Trainee Welcome Letter

Date: <insert send date>

Dear <Trainee name>:

We should like to extend a very warm welcome to you as a new Internal Medicine Stage 1 trainee in <enter school/area/nation>.

This is a very exciting time to be embarking on your training as a physician and we wish you the very best of luck in your training. As with all new programmes there will be a period of refinement as the programme unfolds so please bear with us.

You should be shortly undertaking your programme induction which will explain what the IMS1 curriculum requires of you. The ‘Rough Guide’ is one of a number of documents available from the Joint Royal College of Physicians Joint Training Board website (<https://www.jrcptb.org.uk/internal-medicine-training>) that you will find useful and the website will provide on-going support as you undertake your training. If you have any questions regarding the curriculum or your training that cannot be answered locally, there is a FAQ section and the ability to post questions on the monitored forum (<https://www.jrcptb.org.uk/training-certification/new-internal-medicine-curriculum/new-im-curriculum-faqs>).

Your local programme team are;

|  |  |  |  |
| --- | --- | --- | --- |
| Postgraduate Dean | <name> | <email> | <number> |
| Head of School/or equivalent | <name> | <email> | <number> |
| Training Programme Director | <name> | <email> | <number> |
| Other useful local contacts | <name> | <email> | <number> |

Our local website is ; <enter name of website>

Your planned rotations are;

Year 1

|  |  |  |
| --- | --- | --- |
| Placement 1 | Placement 2 | Placement 3 |
| <insert P1 specialty>  <insert P1 location> | <insert P2specialty>  <insert P2 location> | <insert P3 specialty>  <insert P3 location> |

Year 2

|  |  |  |
| --- | --- | --- |
| Placement 1 | Placement 2 | Placement 3 |
| <insert P1 specialty>  <insert P1 location> | <insert P2specialty>  <insert P2 location> | <insert P3 specialty>  <insert P3 location> |

Kind regards,

<insert HoS>