



Health Education England

ALLOCATION & ROTATION OF TRAINEES
HEALTH EDUCATION ENGLAND – NORTH WEST OFFICE

2018-2019

Revised: March 2018

Contents

INTRODUCTION TO ALLOCATION & ROTATION OF TRAINEES
Agreement

PROCESS FOR ALLOCATION & ROTATION OF TRAINEES

- Phase 1: Design & Submission
- Phase 2: HEE-NW Administration
- Phase 3: Lead Employer Instructions
- Phase 4: Host Organisation Implementation

APPENDICES

- Appendix A: Consequences of failures in process
- Appendix B: Changes Process
- Appendix C: Schedule of Rotations
- Appendix D: Limits & Responsibilities
- Appendix E: Required Deadlines
- Appendix F: Flowchart of Process
- Appendix G: Definitions/ Glossary
- Appendix H: FAQs

INTRODUCTION TO ALLOCATION & ROTATION OF TRAINEES

The following process replaces all previous rotation and allocation processes issued by Health Education England – North West Office. Any feedback, comment or development from Heads of Schools (HOS), Training Programme Directors (TPD), HEE-NW or Lead Employer (LEO) staff should be forwarded to the Programme Support Business Managers (PSBM) for consideration.

Agreement

1. The need to minimise the number of issues that occur in relation to delayed notification of rotations and allocations (see Appendix A) is noted and remains a high priority for HEE-NW, Lead Employing Organisations and Host Organisations.
2. Each training post will have a unique identifier. The unique identifier will be in the form of a National Post Number, which should be used as the standard terminology in all future correspondence/enquiries relating to posts. This will enable all stakeholders to ensure that they are referencing the correct post and will simplify communications.
3. Adhering to the key deadlines is integral to the smooth running of the system and will be monitored by the HEE-NW management team.
4. The HOS/TPD will receive a summary pivot report twice yearly ie February and August to enable them to monitor all training posts within their specialty training programme.

PROCESS FOR ALLOCATION AND ROTATION OF TRAINEES

The process is split into 4 distinct phases. Within each of these phases are a number of steps that need to be undertaken. The following describes what happens within each phase and the limits & responsibilities associated with them.

Phase 1: Design & Submission

TPDs/HOS

1. Allocations of training posts for new trainees will take place following national recruitment rounds, generally with trainees beginning in post in August, September, February and March. Rotations of current trainees take place throughout the year at differing times for different specialties (see Appendix C).
2. The TPD/HOS should clearly note where a trainee is LTFT, ACF, ACL or OOP including maternity/paternity leave. Where trainees are on maternity/paternity leave, the post that funds this leave must still be noted on the rotation. If a subsequent trainee is also placed in this same post, the maternity/paternity leave trainee should be indicated in brackets.
3. Vacancies should be clearly marked as to whether recruitment is pending or if Trusts can recruit Locum Appointments for Service (LAS). It should be noted that LAS appointments cannot be confirmed until recruitment for a specialty is complete. Once recruitment is complete, authorisation to LAS appointments will be made.
4. Completed rotations should be received from the TPD/HOS by the published deadline (Appendix E) to enable each Specialty School administrative team time to input the placements onto TIS and produce the standardised rotation template for submission to LEOs.
5. The TPD/HOS rotation should include the following fields:
 - National Post Number
 - Site
 - GMC/GDC Number
 - Surname
 - First Name
 - Specialty
 - Sub-specialty (where relevant)
 - Educational Supervisor (where relevant/known)
 - Grade (including indication of LTFT or ACF/ACL).
 - Start date of rotation
 - All out of programme trainees, including those on maternity/paternity leave and undertaking academic research slots
6. Any specialties unable to meet the submission deadline for their rotation must put their reasons in writing prior to the deadline date and receive agreement for a revised submission date from their Associate Dean.

7. The submission of rotations will be monitored and any rotations not completed by the published deadline will be escalated to the lead HEE-NW management team for follow up.
8. Specialties can release provisional rotations but any rotations that are released prior to formal notification by the LEO **must contain a provisional watermark and be clearly marked as subject to change** with a disclaimer that **formal notification of placements will be received from the Lead Employer.**
9. The HOS/TPD **must** inform their Programme Support Manager (PSM) if releasing a rotation prior to formal notification by the LEO.

