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Health Education and
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Trainee Handbook

(for speciality trainees)

2024/25

Welcome to Postgraduate Medical Training in Wales

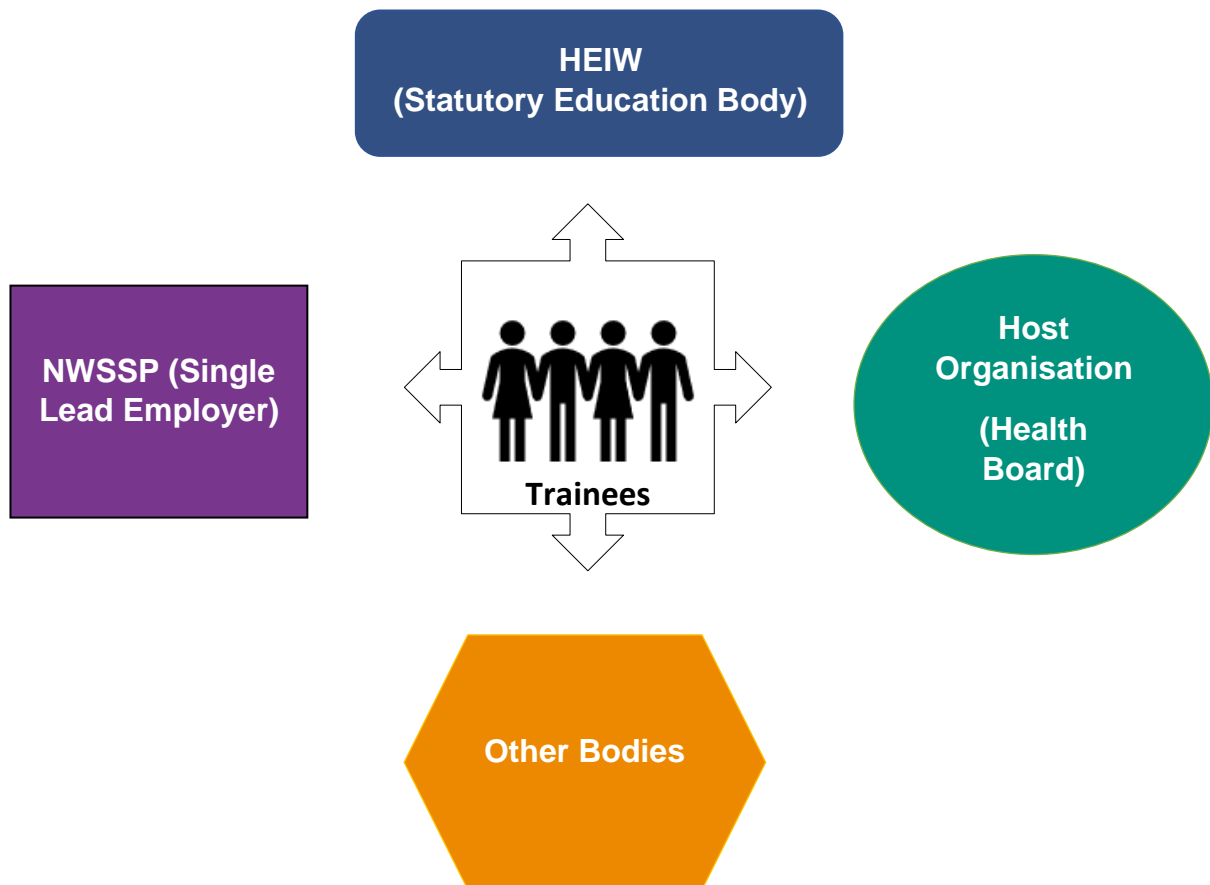
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Welcome

This handbook has been produced to provide useful information for doctors in training in Wales.

There are multiple partners involved in the doctor training programme (as shown below) and this guide will help explain their roles and responsibilities. In addition, the handbook will signpost you to useful policies, processes and resources which will help you throughout the course of your training. 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.



