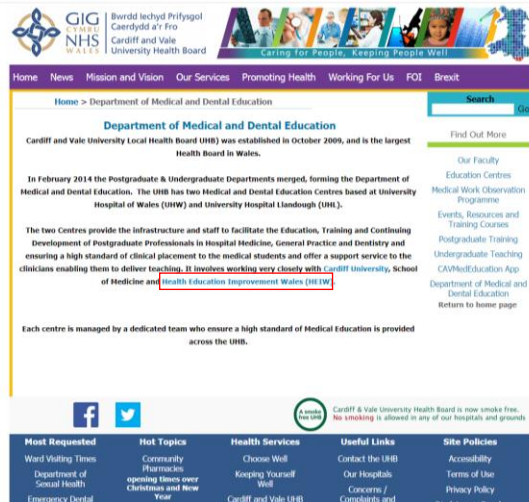
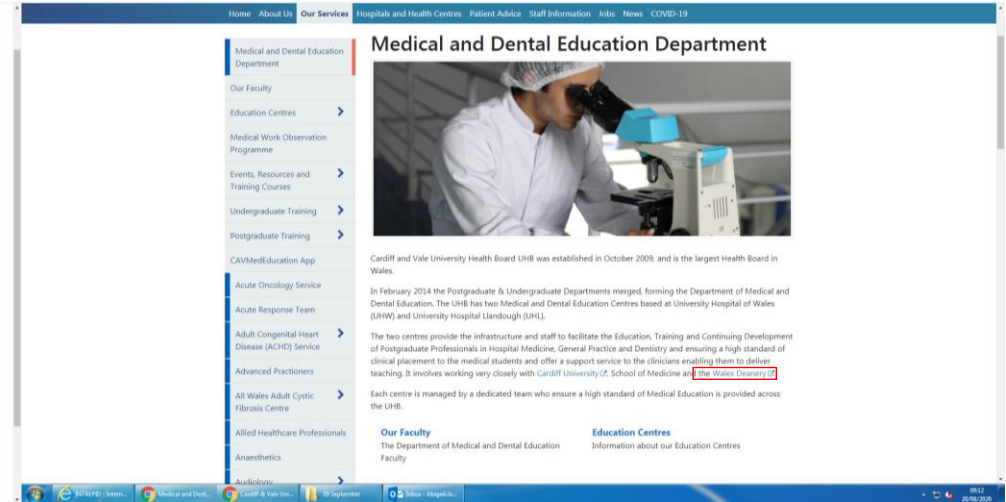


Department of Medical and Dental Education – Updates for Mura

Department of Medical and Dental Education



The screenshot shows the left side of the Department of Medical and Dental Education website. At the top is the GIG logo and the text 'Bwrdd Iechyd Prifysgol Caerdydd a'r Fro Cardiff and Vale University Health Board'. Below this is a navigation bar with links: Home, News, Mission and Vision, Our Services, Promoting Health, Working For Us, FOI, Brexit. A search bar is present. The main heading is 'Department of Medical and Dental Education'. Below it, a paragraph states: 'Cardiff and Vale University Local Health Board (UHB) was established in October 2009, and is the largest Health Board in Wales.' Another paragraph mentions: 'In February 2014 the Postgraduate & Undergraduate Departments merged, forming the Department of Medical and Dental Education. The UHB has two Medical and Dental Education Centres based at University Hospital of Wales (UHW) and University Hospital Llandough (UHL).' A third paragraph states: 'The two Centres provide the infrastructure and staff to facilitate the Education, Training and Continuing Development of Postgraduate Professionals in Hospital Medicine, General Practice and Dentistry and ensuring a high standard of clinical placement to the medical students and offer a support service to the clinicians enabling them to deliver teaching. It involves working very closely with Cardiff University, School of Medicine and **Health Education Improvement Wales (HEIW)**' (the last part is highlighted with a red box). A footer section contains 'Most Requested', 'Hot Topics', 'Health Services', 'Useful Links', and 'Site Policies'.



