



# **Welcome to Postgraduate medical training in Wales**

**Version: Secondary Care Training**

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## Welcome introduction from the Postgraduate Dean

This handbook has been produced to provide useful information for doctors in training in Wales, including roles, responsibilities, contact lists and explanation of frequently used acronyms. Every effort has been made to ensure its accuracy, helping you to navigate the educational processes which are central to your training and career progression. I hope you find it useful.

My team and I are committed to supporting you, ensuring you have access to training opportunities of the highest quality. We are here to help so if in doubt about anything please ask. I wish you well in your training here in Wales – it is a wonderful country in which to train, work and live so do make the most of it and enjoy yourselves.

## What is HEIW and what role does it play in my training?

Established on 1 October 2018, Health Education and Improvement Wales (HEIW) is the only Special Health Authority within NHS Wales. HEIW sits alongside Health Boards and Trusts, and has a leading role in the education, training, development and shaping of the healthcare workforce in Wales in order to ensure high-quality care for the people of Wales. HEIW is the [Statutory Education Body \(SEB\)](#) for Wales.

The Medical Deanery within HEIW is responsible for ensuring the delivery of sustainable high-quality postgraduate medical education and training that supports service provision in NHS Wales this includes:

- recruitment and selection into medical training programmes
- ensuring placements within a training programme meet educational and curriculum requirements and notifying all you and Health Board of who is rotating where and when
- ensuring a programme of support and assessment is in place i.e. arranging your ARCPs
- ensuring you can access a range of support throughout the duration of your training programme via trained Educational Supervisors, Training Programme Directors, Local Teams and the Professional Support Unit
- ensuring the methods of providing medical education and training across Wales deliver to the highest standards, represent value for money and provide a range of learning methods/environments for trainees.

## **HEIW Medical Directorate and Deanery Team – who’s who**

### **Medical Director - Professor Pushpinder Mangat**

Responsible for overseeing all activity across the Medicine Directorate which includes the Medical Deanery, Pharmacy and Dental teams. The Medical Director is the Responsible Officer for HEIW overseeing all medical trainee revalidation processes.

### **Postgraduate Dean – Professor Tom Lawson**

Postgraduate Deans have the title ‘dean’ because they are responsible for Postgraduate programmes of study for doctors in training-they are accountable to the GMC for ensuring the quality of that training and that the GMC standards are met. Programme responsibility includes

- recruitment and selection
- ensuring curriculum delivery and its quality management
- providing educational support and remediation
- assessment via the ARCP process
- confirmation of standards for full and specialist registration

### **Director of Secondary Care – Dr Helen Baker**

Oversees all secondary care training programmes alongside key functions such as recruitment, training placement and programme management, ARCPs, Less Than Full Time Training and Revalidation.

### **Deputy Directors for Secondary Care – Dr Caroline Evans and Dr Martin Edwards**

Supporting key initiatives across Secondary Care to improve standards for all including the delivery of the Generic Curriculum, School developments and TPD support.

### **Director of Quality Management – Dr Malcolm Gajraj**

Oversees the quality management of training programmes. This includes gathering and triangulation of data from trainees and trainers, through feedback surveys, School reports, faculty teams and ARCPs and PSU data. Areas in need of improvement are identified and the quality management framework is utilised to ensure action plans are developed alongside health boards to maintain and improve the learning environment.

### **Director of Educational Improvement – Dr Anton Saayman**

Provides strategic leadership for educational governance and improvement within the medical deanery. This includes leading on the trainer recognition and development process, supporting educational infrastructure and leading on evaluation & research, improvement and innovation.

### **Director of Medic Professional Support & Development – Dr Ian Collings**

Overseeing cross cutting portfolios including for both doctors in training and non-training roles. Dr Collings leads SAS and locally employed doctor development and support. Furthermore, he has leadership roles related to the Professional Support Unit, medical careers, the Welsh clinical leadership training fellowship, training

flexibility and the medical associate professions such as physician and anaesthetic associates.

## **UK governance of Education and Training**

### *Health Departments*

Government departments responsible for supporting ministers in leading the nation's health and social care provision. Policy on medical education is the responsibility of health ministers. Coordination and alignment of those policies across the UK is through the UK Medical Education Reference Group. Detailed policy issues are remitted to health officials, who will bring the contents to the attention of their respective health ministers.