HEIW

Role of HEIW

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 [Annual Review of Competence Progression \(ARCPs\)](#).
- Ensuring you can access a range of support throughout the duration of your training programme via trained [Educational Supervisors](#), [Training Programme Directors \(TPDs\)](#), 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.
- Quality management of training programmes.

Specialty Training Schools and Specialties

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.

Within the Specialty Training Schools there are over 50 different Specialties and you can find more information by visiting the [Specialty Training website](#).

Meet the Team

Interim Medical Director - Professor Tom Lawson

Responsible for overseeing all activity across the Medical 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.

Interim Postgraduate Dean – Dr Anton Saayman

Postgraduate Deans 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.

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 Director for Secondary Care – Dr Caroline Evans

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.

Interim Director of Educational Improvement – Dr Gethin Pugh

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 as physician and anaesthetic associates.

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 often take a strategic role focusing 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

Training Programme Directors (TPDs) are also clinicians on the ground who are responsible for the recruitment, rotations, trainee progression and ARCPs within their specialties. They provide advice, support and management of the Specialty Training Programmes across Wales.

[TPDs in Wales Contacts](#)

Specialty Training Committees

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.

Secondary Care Team

The Secondary Care Team are responsible for working with the Heads of School and Training Programme Directors to manage all training programmes across Wales.

Each Specialty Training School has a designated manager who works with the Head of School to implement strategic plans, focussing on developments and emerging issues within training. They are supported by a team of administrators who are responsible for the governance of all HEIW processes and for the coordination of various administrative tasks to help manage the training programmes, such as the recruitment and selection of doctors in training, placement management, trainee induction and study days and the Annual Review of Competency Progression (ARCPs).

Key HEIW Contacts

We recommend that trainees should access the HEIW website where they will find all updated guidance, policies and relevant paperwork [Specialty training - HEIW](#).

- General queries: heiw.secondarycare@wales.nhs.uk / 03300 584 216
- Revalidation queries: HEIW.Revalidation@wales.nhs.uk
- To raise a concern: HEIW.open@wales.nhs.uk

To access support from the Professional Support Unit: HEIW.ProfessionalSupport@wales.nhs.uk

HEIW Responsibilities



Recruitment

The Specialty Training Team support all Specialties with national recruitment and timeline for the recruitment process can be found here [Specialty training recruitment](#). Every specialty has a national lead, and you can find links to their website via our page; from there, you can obtain further information about each specialty, including entry requirement.

To support with Career choice and find out more about each specialty with key information about studying the programme in Wales please visit [Prospective trainees](#).

Your Training Programme

Training Placements

The Training Programme Director is responsible for planning all Training Placements in the Training Programme and will ideally plan the training rotation for a minimum of two years in advance where they can. When planning the rotation, a number of factors are taken into consideration including curriculum requirements and geographical location however there may on occasion be a requirement to change the planned rotation due to personal circumstances or a training requirement.

Trainees can view their placement information on Intrepid but being mindful that future training years are unconfirmed until 12 weeks before that placement is due to start.

If you have any questions about your rotation you should speak to your TPD.

Absence from training

It is imperative that you notify [NWSSP](#) of any absence other than study leave or annual leave to ensure your pay is not negatively impacted. HEIW will record all absences over 14 days on Intrepid to help manage the training programme.

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 at the next ARCP.

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.

HEIW 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) which can be planned or unplanned e.g. out of programme/maternity leave or long term sickness. Please see [HEIW Medical Deanery Guidance on Planning Return to Work for Doctors in Training](#) for more information.

Less Than Full Time Training (LTFT)

We want our trainees to have the best experience whilst training in Wales and offer a flexible approach to training. Less Than Full Time Training (LTFT) is now an integral part of Postgraduate Training and HEIW are committed to managing LTFT training in such a way that it is available to as many trainees as possible.