Phase 2: HEE-NW Administration

1. The Programme Support Manager/Programme Support Coordinator/Programme Support Officer (PSM/PSC/PSO) will input the TPD rotation onto TIS or send the TPD rotation to the Workforce Planning & Intelligence Team to upload. They will then run the rotation checking to ensure all trainees have been allocated a placement or are in approved alternative destinations (for limits & responsibilities please see Appendix D).
2. Any anomalies, omissions or queries will be resolved between the Programme Support Manager/Programme Support Coordinator and the TPD/HOS, including ensuring that trainees on maternity/paternity leave are allocated a post. This will minimise the number of revised rotations issued
3. Trainees on maternity leave will be rotated to ensure all training placements and training opportunities are maximised. Where a trainee has been placed in a post occupied by a maternity leave trainee, the Programme Support Manager will liaise with Medical Staffing Manager (MSM) in the host organisation to ensure appropriate funding arrangements are in place.
4. When finalised, the Programme Support Manager/Programme Support Coordinator will forward the rotation to the relevant LEO by the published deadline copying in the relevant Programme Support Business Manager (see Appendix E for required deadlines). The rotation should be saved as:

Specialty- patch-version-date 1 ie CMT- Mersey-V01- 2018.08
5. Any changes to rotations that occur after submission to the LEO will be communicated via a revised rotation ie version 02, version 03 etc (see Appendix B).
6. Any queries from the Lead Employing Organisation should first be checked against the FAQ (see Appendix I) provided by HEE-NW and actioned as appropriate. If the query does not appear on the FAQ, these should then be directed to the relevant Programme Support Manager/Programme Support Coordinator.
7. Any queries received from Host Trust Organisations should be directed to the Lead Employing Organisation **not** HEE-NW.

8. Any revised submission dates must be communicated to the LEO (phase 1, point 6).

Phase 3: Lead Employer Instructions

1. The Lead Employer receives the rotation and checks for missing information or any additional information required for the purpose of processing the rotation.
2. The LEO will need to inform the Host Trust if a new trainee is due to be rotated into a post where a current trainee is on maternity/paternity leave. HEE-NW to ensure that Maternity replacements have been indicated on the rotation as per Phase 1, point 2 above).
3. Any queries from the LEO to HEE-NW should be directed to the relevant Programme Support Manager/Programme Support Coordinator who will endeavour to respond to queries within 48 hours.
4. The Lead Employer matches payband information (Trainees on 2002 Terms and Conditions) and Generic Work Schedule (GWS) information (Trainees on 2016 Terms and Conditions) and requests missing payband or GWS information on the standardised overview spreadsheet as required from the Host Organisation. The Host Organisation provides the Lead Employer with payband or GWS information by the published deadline.
5. The Lead Employer notifies each trainee of their confirmed rotation and payband or GWS by the published deadline. A copy of the FAQs (appendix 1) are also made available. Both receiving and leaving Host organisations will also receive this confirmation. The information will be communicated to receiving HR/Medical Workforce Departments. The HR/Medical Workforce Department will disseminate the information locally.
6. The Lead Employer updates rotational information and pay details on ESR.
7. Payroll updates each trainee's payband information.
8. The Lead Employer will inform HEE-NW of all resignations once these are confirmed for each specialty.

Phase 4: Host Organisation Implementation

1. The Host Organisation schedules all requisite induction requirements.
2. Trainee commences new rotation.
3. Any queries concerning allocations and rotations should be directed to the Lead Employing Organisation **not** HEE-NW.

Appendix A: Consequences of Failures in Process

1. Failure to comply with the agreed Code of Practice between the BMA, NHS Employers and Health Education England (published 08/11/2016).
2. Failure to comply with the agreed Code of Practice will result in a breach of the Terms and Conditions of Service for NHS Doctors and Dentists in Training (England) 2016.
3. Failure to place new starters in their correct post on TIS 14 weeks before their start date will result in them being unable to access the correct e-learning package in ESR.
4. Inadequate notification given to Host Trust to prepare for trainee induction and the planning of rotas. This has an impact on service needs and leaves Trusts with unplanned gaps.
5. Host Trusts are recharged for incorrect amounts, with an impact on educational contracts.
6. Pay bands cannot be clarified and trainees may therefore receive incorrect pay.
7. Some trainees may not be paid due to monthly cut off points for salaries having passed.
8. Some trainees may be overpaid, resulting in monies needing to be retrieved.
9. Trainees may not be officially informed of their placement resulting in complaints and challenges.
10. Trainees may not have undergone pre-employment and medical checks prior to beginning in post and will therefore not be allowed to commence in post.
11. Trainees may have agreed leave prior to starting in post, which Trusts are not aware of. This therefore bypasses the 8 week notice period of clinic cancellation.
12. All stakeholders must reprioritise workloads to accommodate delays, impacting upon quality and administrative time and load in an attempt to meet deadlines.
13. Delays in communication result in the chasing and clarification of information, again impacting upon administrative time and load and the possibility of misunderstanding.