### *Statutory Education Body (SEB)*

Organisation responsible for delivering the national leadership and oversight on strategic planning for the Health and Social Care workforce within its region. There are 4 SEBs: HEIW for Wales, NES for Scotland, HEE for England and NIMDTA for Northern Ireland.

### [Conference of Postgraduate Medical Deans \(CoPMED\)](#)

This UK group provides a focus for those responsible for the strategic overview and operational delivery of postgraduate medical training in the four nations of the UK. COPMED is responsible for the development and review of the [Gold Guide](#) alongside [other key documents](#) relevant to Education and Training.

### [General Medical Council \(GMC\)](#)

The GMC works to protect patient safety and improve medical education and practice across the UK. The GMC sets the standards for providers of medical education and training, and regularly check to make sure those standards are met.

## **Training programme governance of Education and Training**

Each training programme is governed by a Training Committee often known as a Specialty Training Committee (STC) or School Board. Training Committees bring together key individuals, trainers and trainee representatives from across Wales to ensure the delivery of high-quality training for all trainees across their placements this includes monitoring developments i.e. feedback and information from trainees and training surveys, changes to standards or training curricula and developing action plans.

### *Specialty Training Schools*

Specialty Training in Wales is organised through Postgraduate Schools. Wales has 10 Specialty Training Schools covering Medicine, Surgery, Anaesthetics, Paediatrics, Obstetrics & Gynaecology, Emergency Medicine, Pathology, Psychiatry, Radiology and Public Health. Each School is led by a Head of School who leads a team which includes Training Programme Directors (TPDs), School leads for key portfolio areas and a School Manager (based within the HEIW team).

### *Heads of Specialty Schools*

These are clinicians on the ground but also employees of HEIW who have overall responsibility for the management of the training programmes in that specialty and its related sub-specialties. They have professional links to the relevant specialty College and are accountable to the Postgraduate Dean. Heads of Schools chair the training committee for that specialty with the exception of large schools such as Medicine, Surgery and Psychiatry

where the training committees are chaired by a nominated individual or the Training Programme Director. For these larger Schools the Head of School will chair a School Board which brings together representatives of all the specialties within that School. Heads of Schools often take a strategic role focussing on developments and emerging issues within training programmes and raising standards through sharing of best practice across sites and the UK.

#### [Head of School in Wales Contacts](#)

#### *Training Programme Directors (TPDs)*

Training Programme Directors (TPDs) are also clinicians on the ground appointed to report directly to the Postgraduate Dean or appropriate Deanery representatives. They are responsible for recruitment, rotations, trainee progression and ARCPs within their specialties. They provide advice, support and management of the Specialty Training Programmes across Wales. TPDs are responsible for signing off applications for Out of Programme and Less than Full Time training.

#### [TPDs in Wales Contacts](#)

## **Training placement governance of Education and Training**

#### *Educational Supervisors*

All doctors in training are allocated an Educational Supervisor who is responsible for the overall supervision and management of an individual trainee's educational progress during a training placement. Dependent upon your specialty you may have a designated Educational Supervisor for the duration of your training programme or it may change with each placement.

Educational Supervisors are responsible for ensuring the trainees whom they supervise maintain and develop their specialty learning E-portfolio and participate in the relevant specialty assessment process. They offer educational supervision, undertake appraisal, and provide regular, ongoing feedback, support, advice and access to career management.

#### *Named Clinical Supervisors*

Each trainee should have a Named Clinical Supervisor for each placement who is responsible for ensuring that appropriate supervision of the trainee's day to day clinical and educational performance occurs at all times, with regular assessment and feedback to both trainee and Educational Supervisor (your ES will take on the CS role when working in their department).

## **Local Education Provider (LEP) governance of Education and Training**

The Local Education Provider is a provider of clinical placements – usually a Health Board or Trust in Wales.

### *Assistant Medical Directors (AMD) for Medical Education*

Assistant Medical Directors for Education lead on the delivery of medical education and training in the Local Education Provider, ensuring that [General Medical Council \(GMC\)](#) standards are met and that a robust governance structure in relation to medical education and training is in place.

