

**Minutes of the Foundation Programme Board (FPB) meeting held on Thursday 19 January
2017 at 2:00 pm in Room 11, 102 Westport, Edinburgh, by Videoconference**

Present: Duncan Henderson (DH) Chair, Fiona Cameron (FC), Tom Drake (TD), Kevin Holliday (KH), Anthea Lints (AL), David McQueen (DMQ), Mary Rimbi (MR), Charles Saunders (CS), Andrew Todd (AT),

Apologies: Ananyo Bagchi (AB), Steve Cunningham (SC), Jennifer Duncan (JD), Rona Patey (RP), Christine Rea (CR), Andrew Russell (AR), Caroline Whitton (CW)

In attendance: Dianne Morrison (DM), Paola Solar (PS)

Item	Lead
1. Welcome and apologies	
The attendees introduced themselves and were welcome to the meeting. A special welcome was given to Mary Rimbi, new FY1 trainee rep to the Board. Dianne Morrison was deputising for Christine Rea.	
2. Minutes of previous meeting 19 November 2016	
The minutes of the previous meeting were approved as a correct record.	
3. Matters Arising	
3.1. UKFPO future governance	
The Director of the UKFPO has retired and the Deputy Director has been appointed to a post in Australia. HEE decided unilaterally not to replace these posts. The devolved nations expressed their discontent as it was felt that the UKFPO needs individuals with an in-depth knowledge of Foundation to take time critical decisions e.g. around recruitment issues. The UKFPO has subsequently been restructured. The Foundation Programme Board will have Dean Level representation (Clare McKenzie for Scotland). And the Rules Group will become the Recruitment Delivery Group. This group is chaired by KAW and DH will be the NES rep. A new FSD group Chair and deputy Chair have been appointed. KAW noted that it had also been agreed to restructure the UK Foundation Board to include the Chairs of FSD, FSM and Curriculum and Assessment Group. The Chair of the UKFPB will be the de facto Director of UKFPO.	
3.2. 2017 Recruitment	
Foundation is oversubscribed by only 29 people in the UK. This means that there will be gaps when the programme starts in August. As the application process is likely to result in undersubscription a new UK process for national	

recruitment of FY1 LAS, coordinated by the UKFPO ad using Oriel will be used. Separate processes will undertake F1 LAS and F2 LAT recruitment.

FPDs will be invited to be interviewers for both national recruitment processes.

3.3. Eportfolio V3 update

DH acknowledged the many issues of the implementation of ePortfolio V3. The Foundation Leads and DM have met and created a bullet point list of issues that need to be solved, in order of importance. This will be circulated to all regions so that all are aware. A timeline of fixes will be ready by the end of the week.

A letter will be sent to all trainers and trainees confirming that trainees will not be disadvantaged by the issues in eP V3.

3.4. Digital Strategy Group

There is no update.

3.5. Medical Student providing assistance during F1 A/L

DH noted that this was a very localised bespoke arrangement. The Board is tentatively supportive of the initiative. Both students and unit are very comfortable and clear around the boundaries of the post. After debate it was decided that we would not proceed with any further discussion of the topic.

DH will mention Indemnity to the unit.

3.6. Attendance at Teaching

It was noted that the directive is for a 70% attendance at dedicated Foundation teaching, this includes FY trainees on call unless there is an emergency. The group agreed that consistency is required as to what are the trainees asked to attend. AT indicated that the C&A group will re-open this discussion.

The purple guide indicates 3 hrs/week (70%) but trainees usually do less than that. Teaching may be in “softer subjects”. If a trainee falls below 50% then this needs to be discussed with the individual.

MR noted that as a Foundation trainee she has had problems getting released to go to teaching sessions. The group agreed that a letter will be sent to the Service to reinforce the fact that Foundation trainees need to be allowed to attend teaching even if on call, if not in emergency. Foundation Leads would liaise with DME colleagues.

4. **QI/QM**

AL had sent a summary of what will be discussed at the next QI meeting and a list of forthcoming visits.

5. **Equality & Diversity strategy 2017-21**

The group received a copy of the NES E&D Strategy for 2017-21. Some of the outcomes are especially relevant to Foundation.

E&D data is already captured at recruitment and goes to Turas so it can be used to analyse together with ARCP results. DM will send what database information we have to Foundation Leads.

DM

6. Simulation training and Study Leave

An agreement has been reached on funding and the Simulation training will be paid in the same way as ALS training. Health Boards will send an invoice, and Universities will send a PO. All to go to Stuart Grant.

Foundation Leads were reminded that invoices should be submitted before the end of March.

7. FY2 in GP

AL is drafting a new Scottish Deanery guide for FY2 training in GP. She will then ask the regions to add their own variations and then will distribute the new guidance widely across Scotland.

The GP Quality Management group provides a series of standards to approve practices for Foundation and GP trainees. If there are any concerns regarding GP practices with Foundation trainees, the local Foundation Unit may be asked to join the visit.

8. Foundation Programme Groups

8.1. Academic

There had been a minor issue with the acceptance letter, as trainees can only accept or reject, but not hold the posts as indicated in the letter.

50% of posts had been filled already.

8.2. Curriculum and Assessment (FPC&A)

The group are about to do some re-work on delivered education in Scotland.

They also hope to engage QI/QM projects from trainees.

8.2.1 LIFT Editorial Group (LEG)

Work continues on the renovation of the modules. It is hoped that they will all be available by the end of the training year. The next step will be the commissioning of new modules.

8.2.2 ePortfolio development

As discussed above.

8.3. Operations (FPOG)

Nothing to update.

9. Student and Foundation Trainee updates

Nothing to update.

10. AOB

- **Special Circumstances**
In FY1 a candidate is under national UK criteria, so they are allocated to an individual Foundation School. In FY2 trainees with special circumstances have these taken into account but they are considered on a regional basis and relevant decisions made depending on their unique circumstances.
- **Psychiatry and Foundation**
There is ongoing work involving the RCPsych and NES relating to Foundation trainees' exposure to Psychiatry in Scotland. The College is reviewing the information and NES is supplying Quality data.
A possible outcome, mirroring recent English post-reallocation, is that posts may be transferred to Psychiatry from Hospital posts. However, this would require Governmental approval.

11. Meeting dates 2017

Wednesday 24 May, 2pm, WP Room 9, 2CQ Room 7
Wednesday 30 August, 2pm, WP Room 8, 2CQ Room 18
Tuesday 05 December, 2pm, WP Room 8, 2CQ Room 18