The screenshot shows the right side of the Department of Medical and Dental Education website. At the top is a navigation bar with links: Home, About Us, Our Services, Hospitals and Health Centres, Patient Advice, Staff Information, Jobs, News, COVID-19. The main heading is 'Medical and Dental Education Department'. Below it is a large image of a person using a microscope. To the left of the image is a sidebar with a list of links: Medical and Dental Education Department, Our Faculty, Education Centres, Medical Work Observation Programme, Events, Resources and Training Courses, Undergraduate Training, Postgraduate Training, CAVMedEducation App, Acute Oncology Service, Acute Response Team, Adult Congenital Heart Disease (ACHD) Service, Advanced Practitioners, All Wales Adult Cystic Fibrosis Centre, Allied Healthcare Professionals, Anaesthetics, Audiology. To the right of the image is a paragraph: 'Cardiff and Vale University Health Board UHB was established in October 2009, and is the largest Health Board in Wales.' Another paragraph mentions: 'In February 2014 the Postgraduate & Undergraduate Departments merged, forming the Department of Medical and Dental Education. The UHB has two Medical and Dental Education Centres based at University Hospital of Wales (UHW) and University Hospital Llandough (UHL).' A third paragraph states: 'The two centres provide the infrastructure and staff to facilitate the Education, Training and Continuing Development of Postgraduate Professionals in Hospital Medicine, General Practice and Dentistry and ensuring a high standard of clinical placement to the medical students and offer a support service to the clinicians enabling them to deliver teaching. It involves working very closely with Cardiff University, School of Medicine and **The Wales Deanery**' (the last part is highlighted with a red box). A footer section contains 'Our Faculty' and 'Education Centres'.

This hyperlink needs to be updated to HEIW as the Deanery no longer exists: <https://heiw.nhs.wales/>

Our Faculty

Home • Our Services • Medical and Dental Education Department • Our Faculty

Our Faculty

Medical Education Leads

- Dr Ben Hope-Gill, Assistant Medical Director, Medical Education

Undergraduate Teaching

- Dr Dawn Lau, Honorary Senior Lecturer

Postgraduate Medical Training

- Dr Munir Al-Mutawelleh, Faculty Lead Trainers
- Dr Martin Edwards, Faculty Lead Trainers
- Dr Tarek Pasha, SAS Tutor
- Dr Tayyeb Tahir, Faculty Lead Trainers
- Dr Paul Curtis, Foundation Programme Director
- Dr John Dunne, Foundation Programme Director / Clinical Skills Lead
- Dr Andrew Cropper, GP Programme Director
- Dr Umouna Kabore, GP Programme Director
- Dr Sam Wilson, GP Programme Director

Postgraduate Dental Training

- Ms Michelle Collard, Training Programme Director - Dental Core Trainees 1 Cardiff Scheme
- Dr Richard Jones, Training Programme Director - CPD Cardiff Programme and Dental Foundation Cardiff and Barry Scheme
- Ms Sue Stokes, Training Programme Director - Dental Core Trainees 1 Cardiff Scheme
- Dr Catherine Nelson, Training Programme Director - Dental Foundation Newport and South East Wales Training Scheme

Please contact your local Medical and Dental Centre to arrange a convenient time to talk to the Leads or send an email to one of the **Medical Education Managers** below:

- Melanie Cotter, Medical Education Manager UHL, Tel: 029 2071 6311, (melanie.cotter@wales.nhs.uk)
- Ceri Hill, Medical Education Manager UHLW, Tel: 029 2074 4850, (ceri.hill@wales.nhs.uk)

Should now be Professor Ben Hope-Gill.

Should also be Professor Tayyeb Tahir

The telephone number for Ceri is 02921 847536

The telephone number for Melanie is 02921 825442

The word *e mail* should have a dash between the e and the m.

