@nhs.net</a>

## Completing the programme

We hope that during your time with us, you will use the varied training experiences and numerous educational opportunities available to you to ensure the successful completion of the programme. At the end of the programme, you should have gained a wide range of generic skills, and skills in the management of acutely ill patients which will then prepare you for your future career in either vocational training for General Practice or specialist training

for hospital practice. If you successfully complete all parts of the foundation programme and successfully signed off at the ARCP panel – you will receive the attainment of foundation year 1 competence certificate.

### **Certificates of Merit**

Certificates of merit are awarded at the end of the training year to acknowledge excellence across South Thames Foundation School.

The following categories are available for both F1 and F2:

- Audit
- Contribution to Teaching
- Foundation Learning Portfolio
- Leadership

Nominations are agreed by the foundation faculty group and submitted to STFS.

STFS reviewed nominations and, certificates are awarded to individuals by the Trust Chief Executive, Michael Wilson.

### **Feedback**

We are always keen to receive feedback on the quality of the training and education we provide as this will help us to develop the Programme and if you have any comments or suggestions, please contact the Foundation Programme Director – Dr Sunil Zachariah.

### **Blood competencies**

All FY1 doctors joining the Trust need to be assessed as satisfactory on the following competencies in order to be involved in the process of blood transfusion

Obtaining and sending off a blood sample for G&S or X match

Receiving and administering blood products

These competencies are valid for 3 years when they will need to be repeated and are transferable to other Trusts. The presentation and assessment will be delivered by, and included as part of your Induction. You will be provided with a certificate, which must be uploaded to your e-portfolio as evidence of completion.

## **Your education**

Education which is provided during the foundation programme is embedded in clinical practice. This means that the majority of education and training will take place whilst working in your clinical teams and providing clinical care for patients in Surrey and Sussex.

### **Education and training in the clinical setting**

As a foundation trainee, you will be working in a multi-professional clinical team alongside other doctors, nurses and allied health professionals as well as other healthcare workers in providing clinical services for patients across Surrey and Sussex. Working within these teams, you will be able to closely observe other professionals at work and see them using both generic and acute care skills on a daily basis. The staff will also supervise you as your knowledge and skills develop.

It is vital that you use the experience gained in these clinical settings to its maximum potential. Techniques which may help you gain the maximum educational benefit from seeing and treating patients include reflecting on your experiences at work and keeping a 'reflective diary'. This can help you keep note of specific cases you see and incidents which take place which can then act as learning opportunities. It is also useful if you use your professional relationships with your colleagues to learn vital generic and acute care skills. Again this may be by observing your colleagues during their clinical practice or by asking colleagues about the principles which underpin their clinical practice.

### **Using educational resources**

The Library and Knowledge Service has two physical libraries the main one at East Surrey and a smaller one at Crawley hospital. You can access the libraries during the day and for a £10.00 refundable deposit you can have out of hours 24/7 access.

As well a study space and print books (and a few journals), with an Open Athens password you can have access to thousands of e-journals, medical databases and e-books. Up-to-date and BMJ Best Practice can be accessed via the SASH Net Applications page and by registering you will be able to access these via their apps on your phone.

The library team are here to enable you to access the evidence you need to support your work and studies so please ask if you need a book or article that is not available locally, a search to support patient care or service change, or need training to develop your searching or critical appraisal skills.

The formal educational programme for foundation trainees has been designed to cover all aspects of good medical practice, patient safety and accountability through clinical

governance and is mapped to the Curriculum. This programme starts with an induction which will help introduce you to some key aspects of patient care before starting work in your placement.

**Teaching takes place on Mondays twice a month 12:30- 1:30pm & every Tuesday from 12:30 -1:30pm.**

**Please note that these teaching sessions are mandatory**

The sessions on this programme will not only be lecture based but will also give you the opportunity to put some of the principles of good medical practice into action using interactive group discussions and scenario based teaching. Please note, in addition to this formal programme, you will receive a specialty specific induction prior to each placement which will provide you with the basic knowledge and skills necessary to provide care for the patients you see during the placement.