We have created a LTFT easy read policy full of key facts [LTFT Easy Read Policy](#) but also have a more in depth policy for further information [LTFT Policy](#).

Trainees only need to submit one application at the point in which they wish to adjust their Whole Time Equivalent (WTE) unless they wish to change it again at a later date, when a new application should be submitted.

HEIW do ask wherever possible that you align your start date of LTFT with the rotation date for your specialty and we do ask that you stipulate your preferred working pattern however this cannot be guaranteed as it will very much depend on the rota, teaching days etc within the host organisation. We ask that on confirmation you contact the rota coordinators to agree a pattern and to also contact new Health Boards prior to rotating to discuss the work pattern.

Applications and Timescales

There are 4 different application routes that can be used to apply to change your Whole Time Equivalent and applications must be submitted via the digital [LTFT application forms](#) which can be found on the HEIW website.

Window

We have created application windows that open twice a year in August and February. This requires trainees to give at least 6 months' notice to allow sufficient time to manage the programme and to ensure both the needs of the trainee and service are met.

Application Window	For LTFT start date between:	Notification
1 st August to 31 st August	1 st February and 31 st July	Trainees notified of the outcome no more than 12 weeks after the window has closed.
1 st February to 28 th /29 th February	1 st August and 31 st January	

*Exceptional Circumstances

For trainees with sudden ill health or caring responsibilities or returning to training.

*New

For trainees who have accepted an offer to train in Wales.

*Increase in hours

For trainees wishing to increase their hours of work/training.

*Trainees will be notified of the outcome within 8 weeks of submitting their application but may be required to be flexible on the start date.

Important: When considering LTFT training there are a few factors that you should consider before speaking to your Training Programme Director and submitting your application:

- The impact on your pay and pension contributions.
- The increased time to your training programme and potential impacts i.e. out of sync for recruitment rounds etc. Even though the majority of programmes are competency based we will extend the length of training time proportionately in line with the curriculum indicative timeframes to ensure a fair and transparent process for all trainees.
- Consider your training requirements i.e. do you have any time bound elements to your programme.

Out Of 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 specialty training programme:

- Out of Programme for Experience (OOPE) to obtain clinical experience and practices away from the current training programme.

- Out of Programme for Research (OOPR) to conduct research in another setting which can count towards training time.
 - Out of Programme for Training (OOPT) to gain clinical training that counts towards training time.
 - Out of Programme for a Career Break (OOPC)

Prior to making an OOP application trainees should familiarize themselves with the [OOP Policy](#) and have a discussion with their TPD. It is important that trainees also review Royal College guidance for any time to count towards training as this must be agreed prospectively. Applications must be submitted on the correct OOP application form and at least 6 months prior to the start date of their OOP.

All trainees who are OOP are expected to engage in the ARCP process by completing an annual Form R Part B and submitting the relevant supervisors report (see OOP Policy).

Acting Up

Trainees who are within one year of their anticipated CCT are eligible to 'Act-Up' as consultants, to a maximum period of three months (pro rata for LTFT).

When in post the term 'acting-Up' and not 'locum' must be applied and time spent 'Acting-Up' may be recognised towards a training programme leading to the award of a CCT.

HEIW will only accept application forms for acting up within Wales and they must be submitted for Postgraduate Dean or Deputy approval a minimum of 8 weeks prior to the proposed start date of the acting up arrangement. See our [FAQs](#) to access the form.

Inter Deanery Transfer (IDT)

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. For more information on the IDT process please visit [Inter-Deanery Transfers \(IDT\)](#).

Period of Grace

The Period of Grace (POG) is available to higher specialty or run through trainees from the point of CCT for six calendar months.

POG will commence the day after the CCT date and only after receiving an ARCP outcome 6, however the POG will not necessarily be in the same place of work.

During the POG placement the doctor is no longer considered to be in training, but is in post for the purpose of service delivery.

HEIW will contact all doctors in training asking them to confirm their intention of whether or not they intend to use the period of grace no later than 3 months before their CCT date.