Education Centres

Education Centres

University Hospital of Wales
Department of Medical Education
Second Floor, Cochrane Building, UHLW
Open Monday to Friday, 8:30am - 4:30pm
UHLW Education Centre facilities

University Hospital Llandough
Department of Medical Education
Routledge Academic Centre, UHL
Open Monday to Friday, 8:30am - 4:30pm
UHL Education Centre facilities

Administrative Staff – UHLW

Ms Ceri Hill Medical Education Manager 029 2184 4850 ceri.hill@wales.nhs.uk	Miss Siobhan Griffin Medical Education Administrator (Study Leave Lead) 029 2184 2474 siobhan.griffin@wales.nhs.uk	Administrative Staff – UHL
Mrs Carole Gee Deputy Medical Education Manager 029 2184 6272 carole.gee@wales.nhs.uk	Miss Danielle Taylor Medical Education Administrator (Undergraduate Lead) 029 2184 4310 danielle.taylor2@wales.nhs.uk	Miss Kelly Stillman Medical Education Assistant 029 2182 6307 kelly.stillman@wales.nhs.uk
Ms Sharon Goodwin Medical Education Administrator (Foundation Lead) 029 2184 6231 sharon.goodwin@wales.nhs.uk	Mrs Elizabeth Williams Clinical Skills Technician 029 2184 2386 Elizabeth.Williams3@wales.nhs.uk	Mrs Jayne Davies Medical Education Administrator (DFT Training & Undergraduate) 029 2182 6254 jayne.davies@wales.nhs.uk
Miss Abigail James Medical Education Assistant 029 2184 6237 Abigail.james@wales.nhs.uk	Mr David Facey Clinical Skills Technician 029 2182 6141 David.Facey@wales.nhs.uk	

Education Centres

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Ms Sharon Goodwin Medical Education Administrator (Foundation Lead) 029 2074 6231 sharon.goodwin@wales.nhs.uk	Mrs Elizabeth Williams Clinical Skills Technician 029 2184 2386 Elizabeth.Williams3@wales.nhs.uk	Mrs Jayne Davies Medical Education Administrator (DFT Training & Undergraduate) 029 2182 6254 jayne.davies@wales.nhs.uk
Miss Abigail James Medical Education Assistant 029 2184 6237 Abigail.james@wales.nhs.uk	Mr David Facey Clinical Skills Technician 029 2182 6141 David.Facey@wales.nhs.uk	

Academic Building, UHL should be Routledge Academic Centre, UHL

Can a dash be added between Staff and UHL. The final telephone number needs to be in Bold.

Medical Work Observation Programme

What the Programme Involves

It is an exciting opportunity for the students to observe 'real life' clinical environments, including a variety of theatres, ward rounds and clinics. Each placement is for five days and during the programme students will take part in workshops including: Simulation Training, Clinical Skills and Medical School Admissions.

Student Feedback

Students are asked to complete a reflection log book and feedback about their experiences. Previous comments included:

- "I found the week very beneficial as I've learned a lot and have been made aware of a huge amount of departments in Medicine that I didn't know existed."
- "It has made me more determined to achieve my academic grades as I now know that Medicine is the right choice for me."
- "The Medical Work Observation Programme was extremely helpful and interesting. It showed me all aspects of Medicine both good and bad. I have also been made to realise the importance of team work and communication skills."
- "The variety of departments we visited allowed me to experience the daily life of a doctor or professional."

How to Apply

The application and selection process has now changed. All applications must go through your School/College. Please contact your Head of Sixth Form/Careers Advisor for more information and to apply.

If you wish to apply, please ensure you meet the following criteria:

- Must be in the relevant Academic Year (Year 12) or above
- Must be studying 3 subjects at A Level, which must include Biology and Chemistry
- Must have a genuine interest in studying Medicine
- Must be able to attend for the full five days of MWOP
- Must be studying/living within the Cardiff and Vale area
- Must have achieved, GCSE English or Welsh Language at Grade B or above, GCSE Mathematics at Grade C or above, GCSE BB in Dual Award Science or BB in Biology and Chemistry

Please contact the Department of Medical Education on 029 2182 6307 or email meded@wales.nhs.uk with any queries.