### *Faculty Leads (LFLs)*

Faculty Leads work in partnership with HEIW to support, deliver and manage postgraduate medical training in Wales. A number of variations to the Local Faculty Lead model exist across Health Boards determined by local need and governance structures, but areas of responsibility include trainers, trainees or Quality. For more information, please see [faculty leads](#).

### *Medical Education Managers & Medical Education Departments*

Medical Education Departments support the work of the AMDs for Medical Education and the Faculty Leads within each LEP. They provide support for the education and training events that occur within the LEP and also offer local support and assistance to trainees. For more information please see [Medical Education Centres](#).

### *College Tutors/Local Programme Directors*

College Tutors/Local Programme Directors are local appointments in training centres usually appointed by the relevant Royal College to promote the learning environment, support of Trainers & Trainees. They are responsible for ensuring that the programme(s) are delivered to the desired local and national standards. Their role varies across the specialties, but they largely work collaboratively with the College, TPDs, Supervisors and the Medical Education Department within the Health Board to support and organise the local training programme.

## **Employment/host organisation related information**

### *Single Lead Employer*

By May 2022 NHS Shared Services (NWSSP) will be the Single Lead Employer for all doctors in training across Wales<sup>1</sup>. NWSSP is an independent mutual organisation, owned and directed by NHS Wales. It was set up on 1st April 2011 to provide a range of high quality, customer-focused professional, technical and administrative services on behalf of all Health Boards and Trusts in NHS Wales.

All trainees currently employed by a Health Board will transition across to the Single Lead Employer model in a gradual manner over the coming months. A significant number of trainees have already moved across to NWSSP. The benefit of the Single Lead Employer model include:

- Employment with a single employer for the duration of the training programme.
- One set of employment checks as trainees rotate from placement to placement.
- Consistent use of policies and procedures.
- One contract of employment and benefits associated with continuity of pay through organisation.

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<sup>1</sup> Exception being Public Health Trainees

To contact NWSSP please go to [their website](#).

### *Relocation and Travel Expenses*

All trainee doctors are entitled to claim relocation and excess travel expenses. This process is managed by NWSSP on behalf of HEIW. Please see [their website](#) for further details.

### *Study Leave Funding*

All applications for study leave must be made via INTREPID. Applications cannot be made or accepted retrospectively. Your local [Postgraduate Centre/Medical Education Department](#) will guide you through the process.

### *Absence from training*

Absences from training, other than for study leave or annual leave, i.e. maternity/paternity leave, jury service or other unforeseen circumstances may have an impact on a doctor's ability to demonstrate competence and progression through their training curriculum. The [General Medical Council \(GMC\)](#) has determined therefore that within each 12 month period where a trainee has been absent for a total of 14 days or more (when a trainee would normally be at work), a review of whether the trainee needs to have their CCT/programme end date extended will be triggered.

If you are absent from training for any reason, you must inform your Department/Directorate, and HEIW.

### *Prolonged Absence from Training*

We continue to work with specialty schools to ensure you have the right level of support when you return to training after a period of prolonged absence (3 months or more). This absence can be planned or unplanned e.g. out of programme/maternity leave or long term sickness. It is important that you speak with your TPD prior to any planned absence so appropriate arrangements can be put into place to support you during your absence and critically on your return.

## **Flexibility and Support in Training**

### *Less Than Full Time Training (LTFT)*

LTFT training (or part time training) is now an integral part of Postgraduate Training in Wales. We have a flexible approach to LTFT training; all trainees can request to train on a less than full time basis. HEIW along with Heads of Schools and [Training Programme Directors](#) are committed to managing LTFT training in such a way that it is available to as many trainees as possible. If you wish to train Less Than Full Time (LTFT) please use the link below to access relevant guidance, forms and process aids to submit your application. More information: [Less than full time working](#)

### *Taking time out of the approved programme (OOP)*

Taking time out of programme (OOP) is governed by the [Gold Guide](#) which sets out arrangements agreed by the four nations.

