

## Memorandum of Understanding

### Between

## Health Education England – North West And Health Education & Improvement Wales (HEIW)

This Memorandum of understanding is dated 9<sup>th</sup> January 2019 and made between:

1. Health Education England – North West (HEE-NW), 3<sup>rd</sup> Floor, Three Piccadilly Place, Manchester, M1 3BN

And

2. Medical Deanery, Health Education and Improvement Wales (HEIW), Ty Dysgu, Cefn Coed, Nantgarw, Cardiff, CF15 7QQ

### 1. Introduction

- 1.1 HEE-NW and HEIW wish to enter into a co-operative relationship for the general purpose of

- improving *Audio-vestibular Medicine* training for the benefit of both parties from 1<sup>st</sup> August 2018.

- 1.2 This memorandum of understanding (MoU) sets out below the principles by which HEE-NW and HEIW can establish a formal arrangement regarding such activity.

- 1.3 The aim of this arrangement is to provide high quality training for individual trainees and to ensure that all trainees are exposed to appropriate training opportunities which meet GMC curriculum requirements.

### 2. Principles

- 2.1 HEE proposes to create a training programme where trainees rotate between the *HEE-NW* training programme sites and *University Hospital Wales, Cardiff and Vale University Health Board*.
- 2.2 HEE-NW trainees will be expected to rotate to *Cardiff and Vale University Health Board* as required by the Training Programme Director.

- 2.3 Trainees will be employed by *Cardiff and Vale University Health Board* for the duration of the *University Hospital Wales* placement in order to allow them to undertake the clinical work required for their attachment/placement.
- 2.4 Trainees will be fully funded by *Cardiff and Vale University Health Board* during their *University Hospital Wales* placement.
- 2.5 Trainees will retain the NTN allocated to them by the HEE-NW whilst on secondment to HEIW.
- 2.6 Trainees will be placed in GMC approved training posts by the HEE-NW Training Programme Director for *Audio-vestibular medicine*. HEE-NW will be responsible for ensuring training within their region meets the requirements set by the GMC in approved GMC locations.
- 2.7 The Training Programme Director will ensure that the experience trainees receive whilst undertaking placements in *Cardiff and Vale University Health Board* are appropriate to their training needs and level of training.
- 2.8 Recruitment into the training programme will be via the existing national recruitment arrangements for specialty trainees in *Audio-vestibular medicine*.
- 2.9 Trainees holding HEE-NW NTN numbers will have their ARCPs and performance managed by HEE -NW. HEE-NW will remain the responsible body for revalidation purposes.
- 2.10 The Training Programme Director will inform HEIW immediately of any concerns relating to the training environment or a trainee's performance that may affect placement allocation or training progress.
- 2.11 HEIW will ensure that HEE-NW trainees receive an appropriate hospital and departmental induction upon or prior to arrival.
- 2.12 HEE undertakes to fund and manage study leave for the trainee whilst on secondment.

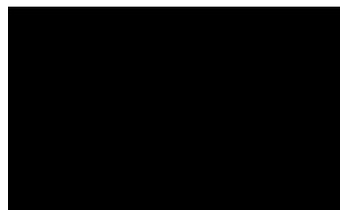
### **3. Amendment and Termination**

- 3.1 Either party may amend this MoU at any time, provided it is with prior written consent of both parties and provides at least one month's notice for changes to be implemented.
- 3.2 Either party may terminate this MoU at any time by giving twelve months' written notice to the other party.

Signatures:



Interim Postgraduate Dean  
on behalf of the Medical Director, HEIW



Deputy Postgraduate Dean  
on behalf of HEE-NW