

Ref: FOI/GS/ID 4933

Please reply to:
FOI Administrator
Trust Management
Maidstone Hospital
Hermitage Lane
Maidstone
Kent
ME16 9QQ
Email: mtw-tr.foiadmin@nhs.net

27 September 2018

Freedom of Information Act 2000

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to FY1 induction packs.

You asked:

Please can you provide a full copy of the most recent version of the Induction Pack for FY1 doctors within each of the hospitals within your trust?

If there is any sensitive or confidential information, I understand that the pages containing this information will need to be removed from the document.

Trust response:

Please see the following.

INDUCTION PROGRAMME 2018

Foundation Year 1 Wednesday 25th July – Joint at Maidstone Academic Centre		
08.00 – 09.15	Registration & Refreshments– Dining Room Medical Staffing, OH – Robert Hardwick	
09.15 – 09.30	Welcome to the Trust Simon Hart, Director of Workforce	
09.30 – 10.25	Clinical Tutors Dr Paul Reynolds, Dr Bet Mishra	
Introduction to Postgraduate Centre South Thames Foundation School Training Environment ePortfolio and Reflection Curriculum Data Protection/Confidentiality - GDPR Good Medical Practice Supervisors & Appraisals Clinical Governance & Audit DNACPR	Consent Whistle Blowing What worries me most Record Keeping & Communication Death Certificates Handover Leadership Quality Improvement Projects Leave and on call swaps Duty of Candour	
10.25 – 10.40	Exception Reporting & Message from the Guardian Andrea Stephens	
10.40 – 11.00	Coffee Break	
11.00 - 11.15	VTE David Bridger	
11.15 – 11.30	What I wish I had known 12 months ago Mess Presidents – Dr Green, Dr Woo	
11.30 – 12.45	Pharmacy Richard Goodsall	
12.45 – 14.00	Lunch Marketplace Stalls Audit, Quality Improvement Projects, BMA, MDU, Library, Simulation & Skills Facilities, PALs	
14.00 – 14.10	Incident Reporting and Learning from Incidents Wendy Glazier	
14.00 - 1430	Record Keeping ,Compliance & Litigation Wendy Bates	
14.30 – 15.30	Systems Training	BLS
15.30 – 16.30	BLS	Systems Training

INDUCTION PROGRAMME 2018

Foundation Year 1 Thursday 26th July – Joint at Maidstone Academic Centre	
08.30 – 09.00	Registration & Refreshments
09.00 – 09.30	Infection Control Sara Mumford
09.30 – 09.45	What Worries Me Most Dr Paul Reynolds
09.45 – 10.15	Blood Transfusion Emma Small – Transfusion Practitioner
10.15 – 10.30	Biochemistry Services Ketkee Kothadia – Chief Biomedical Scientist
10.30 – 10.45	Haematology Ketkee Kothadia – Chief Biomedical Scientist for Haematology
10.45 – 11.00	Coffee Break
11.00 – 11.30	Handwashing & Infection Control
11.30 – 12.00	Antibiotic Prescribing Dr Grace Sluga
12.00 – 12.10	Emergency Planning – John Weeks
12.10 – 13.00	Lunch
13.00 – 14.30	Pharmacy Test Richard Goodsall
14.30 – 17.00	Departmental Inductions
Friday 27th July – Joint at Education & Training Centre, Tunbridge Wells	
08.15 – 09.00	Registration, Refreshments & Introduction
09.00 – 16.15	Practical Skills Day
Saturday 28th July – Joint at Education & Training Centre, Tunbridge Wells	
09.00 – 09.30	Registration, Refreshments
09.30 – 12.30	Ask To See Patient Current F1 Trainees
Sunday 29th July – Joint Social Event	
11.45 – 17.30 (approx.)	BBQ hosted by Director of Medical Education – Dr Garth Sommerville Transport will be provided
Monday 30th July & Tuesday 31st July – Both sites - Shadowing	
Lunch with outgoing F1s and Prize Giving – lunchtime (1230-1330) on Tuesday 1 st August 2017 in the Academic Centre Maidstone and Tunbridge Wells Education & Training Centre	

Maidstone Hospital and Academic Center

Academic Centre
Maidstone Hospital
Hermitage Lane
Maidstone
Kent, ME16 9QQ
Tel. 01622 228408
For directions and
details of public
transport please visit
the Trust website at -
[www.mtw.nhs.uk/how-
to-get-here](http://www.mtw.nhs.uk/how-to-get-here)

Parking at Maidstone Hospital