Unfortunately due to the Covid-19 outbreak we will not be running MWOP (2020) this year. We apologise for any inconvenience caused and thank you for your understanding.

Events, Resources and Training Courses

Postgraduate Training

Undergraduate Training

Department of Medical and Dental Education

Return to home page

Home About Us Our Services

Our Faculty

Education Centres

Events, Resources and Training Courses

Undergraduate Training

Postgraduate Training

CAVMedEducation App

Hospitals and Health Centres

The programme is delivered from University Hospital of Wales and University Hospital Llandough and provides a valuable insight in to the medical profession.

It is an exciting opportunity for the students to observe 'real life' clinical environments, including a variety of theatres, ward rounds and clinics. Each placement is for five days and during the programme students will take part in workshops including: Simulation Training, Clinical Skills and Medical School Admissions.

Student Feedback

Students are asked to complete a reflection log book and feedback about their experiences. Previous comments included:

- "I found the week very beneficial as I've learned a lot and have been made aware of a huge amount of departments in Medicine that I didn't know existed."
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- "The variety of departments we visited allowed me to experience the daily life of a doctor or professional."

How to apply

If you wish to apply, please ensure you meet the following criteria:

- Must be in the relevant Academic Year (Year 12) or above
- Must be studying AS levels or equivalent in subjects relevant to applying to Medical School e.g. Science and Mathematics
- Must be able to provide evidence of GCSE Results (or exams of equivalent level) to support application
- Must be able to provide evidence from school/college to support application
- Must be able to attend for five full days
- Must be studying/living within the Cardiff and Vale area

For an application form please contact your School/College Work Experience Co-ordinator or Head of Sixth Form/Phase contact the Department of Medical Education on 029 21 826007 or email caed@wales.nhs.uk for any queries.

THE DATES FOR MWOP 2020 ARE TO BE CONFIRMED

The application process will open shortly.

The MWOP page needs to be updated in line with the Cascade version.

Events, Resources and Training Courses

Home About Us Our Services

Hospitals and Health Centres

Patient Advice

Staff Information

Jobs

News

COVID-19

Events, Resources and Training Courses

Events

- Grand Round

Useful Resources

- Postgraduate Bulletin
- Medical Error: What to do if things go wrong - a guide for junior doctors?

Training Courses

The Medical Education Department coordinate a wide variety of courses and study days for junior doctors and consultants.

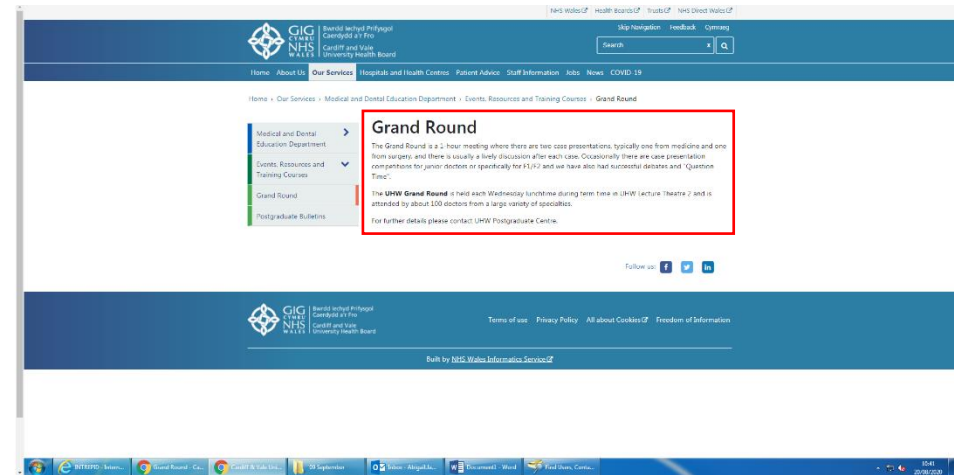
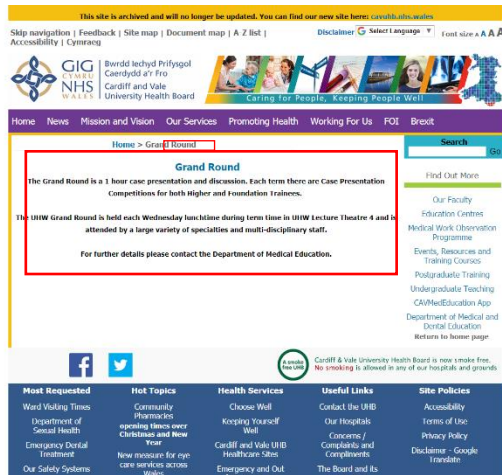
For up to date course information please contact:

Medical Education Department

Fax: 029 2074 8222

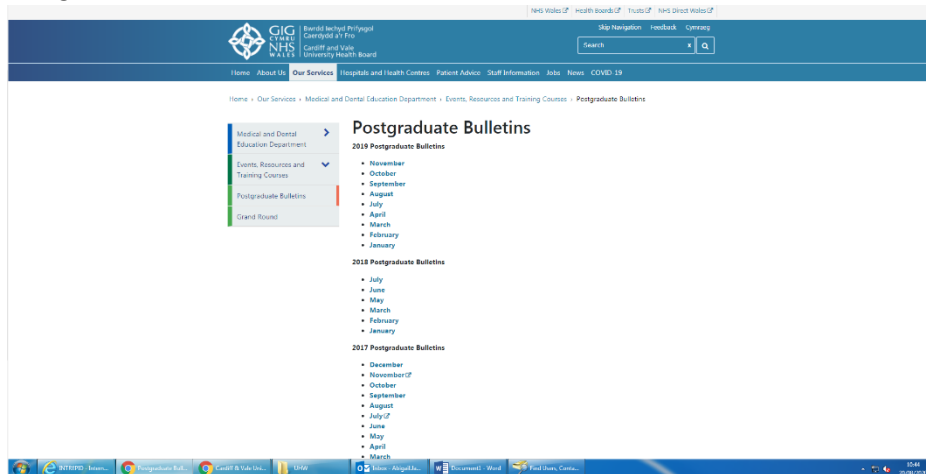
The telephone number needs to be updated to 02921 846222

Grand Round



The information on Cascade needs to be transferred to the Mura version.

Postgraduate Bulletins



Bulletins are missing for December 2019, and January – March 2020. These will be sent over separately.

Postgraduate Training - Postgraduate Induction

The image displays two screenshots of the NHS Cardiff and Vale University Health Board website, specifically the 'Postgraduate Induction' page. The left screenshot shows the 'Postgraduate Induction' page with a red box highlighting the 'Foundation Year 1' and 'Foundation Year 2 and Speciality Training Induction' sections. The right screenshot shows the 'Induction' page with a red box highlighting the 'December, February and April Induction' section.

Postgraduate Induction

We are delighted that you have chosen to work within Cardiff and Vale UHB and we hope you will enjoy your time with us.

Foundation Year 1

Foundation Year 1 Induction is mandatory and is four full days. Induction is an informal way of meeting other Junior doctors, it will give you an introduction to hospital life and an opportunity to meet Postgraduate and Hospital staff before you start work. The induction covers a number of topics that will later be covered in more detail during the mandatory FY1 teaching programme.

Foundation Year 2 and Speciality Training Induction

Foundation Year 2 and Speciality Training Induction will be on one site for all trainees starting in Cardiff and Vale University Health Board. Induction is mandatory and is half a day. Induction morning is an informal way of meeting other Junior doctors; you will also have an opportunity to meet Postgraduate and Hospital staff before you start work.

The Induction morning includes a number of speakers from different departments providing you with important information.

February Induction

A half day induction with the faculty leads. It is an opportunity to air any concerns and ask questions. General information about the hospital will be given to you at induction.

Departmental Induction

Each speciality should provide a departmental induction covering departmental issues and policies. For further information please contact your directorate office.