If the doctor obtains a consultant post or wishes to finish early during the POG then they are required to resign and provide the standard 3 months' notice: [Completing/leaving specialty training](#).

Completing/Leaving Training

It is important that HEIW are aware that you are leaving your training programme, whether you have completed your training or are leaving early therefore we ask you to complete a [leaver notification form](#) confirming your end date, reason for leaving and destination if known, as we are required to report this information to the GMC.

If you intend to resign from your training post, please speak to your Training Programme Director and Educational Supervisor to discuss your options. You can also speak to our Professional Support Unit who are able to offer independent advice and guidance, including health and wellbeing support.

There is a minimum of 1 (Core Training) or 3 (Higher Specialty /Run-through) months' notice period however if you are hoping to leave earlier than the standard notice period, you will need to speak to NWSSP and your host organisation to agree your last working day.

ARCP and Revalidation

ARCP

The Annual Review of Competence Progression (ARCP) is the formal process undertaken at least once on an annual basis for all trainees to ensure that they are offering safe, quality patient care, and to assess their progression against the stage of training as defined in their curriculum.

The ARCP team in HEIW will notify all trainees within 8 weeks of the panel date. It is the trainees' responsibility to complete and submit the Form R and to ensure all evidence including the Educational Supervisor Report is uploaded and available on the eportfolio at least 10 days before the ARCP date. All trainees will be awarded an ARCP outcome in line with the [Gold Guide](#) which will determine if the capabilities required are being gained and if the trainee can progress to the next stage of training.

Trainees do not attend the ARCP panel meeting however feedback will be provided in line with the specialties schedule. For any trainees who receive Outcome 2, 3 or 4 a meeting will be arranged to provide feedback from the TPD or panel member within 10 days of the ARCP panel meeting.

For more information visit our website [Annual Review of Competence Progression \(ARCP\) - HEIW](#).

ARCP LTFT

Less Than Full Time trainees may have more ARCPs than their full time colleagues. It is a GMC requirement to have at least one ARCP per year for revalidation regardless of whether a trainee is progressing from one training year to the next training year or completing their training. LTFT trainees may require an additional ARCP should their yearly ARCP not be within 3 months of a critical progression point in their curriculum.

Adjusting Training Time: The majority of training programmes are now competency based however HEIW will record the length of the training programme as stipulated in the relevant curriculum and it should be noted that the wholetime equivalent will be recorded for Less Than Full Time Trainees. However, trainees can apply to have their training time adjusted by having previous competencies recognised or because they are progressing more rapidly.

A request to have the training time adjusted must be trainee led and a formal application submitted to the panel for consideration and then formally agreed/rejected by the Postgraduate Dean which can be found on our [ARCP webpages](#). Applications will only be considered where there are sound educational reasons and will not be adjusted by more than 12 months or less than four months or a placement (whichever is less).

Full guidance and application forms can be found on the FAQ section of the ARCP web pages [Annual Review of Competence Progression \(ARCP\) - HEIW](#).

ARCP Parental Leave

HEIW recommends, where possible, that any trainee taking parental leave should have their learning outcomes clearly documented and an ARCP review prior to them taking their leave from the training programme. This will ensure progress is documented in a timely manner and aims to not disadvantage trainee progression for this group. As a minimum, trainees should ensure their portfolio is up to date and meet with their Educational Supervisor to complete the structured report confirming progress against the curriculum and highlighting any remaining competences.

If an ARCP has not happened prior to the start of parental leave the trainee will still be expected to participate in an annual review for revalidation purposes and a Form R should be submitted however a Not Assessed outcome will be awarded.

Sick Leave

Short term sick leave – If the trainee is on sick leave at the time of the ARCP panel and this is very recent i.e. they have been given sufficient notice of the panel dates to prepare their portfolio, have met with their ES and completed their form R, the trainee should continue to be reviewed and an outcome awarded. If an outcome 2, 3 or 4 is planned this will not be released whilst the trainee is on sick leave; instead the TPD will wait until the trainee has returned to training (this includes completion of any phased return to work programme) then schedule a meeting to discuss the outcome awarded and associated action plan. If it is unknown when the trainee is likely to return, a Not Assessed code N1 should be given, with a review scheduled when the trainee returns to work.

Longer term sick leave - An annual ARCP should be scheduled, and the trainee should be given the appropriate not assessed sickness outcome. An ARCP should be triggered at an appropriate timepoint on the trainees return to work.

ARCP for Trainees resigning from programme

For any trainees who have resigned from programme an ARCP should ideally take place prior to trainee leaving to record the trainees progress prior to exit. This is not required if the exit from the programme occurs within 3 months of the last ARCP.

- If the Trainee does not intend to complete the training year, the ARCP panel must still document any relevant capabilities that have been achieved by the trainee and a N21 and N22 codes should be awarded.
- If the trainee intends to complete the current training year then a standard ARCP outcome should be awarded.

If the trainee has resigned and left the training programme the ARCP panel must still document any relevant capabilities that have been achieved by the trainee and a N21 and N22 codes should be awarded.

Outcome 6 for Final Year Higher Specialty Trainees

Following an Outcome 6, the trainee must register on the GMC Specialist register. It is the trainee's responsibility to notify their Royal College who will check the outcome 6 and make a recommendation to the GMC. The process takes approximately 1 to 3 months. More information can be found on the [GMC website](#).

HEIW will revalidate you at the point of CCT, therefore **do not** disconnect from HEIW as your designated body until this revalidation recommendation has been made.

Please note, you cannot be interviewed for consultant positions more than six months prior to your CCT date.

ARCP Reviews and Appeals

Trainees have the right to request a review, and in certain circumstances an appeal, if you receive a developmental ARCP outcome (2,3,4) and believe the outcome is incorrect.

It can be helpful to initially discuss your ARCP outcome with your Educational Supervisor or Training Programme Director before pursuing a review or appeal.

To request a review or appeal you will need to complete the relevant form. Please see [here](#) for further details.

Revalidation During Training

Revalidation is the GMC's way of regulating licensed doctors and all doctors have to revalidate every five years and doctors in training are also required to revalidate at the point of CCT. The aim is to support doctors in their professional development, helping to improve quality, patient safety and public confidence in the profession.

HEIW is the Designated Body for all Trainees in Wales which includes LATs and trainees on OOP, maternity leave, sick leave, etc.

As a Doctor in Training 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. You will also be expected to participate in the ARCP process by ensuring your portfolio of evidence is maintained to demonstrate competencies against the curriculum and to demonstrate [reflective practice](#) too as part of the revalidation process. You will be asked to submit a completed Form R to maintain your license to practice and to declare any practice outside of your training programme (Wider scope of Practice).

You will find more information and supporting documentation on the HEIW website: [Trainee revalidation](#).

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.

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 (PSU)

The [Professional Support Unit \(PSU\)](#) provides guidance and information to all parties involved in postgraduate medical training and 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
- A range of workshops [HEIW PSU Upcoming Events](#)

You can contact the Professional Support Unit by email
HEIW.ProfessionalSupport@wales.nhs.uk.

Dyslexia support

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.

Occasionally, people who have undiagnosed dyslexia encounter problems passing machine marked tests for certain exams. Trainees may wish to take an independent dyslexia assessment and if your profile is consistent with someone with dyslexia, you should forward a copy of this report to the [Professional Support Unit \(PSU\)](#) and if you do require a full Educational Psychologist assessment, the PSU will facilitate this for you.

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](#).

Differential Attainment – GMC

Differential attainment (DA) is the gap between attainment levels of different groups of doctors. It occurs across many professions.

It exists in both undergraduate and postgraduate contexts, across exam pass rates, recruitment and Annual Review of Competence Progression (ARCP) outcomes. Variation in attainment can be observed across groups when split by a number of protected characteristics, including age, gender and race.

