## General information about how foundation training is organised in Portsmouth Hospitals NHS Trust

| Number of Foundation trainees | F1: 42  
|                               | F2: 51 |

### Allocation process

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<thead>
<tr>
<th>Allocation process</th>
<th>F1</th>
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<td>Based on applicant scores achieved during the national application process and expressed order of preference of rotation: Wessex Foundation School allocates all foundation doctors to a 2 year rotation prior to the start of the Foundation Programme.</td>
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<tr>
<th>Allocation process</th>
<th>F2</th>
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| Following the F1 – F2 matching process, the trust allocates F2 rotations.  
All new F2s are sent a copy of all available rotations and asked to rank their top 5 choices. They have a short interview with the Foundation Programme Directors who then allocate rotations. F2s are advised of their rotation and told the process for swapping rotations. |

### Key Trust personnel:

- Dr Alison Allan, Foundation Programme Director  
- Dr Aileen Sced, Foundation Programme Director  
- Michelle Lobo, Postgraduate Administration Manager  
- Matilda Buberwa, Foundation Programme Administrator  
- Mrs Caroline Man, Medical HR Manager (Rotations)  
- Mrs Clare Drake, Medical HR Manager (Banding)  
- Mrs Sue Hall, Medical HR Assistant

### Teaching information

- Scheduled whole day teachings on core curriculum subjects, plus half-day simulator sessions.  
- F1 attend ALERT course  
- F2 attend AIMs course  
- Additional lunchtime clinical skills sessions weekly  
- Medical Grand Rounds weekly for all levels of trainees  
- Bleep free teaching for core curriculum sessions

### Information events / Open days for potential applicants

- Monday 9th January 2012 at Winchester Guildhall as part of Deanery Foundation Fair  
- Alternatively contact Dr Allan / Dr Sced via email for information / questions

### Foundation doctor forums

- Wessex Foundation School encourages foundation doctors to contribute to, and participate in local forums. At PHT our FY2 doctors provide teaching on the core curriculum FY1 sessions, as well as teaching on the lunchtime clinical sessions. Within specialties there are also opportunities to become involved in teaching on a local and deanery scale. Additionally, there are national forums conducted by the UKFPO.

### Educational and Clinical supervision

- An educational supervisor is allocated to each foundation doctor for the full two years of their Foundation Programme to maintain an overview of development and progress of the doctor within the
A clinical supervisor will be allocated for each placement (four month or six month) within the rotation.

**Flexible training (Less than full time)**

Information regarding Less Than Full Time Training can be found on the Wessex Deanery website: [http://www.wessexdeanery.nhs.uk/quality_management__policies/policies_and_procedures/less_than_full_time_training.aspx](http://www.wessexdeanery.nhs.uk/quality_management__policies/policies_and_procedures/less_than_full_time_training.aspx)

**Study leave and Taster opportunities**

Study leave is only permitted during the F2 year and is not available during F1. Special arrangements can be made for F1 doctors who wish to arrange career “taster” sessions during their F1 year. PHT actively supports career tasters through its network of Educational Supervisors, and Dr Alison Allan is also the Careers Lead for PHT junior doctors. Study leave, where applicable, is managed by the Postgrad team.

**Employment Information**

**Terms and Conditions of employment**

The post is subject to the Terms and Conditions of Service of Hospital Medical and Dental Staff as modified from time to time. Current copies of these Terms and Conditions may be seen in the Human Resources Department.

All staff appointments are made subject to the receipt of satisfactory references and all initial appointments to the national health service are made subject to satisfactory pre-employment checks.

**Rotation information**

Full information about the rotation, location and content of placements is given in an accompanying document.

**Induction / shadowing**

All F1 doctors are required to undertake a mandatory induction/shadowing week prior to commencing the actual F1 rotation.

**Start date**

Wednesday 1st August 2012

**Salary**

The salary scale is in accordance with the current national rate and placement within the scale will be in accordance with previous reckonable service.

**Annual leave**

F1 and F2 doctors are entitled to 27 days annual leave in the year. The 27 days entitlement does not include the 8 statutory holidays. If a foundation doctor works any part of a bank holiday they are entitled to an additional days leave in lieu.

In some specialties there is some restriction on when a foundation doctor can take their leave during the 4 months. The individual departments will inform the foundation doctor of any specific restrictions on when they can take leave.

The foundation doctor is required to book their leave at least 6 weeks in advance via their relevant Rota Co-ordinator.

**Visa/Work permits /Leave**

The Trust will consider British/EEA nationals for appointment in the first instance. If the applicant is a non-resident of the United Kingdom
| **to remain** | or European Economic Union, they are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ the applicant/post holder if they require but do not have a valid work visa and/or leave to remain in the UK. |
| **Accommodation** | From August 2008 F1 doctors have been required to pay for Hospital accommodation. Single and married accommodation is available at Queen Alexandra Hospital, Cosham, Portsmouth though not guaranteed for successful applicants. Married accommodation is at a premium and for further information please contact Sue Decicco, Residences Services Manager Tel No: 023 9228 6000 ext 6216 or email sue.decicco@porthosp.nhs.uk. |