It is an ARCP mandatory requirement that you attend a minimum of 60 hours of teaching during your F1 year;

The minimum requirements are

- 30 hours of generic foundation teaching provided by the Trust to cover the core curriculum
- 30 hours of additional learning. Whilst you can do as much e-learning as you wish, and there is much via e-LfH, the recommendation is for no more than 6 hours (10%) within the yearly total.

The additional 30 hours does not include SCRIPT, ALS, SIM days and Tasters days

The foundation team will keep a record of your attendance at your core teaching, and you are required to collate your non- core teaching on the teaching log in Horus.

The foundation team will share a programme of additional teaching opportunities available for you to attend.

For additional training opportunities outside Surrey & Sussex Healthcare NHS Trust, please see the notice boards located in the PGEC which is updated on a regular basis. In addition to this you will also be sent emails with information of training courses available. For even further information of training please see link: <https://synapse.nhs.uk/pages/public/index>

As a foundation trainee, you will be expected to play an active role in your education. You will be expected to prepare presentations which may be case, teaching, audit or research presentations or clinical topic reviews and journal article reviews. This will help consolidate the learning which has taken place in the clinical setting and other settings.

## Simulation

All FY1 trainees will be released from clinical duties to attend a mandatory simulation training day. You will be provided with a certificate of attendance which will need to be uploaded to your e-portfolio as evidence.

## E-learning modules

There are varieties of e-learning modules available on the internet for you to supplement your curriculum based teaching and learning opportunities, evidence of these modules should be recorded on your e-portfolio.

You can access the e-LFH modules through the curriculum on your e-portfolio; the programme directors have produced the following lists of suggested modules-

### FY1

	<b>Professionalism</b>
1.1	Behaviour in the workplace
	<b>Relationship and communication with patients</b>
2.2	Communication with patients
2.5	Consent
	<b>Safety and clinical governance</b>
3.0	Safety and clinical governance
	<b>Good clinical care</b>
7.5	Safe prescribing
	<b>Recognition and management of the acutely ill patient</b>
8.0	Recognition and management of the acutely ill patient

**\*This is not an exhaustive list, and you should complete the modules that you feel will benefit and supplement your training\***

## Your educational supervisor: their role

At the beginning of your foundation training programme, you will be assigned an educational supervisor for the year. Your educational supervisor will conduct your appraisals throughout the year, will guide you during your time on the programme and will monitor your progress from an educational point of view.

At your Induction/Initial meetings, you will be able to discuss your strengths and your educational needs and your educational supervisor will be able to work with you to decide how you can best fulfil those needs and achieve your objectives. They will also discuss areas of concern with you so that potential difficulties or problems can be addressed early on

during your year. To get the maximum benefit from your meetings, you must ensure that your e-learning portfolio is up to date and includes all the necessary documentation required for your appraisal.

If you have any comments or concerns about any aspect of your education whilst in the foundation programme, you should contact your educational supervisor as soon as possible. If you have any difficulties with your educational supervisor, you should contact your appropriate foundation programme director through the foundation programme administrator.

### **Your clinical supervisor: their role**

During your time on the foundation programme, you will rotate through three different specialties each year to gain experience in a variety of clinical settings. In each of these placements, you will be allocated a clinical supervisor. Your clinical supervisors will in most cases, be the consultant of the clinical team to which you are assigned. Their role will be to supervise you during your time in their specialty, monitor your work during your time there and advise you on any specialty specific areas relating to your post.

