

**Minutes of the Foundation Programme Board meeting held on Tuesday 06 February 2017
at 2.00 pm in Room 6, 102 Westport, Edinburgh with Videoconference**

Present: Duncan Henderson (DH) Chair, Matthew Brown (MB), Fiona Cameron (FC), Tom Drake (TD), Fiona Drimmie (FD) from item 7.2, Cameron Kennedy (CK), Claire McKenzie (CMK), David McQueen (DMQ), Alastair Milne (AM), Brian Neilly (BN), Rowan Parks (RP), Christine Rea (CR), Andrew Todd (AT), Kim Walker (KAW), Caroline Whitton (CW)

Apologies: Mo Al-Haddad (MAH), Jennifer Duncan (JD), Yatin Patel (YP), Mary Rimbi (MR), Brian Singer (BS)

In attendance: Paola Solar (PS)

Item		Lead
1.	Welcome and apologies The group were welcomed to the meeting and the apologies were noted.	
2.	Minutes of previous meeting 05 December 2017 The minutes of the previous meeting were approved as a correct record.	
3.	Matters Arising	
3.1.	Digital prioritisation flowchart KAW is still waiting for this flowchart. She will chase it up with IT.	
3.2.	UK F1 Recruitment 2018, including Academic Based on modelling, it is thought that there will be around 50 vacancies UK-wide in August. This figure is a best guess estimate but is very positive compared to this time last year, when there were approximately 300 gaps predicted across the UK. Scotland's AFP has only 3 vacancies out of 60 posts. CR is doing the manual offers' mop up. She will have details of the trainees who did not accept posts, where they came from, etc. There were 260 applicants for 60 posts available in Scotland, which is consistent with previous years. KAW noted that there was a paper from the Medical Schools Council regarding the number of females in Academia and their path from AFP to Academic careers. She will send it round for information. There is currently no intention to increase the number of AFPs in Scotland or the UK.	
3.3.	Foundation Psychiatry and GP posts update	

There are ongoing discussions about increasing the exposure of Foundation trainees to GP and to Psychiatry, which is currently lower in Scotland than in the rest of the UK.

DH has been in discussion with the Psychiatry STB chair and Scottish RCPsych reps and they are all supportive of increasing Foundation trainees' exposure to Psychiatry. However, this can only happen if it is mandated by the Scottish Government (as it will mean either moving trainees from other specialties) or by increasing the total number of trainees.

AT noted that MAH had worked on a proposal to increase exposure using Foundation Taster opportunities. It would involve asking Psychiatry and GP units to take on a succession of Foundation trainees for formal tasters, rather than just one trainee. The group were supportive of this proposal but were aware of the logistical difficulties. For example, Taster figures in the North and East are ok to satisfy demand for extra GP tasters, but the South East only has 5 GP Tasters available. There are no figures from the West region. DH had shared this suggestion with the Scottish RCGP Recruitment and Retention Group. Other than logistics, the group noted that capacity would likely be an issue. DH will also share this proposal with the NES Psychiatry and GP Foundation sub-group.

KAW noted that Psychiatry placements had been discussed at the UK FSD meeting. It was queried whether the aim is to increase the number of applicants to Psychiatry, or the exposure of trainees to patients with mental health issues. The latter may be better accomplished in GP placements.

RP noted that the aim in Scotland is to increase the recruitment numbers in Psychiatry. It has already been agreed to increase the number of Medical School placements.

This item will be kept on the agenda.

- 3.4. FY1 doing extra shifts
F1 are allowed to do extra shifts locally, within EWTD guidelines, but cannot locum in other regions.

4. UK Foundation Review

HEE had announced their intention to commission a review of Foundation. The Board were unclear on the aims of the review. CMK noted that this will be discussed at COPMeD and a Scottish view will be required. The Board were agreed that a UK wide review would be optimal, rather than the parallel Scottish review required in 2010.

This item will be kept on the agenda.

5. FPD Development Day - 29 May 2018 Murrayshall

This was noted for information.

6. QI/QM

6.1. GMC Visit 2017 feedback

The initial feedback from the GMC has been very positive. DH thanked all those involved. A final Scotland feedback will be delivered at the NES Medical Education Conference in April by the GMC.

6.2. Reports from other sQMGs

There were no updates from the sQMGs.

7. Foundation Programme Groups

7.1. Academic

Paul Baker is the new Academic Lead for Foundation.

7.2. Curriculum and Assessment (FPC&A)

AT reported from the last meeting in December:

- The group had agreed to change the Delivered Education Programme requirement for trainees to a minimum of 30 hours of teaching. It was felt that this was a more realistic expectation. It had also been agreed that Immersive Simulation for FY2 also counts even if trainees had attended after their ARCP.
- LIFT modules are all edited so LEG has been disbanded. A chief editor for LIFT will be nominated, to keep it up to date.
- The Foundation Leads had agreed that it would be positive to include a Foundation Year 2 Induction in the August Induction process. It will be done across the country and it will highlight the differences with FY1.
- The next C&A meeting will take place at the beginning of March, and it will be the last for AT. MAH is the replacement Chairman for the C&A group. It is hoped that administration of the group will be done at Foundation School level.
DH thanked AT for all his excellent work on his role as Chair of the C&A Group.
- There has been an issue with TURAS registration of nurses and AHP, in that it has not yet happened. This has a knock-on effect for Foundation doctors, as nurses and AHPs are required for TAB completion. Unfortunately, this means that the administrative hurdle of individual nurses and AHPs prior to completion of TAB feedback remains.

FC noted that Tayside will have a 4 day Shadowing Week.

MB indicated that trainees feel that they cannot fulfil the teaching standards because of pressures of the Service. The Board suggested that if any trainee has problems attending teaching they should alert their FPD and DME as early as

possible. KAW indicated that all FPDs should meet with their hospital PG administrators at the end of the block to go over teaching attendance.

- 7.3. Operations (FPOG)
No further update.

8. Student and Foundation Trainee

- 8.1. Student update
No representative.

- 8.2. Foundation trainees update
MB reported the concern of trainees regarding the Bawa-Garba case and the use of ePortfolio for reflection, although it was noted that the GMC did not use the ePortfolio as evidence in the case. There is guidance on the deanery website on ePortfolio reflection. CMK is drafting an email about available guidance.

The SJDC had been discussing the best way for a junior doctor to raise the alarm when there are under too much pressure due to rota gaps. If trainees do not get appropriate response to their concerns, they were advised to contact their FPD or DME.

9. For information

No papers received for information.

10. AOB

- 10.1. Ambulance Transfer
The Chair of SJDC had emailed the region lead regarding an FY1 doctor who had been asked to do a transfer in an Ambulance. The group agreed that this was inappropriate as there was not a more senior supervisor in the vehicle. CMK will send the details to DH and each region will be asked to clarify/confirm that this does not happen in their region. The original case is being managed locally.

CMK/DH

- 10.2. Study Leave for 1 Day eALS
The group agreed that it was reasonable for trainees to ask for one day of study leave to study for their 1 day eALS course.

- 10.3. This was Andrew Todd's last Board meeting and the group thanked him for his excellent contribution to the Scottish Foundation Programme and wished him well for his retirement.

11. Meeting dates 2018

03 May, 2pm, Room 7 WP, Room 18 2CQ
06 September, 2pm, Room 8 WP, Room 8 2CQ
04 December, 2pm, Rooms 8 WP, Room 8 2CQ