Locum Doctors and Out of Sync Doctors

The Department of Medical Education recommends that locum doctors and out of sync doctors visit their local Education Centre to obtain relevant information.

Induction

We are delighted that you have chosen to work within Cardiff and Vale UHB and we hope you will enjoy your time with us.

Foundation Year 1

Foundation Year 1 Induction is mandatory and is four full days. Induction is an informal way of meeting other Junior doctors. It will give you an introduction to hospital life and an opportunity to meet Postgraduate and Hospital staff before you start work. The induction covers a number of topics that will later be covered in more detail during the mandatory FY1 teaching programme.

Foundation Year 2 and Speciality Training Induction

Foundation Year 2 and Speciality Training Induction will be on one site for all trainees starting in Cardiff and Vale University Health Board. Induction is mandatory and is half a day. Induction morning is an informal way of meeting other Junior doctors; you will also have an opportunity to meet Postgraduate and Hospital staff before you start work.

The Induction morning includes a number of speakers from different departments providing you with important information.

December, February and April Induction

These Induction Days are an hour introduction with the faculty leads. All new trainees come together for an hour before starting on the wards. It is an opportunity to air any concerns and ask questions. General information about the hospital will be given to you at induction.

Departmental Induction

Each speciality should provide a departmental induction covering departmental issues and policies. For further information please contact your directorate office.

Locum Doctors and Out of Sync Doctors

The Medical Education Department recommends that locum doctors and out of sync doctors (not starting in Aug/Dec/Apr) visit their local Education Centre to obtain relevant information.

Information from Cascade needs to be updated on Mura.

Postgraduate Training - Postgraduate Study Leave

Postgraduate Study Leave

Study Leave is managed as per the All Wales HEIW Policy

As Study Leave allocation can vary year by year we advise that you contact the Study Leave Administrator to confirm your individual allocation. If you require further information, please do not hesitate to contact Siobhan Griffin, Study Leave Administrator, UHW, Tel: 029 2104 2474

Study Leave is defined as leave granted for postgraduate purposes and approved by the UHB and includes study (usually but not exclusively on a course), research or taking examinations.

Study Leave Administrators for Cardiff and Vale UHB

Miss Siobhan Griffin, Study Leave Administrator, UHW, Tel: 029 2104 2474
E-mail: Siobhan.Griffin@wales.nhs.uk

Miss Abigail James, Medical Education Assistant, UHW, Tel: 029 2104 6237
E-mail: Abigail.James@wales.nhs.uk

Mrs Carole Gee, Deputy Medical Education Manager, UHW, Tel: 029 2104 6222
E-mail: Carole.Gee@wales.nhs.uk

The administrators liaise with the Foundation Programme Directors (FPDs) regarding issues relating to FP1 and FP2 study leave applications, and the other Faculty Leads regarding other applications.

Online Study Leave Manager System

The Leave Manager is an on-line study leave application system. The system allows applications for all types of leave to be managed with increased efficiency as the process is paperless and all electronic communications are fully automated.

For further information please contact Miss Siobhan Griffin, Tel: 029 2104 2474, E-mail: Siobhan.Griffin@wales.nhs.uk

This entire page needs to be updated, from Cascade to Mura.

Study Leave

Study Leave is managed as per the All Wales HEIW Policy

As Study Leave allocation can vary year by year we advise that you contact the Study Leave Administrator to confirm your individual allocation. If you require further information, please do not hesitate to contact Siobhan Griffin, Study Leave Administrator, UHW, Tel: 029 2104 2474

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Study Leave Administrators for Cardiff and Vale UHB

Miss Siobhan Griffin - Study Leave Administrator
University Hospital of Wales
Tel: 029 2104 2474
E-mail: Siobhan.Griffin@wales.nhs.uk

Miss Johanna Freeman - Study Leave Administrator
University Hospital of Wales
Tel: 029 2104 6239
E-mail: Johanna.Freeman@wales.nhs.uk

The administrators liaise with the Foundation Programme Directors (FPDs) regarding issues relating to FP2 study leave applications and the other Faculty Leads regarding other applications.