They will also have a key role in performing your assessments whilst you are working in their clinical team. If you have any comments or concerns about your placement, you should contact your clinical supervisor as soon as possible. If you have any comments or concerns about your clinical supervisor, you should contact your educational supervisor (or the appropriate foundation programme director if your clinical supervisor is also your educational supervisor)

### **Your role:**

As a foundation programme doctor, it is essential that you play an active part in the programme and take an active role in your education – Remember; you will only get as much out of the foundation programme as you put in! Therefore you have a responsibility to ensure that you get as much out of your time in the programme as possible. To ensure that your time is as productive as possible you must:

Meet with your educational supervisor and arrange your appraisals - It is important that you meet with educational supervisor (ideally within the first 2 weeks of starting your first placement) to discuss your educational needs and how you are going to achieve them. It is your responsibility to liaise with your educational supervisor to arrange a date and time for your appraisal. It is also your responsibility to ensure that all the necessary documentation has been completed /collated prior to your appraisal and that your educational supervisor has this well in advance of each meeting. In addition to completing your e-learning portfolio, please ensure that you have completed the self-appraisal tool in your e-learning portfolio. The information contained in these forms will be used as a basis for discussion during your appraisal.

Take control of your education! – Of course we can't force you to do this but we strongly believe that you should use your time to the max! This will mean that you get the most out of it and will be more likely to complete the foundation programme successfully. We are keen

for you to direct your own education and learning. Therefore, use the educational opportunities and resources available during your time here (It may not be available in your next job so, use it or lose it!). If there is something you really want to learn, speak to your educational supervisor and they will try and arrange something for you (If you don't ask, you don't get!). And lastly, we want you to play an active part in your own education.

As we have said, you only get out what you put in!

Coordinate your assessments well in advance – The assessments are a key component of the foundation programme as they will decide if you complete the programme successfully or not. It is your responsibility to arrange and coordinate these assessments. Make sure you do this well in advance and arrange these with your clinical supervisors as soon as possible. Remember, failure to complete all your assessments means that you will not successfully complete the programme.

**PLEASE NOTE - It is your responsibility to approach your clinical and educational supervisor to complete your induction and end of placements meetings, SLE's and all e-portfolio requirements in a timely manner. Please e-mail/call them in the first week of each rotation to book a convenient time to meet, it is also good practice to arrange the next meeting at that point. If you experience any problems with organising the meetings with your supervisor, please speak to the foundation team in the PGEC or Dr Zachariah - Programme Director.**

The following section contains a summary of what you need to do as a foundation trainee to ensure that you progress within the programme and increase your chances of successfully completing the programme.

### **Your employment**

During your time here, you will be employed and paid by Surrey and Sussex Healthcare NHS Trust for the whole of your programme including the period in general practice. You will be paid on the pay scale according to your previous service, either in the UK or overseas, and will receive the banding for each leg of the placement which is appropriate to the rota that you are on. Consequently your banding may change from one specialty to another.

### **Annual leave**

You will be entitled to 5 weeks and 2 days annual leave per year and you must give at least 6 weeks' notice of your proposed leave. Doctors on internal placements are expected to take their holiday entitlement in each placement. As this affects mainly FY1 and FY2 trainees', entitlement for each placement would be 9 days. If you wish to take more or to carry leave over to the next leg this must be agreed with the general manager of the attachment concerned.

### **Study leave**



As an FY1 trainee, you will have protected generic professional training twice monthly on Mondays and Tuesday afternoons. You will complete as part of your induction an Advanced Life Support (ALS) course.

For more comprehensive information on study leave please refer to link;

<https://sasheducationcampus.net/medical-education/study-leave/>

### An Organisation-Wide Policy for Dress Code and Uniform Policy

A smart, professional image must be maintained at all times by all staff working within Surrey and Sussex Healthcare NHS Trust given the knowledge that the professional image presented by staff significantly contributes to the way in which they are regarded by colleagues, patients and the public (RCN 2013). Staff must ensure that clothes worn adhere to infection control and health and safety policies, are well maintained and promote public trust and confidence.