Appendix B: Changes Process

1. Following submission of the rotation to the LEO, any changes to trainee placements/rotations must be agreed via the following process:
2. If a change to a rotation is required prior to the published deadline, this can **only** be actioned on the direction of the HOS/TPD. Changes will not be authorised following request from LEOs, Host Organisations or Trainees.
3. When notification of a change is received, the Programme Support Manager/Programme Support Coordinator should update TIS, run a new rotation and send this to the LEO. Any revised rotation will be numbered sequentially starting from the original version 01. All changes will be clearly highlighted.
4. A change will only be considered if adequate cover for the original placement can be found and an alternative placement is available that meets the educational requirements of the trainee.
5. Changes must not be made part way through a rotation.
6. In line with the national Code of Practice (Appendix J), HEE-NW and the LEO are legally obliged to give trainees 12 weeks' notice of their rotation/allocation placement. **It is therefore imperative that changes are not made following the published deadline.**
7. There are 2 exceptions to point 6 above:
 - i. Where trainees have a specific educational need related to the achievement of competences.
 - ii. Where trainees have special personal circumstances related to significant family responsibilities or personal health issues.
8. In the event of the above exceptions, the TPD/HOS must discuss each case with their specialty Associate Dean to receive approval for the change. **Unless this agreement is received the change will not be authorised.** Formal confirmation of the change must be received by the Lead Employer prior to the doctor commencing the change in placement. This is necessary to ensure appropriate measures have been put in place.
9. Geographical preference is NOT regarded as a reason for change of placement.
10. TPDs/HOS will be held accountable for any unauthorised changes that come to light before or after the changeover date and will be asked to account for these by the Postgraduate Dean.

Appendix C: Schedule of Rotations 2018-2019

AUG	SEP	OCT	NOV	DEC	JAN	FEB		MAR	APR	MAY
All (including GP)	Gastroenterology	D&E (NW)	Anaesthetics Higher	AIM		ACCS	AIM	Clinical radiology (small rotation and highlighted on February rotation)	AIM	Anaesthetics Higher
EXCEPT	Paediatrics	General Surgery (NW trainees only) – for last time in 2018	Clinical radiology (small rotation and highlighted on August rotation)	Clinical Oncology		Anaesthesia (higher & core)	Cardiology (NW)	Gastroenterology (if enough trainees)	Clinical Oncology	Clinical radiology (small rotation and highlighted on August rotation)
Chemical Pathology (MER)		Vascular Surgery (NW trainees only) – for last time in 2018	Haematology	CMT		Chemical Pathology (occasionally)	Clinical Radiology	Paediatrics	CMT	Haematology
D&E			Rehabilitation Medicine (if enough trainees)	CST (NW Plastic Themed Trainees only)		CIT (occasionally)	Core psychiatry		CST (NW Plastic Themed Trainees only)	Rehabilitation Medicine (if enough trainees)
Gastroenterology				Emergency Medicine (ST3 – small rotation & highlighted on Aug rotation)		Core surgery	Dermatology (occasionally)		D&E (MER)	
Geriatric Medicine (Mersey)				GP		GP	General surgery		Emergency Medicine (ST3 – small rotation & highlighted on Aug rotation)	
Paediatrics				Geriatric Medicine (Mersey)		Haematology	Histopathology (NW)		GP	
Respiratory Medicine (Mersey)				Medical Oncology (NW)		ID Higher (occasionally)	Neurosurgery		Medical Oncology	
NB: Reports still required for new starters				OMFS (MER)		OMFS (NW)	Ophthalmology		OMFS (MER)	
						Paediatric surgery	Plastic surgery		Respiratory Medicine (MER)	
						Psychiatry Higher (occasionally)	Rehabilitation Medicine			
						Renal (MER)	T&O			
						Urology (MER)	Vascular surgery			
						NB: Reports still required for new starters				