There may be a number of circumstances why a trainee may wish to take time out of their approved programme to which they have been appointed:



- Out of Programme for Experience (OOPE)
- Out of Programme for Research (OOPR)
- Out of Programme for Training (OOPT)
- Out of Programme for a Career Break (OOPC)

All OOP requests need to be discussed and agreed with your TPD prior to submitting to HEIW for Postgraduate Dean (or nominated deputy) approval. For further information please access the [Out of programme in Wales guidance, policy and application form](#)

### *Inter Deanery Transfers*

The National Inter Deanery Transfer (IDT) process has been established to support trainees who have had an unforeseen and significant change in their personal circumstances since the commencement of their current training programme which requires a move to a different Deanery within the UK. There are fixed application windows each year and this process is managed by the National IDT Team on behalf of the four statutory bodies; please visit the [National IDT website](#) for details.

### *Support Options and Information*

As a trainee doctor, you may experience difficulties which affect your work and/or training. Whether you have health problems, family difficulties, workplace issues, doubts about career choice or lack of examination success you should not think you are alone.

If you are experiencing any issues like these, HEIW can provide you with help, guidance and support. There are a number of options for you to consider if you need support.

In the first instance, please discuss any concerns with your Educational Supervisor or [Training Programme Director \(TPD\)](#) or the local Medical Education Team. They will be able to advise you and provide you with direct support in your training environment; and they can refer you to individuals within HEIW or your Health Board if required.

Within your local team the Local Faculty Lead have an educational and support role linked with HEIW.

Professional Support Unit - Otherwise, there is further information on the [HEIW Professional Support Unit \(PSU\) website](#). The PSU can provide support in a number of areas including:

- [Exam support](#)
- Advice for [refugee doctors](#) and [international medical graduates](#)
- [Psychological support](#)
- [Support with training and progression](#)

You can contact the Professional Support Unit by email [HEIW.ProfessionalSupport@wales.nhs.uk](mailto:HEIW.ProfessionalSupport@wales.nhs.uk)

If you do not feel able to raise your concerns with your Educational Supervisor or [Training Programme Director](#) or local medical education team, please contact the HEIW team who can put you in contact with the relevant individuals.

Other wellbeing resources are also available including [Health for Health Professionals](#) and [Able Futures](#). If you are unsure of which resources to access it may be helpful to speak to educational/clinical supervisors or the PSU.

Dyslexia support – Occasionally, people who have undiagnosed dyslexia encounter problems passing machine marked tests for certain exams. We therefore strongly encourage all new trainees to complete this screening tool.

The link to the free dyslexia screening tool is:

<http://netquickscan.co.uk/QS5/CARD/Card.htm>

You need to enter a number that is important to you (any number will do- you can make it up or use one that relates to the numbers on your library card for example), equally the course can be anything you like.

Once completed, should your report suggest that your profile is consistent with someone with dyslexia, you should forward a copy of this report to the Professional Support Unit (PSU) at [HEIW.ProfessionalSupport@wales.nhs.uk](mailto:HEIW.ProfessionalSupport@wales.nhs.uk)

If you do require a full Educational Psychologist assessment, the PSU will facilitate this for you.”

For those individuals with a diagnosis of dyslexia we would encourage you to inform HEIW, the Professional Support Unit and your TPD at the earliest opportunity to ensure reasonable adjustments can be made for you with your training programme.

### *Careers Advice*

Colleagues, your Supervisors, [Training Programme Director](#) and the PSU can all be useful sources of advice on what specialty suits you and your life plans. All the Royal Colleges and Faculties have careers advice sections as does the BMA. For further information on specialties and career options, visit [Health Careers](#) - hosted by Health Education England but covering the UK as agreed by [CoPMeD](#).

In addition to this HEIW are currently reviewing the additional career resources that our trainees in Wales need particularly at those critical progression points such as foundation to specialty training or if you are thinking about a different direction in your training career.

### *Resources for International Medical Graduates new to the NHS*

#### [GMC: Welcome to the UK](#)

This is a free GMC workshop that is designed to help doctors new to the UK by offering practical guidance about ethical scenarios and the chance to connect with other doctors coming from abroad.

#### [BMA: Life and work in the UK](#)

A new start in a new country is a challenge and this extensive BMA resource is where to find guidance and support.

#### [The King's Fund: How does the NHS in England work?](#)

Whilst this resource only refers specifically to England, the NHS in other parts of the UK are similar in many ways. If you have never worked in the NHS before, or feel you don't understand how it works, this is a great starting point.