Clinical	Doctors, nurses, midwives, health professionals and other healthcare workers visiting wards, giving patient care or in physical contact with patients in a clinical area	<p>NO jackets/White Coats</p> <p>NO ties</p> <p>NO shirt or other sleeves below the elbow</p> <p>NO wristwatches or wrist jewellery Only plain wedding band NO false nails/nail varnish</p> <p>NO neck or ankle chains</p> <p>Theatre Scrubs and Non-Theatre Clinical Areas Scrubs are to be worn on site ONLY and <b>MUST NOT</b> be taken off site</p> <p>Light Blue Scrubs to be worn in operating theatres and X-Ray ONLY and <b>NOT</b> in restaurant or refreshment areas, shops etc.</p>	<p>To allow effective hand hygiene and reduce the risk of cross infection</p> <p>To promote public confidence</p>
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The Dress Code and Uniform policy is designed to guide managers and employees on the Trust standards of dress and appearance. The Policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff should use common sense in adhering to the principles underpinning the policy. A sensible approach should be taken to ensure the spirit of the code is applied.

<b>Acceptable</b>	<b>Unacceptable</b>
Business Suits	Denim jeans or denim skirts (all colours and styles)
Skirts	Skirts that are so long that they touch the ground when walking are not acceptable on safety and hygiene grounds Micro/Mini Skirts
Trousers	Combat trousers, Leggings, Track-suits, sportswear
Shirts/Blouses	Underwear should not be visible (avoid low slung trousers and sheer blouses)
Smart t-shirts and tops	Overly tight or revealing clothes (including mini-skirts, tops revealing the midriff) Clothing bearing inappropriate or offensive slogans, strapless tops
Smart jumpers and sweatshirts	
Jackets and blazers	High fashion clothing incorporating, rips or tears or excessive studding
Dresses	Baseball caps/hats
Footwear – sensible and safety compliant	Flip Flops, fashion clogs/clogs with holes in

## Steps to success in foundation year 1

Attend SASFTP induction, FY1-July. Meet foundation programme team, Collect relevant documentation including SASFTP handbook and learning portfolio.
Meet Clinical Supervisor for first placement and attend specialty specific induction (If appropriate)
Read and prepare documents in learning e - portfolio and arrange to meet your educational supervisor within 2 weeks of starting your placement. Complete relevant self-assessment forms. Ensure your educational supervisor has your learning portfolio up to 2 weeks prior to induction appraisal along with completed forms and including relevant documentation.
Prior to first appraisal think about your strengths and educational needs and how you think you can achieve them. Think about accessing the various educational resources and educational opportunities on offer. Bring this information to your first appraisal.
Devise timetable /action plan for each of the educational objectives identified in your personal development plan and ensure that they are achieved by mid-point appraisal or before. Complete study leave forms at least 6 weeks prior to course if planning to attend SASFTP or external course
Ensure maximum educational value is gained from each placement. Consider keeping a reflective diary. Attend all formal educational sessions. Keep e-portfolio update and complete for ARCP process
At the end of each placement meets, with clinical supervisor to obtain Certificate of Satisfactory Service
Arrange meeting with educational supervisor for mid-point appraisal (usually 6 months into foundation year) to review progress and discuss any issues.
Arrange meeting with educational supervisor for mid-point appraisal (usually 6 months into foundation year) to review progress and discuss any issues.
Continue progress to meet all educational objectives, complete all relevant assessments and gain maximum educational value from placements and educational activities outside placements. Keep up- to-date log of all educational activities
Arrange meeting with educational supervisor to ensure all educational objectives are met and satisfactory progress has been made throughout foundation year.
ARCP Panel
Achievement of Competence Document if all the above achieved
<b>SUCCESSFUL COMPLETION OF FOUNDATION YEAR</b>

**If you need help:**

In addition to your educational needs we are also here to provide pastoral support. It is important for you to look after yourself, and take time for your own health and wellbeing

If you are starting to struggle, this may make you feel like not wanting to take part in the programme or any extra educational activities or you may start to feel that you don't want to carry out some of the essential parts of the programme such as the assessments. Feeling like this may also make you focus less on your job and this in turn can lead to incidents and complaints which in the worst case, may adversely affect patients. It may be that other people notice these changes in you before you do (i.e. colleagues, mentors, clinical supervisors, educational supervisors). If you realise that you are starting to feel like this, ask for help early!

