**Kent, Surrey & Sussex School of Intensive Care Medicine (KSSICM) Welcome Letter**

**April 2024**

 Congratulations on your recent appointment to the Kent, Surrey and Sussex Intensive Care Training Programme starting August 2024.  We’re delighted you are joining our programme.

**ICM CCT trainee registration form**

Please complete the [**ICM CCT trainee registration form**](https://www.ficm.ac.uk/trainingexamstrainees/onboarding-for-new-icm-cct-trainees)found on the Faculty of Intensive Care Medicine (FICM) [website](https://www.ficm.ac.uk/trainingexamstrainees/onboarding-for-new-icm-cct-trainees) and return the completed form (word document format) to [**alicemyers@nhs.net**](mailto:alicemyers@nhs.net)on by **Monday 29 April, 10:00am**. Once received, we can plan your training placements.

Guidance for completing the form

1. Please complete the details carefully before sending to me and ensure that you provide your preferred email address and mobile number. Any errors will see the form returned and will result in a delay in organising your placements.
2. Indicate on the form if you are currently undertaking Higher Specialist Training (HST) with a partner specialty and when you started this, in Part 3 of the form. Do not worry if you cannot fill in the NTN box on the form as this will be allocated later in the process.
3. If you are now a dual trainee, please inform your current programme TPD about your successful ICM recruitment for August 2024 and let me know who your current Dual TPD is and their email address. Please also note as a dual trainee, you should keep **BOTH** specialty TPDs informed of LTFT status and any special leave plans: OOPs; statutory; parental leave; etc.
4. Ensure you fill in **ALL previous experience** as requested on the form – more information is better than less! Please break down your core placements, for example if you have undertaken 24 months Core Anaesthetics (CAT) with 3 months ICM, put the dates of 21 months Anaesthesia and 3 months ICM. Please do NOT dual count posts.
5. Regardless of all your previous ICM experience, you will still need to complete 3 months of whole time equivalent General ICM. This is to provide you time to compile all the necessary evidence to reflect your capabilities in ICM and to complete your stage 1 ICM curriculum sign off.
6. Information relating to special circumstances, geographical requests that are not your home postcode, or any other information relevant to your future ICM placements should be included within the additional information box.

I will sign-off completed forms as TPD and submit them to FICM to continue the onboarding process. We can then start to make provisional plans for your ICM training requirements. **We cannot allocate posts until all registration forms are submitted, so please complete your registration form ASAP.**

**Assigning rotations**

Any preferences you have will be based on your ranking at National Recruitment and we will consider your region and residence as much as possible. This has been shown to be the fairest way of allocating posts. Please note that the KSS programme covers Kent, Surrey & Sussex and, with the exclusion of a PICU rotation in Evalina, there are no London training posts within the KSS training programme. All ICM trainees not undertaking dual accreditation with anaesthesia, will be required to spend 6 – 9 months whole time equivalent in Royal Sussex County Hospital (Brighton) during stage 2 ICM training for specialties. If you are in dual training now, then we will match your placements as much as possible with your dual training location, taking into account post availability and your ranking.

**KSS ICM induction day**

There is a KSS ICM programme induction day **on Wednesday 28th August 2024** which is compulsory to attend unless you are on statutory leave. Further information and an attendance link will be shared in due course. You should apply for the appropriate leave, asap so that you can attend.

We will be holding a KSS ICM trainee conference on **Friday 13th September**. Please apply for your study leave asap.

We look forward to meeting you in August and we will be in contact via email over the next few weeks.

Kind regards,

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Dr Alice Myers

TPD for ICM in KSS