NB: Palliative Medicine trainees can rotate on an ad hoc basis depending on their specialist attachment

Appendix D: Limits & Responsibilities:

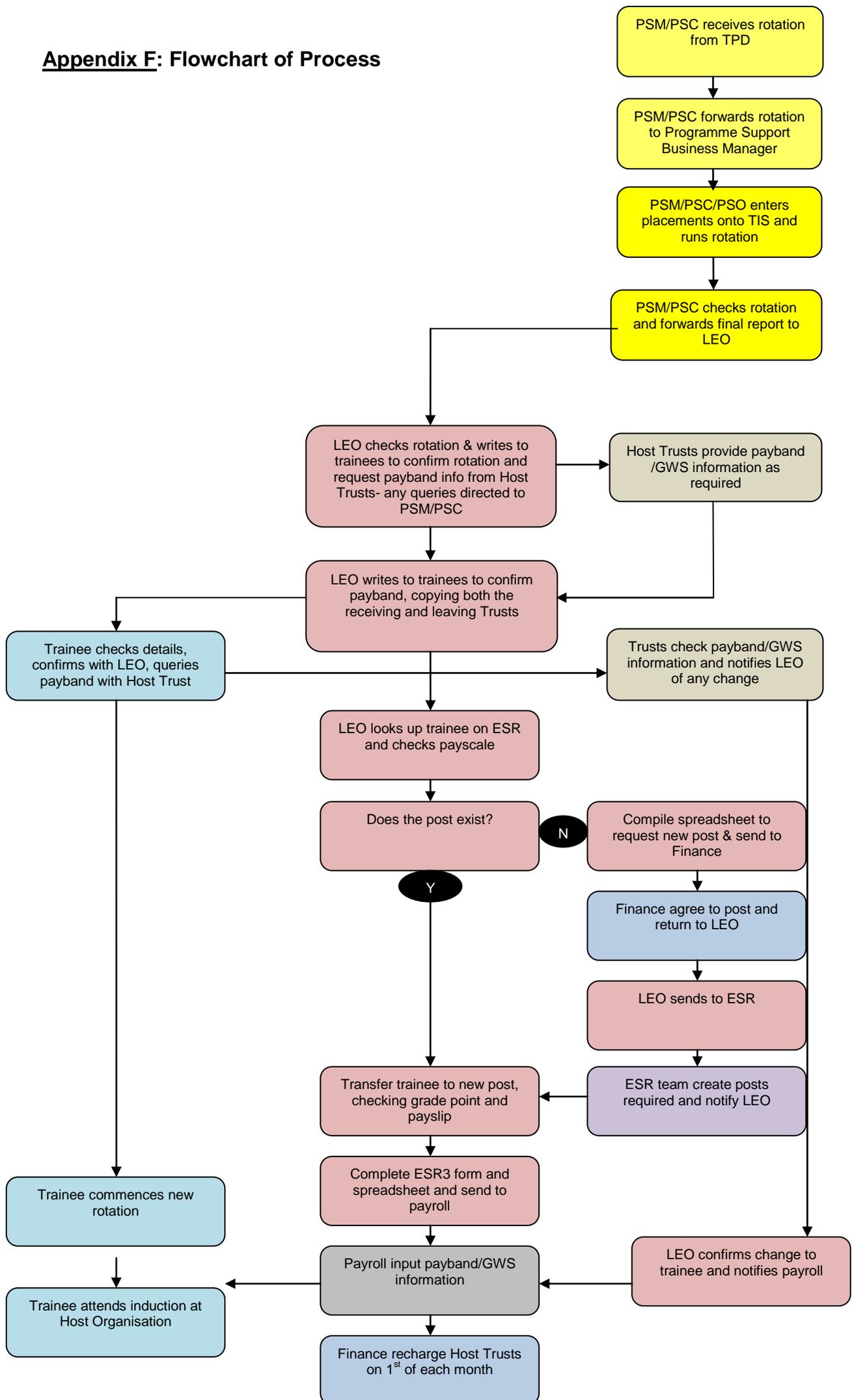
Phase 1	<p>The TPD will;</p> <ul style="list-style-type: none"> plan 6 monthly allocations/rotations (or quarterly in exceptional circumstances) allocate placements to those trainees on maternity/paternity leave avoid changes once submitted except in exceptional circumstances obtain authorisation from the Associate Dean for any changes made following the deadline for submission to the Lead Employer 	<p>The TPD will not;</p> <ul style="list-style-type: none"> amend post details circulate rotation other than to STC/School members necessary to approve placements
	<p>HEE-NW will;</p> <ul style="list-style-type: none"> ensure that omissions/ queries/ anomalies are confirmed with the TPD before the rotation is submitted, including ensuring that trainees on maternity/paternity leave are allocated a post 	<p>HEE-NW will not;</p> <ul style="list-style-type: none"> create rotations enter into negotiation with HOS/TPDs to extend deadlines without authorisation from the Deputy Dean Hospital & Community Care arrange changes to submitted rotations without the authorisation of the Associate Dean
Phase 2	<p>HEE-NW will;</p> <ul style="list-style-type: none"> ensure the submitted rotation is checked and all trainees have a placement or approved other destination flag any concerns over submitting a rotation to the HEE-NW management team as soon as they become apparent maintain tracking records for each step of the process to enable a full review/analysis. ensure TIS and other reporting mechanisms are updated and accurate ensure finalised rotations are submitted to the Lead Employer by the required deadline. refer all queries from host organisations to the Lead Employer 	<p>HEE-NW will not;</p> <ul style="list-style-type: none"> create rotations inform trainees of agreed rotations/allocation enter into placement discussions with individual host organisations unless a query has an educational basis or otherwise instructed by the HEE-NW management team
Phase 3	<p>The Lead Employer will;</p> <ul style="list-style-type: none"> ensure host organisations, trainees and payroll are all informed of future rotations and any aligned information ensure host organisations are informed of trainees due to go out of programme or on maternity/paternity leave respond to all queries from host organisations or trainees apart from those that have an educational basis refer any queries not answered by the FAQ to the relevant Programme Support Manager/Programme Support Coordinator 	<p>The Lead Employer will not;</p> <ul style="list-style-type: none"> create or amend reports create rotations enter into negotiation with TPDs to extend deadlines without authorisation from the HEE-NW management team refer host organisations directly to Programme Support Managers/Programme Support Coordinators
Phase 4	<p>Host organisations will;</p> <ul style="list-style-type: none"> provide the Lead Employer with pay bands/GWS as appropriate make any queries to the Lead Employer in the first instance flag up any issues in relation to trainees due to go out of programme or on maternity leave with the Lead Employer Notify their appropriate organisation departments of rotations once available 	<p>Host organisations will not;</p> <ul style="list-style-type: none"> create or amend reports create rotations enter into negotiation with TPDs to extend deadlines contact HEE-NW to make queries on placements refer trainees directly to Programme Support Managers/Programme Support Coordinators

