Foundation Delivered Educational Programme

Guidance on addressing inability to meet minimum required attendance hours.

This document is to provide guidance to Foundation Doctors on how to address the shortfall in attending 30 hours of Delivered Education.

Addressing Delivered Education attendance shortfall

The following actions are required by the Foundation Doctor to address attendance shortfall

Foundation Doctors should record and tabulate the following

- Dates and titles of all teaching sessions attended
- Title of all talks missed
- Date and time of the missed teaching/learning episode
- The reason for non-attendance
- The alternative learning being used to evidence the missed teaching sessions
- A tally of hours of Delivered Education teaching attendance, plus alternative learning to total not less than 30 hours

This should be tabulated as below. A spreadsheet is available on the website.

<table>
<thead>
<tr>
<th>Date</th>
<th>Site</th>
<th>Topic</th>
<th>Attended/Reason for Absence</th>
<th>Alternative Learning</th>
<th>Evidence Uploaded</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/8/18</td>
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Alternative learning

Alternative learning can be used as a substitute. Alternative learning should fulfil ALL the following criteria:

- It should specifically cover the topic missed from the delivered educational programme
- It could be physical attendance at a talk/conference, eLearning, article review, review of video recording of the talk, webcasts or other methods
- The learning material should be of high standard and written/delivered by a professional or published by recognised bodies. Wikipedia or unofficial webpages are not appropriate
- Evidence of the alternative learning should be uploaded into e portfolio – this could be a reflection if necessary. Many e learning modules will automatically link.

Only 8 hours of this type of activity can count towards the minimum 30 hours. If more than 8 hours of alternative learning is used as evidence (ie less than 22 hours of the Foundation Education Programme attended), an outcome 5 will be issued and further e learning may be requested at the discretion of the ARCP panel.

Physical attendance at the Foundation Delivered Educational Programme should be the rule and the alternative learning should be the exception.
**Non-attendance due to service pressure**

If the reason a Foundation Doctor is not able to attend Formal Foundation Teaching is due to pressure from the service and this is a consistent issue, it is essential that the Foundation Doctor highlights this to their Foundation Programme Director (FPD).

Examples of reasons given in these instances are:

- We are not expected to go to teaching when the ward is busy
- We are not allowed to go to teaching when we are on acute take or acute receiving
- The nurses/midwives do not allow us to go to teaching
- There is a local departmental education programme, we expected to attend that and are not allowed to attend the Formal Foundation teaching as well
- Considering night shift and zero hours, our rota is designed in a way that does not allow us to meet the 30 hours requirement

NONE of these are acceptable reasons for consistently missing the Formal Foundation Teaching. As mentioned above, this should be highlighted to the FPD. If a number of Foundation Doctors are reporting the same service pressures from a particular department, the FPD will take the following actions in sequence: