**Welcome to EoE Q&A**

*Q: When do we get access to Horus?*

A: The National Team are currently uploading and you are likely to receive this in your PFPP week which is the end of July.

*Q: Do F1's do night shifts ?*

A: Yes you are expected to undertake night shifts. More details on rota can be obtained from your Trusts.

*Q: My start date needs to be delayed for XXX reason. What do I do?*

A: You need to contact the Trust, Programme team and recruitment to inform them why you will be unable to start and ask for a deferral. You will need to do that now and not delay in informing them.

Foundation Programmes (EoE) <foundationprogrammes.eoe@hee.nhs.uk>

Foundation Recruitment (EoE) <foundationrecruitment.eoe@hee.nhs.uk>

*Q: How many study days (which I assume are different to annual leave) can we take? Not just for hubs but conferences etc*

*A*: In f1 all of your study leave is for the taught programme e.g hubs etc. There is no additional study leave in f1. All f1 and f2 get 2 hours per week to use for self-development - which is not the 60 hours - and is for working on ePortfolio, doing audit, teaching medical and PA students, meeting supervisors etc. You do not need to use Non Working Days for Hubs.

*Q: Is exception reporting done in retrospect? As in, when you notice a pattern over time rather than ASAP when something happens*

*A: As soon as possible, ideally within a few days of the incident*

*Q:* With regards to exception reporting, at what point is it sensible to report?

A: What ever feels to you as being significant or regular lateness. As a guide anything more than 30mins.

*Q: I have not received my contract and/or rota yet. What do I do?*

A: Contractual issues are outside HEE’s remit and agreed between trusts and the BMA, so contact one or the other for more information. Contact your trust in the first instance, but BMA can advise further and help follow this up. You can receive your contract anytime up until you start work. It’s quite normal to negotiate contracts into the first few weeks of working.

Q: Is Study Leave separate from Annual Leave? How much do I get?

A: Yes. Further info on Study Leave can be found at<https://heeoe.hee.nhs.uk/foundation/training-programme/taught-programmestudy-leave>. Annual Leave, Sick Leave and Study Leave are all separate! All of study, annual and sick leave entitlements increase with service length through your training. For more details catch a BMA contract talk or visit their page on leave entitlements.

Q: Is there a way to see all the different courses before the hub goes live on 4th of Aug?

A: You can view last year' spreadsheet to get an idea - most of last year's results are being re-run.

A: If there’s a specialty we’re interested in but it’s not available in the hub of our specific patch, could we apply to a nearby patch?

A: If there's nothing in your sub region, contact the administrator for the location of the one you are interested in. They will be able to advise if there is space for you to attend.

Q: When arranging career taster weeks do they happen during our study leave or are separate days allocated for it?

A: It is part of your study leave. A 5-day Taster in the second or third FY1 placement (not both) is allowed. The time for this activity is borrowed from the FY2 study leave allowance and can therefore be attended in addition to the 90-hour FY1 allowance. Each Taster week is the equivalent of 5x6 hours (30 hours total). More information can be found on the link below : <https://heeoe.hee.nhs.uk/foundation/training-programme/taught-programmestudy-leave>

Q: My rota doesn't show the 2 hours for self-development. Is this something we're supposed to arrange ourselves if not already on the rota?

A: Go back to the rota coordinator and highlight to your FTPD at the trust

Q: Do we have to pay for the in-person part of the ALS course?

A: If you do the eALS - that is one day of online learning (for which you get study leave) and one day in person (for which you also get study leave), and both days cost around £275 - that should be covered. If you did the two day all in-person course then that would be more expensive and you may need to top things up.

Q: If we sign up to hubs on 3rd aug, do we then have to confirm study leave days after with our hospital?
A: Yes, this is part of your study leave allowance for FY1, but you will need to ensure that your hospital is aware that you will not be at work.

Q: Do we need to take annual leave in every rotation? Or not necessarily?

A: Yes definitely! You'll have 9 days per rotation, 27 overall. You can't usually roll them over

Q: Is ALS part of the taught programme? Do we need to arrange/attend this as part of our foundation programme?

A: Yes it is part of the taught programme and you will need to have done this during your foundation programme.

Q: If we’ve already completed ALS who do we send our certificate to?

A: That will be to your resus officer at the hospital from a trust mandatory training perspective; from an FY1 requirements perspective you will need to upload it onto your Horus eportfolio