Online Study Leave Manager System

The Leave Manager is an on-line study leave application system. The system allows applications for all types of leave to be managed with increased efficiency as the process is paperless and all electronic communications are fully automated.

For further information please contact:
Melanie Carter - Medical Education Manager/OLM Project Manager
University Hospital Llandough
Tel: 02920 718941
E-mail: Melanie.Carter@wales.nhs.uk

Miss Abigail James, Medical Education Assistant, UHW, Tel: 029 2104 6237
E-mail: Abigail.James@wales.nhs.uk

Mrs Carole Gee, Deputy Medical Education Manager, UHW, Tel: 029 2104 6222
E-mail: Carole.Gee@wales.nhs.uk

The administrators liaise with the Foundation Programme Directors (FPDs) regarding issues relating to FP1 and FP2 study leave applications, and the other Faculty Leads regarding other applications.

Online Study Leave Manager System

The Leave Manager is an on-line study leave application system. The system allows applications for all types of leave to be managed with increased efficiency as the process is paperless and all electronic communications are fully automated.

For further information please contact Miss Siobhan Griffin, Tel: 029 2104 2474, E-mail: Siobhan.Griffin@wales.nhs.uk

Applying for Study Leave

Please follow these steps when applying for study leave:

- On-Line Applications must be made six weeks prior to course dates.
- Please ensure you apply for all the expenses you are likely to incur.

NB You must adhere to departmental procedures for recording your absence to ensure clinical cover.

Claiming Back Expenses

NB You cannot claim back expenses for study leave unless you have completed the on-line application process before the course took place.

- All expenses associated with your study leave must be applied for six weeks prior to course dates.
- Make sure you upload all receipts prior to submitting the claim. Expenses submitted without receipts will not be paid.
- Expenses must be submitted within three months of the course date.

ILLEGIBLE OR INCOMPLETE APPLICATIONS WILL BE UNSUBMITTED

The Expenses section also needs to be updated from Cascade to Mura.

Online Study Leave Manager System

The Leave Manager is an on-line study leave application system. The system allows applications for all types of leave to be managed with increased efficiency as the process is paperless and all electronic communications are fully automated.

For further information please contact:
Melanie Carter - Medical Education Manager/OLM Project Manager
University Hospital Llandough
Tel: 02920 718941
E-mail: Melanie.Carter@wales.nhs.uk

Applying for Study Leave

Please follow these steps when applying for study leave:

- On-Line Applications must be made six weeks prior to course dates.
- Please ensure you apply for all the expenses you are likely to incur.

NB You must adhere to departmental procedures for recording your absence to ensure clinical cover.

Claiming Back Expenses

NB You cannot claim back expenses for study leave unless you have completed the on-line application process before the course took place.

- A CV1 form must be used to claim all expenses associated with your study leave.
- You must ensure that you complete the form fully, including your employee and National Insurance number.
- Make sure you attach all receipts prior to submitting the claim. **Expenses submitted without receipts will not be paid.**
- Send your completed CV1 form to your local Postgraduate Centre.

ILLEGIBLE OR INCOMPLETE FORMS WILL BE RETURNED

Postgraduate Training - Postgraduate Teaching Programmes

Postgraduate Teaching Programmes
The Medical Education Department offers a wide range of teaching programmes.

Foundation Training Programme
The Foundation Programme is a two-year general training programme which forms the bridge between medical school and specialist/general practice training.

If you require further information relating to the Foundation Training Programme, please contact:
 • Dr John Dunne, Foundation Programme Director (John.Dunne@wales.nhs.uk)
 • Dr Karl Davis, Foundation Programme Director (Karl.Davis@wales.nhs.uk)

Please contact Foundation Programme Administrator regarding the Foundation Training Programme. Ms Sharon Goodwin, Tel: 02920 2074 9231.