HEIW are working with colleagues and the GMC to address this.

Useful resources about Differential Attainment and for International Medical Graduates new to the NHS can be found in the useful [Resource Bank](#).

Study Days

Trainees are entitled to 30 study days per year and have a study leave budget of £600 per year. Trainees can carry over funding, but not days, for one year only but the study leave budget following rollover will not exceed more than twice the annual entitlement. HEIW recommend looking at what is available in the Health Board Medical Education Centres as there are a broad variety of free courses including clinical skills.

Trainees also have access to [educational development time](#) which should be prospectively agreed with your ES as part of PDP with specific outcomes to demonstrate the Generic Professional Capabilities.

Generic Curriculum

HEIW's Generic Curriculum Programme is based on the GMC Generic professional capabilities framework. The framework sets out the essential generic capabilities that all doctors should achieve to ensure safe, effective and high-quality medical care in the UK.

To find out more about the training available please visit [HEIW Generic Curriculum](#).

Leadership Training

HEIW have a bi-lingual, digital leadership portal, providing a wide range of compassionate and management resources for those interested in leadership. The portal is available to all trainees and can be accessed through the [Gwella](#) site.

Sustainable Healthcare in Wales

In April 2019, the Welsh Government declared a climate emergency in Wales, and two years later published its plan for a “net-zero” NHS by 2030. HEIW have a role to support the implementation of this plan, but we can all play a part.

The Lancet describes climate change as “the greatest global health threat facing the world in the 21st century”.

Thinking about climate change can be frightening (this is a normal response to devastating news, and we call this eco-distress). Recognising the way that we feel, and taking action, can help us to feel more positive.

Some small actions that you, as a medical trainee in Wales, could take include:

- Joining your local Green Group (there’s one in every healthboard).
- Looking at the resources available on Green Health Wales website ([link to resource bank](#)).
- Attending the HEIW Generic Curriculum Course on Sustainable Healthcare.
- Exploring active travel options to commute to work or car sharing.

Sustainable Healthcare provides hope for a healthier future and a healthier planet.

This is why the Lancet also describes climate change as “the greatest opportunity to redefine the social and environmental determinants of health”.

Trainee Data and Data Management

Intrepid

HEIW uses the INTREPID database to store key data on all trainees and training placements. An Intrepid account is set up for all trainees to enable them to record key personal information, view placement information and to book study leave. You will receive a login for INTREPID from the [Medical Education Department](#).

To ensure HEIW hold accurate and up-to-date information we ask that Trainees update and maintain the information held on INTREPID which can be done via the Self-Service update. We do ask that all trainees provide their NHS email address as their work email as this will be the preferred method of contact.

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.

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 relating to your protected characteristics i.e. gender, disability, religion, ethnicity etc are updated on INTREPID, as this is the dataset from which we base our future work and equality impact assessments.

Please see [HEIW Privacy Policy](#) and the conditions of joining a specialty training programme for further information on what information we may share with partners.

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](#), 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 delivery 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.
 - 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.



Raising Training Concerns

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 in the workplace that causes concern. Concerns can be wide ranging and could be associated with working environments, patient safety or even behaviour of other colleagues. HEIW appreciate that locating the best person to raise concerns to can be confusing as there are several stakeholders involved in the training programme.

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 supervisors who can advise you.

We recognise that raising concerns can be a daunting process for everyone but it is important that trainees feel supported and are encouraged to escalate concerns to the appropriate person so that appropriate action can be taken. To help trainees HEIW have more information on our [website](#) but have also produced some [guidance](#) on how to raise concerns and the escalation process.

NHS Wales Shared Services Partnership (NWSSP)

NWSSP (SLE)			
Salary	Employment Policy and procedure	Sickness	Paternal/Maternity leave
	Relocation/Travel expenses	Visa applications	Termination of employment

Single Lead Employer (NWSSP)

[NWSSP](#) have the overall employment responsibility including contracts of employment, employment checks, pay, restrictions/exclusions and disciplinary matter. The Lead Employer itself offers a single point of contact coordinating with all stakeholders.