#### [Health in Wales \(NHS Wales\)](#)

This website details the NHS arrangements in Wales

## Annual Review of Competence Progression (ARCP)

### *Introduction to ARCP*

An ARCP (Annual Review of Competence Progression) is undertaken for each trainee at least on an annual basis. It is a process which enables you and HEIW to record that you are gaining all competencies required by your training programme at an appropriate rate and through appropriate experience.

HEIW will notify you of the dates of your ARCP panel review, you will receive guidance from your specialties regarding requirements and receive correspondence from HEIW regarding the date of your ARCP at least 6 weeks prior to the date of your panel review.

The ARCP panel will meet to review your evidence of competence to progress to the next year of training, or completion of training. It is, therefore, very important that you provide the evidence within your portfolio by the dates given if you wish to continue or complete your training.

Less Than Full Time trainees will generally have more panels than their full time colleagues. This is due to trainees having to have at least one ARCP per year, regardless of whether they are progressing from one training year to the next training year, or completing their training.

Following the panel decision on which ARCP outcome to award, you may be invited to meet with the panel or a representative to discuss the outcome awarded and next steps in terms of your training; this meeting may be virtually or face to face.

### *ARCP Outcomes*

There are a number of outcomes which you can be awarded at an ARCP panel, these are:

- **Outcome 1:** Satisfactory progress – Achieving progress and the development of competencies at the expected rate. Means you may continue your training with no restrictions.
- **Outcome 2:** Development of specific competencies required – Additional training time not required. Means you will be allowed to progress but will have to provide specified evidence within a given time frame or at your next ARCP.
- **Outcome 3:** Inadequate progress by the trainee – additional training time required. Means you need an extension to your training because you have not reached the required standard but might do so with further training.
- **Outcome 4:** Released from training programme – with or without specified competencies. Means you have been released from training for reasons which will be made clear to you at the time.
- **Outcome 5:** Incomplete evidence presented – additional training time may be required. Means you have not presented satisfactory evidence to the panel even though it may exist, you have a limited timeframe to present this after which you will be awarded a different outcome.
- **Outcome 6:** Gained all required competencies – will be recommended as having completed the training programme or for award of CCT. This is awarded at the end of your programme and means you have completed your training successfully.

## Revalidation During Training

Revalidation is the GMC's way of regulating licensed doctors. The aim is to support doctors in their professional development, helping to improve quality, patient safety and public confidence in the profession.

All doctors have to revalidate every five years and doctor in training are also required to revalidate at the point of CCT.

HEIW is the Designated Body for all Trainees in Wales. This includes LATs and trainees on OOP, maternity leave, sick leave, etc. The Designated Body for all doctors in training is HEIW, and Professor Pushpinder Mangat, Medical Director is the Responsible Officer (RO).

It is your responsibility to make sure that your [GMC Online account](#) is up to date and you are familiar with [GMC Revalidation](#) information for doctors in training.

As part of the revalidation requirement for doctors in training the Enhanced Form R must be completed prior to each ARCP. This is a mandatory form which asks questions regarding involvement in complaints or investigated incidents over the last year. This Form R will be made available to the ARCP panel who will complete a section on the ARCP form as to whether there are any current unresolved causes of concern. In turn these pieces of information will be used within HEIW to advise the Responsible Officer as to whether a revalidation recommendation can be made to the GMC, or if further investigation needs to take place.

[COPMeD](#) has released [guidance documents](#) in relation to doctors in Training whose scope of practice extends outside of their training programme. All trainees in Wales are required to declare [additional work outside of training](#); this includes locum (away from their current placement), extra-curricular and private work. Full details should be provided on the annual Form R declaration.

[The Reflective Practitioner](#) - Guidance for doctors and medical students was co-produced by the Academy of Medical Royal Colleges (AoMRC), COPMED, GMC and the Medical Schools Council (MSC) following calls from doctors, responsible officers and appraisers, for clearer information on what is meant by reflection, and how those in training and engaging in revalidation should reflect as part of their practice.

