

**Minutes of the Foundation Programme Board (FPB) meeting held on Thursday 06
September 2018 at 2:00 pm in Room 8, 102 Westport, Edinburgh, by Videoconference**

Present: Duncan Henderson (DH), Mo Al-Haddad (MAH), Fiona Cameron (FC), Hollie Clements (HC), Tom Drake (TD), Jennifer Duncan (JD), Imogen Makin (IM), Alistair Milne (AM), Jill Murray (JMu), Yatin Patel (YP), Christine Rea (CR)

Apologies: Geraldine Brennan (GB), Graeme Currie (GC), Fiona Drimmie (FD), Clare McKenzie (CMK), Jane Montgomery (JMo), James Neilly (JN), Rowan Parks (RP), Andrew Russell (AR), Caroline Whitton (CW)

In attendance: Paola Solar (PS)

Item	Lead
<p>1. Welcome and apologies</p> <p>The group introduced themselves and were welcomed to the meeting. The apologies were noted.</p> <p>Hollie Clements and Imogen Makin were welcomed as new FY1 trainee reps.</p> <p>DH announced several new appointments: Fiona Cameron is the new Foundation School Director. Joy Miller is the new Foundation Lead in the North region. Mo Al-Haddad now has an additional NES role as a Quality Lead. Prof Bill Reid has retired and Adam Hill is the new Postgraduate Dean for the South-East region on NES / NHS Scotland East region.</p>	
<p>2. Minutes of previous meeting 03 May 2018</p> <p>The minutes of the last meeting were approved as a correct record.</p>	
<p>3. Notification of AOB</p> <ul style="list-style-type: none">• Availability for PSA <p>MAH reported an issue with the availability of trainees to attend the PSA exam once they are on rotas. FY1 are not entitled to study leave and some trainees are having difficulty being released from work for PSA. The Board agreed that the FPDs will support any trainees in discussions with the unit about releasing them for PSA.</p> <p>Supervisors must be aware if a trainees has not passed their PSA exam, and their prescribing should be adequately supervised. Names of all those sitting PSA have been given to all area leads. FC will make sure that PSA dates are disseminated to FPDs, via website and email.</p> <p>The last test in 2 Central Quay was interrupted by a fire alarm so a new date will be offered in the next couple of weeks. A letter of apology has been sent to all trainees affected.</p>	FC

4. Matters Arising

4.1. Digital prioritisation

There is a long ongoing discussion about Foundation's interface with Digital. The Board acknowledged that there were multiple IT projects competing for Digital time.

CR noted that she is part of the UK Foundation digital group, which will give the STB a stronger voice in liaising with Digital at NES. CR is chasing the department for the update paper on Foundation developments progress chart. She will send to the FPB as soon as it is updated.

CR

4.2. Recruitment 2018, including Academic

There are 14 gaps in FY1 and 26 in FY2, 17 of which are in the North region. CR will share a paper about the gaps and the reasons for various withdrawals.

DH thanked all those involved in recruitment of F2 LAT and F1 LAS, as it had been very successful. This process was obviously assisted by the late change to UK visa regulations for doctors this year.

- Academic

Academic Foundation recruitment had gone well. Discussions for 2019 are ongoing, including making sure the regional differences of the academic programme are clear.

CR has the papers for the UK review of Academic recruitment. FC will contact GC about posts and vacancies as part of her work in harmonising Academic programmes across Scotland. It is acknowledged that Academic Trainers each offer something different, so it will never be exactly the same all over Scotland.

DH

DH will discuss attendance to this Board and the Academic recruitment group with GC. Perhaps suggesting an Academic deputy when GC is not able to attend meetings and ensuring that an update or minutes of Academic Foundation meetings is received by the Board.

4.3. Foundation Psychiatry and GP posts update

No update. The options paper was sent to the Scottish Government but DH is not aware of any outcome or further discussions.

4.4. Deanery Induction

All four regions have allocated time during Shadowing week for Deanery induction, funded by NES. All deanery induction days went well and the West is to be congratulated on finding a venue large enough to accommodate almost all of their F1s.

The regions utilise different ways to show new trainees how to use systems such as Turas or ePortfolio. CR is on talks with Ross Meikle about creating short videos on “How to”. She will ask the group for a list of key items that they would like to see on these short videos, and report back from her meeting with Ross.

