

Minutes of the Foundation Programme Board (FPB) meeting held on Wednesday 30 August 2017 at 2pm in Room 8, 102 Westport, Edinburgh by Videoconference

Present: Duncan Henderson (DH) Chair, Fiona Cameron (FC), Tom Drake (TD), Jennifer Duncan (JD), Clare McKenzie (CMK), Kim Walker (KAW), Caroline Whitton (CW)

Apologies: Mo Al-Haddad (MAH), David McQueen (DMQ), Brian Neilly (BN), Yatin Patel (YP), Christine Rea (CR), Mary Rimbi (MR), Andrew Todd (AT)

In attendance: David McColl (DMC) item 2 only, Paola Solar (PS)

| Item | Lead |
|--|-------------|
| <p>1. Welcome and apologies</p> <p>The group was welcomed to the meeting and the apologies were read. It was noted that Charles Saunders had demitted so the BMA had been asked to find a new Senior consultant rep for this Board. The BMA have also been asked to find a new Foundation trainee rep from SJDC.</p> <p>CW will provide the name of a new Foundation Year 1 rep for the Board, from the West region.</p> <p>DH will find a new student rep from the South East region.</p> | |
| <p>2. Foundation Digital Development – David McColl (DMC)</p> <p>DMC had been invited to talk to the Foundation Board about developments in Digital, concerning ePortfolio and Turas.</p> <p>The replacement of the Foundation ePortfolio had taken place in August last year. The same product is delivered in Wales and Malta.</p> <p>The Board felt that the implementation of the new ePortfolio V3 had been very challenging, causing some loss of reputation for NES with outside colleagues.</p> <p>The discussion highlighted the need to have one person from the Foundation Board, acting as a main way of contact with the developers. Dianne Morrison will be confirmed as Product Owner for the Foundation ePortfolio, liaising with the developers and prioritising Foundation issues.</p> <p>Decisions about prioritisation of work within Digital are taken in the Senior Operational Leadership Group. Anne Dickson is the Medical representative in this group. DMC will send a flowchart to the group to explain how decisions are made, making sure the process is clear and transparent.</p> | DMC |

CR had been working in gathering a list with issues and priorities from each region. She will be asked to send the list to DH, Dianne Morrison and DMC.

CR

The group will also collate a few Turas specific issues. Joanna Cuthbert is the Product Owner for Foundation on Turas, so Dianne Morrison will speak to her about them.

DM

DMC was thanked for his attendance and help, and left the meeting.

3. Minutes of previous meeting 24 May 2017

The minutes of the previous meeting were approved as a correct record.

4. Matters Arising

4.1. UKFPO governance

KAW confirmed that the governance structure is clear and stable now. This item can be taken off the agenda.

4.2. 2017 Recruitment

The vacancy rate in Scotland has gone up. Several people had to withdraw their applications due to Visa issues. Trainees may need a fact sheet clarifying how to obtain a visa, to be handed to them during Induction week.

4.3. Delivered Educational Programme

The final version of the programme was sent to the Board for information. They had tried to make clear and obvious for trainees what it is and what counts towards it. It also covers things considered important although they may not be on the curriculum.

CMK noted that there may be updates to the curriculum for 2018.

4.4. LTFT Training

Foundation allows two people to slot share, as well as LTFT. For ease of management all regions except the South East offer LTFT at 50% only. The South East offers LTFT from 50 to 80%, although trainees are made aware that they cannot finish mid-block.

There is a very small amount of Foundation trainees who choose to do slot share or LTFT.

Rules need to be clarified ahead of the GMC visit so DH will take this to MDET.

DH

4.5. FPD Contracts

Foundation Programme Director contracts are being aligned to Training Programme Director contracts. This means that they will be 3 year contracts,

with automatic rolling to another 3 years. But then the post will need to be advertised and the FPD re-apply for it.

The Board understood the need to renew SLAs after 6 years, but expressed concern about losing experienced FPDs. DH will speak to Rowan Parks about FPDs' annual review and their SLAs.

DH

4.6. RCSEd Anti-bullying/undermining Initiative

The RCSEd has launched a major initiative to stop bullying and undermining. The Foundation Board is very supportive of the initiative and agreed that the information can be used around the shadowing and induction period.

The resources will be made available to all trainees. It will also be highlighted to all FPDs so they can sign-post it. DH will circulate to FP Leads for distribution to all FPDs. He will also take it to Simon Edgar, new Chair of the DMEs group, for the Service point of view.