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.

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

Salary

As your employer NWSSP will be able to advise and support you on any queries you may have regarding your salary, therefore please [contact them](#) if you have any questions relating to this matter.

Employment Policy and Procedures

Your employment with [NWSSP](#) is subject to the Personnel and Employment Policies, Rules and Procedures and we would encourage you to familiarise yourself with these [policies](#)

Sickness

It is imperative that any sickness is reported to **NWSSP** as your employer in addition to notifying your Host Organisation. You should report your first and last day of sickness via the NWSSP App which is essential to ensure that the information NWSSP hold is a true and accurate reflection so not to impact on your pay.

If you do not have access to the NWSSP App, a download guide can be found on the [NWSSP page](#).

Maternity/Parental Leave

As your employer NWSSP must be notified of any maternity/parental leave requests so that they can ensure the relevant statutory a paperwork has been completed but they can also help and advise on annual leave entitlement etc. To notify NWSSP of your intention to request maternity/parental leave you must submit your request via the NWSSP App.

If you do not have access to the NWSSP App, a download guide can be found on the [NWSSP page](#).

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.

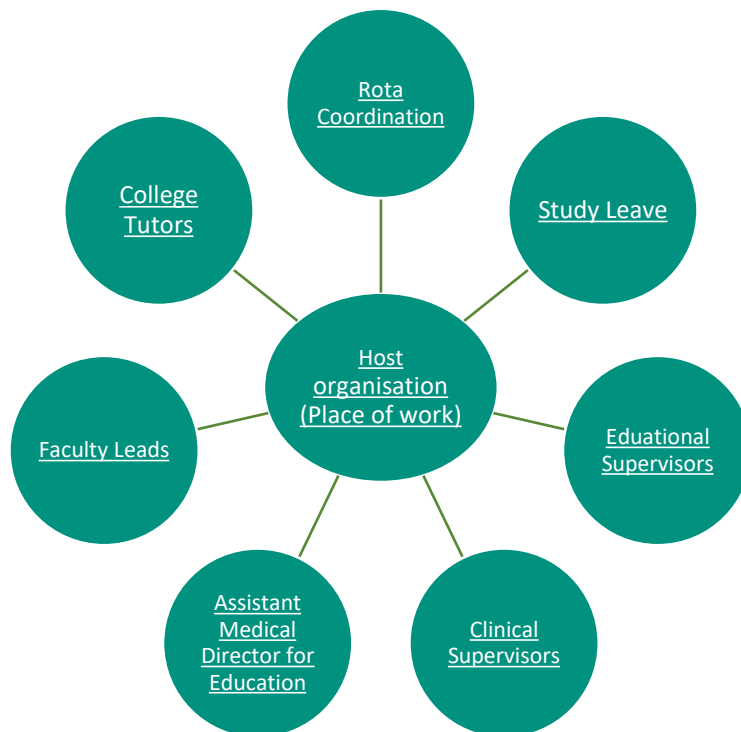
Visa Applications

For HEIW appointed trainees or trainees employed by NWSSP Single Lead Employer, the Skilled Worker Certificate of Sponsorship will cover the duration of the training programme, including all rotations. Further details can be found on the [Skilled Worker Certificate of Sponsorship](#) webpage.

Termination of Employment

Once you have submitted your notice through the HEIW [Completing/Leaving Training](#) process, we will liaise with NWSSP Single Lead Employer but recommend that you also speak to them as your employer.

Host Organisations



Local Education Provider

The Host Organisation (normally a Health Board or Trust) will have the role of the Local Education Provider (LEP) with a 'Faculty Team' central to the support, delivery and management of postgraduate medical education and training in Wales. In addition, the host organisations are responsible for the day-to-day management and supervision of doctors in training.

