**Minutes of the Foundation Programme Board meeting held on Wednesday 24 August 2016 at 2:00 pm in Room 7, 102 Westport, Edinburgh by Videoconference**

**Present:** Duncan Henderson (DH) Chair, Marlene Anderson (MA), Fiona Cameron (FC), Jennifer Duncan (JD), David McQueen (DMQ), Christine Rea (CR), Charles Saunders (CS), Andrew Todd (AT)

**Apologies**: Ananyo Bagchi (AB), Steve Cunningham (SC), Anthea Lints (AL), Gary Mires (GM), Kim Walker (KAW)

**In attendance**: Chloe Saunders (ChS), Paola Solar (PS)

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| **Item** |  | **Lead** |
|  | **Welcome and apologies**  The Board members were welcomed to the meeting and the apologies were read.  It was noted that Rona Patey is the new Chair of SDMEG and she will substitute Gary Mires on the Foundation Board.  Chloe Saunders is the SJDC temporary representative. |  |
|  | **Minutes of previous meeting 18 May 2016**  The minutes of the previous meeting were approved as a correct record.  From the action points it was noted:  3.2 Recruitment   * DH confirmed that the Scottish Government has no appetite to remove the extra 45 Foundation numbers. * HEE did not convert Foundation LAS into LATs.   3.4 Two Surgical blocks in FY1   * Only one case found, in Dundee. CR’s team are looking into it.   8.3 Operations   * Study leave underspent funding for Simulation will be brought to MDET on Monday by DH. |  |
|  | **Matters Arising** |  |
|  | NES ePortfolio Board /Digital Strategy Group  DH reported that the implementation of access into ePortfolio from Turas has had a few serious issues. Jean Allan will produce a report about the implementation process. It was noted that only the Trainer side was currently affected, as the Trainee’s side worked fine after a few initial issues.  CS and DMQ reported various complaints from colleagues due to these problems.  The Board agreed that the usual rules for completion of ePortfolio will apply to Foundation trainees, with no allowance required for the access issues as they are being resolved.  Local Training Programme Administrators have expressed their concern that they are now acting as helpdesk for ePortfolio. A better communications strategy regarding decisions being made is imperative. Jean Allan is also working on this.  The Board noted that the new ePortfolio is a very good product but the current issues have created a reputational risk for NES. |  |
|  | 2016 Recruitment  DH reported that Foundation in Scotland was full on day 1, but there were now 33 vacancies in total.  There are no plans to change the Scottish recruitment numbers for next year.   * Shadowing Week pay Previously, new F1s were paid for 4 days of Shadowing Week and 2 days were voluntary and unpaid. All Health Board Mandatory Induction had to take place during the paid 4 days. For this year, an agreement has been reached between the BMA and Scottish Government HD such that trainees would also be paid if they attended the 2 voluntary days ie a total of 6 days pay. It was noted that a number of Health Boards have not been paying trainees for the extra 2 days in Shadowing Week. The Scottish BMA are actively involved in addressing this issue. |  |
|  | Date for FPD Day  The FP Leads will discuss the 2017 FPD Day. |  |
|  | F2 GP  DH and Moya Kelly had met with Scottish Government colleagues to discuss options for the extra 100 GP training places and how Foundation might be involved in supporting GP recruitment.  It was noted that although Scotland has a lower percentage of trainees experiencing GP in Foundation (Scotland 30% vs England 42%), there is no difference in the % of F2s applying to GP training when Scotland and England are compared.  Scottish Government HD endorsed trying to increase GP experience in Foundation. There was some discussion about how to enhance Foundation trainees’ exposure to GP.  The discussions also examined the initiative in North West LETB where they are planning to create integrated Foundation posts, for example with a 2 day per block release in the same practice over 2 years. This option however is not favoured by GPs in Scotland. AT highlighted the West experience with Foundation trainees in community related specialties, releasing them to practices with interest in one specialty. |  |
|  | Broad Based Training  Broad Based Training has now been discontinued in England.  Career Development Fellows (CDF posts) have been very successful in Scotland. There has been discussion around the format of how these posts might continue. |  |
|  | **QI/QM**  FC reported that the QI Academy is not well linked to Foundation, but more related to the Health Board.  AT noted ongoing work assisting trainees with their QI projects. There are QI teams in all Health Boards but it is difficult to link them to trainees.  ChS noted that her experience of QI in Aberdeen had been really good and the team accessible.  DH noted that the Quality Review Panel had taken place and had worked through all Foundation Placements in Scotland, from the point of view of NTS and STS, etc. A number of units with issues, including those in Enhanced Monitoring had been making improvements. The QRP panel also noted a significant number of Units with excellent training and would be issuing Good Practice letters commending those Units. |  |
|  | **Simulation training and Study Leave**  There is ongoing work to make sure that Foundation trainees in Scotland have regular exposure to Simulation.  Clare McKenzie is leading on the NES Simulation Training work, trying to ensure a Scotland wide provision.  The group agreed on the need to keep the Study Leave budget to provide Simulation training to Foundation trainees. DH will keep the Board informed about discussions. |  |
|  | **New Trainee and student representatives August 2016**  AB has agreed to remain the student rep on the Foundation Board.  Once BMA SJDC confirms their representative, another Foundation representative will be sought. |  |
|  | **Foundation Programme Groups** |  |
|  | Academic  No issues. |  |
|  | Curriculum and Assessment (FPC&A) |  |
|  | LIFT Editorial Group (LEG)  AT reported that LEG had targeted 11 Pharmacy modules related to Prescribing and linked them to the Foundation modules. This had gone well.  LIFT will be transferred to the Digital Platform and will be made available through ePortfolio by the end of the month. Once the modules are there they will each be linked to a competency.  They will aim to have 13 modules edited by February 17 and another 33 modules edited by August 17. The Group will also encourage local clinicians to becomes editors of LIFT, highlighting the fact that this can be added to the consultants’ CPD.  Trainees who have not passed their PSA will need to complete all the modules. There are currently 11 people needing to sit PSA.  It was suggested that the modules are looked at by FPOG colleagues to decide which ones can be removed if they are too out of date. | **FPOG** |
|  | ePortfolio development  As above.  ChS noted some trainees concern about security of ePortfolio. DH reported that an external company had been employed to test for any vulnerabilities and had confirmed the current arrangements were secure.  The Board were reminded that ePortfolio reflective practice comments may have to be released for legal reasons, so it was very important that trainees use non-identifiable data and wording that does not downgrade their clinical competency. DH will ensure that there is an obvious flag up for trainees when they log in to ePortfolio reminding them that their comments may be used in legal actions. | **DH** |
|  | Operations (FPOG)  Most of the issues were also covered here.  The minutes were noted for information. |  |
|  | **Student and Foundation Trainee updates**  There were no reports. |  |
|  | **AOB**   * This was Marlene Anderson’s last meeting as Lay Rep for this Board. DH thanked her for all her excellent work and input to the Board. |  |
|  | **Meeting dates 2016**  Thu 17 November, 2pm, WP Room 8, 2CQ Room 27 |  |