

From a Deanery lead perspective:

When	What	Who	Notes
When launching each cohort	Share details of the programme with DMEs, MEMs and foundation programme directors in all provider trusts.	Deanery lead	Resources in toolkit. This becomes ongoing background work as we move into BAU. Can use newsletter to maintain awareness and updates/feedback at Deanery events
	Maintain a working list of penultimate and final year trainees	Deanery programme manager	Monthly reports
	Advertise the programme to all trainees in higher programmes via newsletter or regular communications	Deanery programme manager / Newsletter lead	
	Ask MEM/DMEs in all provider trusts to invite all penultimate and final year higher trainees to an ES course	Deanery lead to all DME/MEMs	
12 weeks before cohort starts (September)	Identify higher trainees who will be in a trust from December to March in a department which also hosts FY2 doctors	Deanery lead/administrator	
	Check that higher trainees have an outcome 1 at last ARCP	Deanery administrator	
	Ensure that higher trainees who have not completed an ES course are offered a place on a course in October/November. This may be a stand-alone course or a Trust course.	Deanery administrator/ Trust MEMs	Identify potential places for an ES course with trusts or organise a stand-alone ES course for higher trainees.
8 Weeks before programme starts (October)	Identify suitable FY2 doctors in same departments as higher trainees who have an outcome 1 at FY1 ARCP, who may be able to match in programme	Deanery administrator/Trust foundation administrator	
	Highlight to Trust foundation programme director that there may be a programme pairing in their trust.	Deanery lead	See template emails in toolkit
	Match higher trainees who have completed an ES course or have an ES course	Deanery lead/Deanery administrator/	

	place booked prior to start of the 4-month placement with a suitable FY2 doctor	Trust foundation programme director/ Trust foundation administrator.	
4 weeks before programme starts	Ask the matched FY2 doctors to be part of the programme	Deanery administrator / Trust Foundation programme director	Template emails FY2 doctor evaluations
	Identify the matched higher trainees to their Head of School	Deanery administrator	Template emails
	Introduce the matched doctors to each other	Deanery lead	Template emails
	Let the displaced clinical supervisor know that a higher trainee will be supervising the FY2 doctor	Deanery lead	Template emails
	Let the ES of the higher trainee know that they are taking part in the programme	Deanery lead/administrator	Template email
2 weeks before programme starts	Trust foundation administrators to update Horus portfolio with the name of the higher trainee becoming the clinical supervisor	Trust foundation administrators	
2 weeks after programme ends	Send out evaluations to HSTs and FY2s and collate and analyse responses, reporting up to PG Dean for each cohort	Deanery lead/administrator	Google forms