Appendix E:

Rotation Submission Deadlines 2018-2019

Date of rotation	Rotations: TPD to SSM (17 weeks)	Rotations: SSM to LEO (14 weeks)	Rotations: LEOs to Host Trusts and Trainees (12 weeks)	Pay band/GWS changes: Host Trusts to LEOs (10 weeks)	GWS to Trainees (8 weeks)	Updated Rotations: SSM to LEO
1 August 2018	4 April 2018	25 April 2018	9 May 2018	23 May 2018	6 June 2018	6th of each month
5 September 2018	9 May 2018	30 May 2018	13 June 2018	27 June 2018	11 July 2018	
3 October 2018	6 June 2018	27 June 2018	11 July 2018	25 July 2018	8 August 2018	
7 November 2018	11 July 2018	1 August 2018	15 August 2018	29 August 2018	12 September 2018	
5 December 2018	8 August 2018	29 August 2018	12 September 2018	26 September 2018	10 October 2018	
2 January 2019	5 September 2018	26 September 2018	10 October 2018	24 October 2018	7 November 2018	
6 February 2019	10 October 2018	31 October 2018	14 November 2018	28 November 2018	12 December 2018	
6 March 2019	7 November 2018	28 November 2018	12 December 2018	26 December 2018	9 January 2019	
3 April 2019	5 December 2018	26 December 2018	9 January 2019	23 January 2019	6 February 2019	
1 May 2019	2 January 2019	23 January 2019	6 February 2019	20 February 2019	6 March 2019	
June 2019	No rotations					
July 2019	No rotations					
7 August 2019	10 April 2019	1 May 2019	15 May 2019	29 May 2019	12 June 2019	

