

Thames Valley Local Office

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England.schoolofOandG.tv@nhs.net

5th December 2024

NHS England Postgraduate School of Obstetrics and Gynaecology

Ms Ruth Houlden - Head of School
Women's Centre, John Radcliffe Hospital,
Headley Way, Oxford OX3 9DU

Email: Ruth.houlden@ouh.nhs.uk
Secretary Details: TBC

Letter to all Residents for year August 2024-25

Dear Resident,

Welcome to a new year of training in the NHS England Thames Valley Deanery.

For those of you who are new to the programme – welcome. For those who are not - I hope you have a fantastic year. Your first point of contact for your training should be your **Educational Supervisor** and **College Tutor**.

Trust	College Tutor(s)	E-mail address
Stoke Mandeville Hospital (Bucks Healthcare Trust)	Miss Deepa Balachandran Nair	deepa.balachandrannair@nhs.net
Wexham Park Hospital (Frimley Health)	Miss Kaajal Barot	k.barot@nhs.net
Milton Keynes University Hospital	Miss Anja Johansen-Bibby	Anja.Johansen-Bibby@mkuh.nhs.uk
Oxford University Hospitals	Miss Helen Jefferis (ST1/2, FY2, GPVTS) Miss Anna Ashcroft (ST3-7, SST)	helen.jefferis@ouh.nhs.uk anna.ashcroft@ouh.nhs.uk
Royal Berkshire Hospital	Miss Shu Wong Miss Caroline Prentice	shu.wong@royalberkshire.nhs.uk Caroline.Prentice@royalberkshire.nhs.uk

Rotations

Thames Valley Deanery postgraduate training in O and G is at 5 Trusts across the deanery. These are:

- Oxford University Hospitals NHS Foundation Trust
- Frimley Health NHS Trust (Wexham Park Hospital)
- Bucks Healthcare NHS Trust
- Milton Keynes University Hospital NHS Trust
- Royal Berkshire NHS Foundation Trust

You will rotate through at least 4 of the 5 Trusts during your training programme. By rotating across different trusts during your 7-year training programme your training will benefit from the different opportunities offered across the deanery.

There are 2 fixed rules:

- Residents remain at the same hospital for 2 years over ST2 and 3. For Residents working LTFT we still aim to keep you at the same hospital for 2 calendar years covering the transition from ST2 to ST3.
- You will spend at least one year of your training at OUH.

Allocations for the following training year are done at the end of March and Residents are notified soon after.

If you are returning after maternity leave or OOP, it is not always possible to place you at the Trust you were at before your leave /OOP started. Please contact me as early as possible (at least 3 months before your expected return to work).

Rota Sessions

You should discuss your particular learning needs with your ES at the start of your placement and at each of your monthly meetings to help you plan how you can use upcoming sessions to support your development and consider whether you may need to target any specific sessions.

Your Educational Supervisor, College Tutor and the Guardian of Safe Working Hours in your Trust should be able to help with any rota queries you may have.

Please use **Exception Reporting** to flag any missed educational opportunities or variations from your work schedule. Exception reporting is of importance so that any recurrent training issues can be flagged asap and also helps departments in being able to plan and evidence appropriate staffing.

Educational Supervisor (ES)

You will have an ES for the whole year but different clinical supervisors during the year. You should have regular (monthly) education meetings with your ES.

The induction meeting should be within the first 2 weeks. If this is not possible – please discuss with your college Tutor.

Your final annual review and Education supervisor report (ESR) should take place in the month prior to your ARCP.

Please **prepare** for your meetings with your ES. It is very helpful if you can pre-populate the relevant form

and save it as a draft in advance.

You should refer to the training matrix to understand your training requirements for the year.

Schedule of meetings with ES – Resident to arrange

Month of placement	
1	Induction appraisal. Discuss handover from previous ES, ARCP report and recommendations and training needs for this year. Sign education agreement with ES in e-portfolio.
	Recovery conversation: if you have not already done one, please do so. ES please report any themes to the college tutor for collation to aid with our school recovery response.
2	Education meeting and write PDP. Discuss what evidence you will need to show progress
3	Ditto
4	Ditto
5	TO1 sent out (minimum of 10)
6	Mid-term appraisal & TO2
7	Education meeting and write PDP. Discuss what evidence you will need to show progress
8	Ditto
9	2 nd set of TO1 sent out. Fix date for ESR report meeting. It is often helpful to have one short preliminary meeting and one longer one for the ESR.
10	Final appraisal, ESR and discuss likely ARCP outcome. If outcome 1 not expected ES to let HOS know.
11	ARCP
12	Post ARCP meeting to discuss training needs for next ES at new placements

ATSM/SITMs

Mr Sam Mathewlynn is the ATSM/SITM director for the deanery (sam.mathewlynn@ouh.nhs.uk)

I would encourage you to consider your choice of SITM early – this should be part of your discussion regarding career development and planning with your ES.

ATSM/SITM Registration

From August 2024 you are no longer able to register for ATSM/APMs and instead will register for SITM/SIPMs.