Your work colleague, peers, mentors, clinical and educational supervisors are all there to support you during your time here. Your educational supervisor in particular has a role in providing support to you as a SASFTP trainee and should be able to provide a supportive environment in which you can discuss any difficulties or concerns.

Your supervisors may also contact you if you show signs of stress and difficulty. Again this may manifest itself by a worsening of your assessment results or attendance record or an increase in incidents relating to you or in sickness absence. They will be keen to provide an opportunity for you to discuss your progress and provide any assistance which may help you to manage better in the future.

Poor mental health in Junior Doctors is a growing issue. Being thrown into the deep end as a new FY1 can be really unsettling and this may be a time where sometimes people feel like they're being pushed over the edge. At East Surrey we run an F1 Wellbeing Scheme run by Junior Doctors where F1s are paired with mentors who are there to promote wellbeing, speak about any issues and offer advice. Last year the scheme was very successful and we would like to continue it for this year. If you would like to be involved please send your contact details (email and mobile number) to Carys Fleming at [carys.fleming1@nhs.net](mailto:carys.fleming1@nhs.net)

Remember we are here to support you.

## KEY CONTACTS

Role	Contact details
Foundation Administrators F1/FY2	Sonia Przybylska Surrey and Sussex Healthcare NHS Trust East Surrey Hospital, Canada Avenue, Redhill, Surrey RH1 5RH Telephone: 01737 231722 E-mail; <a href="mailto:sonia.przybylska@nhs.net">sonia.przybylska@nhs.net</a> <a href="mailto:foundation.sash@nhs.net">foundation.sash@nhs.net</a>
Director of Medical Education	Dr Sarah Rafferty Surrey and Sussex Healthcare NHS Trust East Surrey Hospital, Canada Avenue, Redhill, Surrey RH1 5RH Telephone: 01737 231722 E-mail: <a href="mailto:sarah.rafferty@nhs.net">sarah.rafferty@nhs.net</a>
Programme Director for FY1	Dr Sunil Zachariah Surrey and Sussex Healthcare NHS Trust East Surrey Hospital, Canada Avenue, Redhill, Surrey RH1 5RH Telephone: 01737 ext. 1411 E-mail <a href="mailto:Sunil.Zachariah@nhs.net">Sunil.Zachariah@nhs.net</a>
Strategic Medical Education Manager-PGEC and CISM lead	Tina Suttle-Smith Surrey and Sussex Healthcare NHS Trust East Surrey Hospital, Canada Avenue, Redhill, Surrey RH1 5RH Telephone: 01737 231722 E-mail: <a href="mailto:tina.suttle-smith@nhs.net">tina.suttle-smith@nhs.net</a>
Deputy Medical Education Manager & Academic Registrar	Vikki Bates Postgraduate Education Centre Surrey and Sussex Healthcare NHS Trust East Surrey Hospital, Canada Avenue, Redhill RH1 5RH Tel: 01737 231722 ext. 6617 E-mail <a href="mailto:victoria.bates3@nhs.net">victoria.bates3@nhs.net</a>

Organisation	Webpage
Surrey and Sussex Healthcare NHS Trust*	<a href="https://surreyandsussex.nhs.uk/"><u>https://surreyandsussex.nhs.uk/</u></a>
<a href="#"><u>SASH Education campus</u></a>	<a href="https://sasheducationcampus.net/medical-education/training-programmes/foundation/"><u>https://sasheducationcampus.net/medical-education/training-programmes/foundation/</u></a>
South Thames Foundation School	<a href="http://lonkssfoundation.hee.nhs.uk/"><u>http://lonkssfoundation.hee.nhs.uk/</u></a>
Surrey and Borders Partnership NHS Trust	<a href="http://www.sabp.nhs.uk/"><u>http://www.sabp.nhs.uk/</u></a>
NHS Health Education England	<a href="http://www.hee.nhs.uk"><u>www.hee.nhs.uk</u></a>