

## Training Programme Information

### Regional Teaching

- To access Regional Teaching materials, please go to our website, Postgraduate Doctors in Training Area, Regional Teaching, Materials. **The password is the same as the door code** and will be updated each time the door code is changed.
- When there is no teaching, you **MUST** attend your workplace, as this is a paid session.
- Please note PSL is only applicable when you are in a GP placement and not in a hospital placement. Trusts have a 40-hour week, and there is no protected PSL within that time. However, most trusts do have 'development' sessions which can be in house teaching or sometimes private time depending on how the trust organise it.
- Please be mindful that if you are less than full time (LTFT), you are only entitled to attend a pro-rata of the sessions as you have longer to complete your ST year.

### Absence notification

<https://forms.office.com/e/VYNZrVhr3c>

- If you are going to miss a teaching session, please can you complete the absence notification form, that can be found on our website under Postgraduate Doctors in Training Area, Regional Teaching, Absence notification. This is used to record authorised absence.
- If you are less than full time (LTFT), and you are not attending teaching, you **MUST** complete the absence notification form, select 'other' and put 'LTFT' in the description.
- If you are on call/nights, we do not expect you to attend teaching, but you **MUST** complete the absence notification survey to notify us of this.

### Timetables

Timetables can be found on our website under Postgraduate Doctors in Training Area, Regional Teaching, Timetables for August 2025 – August 2026.

Please note that the timetables are updated from time to time, so please ensure you check the online timetables regularly. All teaching is **face-to-face** at the Campus, unless otherwise indicated on the timetable by **(v)** next to the topic.

## Training Programme Information (continued)

All surveys are checked on Tuesdays at 9am and the ePortfolio and Support form surveys are also checked on Thursdays at 3pm. Links to all of the forms can be found on our website: <https://madeinheene.hee.nhs.uk/dtvgptraining> under Postgraduate Doctor in Training Area.

Please **DO NOT** email the admin team with your question/query but complete the relevant form.

### **Car Registration**

<https://forms.office.com/e/jRRubKPpGR>

Please complete this survey to notify us if you wish to add/amend your car registration number; your car registration number is required by the security team to ensure that you do not receive a parking fine whilst at Queen's Campus.

### **Email Address update**

<https://forms.office.com/e/vtFxARJVKA>

Please complete this survey if you wish us to send all correspondence to a different email than the one you have currently provided.

### **ePortfolio (eP) queries**

<https://forms.office.com/e/wQWm48KNmd>

Please complete this survey if you have a query/question regarding your eP, such as your Clinical Supervisor needs amending. We have limited access to your eP, and often you will need to contact FourteenFish directly: [support@fourteenfish.com](mailto:support@fourteenfish.com)

### **Support Form**

If your query is a general query, please refer to the following:

- Our website: <https://madeinheene.hee.nhs.uk/dtvgptraining>
- Training programme information sheet
- Useful information sheet
- Lead Employer Trust information sheet

If your queries/concerns are not covered by any of the above, please complete the Support form:

<https://forms.office.com/e/5d3A6LEUaB>

Please note that if you email the Admin team and the answer to your question/query can be found by checking our website and/or the information sheets, or completing the relevant survey, then the Admin team **WILL NOT** respond to your email.