

Management Information Fact Sheet

What is Management Information

Management Information (MI) is confidential information that is held by Lead Employer (LE) for trainees. Trainees rotate to various host organisations as part of their speciality training. This Management Information process is for existing trainees who are already employed with LE.

MI is shared with Host Organisations as part of rotations to ensure relevant information is shared so that the doctor is supported through each of their training placements.

What information is included in MI

- Long Term Absence – If a trainee is absent from work long term sick (28 days or more) the host organisation will be made aware of this.
- Health Adjustments/Restrictions – Trainees who have been reviewed by our Health, Work and Wellbeing (HWWB) Department and have adjustments in place due to an underlying health condition. LE will include information of the adjustments/restrictions and the date the adjustments will be reviewed by HWWB. Please note, the health condition will never be disclosed to the Host organisation by LE.
- Risk Assessment Level – All trainees require a new COVID risk assessment when commencing in a new host organisation. As part of MI, LE update host organisations with the trainee's risk assessment level from the previous risk assessment if this has been completed in their previous Host Organisation. This is to ensure host organisation's are able to prioritise risk assessment completion for trainee's who have a high risk assessment.
- GMC Restrictions – If a trainee has GMC restrictions in place, MI will state, 'Trainee is subject to GMC conditions, further information can be found on the GMC website' it is the Host Organisation responsibility familiarise themselves with any GMC restrictions that the trainee has.
- Employment Investigation – If a trainee has a Maintaining High Professional Standards (MHPS) investigation ongoing, MI will state, 'Trainee is subject to an employment investigation, please offer support as required.' please note, details of the investigation will not be shared with the Host Organisation.
- Employment Restrictions – If a trainee has been placed on direct or close supervision, MI will state 'Trainee has close/direct supervision in place until DATE. Further update will be provided to the host when the restrictions have been reviewed.
- Abstinence Agreement – Host organisations will be informed of any trainee who has an abstinence agreement in place. Prior to any drug or alcohol testing taking a place, a member of the LE Case Management Team would be in contact with the host organisation to schedule the testing and discuss the process.

When is MI shared and how is it shared?

MI is sent to the host organisations each time the trainee rotates.

MI is shared with host organisations 8 weeks in advance of the trainee rotating. Any updates in relation to MI is sent again 2 weeks in advance of the trainee rotating.



MI is shared via a confidential email to one contact within the host organisation. Host organisations should contact Lead Employer by email to lead.employer@sthk.nhs.uk if contact details need to be updated.

MI should only be shared with the relevant people within your host organisation.

I haven't received MI, should I receive MI each time there is a rotation?

MI will only be shared with a host organisation if they have a trainee rotating to them who requires support/adjustments.

Do I need to implement the adjustments for trainees?

Yes, it is imperative that reasonable adjustments are implemented where recommended. If the host organisation has concerns in relation to the reasonable adjustments, please contact the designated HR Advisor as detailed in the email communicating MI.

Who should I contact if I have any questions about the MI I have received?

Within the MI, a named contact and email address will be included.

