

Minutes of the Foundation Programme Board (FPB) meeting held on Thursday 17 November 2016 at 2 pm in Room 8, 102 Westport, Edinburgh by Videoconference

Present: Duncan Henderson (DH) Chair, Ananyo Bagchi (AB), Fiona Cameron (FC), Tom Drake (TD), Jennifer Duncan (JD), David McQueen (DMQ), Charles Saunders (CS), Chloe Saunders (ChS), Andrew Todd (AT), Kim Walker (KAW)

Apologies: Mo Al-Hadad (MAH), Kevin Holliday (KH), Anthea Lints (AL), Gary Mires (GM), Caroline Whitton (CW)

In attendance: Paola Solar (PS)

Item	Lead
<p>1. Welcome and apologies</p> <p>The group introduced themselves and were welcomed to the meeting.</p> <p>The apologies were read.</p>	
<p>2. Minutes of previous meeting 24 August 2016</p> <p>The minutes of the previous meeting were approved as a correct record.</p>	
<p>3. Matters Arising</p> <p>3.1. UKFPO future governance</p> <p>Prof Derek Gallen has resigned as Director of UKFPO and his deputy may also be leaving shortly. HEE's proposal for future governance does not include plans to replace either of them. Scotland will argue strongly to have a person at the highest level in UKFPO, who will be able to make appropriate executive decisions and will be aware of issues around the four nations.</p> <p>3.2. Digital Strategy Group</p> <p>The new ePortfolio v3 is still a work in progress. Although Foundation have input into the NES ePortfolio v3 development, it was felt that the group will need to keep the pressure on in order to solve the ePortfolio issues, as there are competing priorities in the Digital Strategy Group.</p> <p>The FP Leads will meet after this Board and will go through the operational list of necessary developments. DH will then pursue with the Digital group.</p> <p>An ePortfolio Users Group is being created in the East region.</p> <p>DH reassured ChS and Foundation trainees that the issues with ePortfolio will not become detrimental to trainees.</p>	DH

3.3. 2017 Recruitment

DH noted that it is highly likely that the August 2017 Foundation intake will be undersubscribed for the first time in a number of years. If the usual 7% attrition rate holds true, the UK will be undersubscribed by approximately 450 trainees. A potential shortage of around 40 trainees in Scotland could be expected, which will mean gaps in rotas and the subsequent potential deficiencies in training.

UKFPO are exploring various routes to enhance the number of applicants.

The first round of allocations will take place in March and they will have a better idea of numbers then. A second round of advertising will occur in February. The 45 extra Scottish F1 and F2 posts will remain in place. After overall allocation numbers are clear in March this position may have to be revisited on a Scottish basis.

3.4. Medical Students providing some assistance during F1 Annual leave

DH is aware of a Scottish hospital paying senior medical students to provide some formal assistance on wards during F1 doctor annual leave. The Board discussed the ramifications including governance, supervision and other aspects of how this might be implemented. DH will seek clarification about what sort of work the students are asked to do and under what arrangements. He will report back to the Board.

DH

3.5. Shadowing Week pay

Foundation trainees are currently funded for 4 out of the 6 days of their Shadowing Week. The Scottish Government and BMA apparently agreed that all 6 days should be funded, including any mandatory induction. If their time is not paid for, then attendance should be voluntary on the unpaid days. The Health Board finance departments were apparently not fully sighted on the proposed arrangement, leading to some Boards paying 4 days and others 6.

The Board agreed that the Deanery Induction is mandatory. They also discussed the IMG induction. Hopefully arrangements will be clearer for the 2017 induction. DH will update MDET on this issue.

3.6. Foundation Development Day: 20 April 2017

The group noted the date of next year's Foundation Development Day taking place in Murrayshall, Perth.

3.7. NES Medical Education Conference: 04-05 May 2017

The group noted the date of next year's NES Medical Conference taking place at the EICC in Edinburgh.

4. **QI/QM**

The plan for visits for next year is being discussed.

Foundation reps are part of most visits and they attend other specialties' sQMGs, but it was felt that we could improve the communication between the reps.

There is work in progress around the Annual Deanery Report, as the FPD input can't work in the same way as the TPD reports.

5. Top 10 Trusts Information

The lists were received for information. It was noted that they now include Mental Health providers so most of the top 10 positions have been occupied by them. Congratulations were expressed to the Scottish Boards that are on the list: Dumfries & Galloway, Western Isles and Forth Valley.

6. Simulation training and Study Leave

The simulation training for FY2 doctors has been rolled out across Scotland. This simulated ward round or simulated clinic has been very successful. It is not mandatory but is obviously helpful in successful completion of ePortfolio.

The cost is £160 per trainee that can be taken from their study leave allocation, and the two-hour session is done with about 6 trainees. FY2s will only be able to undertake one of the sessions as that is all that current funding will permit.

Despite the obvious benefits of this simulation, support around the Health Boards has not been uniform. The group agreed to keep pushing to make sure FY2 trainees are released from service if they are interested in doing this simulation.

7. Foundation Programme Groups

7.1. Academic

The notes of the FP Academic last meeting were received for information.

7.2. Curriculum and Assessment (FPC&A)

The notes of the last FP C&A meeting were received for information.

Dianne Morrison has been invited to join the group as deputy Foundation School Lead and ePortfolio v3 rep.

7.2.1 LIFT Editorial Group (LEG)

The group continues to meet regularly. Edition of modules is in progress. Modules will appear in the system as they are finalised.

7.2.2 ePortfolio development

As above.

7.3. Operations (FPOG)

Draft notes of the last meeting received for information.

CS had a query about only making one supervised learning event per block mandatory for trainees but expecting them to do more. The FP Leads explained that this was a decision taken after much consideration and it was clearly stated and reinforced to all trainees what is expected of them.

8. Student and Foundation Trainee updates

AB indicated some students had had issues with Oriel but they seem to be sorted. Some 4th year students had queries about aspects of ePortfolio and how will it be used for AFP shortlisting. KAW noted that AFP recruitment are now using different criteria depending on the different Academic Units of Application.

ChS reported no issues for FY2 trainees.

9. AOB

- DMQ noted that they had received a directive for trainees in every block in his Health Board to attend central teaching in Glasgow. AT clarified that Glasgow have delegated FY2 teaching to the regions. AT will discuss with DMQ out-with this meeting.
- AT reported that at the West FTC meeting only 6-7 out of 24 FPDs managed to attend. The other regions did not have the same degree of issue. The FP Leads will discuss. DH noted that this is part of the performance management of the FPD role. He mandates a minimum of 50% attendance for the year. V/C is very helpful.
- The West had had 3 unexpected late resignations. This is a rare occurrence but it may need discussion about a concerted approach to dealing with trainees who do not feel suited to clinical work. Trainees in this situation have meetings with FPD and FSD if necessary.

AT

10. Meeting dates 2017

Thursday 19 Jan, 2pm, WP Room 11, 2CQ Room 18
 Wednesday 24 May, 2pm, WP Room 9, 2CQ Room 7
 Wednesday 30 August, 2pm, WP Room 8, 2CQ Room 18
 Tuesday 05 December, 2pm, Rooms TBC