## Quality Management

HEIW has a responsibility to uphold the [educational standards](#) for postgraduate medical education and training as outlined by the [GMC](#) as the regulator via a number of mechanisms:

- Trainee and trainer feedback – this includes the annual [GMC trainee and trainer survey](#): end of placement feedback (EPEF surveys), feedback via trainees/trainers to the specialty or concerns raised directly with the Quality Unit in HEIW.
- Annual commissioning visits – to ensure appropriate systems and governance arrangements are in place within the LEP to support the deliver of high quality training
- Training visits – there are various stages to the visiting process which includes:
  - Specialty/School visits – these are usually routine visits to obtain feedback from trainees and trainers within the specialty. There may be a focus to the visit specifically if minor concerns have been raised through any of the feedback mechanisms.
  - HEIW Targeted Visit – there are multiple stages to the targeted visit process depending upon the nature, extent and severity of the issue. This response process investigates concerns via a staged process (the [targeted process](#)) which allows local Faculty Teams to feedback on initial concerns and evidence improvement or, if concerns are or become more serious, for HEIW to visit departments and interview both trainers and trainees as well as senior staff to gain further feedback and work with departments on an action plan to resolve concerns with continued monitoring.

### *Reporting a Concern about my training?*

Most trainees have a positive experience in their placements on their training programme. However, from time to time trainees will encounter a problem or issue that causes concern.

Patient safety is everyone's first concern and you should use the clinical governance framework in your Health Board to highlight a risk as soon as you become aware of it. All Health Boards will have policies for incident and near miss reporting, risk management and clinical governance. They will also have policies for bullying and harassment, and staff conduct and capability so there will be a mechanism and staff who can advise you.

You can raise training concerns in several ways including via the training programme structure, Local Faculty Leads or directly to HEIW.

While on a placement you can raise concerns directly with any of the following people in person or in writing: Educational Supervisors, College Tutors, [Training Programme Directors](#), Heads of Schools.

If you want to raise a concern with someone outside of the training programme structure you should contact your Local Faculty Lead within the Medical Education Department. Faculty Leads are well placed to respond to concerns at a local level and work in partnership with the Quality Unit in HEIW.

HEIW Open - HEIW has a dedicated email account where you can raise concerns about your training directly with us. The account is monitored Monday to Friday. However, please note that this is in addition to the existing mechanisms above and **any urgent patient safety concerns must be raised through local reporting mechanisms** to ensure immediate action can be taken if necessary. To raise a concern via HEIW Open, email [HEIW.open@wales.nhs.uk](mailto:HEIW.open@wales.nhs.uk) providing details of your training programme, grade, site and details of your concern with as much detail as possible.

## **Trainee Data and Data Management**

### *INTREPID training database*

HEIW uses the INTREPID database to store key data on all training grade posts and trainees. The main functions of the database can be summarised as follows:

- Tracking mechanism for HEIW funding of junior doctor training posts
- Local (for HEIW/Health Board purposes) and national (Welsh Government) and UK (GMC) reporting
- Management of Junior Doctor Study Leave applications by Trainees and Health Boards
- Management of records of assessment outcomes for junior doctors
- Meeting GMC information requirements regarding Educational Supervisors and SAS doctors in Wales and providing an information tool to manage responses to national surveys such as the Trainee Survey and Trainer Survey.

You will receive a login for INTREPID from the [Medical Education Department](#) for your first placement – this is required to enable you to book your study leave.

HEIW also uses the INTREPID system to contact trainees about issues that may be of relevance to them and so from time to time you may receive emails from HEIW that come from INTREPID as the sender.

### *Notification of Change in Circumstances*

You **must** notify the HEIW admin team and your employing organisation as soon as possible if you have/intend to have a change in circumstances, whilst you are in your training programme. Changes could affect how your salary payments are made and your end of training date, therefore it is imperative you notify all relevant teams.

Please email [heiw.changingmytrainingprogramme@wales.nhs.uk](mailto:heiw.changingmytrainingprogramme@wales.nhs.uk) with any updates/changes that we need to be made aware of which include:

- Change to personal details such as change of address or email etc
- Out of Programme Applications.
- Inter Deanery Transfer Applications.
- Notification of periods of absence owing to ill health, maternity/paternity leave or jury service.
- Resignation from a Training Programme.

