**Minutes of the Foundation Programme Board (FPB) meeting held on Wednesday 18 May 2016 at 2:00 pm, in Room 2.5, 102 Westport, Edinburgh, and by Videoconference**

**Present:** Duncan Henderson (DH), Marlene Anderson (MA), Stephanie Au (SA), Jennifer Duncan (JD), Anthea Lints (AL), David McQueen (DMQ), Christine Rea (CR), Charles Saunders (CS), Andrew Todd (AT), Kim Walker (KAW)

**Apologies:** Ananyo Bagchi (AB), Gary Mires (GM)

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

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| **Agenda Item** |  | **Lead** |
|  | **Welcome and apologies**  The attendees introduced themselves and were welcomed to the meeting.  The apologies were noted. |  |
|  | **Minutes of previous meeting 14 January 2016**  The minutes of the previous meeting were approved as a correct record. |  |
|  | **Matters Arising** |  |
|  | NES ePortfolio Board  Foundation is very involved in the design of ePortfolio V3. The developers are setting up a date to meet with trainees to get their input.  It was felt that the ePortfolio Board has been subsumed by the Digital Strategy group. DH will contact Christopher Wroath to confirm this and, if necessary, to seek Foundation representation at the Digital Strategy Group. | **DH** |
|  | 2016 Recruitment– update  Scotland is again oversubscribed, with 111.9% choosing Scotland as first preference so it is hoped that all posts will fill. Furthermore, it was noted the lowest preference for Scotland this year was 9, which was much better than the 21st place last year. It is hoped that there will be less last minute withdrawals, and that there will be less than 5 vacancies in August.  There are 45 extra Foundation posts, added by the Scottish Government to accommodate last year’s oversubscription. DH will ask the Government to keep the extra numbers.  KAW reported that the interviews for F1 and F1/F2 LAS have just taken place in Scotland, and this year they have included those requiring Tier 2 Visa. There are expected to be 200-300 FY1 vacancies across the UK in August. KAW further reported that HEE had run a similar recruitment process, but naming them F1 LATs rather than LAS. This has been done without consultation with the devolved nations. As a consequence, Scotland may have to change the LAS to LATs. DH will take the issue to MDET. | **DH**  **DH** |
|  | UKFPO   * The move to Birmingham is complete. * Derek Gallen is the Foundation rep at the MDRS group. * The new nomenclature for the end of F1 and F2 has been approved and will be implemented next year. * UKFPO has been invited to send a rep to the GMC Quality meetings. |  |
|  | Two Surgical blocks in F1  There are usually two Medical and one Surgery jobs in each trainee’s Foundation rotations. It is the general feeling that there may be less educational value when there are two Surgery and one Medical jobs.  The group noted that the above is only a concern if both the Surgery posts are in General Surgery in the same ward. Without disadvantaging trainees already in the programme, it was suggested to look into the planned rotations and make sure that individual trainees do not have two General Surgery placements in the same ward. The group acknowledged that appropriate and strong communication with ES and trainees will be very important in this work.  CR will pull all the posts and circulate to the group to see all the rotations. | **CR** |
|  | Use of F2 Study Leave in F1  The regional reps confirmed that there are no Foundation 1 trainees doing ALS training in the first two parts of Foundation Year 1. |  |
|  | **QI/QM**  There is ongoing QI work both for Undergraduate and Postgraduate education, by NES/Scottish Government fellows.  Quality Improvement has been now added to the new curriculum, with no mention of Audit.  QM will be discussed at the afternoon sQMG meeting directly after the Board. |  |
|  | **Foundation Development Day 21.04.16**  The group agreed that the day had gone remarkably well, with very good feedback already received. Having separate FPD and Administrators workshops had been very helpful. |  |
|  | **NES Medical Education Conference May 2016**  The Annual conference had been very successful. |  |
|  | **Trainee and student representatives August 2016**  This is the last meeting of the current FY2 reps and possibly of the student rep. DH and PS will review representation.  The group conveyed their thanks to the trainee and student reps for their contribution to this Board’s discussions. | **DH/PS** |
|  | **Foundation Programme Groups** |  |
|  | Academic  The notes of the group were received for information. |  |
|  | Curriculum and Assessment (FPC&A)  The notes of the group were received for information.  8.2.1 LIFT Editorial Group (LEG)  AT reported that the 11 prescribing modules had been commissioned for editing and the work was on track.  The aim is to make LIFT part of the trainees’ learning environment and LEG is involved in various ongoing technical discussions to modernise the modules, including an exploration of the costs. In this regard, it was noted that LIFT could be part of NES’ Digital Strategy. DH will bring this up with Christopher Wroath.  8.2.2 ePortfolio development  KAW reported that development of V3 is going very well. Dianne Morrison is the new Product Owner for ePortfolio. | **DH** |
|  | Operations (FPOG)  KAW reported on an issue that had arisen regarding the study leave underspent. The year before last most of the study leave underspent had been given to Dundee, for the Immersive Simulation project. This year they had planned to pilot it and implement it in August, so the underspent budget was supposed to be used for this again. To this end, several Health Board had sent their requests for various equipment. However, the Health Boards have yet to receive the funding from NES. KAW confirmed that the POs had been done before the end of the financial year, so it is unclear why the funding has not been released from NES. DH will take this up with Stewart Irvine as the Health Boards and KAW seem to have done what it was required.  It was noted that most specialties have study leave underspent despite the various reminders sent to trainees. Only FY2 gets study leave and most of it goes to ALS. The Foundation Board had agreed some time ago that if there was underspent it could be used to fund Simulation for FY1. | **DH** |
|  | **Student and Foundation Trainee updates**  There was not student rep and SA had no further comments. |  |
|  | **AOB**  The Board welcomed the launch of the short film created to promote Scotland for Foundation training. |  |
|  | **Meeting dates 2016**  Wed 24/08 2pm, WP Room 7, 2CQ Room 7  Thu 17/11 2pm, WP Room 8, 2CQ Room 27 |  |

**Action points**

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| **Item No.** | **Item Name** | **Action** | **Lead** |
| 3.1 | NES ePortfolio Board | To seek Foundation representation at the NES Digital Strategy Group | DH |
| 3.2 | Recruitment | To email the Scottish Government asking to keep the extra 45 Foundation numbers  To bring to MDET the fact that Scotland may have to convert Foundation LAS into LATs due to the HEE decision | DH  DH |
| 3.4 | Two Surgical blocks in FY1 | To pull a report of all Foundation rotations and distribute to the group | CR |
| 7 | Trainee and student representation | To review student and trainee representation to the Foundation Board | DH/PS |
| 8.2.1 | LIFT Editorial Group | To explore the possibility of LIFT becoming part of the NES Digital Strategy | DH |
| 8.3 | Operations | To bring up with Stewart Irvine the issue of study leave underspent funding for the Simulation work with the Health Boards | DH |