DH

5. **Foundation Psychiatry posts – proposal**

DH has been working with Rhiannon Pugh, Chair of the Mental Health STB, to take a proposal to MDET to increase the number of Psychiatry posts in Foundation. The posts would have to either be moved from existing Foundation posts or new funding made available for them.

CMK noted that a Taskforce in Psychiatry group in England has drafted a proposal to put 100% of Foundation trainees in Psychiatry placements, so the current gap with Scotland is likely to widen.

The Board agreed that it would be useful to set up a template for what a good Psychiatry post in Foundation has to deliver and what would it look like, in case new posts are approved. It was noted that Northern Ireland has very good Psychiatry Foundation placements so DH will contact Angela to get some pointers.

DH

As an aside, it was noted that GP is also starting to look into increasing GP posts in Foundation in Scotland. A recent taskforce in England has drafted a proposal to increase the amount of Foundation trainees in Psychiatry placements

6. **QI/QM**

6.1. GMC Visit 2017

The GMC have confirmed that they will visit Undergraduate, Foundation, CMT, CST, GIM, General Surgery, Geriatric Medicine and Paediatrics, when they come to Scotland later in the year. They will visit the Deanery on the 11 and 12th of December. Foundation Leads and Foundation Consortium Leads will meet with the GMC on the 11th of December.

CMK and DH will organise orientation sessions for the Foundation people involved in the visit with the GMC.

A meeting with Medical Schools has been proposed, on the 18 September at 2pm, to discuss the interface and local relations between Foundation and the Schools. If there are any items to be discussed on the agenda, please send to DH.

- 6.2. Foundation reps Communication – summary template
To confirm the Foundation reps in all the other sQMGs:
Anaesthesia – DH
Diagnostics – BN
Medicine – CW and AT
OGP - MAH
Surgery - KAW

Reps for GP and Mental Health sQMGs need clarification.

KAW had circulated the template summary of her attendance to the Surgery sQMG.

The group agreed that there should be some sort of report in Foundation from attendance to the sQMGs, highlighting issues such as Foundation trainee reps in visit. DH will speak with the Quality Lead for Foundation to make sure that the FPB receives a report from the sQMG.

DH

- 6.3. Educational sign off of rotas
This is not happening yet. DH will bring up at MDET next week. The practice is not standardised across regions.

DH

7. Foundation Programme Groups

- 7.1. Academic
There is no Lead yet but KAW is working on it.
- 7.2. Curriculum and Assessment (FPC&A)
No update.
- 7.3. Operations (FPOG)
Notes of the last meeting had been received for information.

8. Student and Foundation Trainee

- 8.1. Foundation Doctor Representation
Seeking representation as per above item.
- 8.2. Student update
No rep.

- 8.3. Foundation trainees update
No rep.

9. For information

10. AOB

- 10.1. Foundation Simulation
It was reported that some trainees were booking on it but then not attending on the day, wasting time and resources. Trainees should be warned that this simulation should not be done after ARCP.

11. Meeting dates 2017

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

Action points

| Item No. | Item Name | Action | Lead | Deadline |
|----------|---|---|------|----------|
| 2 | Foundation Digital Development | To send flowchart showing how prioritisation takes place within Digital | DMC | 30/09/17 |
| | | To finish the list of outstanding issues from each region and send to DH | CR | 30/09/17 |
| | | To speak to Joanna Cuthbert about Foundation / Turas specific issues | DM | 30/09/17 |
| 4.4 | Matters arising: LTFT training | To bring to MDET regional differences when dealing with slot-share | DH | 04/09/17 |
| 4.5 | Matters arising: FPD contracts | To speak to Rowan Parks about FPD contracts and their annual reviews | DH | 30/09/17 |
| 4.6 | Matters arising: RCSEd anti-bullying / undermining initiative | To distribute information to FP Leads for wider distribution. | DH | 30/09/17 |
| | | To speak about it with Simon Edgar | DH | 30/09/17 |
| 5 | Foundation Psychiatry posts | To speak with Angela ----- about Psychiatry posts in Foundation | DH | 30/10/17 |
| 6.2 | QI/QM: Foundation reps communication | To speak with QM Lead for Foundation to ensure sQMG sends a report to the FPB | DH | 30/10/17 |
| 6.3 | QI/QM: Rotas Educational Sign-off | To bring up at MDET as there is no consistency yet | DH | 04/09/17 |