Please note, all applications for [Less Than Full Time](#) must continue to be sent to [heiw.flexibletrg@wales.nhs.uk](mailto:heiw.flexibletrg@wales.nhs.uk)

### *Equality Monitoring Data*

HEIW is committed to supporting a multi-professional, diverse workforce that represents staff across the whole of NHS Wales and the patients we all ultimately serve. It is vital that all staff and trainees we support feel welcome, are treated fairly and are all enabled to reach their full potential. We are committed to creating opportunities to implement programmes of work that directly address Differential Attainment across our trainees. To achieve this and ensure that our future strategies and policies take into account the diversity of the trainees we support it is essential that you complete Equality Monitoring questions on any surveys we release and information relating to your protected characteristics i.e. gender, religion, ethnicity etc are updated on INTREPID as this is the dataset from which we base our future work and equality impact assessments.

## **Key HEIW contact details**

Queries relating to recruitment and training placements speak to your TPD or contact: [HEIW.Recruitment@wales.nhs.uk](mailto:HEIW.Recruitment@wales.nhs.uk)

ARCP queries: [HEIW.ARCP@wales.nhs.uk](mailto:HEIW.ARCP@wales.nhs.uk)

Revalidation queries: [HEIW.Revalidation@wales.nhs.uk](mailto:HEIW.Revalidation@wales.nhs.uk)

Changes in circumstances and details & applying for OOP: [heiw.changingmytrainingprogramme@nhs.wales.uk](mailto:heiw.changingmytrainingprogramme@nhs.wales.uk)

To raise a concern: [HEIW.open@wales.nhs.uk](mailto:HEIW.open@wales.nhs.uk)

Less Than Full Time Training: [heiw.flexibletrg@wales.nhs.uk](mailto:heiw.flexibletrg@wales.nhs.uk)

To access support from the Professional Support Unit:  
[HEIW.ProfessionalSupport@wales.nhs.uk](mailto:HEIW.ProfessionalSupport@wales.nhs.uk)

## **Other key resources and contacts**

### **The Gold Guide**

The Gold Guide is a reference guide for postgraduate specialty training in the UK - [read it here](#).

### **General Medical Council (GMC)**

The GMC is the body responsible for postgraduate medical education and training. The website is full of useful information for trainees:

- Telephone – 020 7160 6100
- Email address – [infor@gmc.org.uk](mailto:infor@gmc.org.uk)
- Website – <https://www.gmc-uk.org/>

### **The British Medical Association (BMA)**

The BMA is the trade union and professional body for doctors across the UK. You can call 0300 123 1233 or email [support@bma.org.uk](mailto:support@bma.org.uk) to join the BMA and access a wide range of exclusive services and support, including contract and rota checking, financial and legal services, wellbeing support, and employment advice to help with any work issues.

The BMA [Welsh junior doctors committee](#) considers all matters affecting junior doctors in Wales, gathering opinions and acting on your behalf. You can get in touch with the committee by emailing [info.wjdc@bma.org.uk](mailto:info.wjdc@bma.org.uk)

## Summary of Acronyms

ACCS – Acute Care Common Stem

AMD – Associate/Assistant Medical Director

AoMRC – Association of Medical Royal Colleges

ARCP – Annual Review of Competence Progression

BMA – British Medical Association

CCT – Certificate of Completion of Training

CESR – Certificate confirming Eligibility to the Specialist Register

COPMeD – Conference of Postgraduate Medical Deans of the United Kingdom

CS – Clinical supervisor also referred to as NCS (Named Clinical supervisor)

CT – College Tutor

DRN – Deanery Reference Number

DOH – Department of Health

EPEF – End of Placement Evaluation Form

ES – Educational Supervisor

FL – Faculty Lead

GMC – General Medical Council

HEIW – Health Education and Improvement Wales

IDT – Inter Deanery Transfer

LAS – Locum Appointment for Service

LAT – Locum Appointment for Training

LEP – Local Education Provider

LHB/uLHB – Local Health Board/university Local Health Board

LTFT – Less Than Full-Time Training

MD – Medical Director

NTN – National Training Number

NWSSP – NHS Wales Shared Services Partnership

OOH – Out of Hours

OOP – Out of Programme can be for Research, Training, Experience or Career break

PD – Programme Director (same as Training Programme Director)

PGCM – Postgraduate Centre Manager



PSU – Professional Support Unit

RA – Regional Advisor

RC – Royal College

RO – Responsible Officer

SAC – Specialist Advisory Committee

SEB – Statutory Education Body

StR – Specialty Registrar

STC – Specialty Trainee Committee

TPD – Training Programme Director (same as Programme Director)

WG – Welsh Assembly Government