GP VTS Teaching
GP VTS teaching takes place every Wednesday between 2.00pm and 5.00pm on 2nd Floor, Cochrane Building, UHW. It is open to all GP Trainees on the Cardiff Scheme.

For further details email: Cardiff.GPTraining@wales.nhs.uk

Regional IMT/CMT Study Days
There are 5 study days held per year in each of the 4 regions. Trainees can attend in any region if the date of their local region is not suitable:
 Region 1: Hywel Dda & Swansea Bay
 Region 2: North Wales
 Region 3: Cwm Taf Morgannwg
 Region 4: Cardiff & Vale and Amersham Bevan

This teaching is mandatory and all IMT/CMT Trainees are expected to attend.

Psychiatry CME Programme
This takes place every Friday at the Routledge Academic Centre, University Hospital Llandough.

Teaching Programme
The Medical Education and Dental Department offer a wide range of Postgraduate Teaching Programmes.

Foundation Training Programme
The Foundation Programme is a two-year general training programme which forms the bridge between medical school and specialist/general practice training.

If you require further information relating to the Foundation Training Programme, please contact:
 • Dr Susan Allen, Foundation Programme Director (susan.allen@wales.nhs.uk)
 • Dr John Dunne, Foundation Programme Director (John.Dunne@wales.nhs.uk)

Please contact the Foundation Programme Administrator regarding the Foundation Training Programme. Ms Sharon Goodwin, Tel: 02920 2074 9231.

GP VTS Teaching
GP VTS teaching takes place every Wednesday between 2.00pm and 5.00pm in the Postgraduate Centre. It is open to all GP Trainees on the Cardiff Scheme.

For further details contact:
 Miss Sharon Goodwin
 Tel: 02920 746231.

Regional Core Curriculum
Teaching for Core Medical Trainees takes place once a month from 2.00 - 5.00pm in the Postgraduate Centre.

*This teaching is mandatory and all CMT Trainees are expected to attend.

Psychiatry CME Programme
This takes place every Friday at Llandough Medical and Dental Education Centre.

This all needs to be updated from Cascade to Mura.

Undergraduate Teaching

Undergraduate Teaching
Cardiff and Vale Undergraduate Clinical Placements

The Department of Medical Education provides the following services and facilities:

- Clinical placements to all Undergraduate students for Cardiff University School of Medicine
- teaching facilities
- co-ordination of teaching timetables
- inductions at the start of each placement
- local support to Medical Students
- support to Consultants to deliver teaching
- feedback sessions at the end of each placement
- collection of students' marks at the end of each placement and forwarding them to Cardiff University Medical School.

Undergraduate Honorary Titles
What is an Honorary Title?
The School of Medicine at Cardiff University recognises that there are a number of NHS colleagues employed not by the University but by NHS health boards / trusts in Wales. These colleagues contribute significantly to the teaching of the school by teaching undergraduate medical students who are on clinical placements in NHS health boards / trusts throughout Wales.

The School can recommend to the University the award of a University Honorary Title to such colleagues in recognition of this contribution.

The particular Honorary Title awarded to an individual depends upon the level, scope and nature of the contribution of that individual to the teaching of the school.

Honorary Titles Available
There are four Honorary Titles:
 • Honorary Senior Lecturer (1)
 • Honorary Senior Lecturer (2)
 • Honorary Lecturer
 • Honorary Clinical Teacher

Undergraduate Training
Cardiff and Vale Undergraduate Clinical Placements

The Medical Education Department provides the following services and facilities:

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- support to Consultants to deliver teaching
- feedback sessions at the end of each placement
- collection of students' marks at the end of each placement and forwarding them to Cardiff University Medical School.

Teaching Materials for Years 1 - 5
 • Year 1 - to follow
 • Year 2
 • Year 3 - to follow
 • Year 4 - to follow
 • Year 5 - to follow

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The entire Undergraduate page needs to be updated in line with the information on the Cascade version.

CAVMedEducation App



There is a new version on the poster for the CAVMedEducation App which will be sent separately.