**Minutes of the Foundation Programme Board meeting held on Thursday 14 January 2016, at 2pm, in Room 5, 102 Westport, Edinburgh, with videoconference links**

**Present:** Duncan Henderson (DH) Chair, Marlene Anderson (MA), Stephanie Au (SA), Ananyo Bagchi (AB), Fiona Drimmie (FD), Jennifer Duncan (JD), Anthea Lints (AL), David McQueen (DM), Gary Mires (GM), Johnson Neo (JN), Christine Rea (CR), Charles Saunders (CS), Andrew Todd (AT)

**Apologies:** Kim Walker (KAW)

**In attendance**: Paola Solar (PS)

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| **Item** |  | **Lead** |
|  | **Welcome and apologies**  The group introduced themselves and were welcomed to the meeting.  The apologies were noted. |  |
|  | **Minutes of previous meeting 05 November 2015**  MA noted that her name was missing from the minutes. With this correction the minutes of the previous meeting were approved. |  |
|  | **Matters Arising** |  |
|  | NES ePortfolio Board  It was noted that no ePortfolio Board has been convened, but Foundation is successfully involved in the development of the new ePortfolio v.3.  HEE has indicated that England will cease to use the NES ePortfolio from August 2016. Their intention is to replace NES ePortfolio with Horus. |  |
|  | 2016 Recruitment– update  DH noted that Foundation is oversubscribed for 2016 August intake, but less than last year: 7596 posts for 8125 applicants in 2015, and 7615 posts for 7858 applicants in 2016.  Every year around 7% of applicants are lost before they start Foundation. If the same rate applies this year, Scotland Foundation may be around 28 trainees short in August.  This year it has been decided that the Spring recruitment will advertise for both FY2 LATs and FY1 LAS, so that if a trainee is considered not ready for FY2, a FY1 post can be offered. |  |
|  | UKFPO  The move of the UKFPO office from Cardiff to Birmingham has been completed. There are currently only two legacy members of staff who will be leaving in March/April. |  |
|  | **QI/QM**  A Foundation rep has been nominated for each of the Specialties’ sQMG meetings. The reps were asked to make sure that they have been invited to the sQMG meetings. Those present acknowledged that they had been invited. |  |
|  | Preparation for GMC 2016 NTS  The GMC have sent a letter to all deaneries specifying that all posts have to be in the approved list in order for trainees to participate in the GMC Survey. This requires explicit approval for GP practices with Foundation trainees, apart from the approval they may have for GP trainees. DH indicated that he had signed off 18 GP posts in the South East that were not previously listed. CR confirmed that all East GP posts had gone to the GMC for approval. AT confirmed the West posts had also been addressed. |  |
|  | **Foundation Development Day 21.04.16 – Murrayshall House Hotel**  This was noted for information. |  |
|  | **Foundation Programme Groups** |  |
|  | Academic  All offers will go out by 20 January. There were over 100 candidates for 60 posts. |  |
|  | Curriculum and Assessment (FPC&A)  Notes of the meeting held of 8 December had been circulated for information.  The group is currently considering the new version of the Foundation curriculum proposed for August 2016. AT reported that the new Foundation curriculum components are the same but it has been translated into outcome-based, so competencies become behaviours, assessed by the Educational Supervisors.  There are two different elements in the new curriculum: it will be accessible online and the 11 sections have been condensed into 4 outcomes, to match the GMC’s Good Medical Practice. The changes in the curriculum have not been fully approved by the GMC yet.  The new curriculum will bring some changes in assessments. The forms to be completed by the ES will be much simplified, from 11 to 4 sections. There will be some degree of mapping required for the formal Foundation teaching programme.  6.2.1 LIFT Editorial Group (LEG)  LEG has moved on to edit modules, including the Prescribing modules. AT noted that it is hoped that they will all be edited for start in August. There is also a move to increase the availability and knowledge of LIFT as a resource. The group is working in the creation of a LIFT logo.  It was highlighted that LEG is happy to be involved in commenting / assessing any new educational modules, and will involve the Foundation Leads when required.  6.2.2 ePortfolio development  The new ePortfolio v.3 is under development and those who have seen it say it is looking good. There is a fortnightly webex to keep people up to date. |  |
|  | Operations (FPOG)  KAW is coordinating bids for funding for Simulation. The deadline for bids is the end of January so that the annual budget can be spent. This is only one-off funding, and it is advised to send all bids to KAW ASAP. |  |
|  | **Student and Foundation Trainee updates**  JN noted that FY2 retention was an issue last year in the East region. As a result the quality of the training places where the remaining FY2 had to be spread was affected. FY1 trainees thinking of transferring out of the deanery for FY2 had been advised to flag it up with NES and HR as soon as they can, to permit forward planning. The FP Leads will discuss the creation of a spreadsheet to ascertain any pattern in Foundation trainees switching Foundation School between FY1 and FY2.  SA agreed with the comments above as the West has been similarly affected by last minute trainee departures. |  |
|  | **AOB**   * Subjects for the Foundation Development day   + New Foundation curriculum * Prescribing Safety Assessment (PSA test)   The Department of Health has made the PSA test mandatory for all trainees going into Foundation. The Medical Schools have implemented the PSA in different ways in previous years. It is hoped that the large majority of UK graduates will have passed the test before they start Foundation. It is still unclear how the PSA will be delivered to Overseas graduates. Any trainee requiring a resit in Scotland will have access to LIFT prescribing modules to assist their revision for the resit. It is planned that all Foundation doctors will require to have passed the PSA before their ARCP.   * Sharing Good Practice by NACT   It was noted that the Immersive Simulation project has been accepted as a paper in the above event. |  |
|  | **Meeting dates 2016**  Wed 18/05 2pm, WP Room 2.5, 2CQ Room 18  Wed 24/08 2pm, WP Room 7, 2CQ Room 7  Thu 17/11 2pm, WP Room 8, 2CQ Room 27 |  |