ATSM/SITM ES – should be assigned by college tutor at the start of your training year – if you have a particular ES in mind and have approached them this should also be agreed by the college tutor.

Please email the registration form with all other signatures completed to ATSM/SITM director. (Copy in Heidi.coniam@ouh.nhs.uk)

The completed form will be emailed back to you for submission to the college.

Completion of ATSM/SITM

Make an appointment with the ATSM/SITMs director to have your portfolio reviewed for completion sign off.

Be aware that you need to allow sufficient time prior to your ARCP – allow at least 4 weeks' notice.

Prior to your ARCP a completion certificate will need to be uploaded to your library to confirm that you have completed your ATSM/SITMs. This a requirement for awarding an outcome 6.

Teaching Leads

- Mr Rob Siraj for ST1/2
- Miss Marie Zammit-Mangion for ST3-5
- Miss Kaajal Barot ST6/7
- Miss Divya Nambiar for obstetric simulation
- Mr Velupillai Vathanan for gynae simulation

Training Programme Directors

- Miss Jasveen Dhani for ST1-2
- Miss Kaajal Barot for ST3-7

Study leave

The organised regional teaching counts towards your 30 days study leave available per year.

This leaves the following number of days available to be taken – but at your Trust College Tutor's discretion: (There may be leeway for additional leave where you have been unable to attend local teaching due to service commitments – this should be discussed on a case-by-case basis with your ES and college tutor)

- ST1 – 2: 21 Days
- ST3 – 5: 5 Days
- ST6 – 7: 27 Days

The budget for study leave is now managed centrally from the deanery. On the deanery website there is a table of essential and desirable courses for the school of O&G.

For any course over £350 the TPD should sign the agreement of support to obtain funding. Without this, applications will be declined. To be equitable to everyone, an individual's previous years study budget allocation will be considered when allocating further funds.

Many essential courses are offered in-house e.g. ROBUST, STEP UP, USS course. These are generally offered at near cost so are much cheaper compared to the same external course. Most Residents will be expected to book onto these in-house courses. If you are unable to attend due to A/L or sickness we have a reciprocal agreement with Wessex to attend their courses. If you need to attend an alternative, please speak to TPD.

Ultrasound training

Miss Mustabshera Fayyaz is the deanery ultrasound coordinator and may be contacted at Mustabshera.Fayyaz@royalberkshire.nhs.uk

Ultra sonographers and consultants can sign off OSATS. For basic ultrasound training your ES can sign off the curriculum once you have sufficient evidence of competency.

If you wish to progress to intermediate level scan training this will need to be agreed with Miss Fayyaz as the deanery coordinator for ultrasound. There are a limited number of training places available. To ensure equity, priority is given to Residents planning or undergoing SITMs which require intermediate level scanning eg fetal medicine, early pregnancy care or where scanning is a significant part of the SITM eg advanced antenatal care.

We run a blended ultrasound course each year open to all ST1 and ST 2s which covers all technical aspects of USS and has a combination of hands-on simulation training on a sophisticated virtual ultrasound trainer along with supervised patient scanning.

We are fortunate to have two virtual ultrasound simulators for the school of O and G located in a secure room in the postgrad centre at Stoke Mandeville hospital. They are only for the school of O and G.

Further details regarding, regional guidelines, simulators and contacts can be found on O&G school webpage.

<https://thamesvalley.hee.nhs.uk/obstetrics-and-gynaecology-home/simulation-and-ultrasound-training/>

Laparoscopic Simulation Resources

There are Laparoscopic box trainers available in each Hospitals for O&G Residents to use. You can take the trainers home if you wish for up to 1 weeks at a time to practice at home.

There are Lap Sim Resident Reps in each hospital. Please approach them to borrow the trainers. For more information contact Veluppillai.vathanan@nhs.net

ARCPs

The ARCP dates are as follows

Winter Round Dates

- Thursday 30th January
- Monday 3rd February

Summer Round Dates

- Tuesday 17th June
- Thursday 26th June
- Monday 30th June

For those of you who have had an ARCP previously your ARCP outcome for should detail whether you are due to have an ARCP at the midpoint or end of the year.

You will be sent details of what you need to submit well in advance of your ARCP. Revalidation information is collected annually for Residents and your returning officer is the Dean, Paul Saddler. Your electronic form R (revalidation form) must be submitted two weeks in advance of your ARCP. You will need to have the following available on your ePortfolio in advance of your ARCP:

- Completed Educational Supervisor's form (ESR)
- TO2 x 2
- Updated CV including the year's achievements
- Log of teaching attendance
- Evidence of completion of the TEF and GMC surveys
- Electronic Enhanced form R which includes information for revalidation
- For academics - a report from your academic supervisor and submitted to the academic rep Miss Christina Aye
- For anyone on an OOP, a report from your supervisor and fill in a full scope of work form

Academic Residents

Your academic representative is Miss Christina Aye christina.aye@ouh.nhs.uk Please contact her with any queries you may have.