Appendix F: Flowchart of Process



Appendix G: Definitions/Glossary

Post	A training opportunity set up in accordance with the GMC, Royal College and HEE-NW standards. The post is developed and remains constant whilst trainees rotate through it to achieve certain competencies.
Programme	A collection of posts grouped together to provide a comprehensive exposure to the learning requirements prescribed by the Royal College curriculum. A Programme may also include other experience gained through Out of Programme experience, research or complementary events.
Placement	A designated training opportunity for an individual trainee. Each trainee will be assigned a number of placements, which will provide the appropriate learning environment to achieve the competencies required by the Royal College. A placement may be an HEE-NW approved 'post' or may be a complimentary opportunity external to the HEE-NW programme.
Allocation	The initial 'placement' for a trainee. All new appointees to HEE-NW will be placed within a 'post' from which they commence their training. All subsequent 'placements' are referred to as a 'rotation' (see below).
Rotation	A movement of a trainee from one placement to another.
National Post Number	A unique identifier. Takes the form of - e.g: NWN/RBV01/017/STRH/001. To be used as the standard terminology when discussing a post.

ROTATIONS & ALLOCATIONS **FAQS FOR DOCTORS IN TRAINING**

I have not received formal notification of my placement, when will this be available?

HEE-NW provide information to the Lead Employer. You should receive formal notification of your placement from the Lead Employer no less than 12 weeks prior to your start date. If you have not received notification by this date, you should contact your Lead Employer directly who will be able to advise.

I have received formal notification from the Lead Employer of my placement but it is different to what my TPD told me or from what my preference was.

Who should I contact?

You need to contact your Training Programme Director in the first instance who will be able to clarify whether your placement has been changed since you were notified of it provisionally. If the placement you have received from the Lead Employer is incorrect, your TPD will need to liaise with HEE-NW to arrange for your placement details to be amended. This authorisation can only come from the TPD so you should not contact HEE-NW directly yourself.

How long is this placement/rotation for?

Please see the attached schedule of rotations for information, which outlines when each specialty rotates.

Which track am I on?

Provisional rotations, which outline which track a trainee has been allocated to, can be obtained from your specialty school administrative team (see contact links below).

Can I change/swap my placement?

Unless you have a clear, educational or personal reason this is unlikely. In the first instance, you should contact your Training Programme Director. If it is felt there is a clear educational or personal need for the change your TPD will need to liaise with HEE-NW to authorise this. Requests for changes will only be considered from the TPD so you should not contact HEE-NW directly yourself.

How do I choose my preferences for my specialty/ future rotations?

For the following specialties, there is no preference system. You are allocated your placement by the Training Programme Director and if you wish to discuss this you should contact your TPD directly:

All Higher Medical Specialties
All Higher Surgical Specialties
All Mental Health Specialties
Anaesthesia Higher

Emergency Medicine
Obstetrics & Gynaecology
Ophthalmology
Paediatrics
Radiology

For the following specialties, trainees are asked to give their preferences at interview and trainees are then placed in order of ranking. There is no system to change this preference once allocated.

Core Medical Training
Core Surgical Training
ACCS Core
Anaesthesia Core

Where will my next placement be?

You will be advised formally of your next placement at the appropriate time by your Lead Employer. This will be no less than 12 weeks prior to the placement starting. If you wish to discuss your future placements you should contact your Training Programme Director in the first instance who may be able to provide you with provisional details. For some specialties, provisional future rotations can be obtained from the Specialty admin team.

What sub-specialty will I be working in?

You will be notified of this by the Lead Employer when receiving your formal notification of rotation. If not, you should contact your Training Programme Director or a member of the Specialty School administrative team.

Can I defer my start date?

The start of training may only be deferred on statutory grounds (e.g. maternity/paternity leave, ill health). There are no exceptions to this rule. If this is relevant to your appointment, you should contact the Lead Employer in the first instance.

Who should I contact in regard to the rota for this placement?

For local rota information, you should contact the Medical Staffing Department at the Host Trust Organisation within which you have been placed.

CONTACTS

Details of the speciality school administrative team and Training Programme Directors in HEE-NW can be found on the website at:

<https://www.nwpgmd.nhs.uk/specialty-schools>

LEAD EMPLOYING ORGANISATIONS

Pennine Acute Hospitals NHS Trust
Email: leademployer@pat.nhs.uk.

St Helens & Knowsley NHS Trust
Email: lead.employer@sthk.nhs.uk