

**Minutes of the Foundation Programme Board meeting held on Wednesday 24 May 2017 at
2:00 pm by Videoconference**

Present: Kim Walker (KAW) Chair, Mo Al-Haddad (MAH), Fiona Cameron (FC), Jennifer Duncan (JD), David McQueen (DMQ), Christine Rea (CR), Chloe Saunders (CS), Andrew Todd (AT), Caroline Whitton (CW)

Apologies: Ananyo Bagchi (AB), Tom Drake (TD), Duncan Henderson (DH), Kevin Holliday (KH), Clare McKenzie (CMK), Brian Neilly (BN), Mary Rimbi (MR)

In Attendance: Paola Solar (PS)

**Agenda
Item**

Lead

1. Welcome and apologies

The group were welcomed to the meeting and the apologies were noted. KAW chaired the meeting in DH's absence.

2. Minutes of previous meeting 19 January 2017

The minutes were approved as a correct record. The only action point had been actioned.

3. Matters Arising

3.1. UKFPO governance

KAW informed the Board that Clare McKenzie is now co-Chair of the UKFPO Management Committee, and she had attended the last meeting of the Foundation School Directors.

UKFPO are currently looking at their Governance structure.

Paul Baker is the new Lead for Academics and has asked for the details of all the Academic Leads in the UK.

UKFPO have various new members of staff in place but there are still two B5 vacancies. Their staffing structure is under risk, partially due to the re-organisation of the HEE Foundation School, which hosts UKFPO.

3.2. 2017 Recruitment / Stats and facts

At the time of the Board meeting there is only one vacancy in Scotland at FY1 level. There are still 300 vacancies expected in the UK.

FY1 clearing will take place on 12 June. FY2 clearing, on 30 May.

3.3. Eportfolio V3 update

DH had emailed all Foundation Leads for a list of top 5 things that need to take priority with IT. The list should be sent to CR. She will also request an up-to-date timetable from Digital.

CR

- 3.4. Digital Strategy Group
The group agreed that it would be good to invite David McColl to the next Foundation Board to have a talk with him about where do we stand. **KAW**
- 4. QI/QM**
- 4.1. GMC Visit 2017
MDET is collecting the evidence to present to the GMC prior to their visit. The Foundation Leads are going to meet with the Undergraduate Teaching Deans to discuss the visit.

The GMC visit will also be discussed at FPOG.

The group discussed briefly the need for further work around Foundation representation at other specialties' sQMGs. Communication links with Foundation reps from other regions need improvement as it is unclear how the rep gets informed of issues in other areas or how they cascade the information from the sQMG. The group agreed that the Foundation rep will write up a quick summary, only with relevant key issues, for the rest of the Foundation reps and regions. KAW and FC will do the first ones and distribute to give an idea of what could be relevant key areas. **KAW/FC**
- 4.2. Educational sign off of rotas
KAW had attended a Quality visit to RIE and had noticed that the rotas do not provide any time for teaching, so Foundation trainees do not have any education opportunities.

Rotas still need to be signed off by the PG Deans in order to ensure their educational component. However, none have been seen for a few months in the West or the North regions. KAW will discuss with DH to perhaps raise with the Deans. It was further clarified that the Foundation Leads are entitled to stop the approval of rotas and send them back to the Service if they are not happy with the educational components. This will be discussed further at the sQMG meeting after this Board. CR will share what is being discussed in this regard at the HR Group. **KAW**
- 5. Foundation Programme Groups**
- 5.1. Academic
Steve Cunningham has resigned as Chair of the Academic group. Interviews for a replacement are set.
- 5.2. Curriculum and Assessment (FPC&A)
There had been a meeting of the C&A group yesterday and AT highlighted the main points of the discussion:
- Educational Framework. The Subgroup is almost ready to sign this off. The only query is about the ambiguity of the teaching time allocated to FY2 trainees. The Board suggested to state one hour per week.

- Tabs. The Subgroup were considering two tabs in both blocks for FY1 and FY2, but with the new ePortfolio the Tabs cannot be released to the trainee unless they are complete. It was acknowledged that it can be difficult to complete the tabs if in a small team. An FPD can override at 9, perhaps at 8, but need to preserve anonymity. This will be taken to FPOG for further discussion.
- Some regions have received requests for access to ePortfolio by non-Foundation trainees. The requests come mainly from trainees coming back to the UK after a spell abroad and are doing a LAS F2 or similar. The Board agreed that only trainees have approval to access ePortfolio.

It was suggested that non-trainees could be given printed out copies of the relevant pages. Another possible solution would be to give them access to eP V2, but this will be decided after seeing what happens in England where they are using ePortfolio for non-trainees too.

- FPD Handbook. This had been reviewed and the C&A subgroup were happy for it to go to FPOG.

5.3. Operations (FPOG)

The notes of the last meeting were received for information.

6. Student and Foundation Trainee

6.1. Attendance at national meetings

The contact details of any Foundation trainee rep in this Board need to be sent to the UKFPO for them to participate in the FDAB annual meeting.

6.2. Student update

No representative.

6.3. Foundation trainees update

CS suggested that once a new rep is in place, DH or KAW could have a chat with them to tell them what is expected.

7. For information

- Career Destination report
- UKFPO Annual Report

Both reports were received for information.

8. AOB

The group clarified that all Clinical Supervisors are ES, who take up Clin Sup roles sometimes so they can do combined reports. It may be work raising this point at Induction to remind everybody that in the large majority of Scotland

Educational Supervisors and Clinical Supervisors are the same person.
Northern Ireland and Wales also take this approach.

9. Meeting dates 2017

Wednesday 30 August, 2pm, WP Room 8, 2CQ Room 18

Tuesday 05 December, 2pm, WP Room 8, 2CQ Room 18

Action points

Item No.	Item Name	Action	Lead
3.3	MA: ePorftolio V3 update	To gather all the prioritised requests from Foundation	CR
		To ask the ePortfolio development team for an updated timetable	CR
3.4	MA: Digital Strategy Group	To invite David McColl to the next Foundation Board	KAW
4.1	QI/QM: GMC Visit	To write up key relevant issues discussed at sQMGs where they are Foundation reps, for the rest of the Foundation Leads	KAW/FC
4.2	QI/QM: Educational sign off of rotas	To discuss with DH and bring up with PG Deans if required	KAW