Through the year, please ensure that:

- You have a separate academic induction with your AS, setting your training goals from the curriculum / matrix. You should complete the Personal Development Plan (Annexe A) together.
- Residents in research for more than a 3 month block should have a mid-term academic appraisal.
- At the end of the year you must have a final assessment with your Educational Supervisor. You also need an academic ARCP. This will result in a 'report of Academic progress' (Annexe B) being issued which has to be submitted to the Deanery in advance of your clinical ARCP (upload to ePortfolio, profile section)

Maternity Leave, OOP, extended sick leave and the SuppoRRT programme

Before you go on maternity leave or OOP, you are strongly advised to meet with your ES and complete an Educational Supervisor's report before you go; it will help with planning and your ARCP when you come back.

Please email ruth.houlden@ouh.nhs.uk **AND** the school programme manager at the deanery England.schoolofandg.tv@nhs.uk with your intended leave dates as soon as possible so that we can plan for your leave.

Before you return to work from maternity leave you are entitled and encouraged to use Keeping in Touch (KiT) days.

Please arrange to meet with your college tutor at least 6-8 weeks before you plan to return to work after any prolonged time away from training to discuss your training needs, agree days of work if you are LTFT and a plan for RTW.

The **SupportTT** programme at HEE-TV is for Residents returning after a period away from training for any reason – maternity leave, prolonged sick leave, OOP. The deanery funds 3 supernumerary days when you start work to aid your induction, but the college tutor needs to give the deanery and dept notice to arrange this. Please contact them early at least 2 months before your return to work.

SupportTT also runs returning to work training days (with funded crèche facilities) and webinars to support returning to work. For Residents who for any reason may need a longer period of supported return to work there is discretionary funding to do this. Please contact your TPDs to discuss and they apply for funding where needed.

Resident Representation

Miss Lydia Akinola is the School of O and G Residents rep chair for Thames Valley Deanery. She can be contacted on Lydia.akinola@nhs.net and attends school board meetings as the Resident representative.

The Residents in each trust nominate a Resident rep(s). The reps provide confidential support and will raise issues for you to the college tutor, TPDs, HOS and School Board via the Rep Chair. Please contact Lydia if you are interested in applying.

We encourage each Trust Resident rep(s) to meet with the college tutor and Dept operations manager each month to address any issues as they arise.

Wellbeing

O&G is an incredibly rewarding career but can sometimes be stressful or upsetting. Please do not hesitate to reach out whenever you feel you need more support.

There are a lot of helpful resources including those provided by PSWS - <https://thamesvalley.hee.nhs.uk/resources-information/professional-support-wellbeing/>. They can provide help for a range of situations including exam failure, neurodiversity and psychological safety.

Another helpful site is <https://youokaydoc.org.uk>.

Career development

There are lots of opportunities to develop your career in the deanery. This can include QulPs, undergraduate teaching and research projects. Please liaise with your ES and College Tutors for unit specific opportunities. Local university students frequently undertake placements within your units and there are several opportunities to be involved in undergraduate teaching and training. Please contact James Matejtschuk at ugteachingadmin@wrh.ox.ac.uk if you are keen to get involved with undergraduate teaching.

Useful contact numbers/email:

Ruth Houlden	Head of School	01865 222969 Secretary	ruth.houlden@ouh.nhs.uk
Dinesh Chintapalli	HEE TV school programme officer	01865 932050	England.schoolfoandg.tv@nhs.uk
Heidi Coniam	Secretary to HOS	01865 222969	heidi.coniam@ouh.nhs.uk
Kaajal Barot	ST 3-7 TPD Deputy HOS ST6/7 Teaching Lead		k.barot@nhs.net
Jasveen Dhani	ST 1/2 TPD		Jasveen.dhani@royalberkshire.nhs.uk
Sam Mathewlynn	ATSM/SITM lead		Sam.mathewlynn@ouh.nhs.uk
Marie Zammit-Mangion	ST 3-5 teaching lead		Maria.zammitmangion@nhs.net
Rob Siraj	ST 1/2 teaching lead		Rob.siraj@nhs.net
Garyfallia Fountoulaki	Associate Dean for O&G		Garyfallia.fountoulaki@berkshire.nhs.uk
Christina Aye	Academic rep		Christina.aye@ouh.nhs.uk
Mustabshera Fayyaz	Deanery ultrasound coordinator		mustabshera.fayyaz@royalberkshire.nhs.uk
Velupillai Vathanan	Lap Sim Lead		Velupillai.vathanan@nhs.net
Divya Nambiar	Obs Sim Lead		Divya.nambiar@nhs.net
PSWS	Professional Support and wellbeing service		https://thamesvalley.hee.nhs.uk/resources-information/professional-support-wellbeing/

Please make sure we have your secure e-mail address, which you check regularly – we will use this for school board communications. If you change it or are unsure if we have the correct email, please let Heidi (heidi.coniam@ouh.nhs.uk) and Dinesh (England.schoolofandg.tv@nhs.uk) know.

The school board are here to support you and hope you have a fantastic year.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Heidi Coniam', with a long horizontal flourish extending to the right.

Head of School of Obstetrics and Gynaecology
NHS England working across the Thames Valley