Rota Coordination

The Health Board are responsible for coordinating rotas so if you have any questions regarding your work/shift pattern you should speak to the [named contact](#) in the first instance.

Study Leave

HEIW is committed to ensuring all doctors in training can access study leave. Study leave guidance is available from the [Wales Study leave Policy](#).

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.

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. Depending on 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.

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 the trainee and Educational Supervisor (your ES will take on the CS role when working in your department).

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 (LEP), ensuring that [General Medical Council \(GMC\)](#) standards are met and a robust governance structure in relation to medical education and training is in place.

Faculty Leads

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](#).

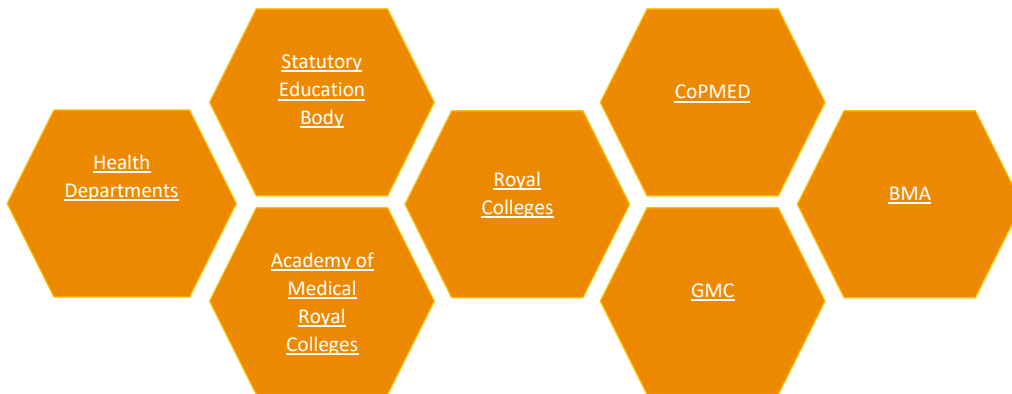
Medical Education Managers & Medical Education Departments

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.

Other Bodies



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, NHS 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.

GMC

The [GMC](#), as the regulatory body, 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.

Academy of Medical Royal Colleges

The Academy of Medical Royal Colleges (the Academy) is the membership body for the UK and Ireland's 24 medical royal colleges and faculties. A full list of membership can be found here: [Academy Members - Academy of Medical Royal Colleges \(aomrc.org.uk\)](#).

Royal Colleges

The Royal Colleges are the professional bodies responsible for the specialties throughout the UK. Each of the Colleges have responsibility for supporting doctors at every stage of their career by setting and maintaining standards and services including curriculum design and implementation.

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 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.

Useful Resources

The Gold Guide

[Gold Guide](#)

GMC

[Good Medical Practice](#)

[Generic Professional Capabilities Framework](#)

Reflective Practitioner

[The Reflective Practitioner](#)

[Reflective Practice Toolkit - Academy of Medical Royal Colleges \(aomrc.org.uk\)](#)

Wellbeing

[Canopi](#)

[Able Futures](#)

Differential Attainment

[Fair Training For All - Jane Cannon, Head of Approvals, GMC - YouTube](#)

[GMC: Welcome to the UK](#)

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

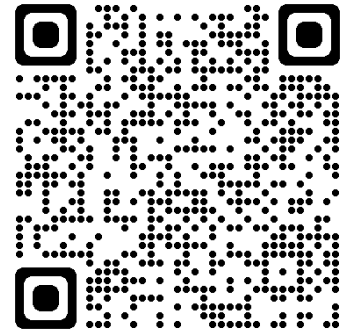
[The King's Fund: How does the NHS in England work?](#)

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

[Dyslexia Test for Adults online - UK, Australia, New Zealand, Canada, USA
- QS Dyslexia Tests](#)

Sustainable Healthcare

Green Health Wales 



Summary of Acronyms

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