

School of Medicine
Training Programme Directors

Yorkshire and the Humber

Don Valley House
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S7 4UQ



03 August 2017

Dear Training Programme Directors,

Following the recent School of Medicine Annual Board Meeting on 7th July 2017, I am writing to clarify the current funding arrangements for administrative support for Training Programme Directors.

HEE YH currently provides funding to your Trust at the rate of £2,600 per annum per session. This is paid directly to your Trust via the Learning and Development Agreement (LDA) and the funding is normally managed by the Director of Medical Education. The only exception to this arrangement is in Core Medical Training, where funding is directed to a specific Trust following the agreement of TPDs and Trusts in the programme.

There is an established team for the School of Medicine based in HEE YH which supports programmes. Normally, the day-to-day duties involved with being a Training Programme Director are not supported by this team.

The additional administrative support funding is designed to support you with various duties and may include the following (please note this is not an exhaustive list):

- Arranging meetings/taking notes for TPDs and trainees;
- Supporting TPDs with rotation grid preparation;
- Support for arranging ARCPs, panel members and room bookings;
- Minute-taking Specialty Training Committee (STC) meetings;
- Collating forms which require TPD approval (e.g. OOP, Acting Up, Study Leave, etc.).

This administrative support funding is currently utilised differently by faculty across the School of Medicine. Current approaches are:

- The resource is 'pooled' and a Trust provides administrative support across one specialty and/or one region for the speciality (e.g. a dedicated administrator for Core Medical Training in the East, South and West);
- Your Trust may have established an administrator/administrative support team in the Medical Education Centre to provide support. This person/team may support more than one TPD;
- The funding contributes to your secretary's post;
- The funding is not currently being utilised.

As discussed at the Annual Board Meeting, you may wish to discuss with your Trust how this funding is being utilised to ensure you receive the administrative support currently funded by HEE.

Yours sincerely,



Becky Travis
Business Manager

cc Dr Peter Taylor, Deputy Dean
Dr Peter Hammond, Head of School for Medicine
Dr Ian Wilson, Deputy Head of School for Medicine
Dr Sunil Bhandari, Deputy Head of School for Medicine
Dr Trevor Rogers, Deputy Head of School for Medicine