5. UK Foundation Review

There are five subgroups looking at different aspects of UK Foundation, with participation of devolved nations in each one.

Purpose – Fiona Cameron, Caroline as Deputy

Time to Choose – Christine Rea – FSM Rep for the UK

Workforce Issues – no Scottish Rep

Supporting & Valuing – Caroline Whitton, Fiona as Deputy

Education Support - Joseph Sarvesvaran, Yatin as deputy

FC has attended two meetings of the subgroup. She noted that the items for discussion at the moment are open, blue-sky thinking areas.

CR has also attended one meeting of her subgroup and had looked at different options to provide extra support to Foundation trainees who need it due to special circumstances.

There is no Scottish rep in the Workforce issues Subgroup, the devolved nations being represented by Wales.

The sixth subgroup looks at the outcomes of all the other 5 groups. CMK, FC and Stewart Irvine are members of that group.

This item will be kept on the agenda for regular updates.

6. “Exposed” FY2 posts

An exposed FY2 post has the FY2 working at night with no senior cover resident in the building. Approximately 5 years ago, a number of posts (eg in EM and acute medicine) were supported to provide on site senior cover.

Currently there are several FY2 doctors who do not have resident senior cover eg in small remote and rural DGH settings. They are considered low risk and these sites are known. FY2 doing Psychiatry placements can, in certain cases, be the only doctor on site but they have a senior Psychiatry nurse on site for support.

7. Broad Based Training 2019

There are 11 BBT trainees in post. They started in August and the programme is running smoothly. This is a two year programme with 6 months placements

in Core Medicine, Core Psychiatry, Paediatrics and GP. Trainees get automatic entry into the second year of their chosen specialty.

8. TiMe Course

FC reported that the material had been updated. There is a meeting on 18 September to discuss implementation. Each region will be tasked with running the course in their own region, as it is not deanery run.

Research data will come in due course. There had been a short resilience questionnaire, with small numbers but with very good output.

9. Surgery FY1 Taster

The poster presented at the Medical Education Conference had been seen by the group, for information.

The Scottish Government is keen to promote recruitment into Psychiatry and GP training. Tasters is one of the potential ways to support this. Trainee reps had previously suggested that it would be helpful to have more comprehensive taster information (eg mechanism and contact details for TPDs) more widely available and better publicised.

The Board felt that it would be good to have a centralised repository of what tasters have been requested. YP noted that if the trainee goes through the correct procedure we do get the data on the system.

It was suggested that the availability period of Tasters is extended to the full year if the request is clearly career oriented. This would have to be supported by the Health Boards. DH will discuss with DME colleagues to canvass their views.

DH

Specialties that are on the Foundation programme, ie Medicine, Surgery, are usually not approved for Tasters but it was agreed that if the trainee had missed on some important specific experience, such as operating theatre, they could request a Taster for it.

FC will update Tasters information on the website and will send round for views before uploading.

FC

DH will email all the FP Leads to ensure that they have a contact list for all of the TPDs in their region.

DH

10. Resilience research proposal

The research proposal was supported by the Board.

11. MDRS Review

The Board agreed that Foundation needs to remain part of the UK national recruitment system.

The SJT is currently run by the Medical Schools but will be part of the review of the entire recruitment process.

It was noted that Oriel will be up for tender soon and CR is part of the procurement group looking at the Foundation recruitment system.

12. FPD Development Day

The 2018 FPD Development day was very successful. CR will send round the feedback from the day.

CR

13. QI/QM

The QRP has taken place already and went very well. The Board thanked the QM team for the significant amount of work required in collating the data for all of the Scottish Foundation posts.

JM will provide reports from Quality at future meetings. She noted that Good Practice letters are being sent out soon.

13.1. Reports from other sQMGs

FC noted that she had attended the GP sQMG but there had been no discussion about Foundation posts.

14. Foundation Programme Groups

14.1. Academic

No update.

14.2. Curriculum and Assessment (FCAG)

MAH noted that the last meeting had been cancelled. The group had discussed by email the ARCP changes and the lockdown of ePortfolio.

To ensure fairness and consistency, Foundation had agreed to stop trainees from adding to their ePortfolios two weeks before their ARCPs. The only concern is that the East region ARCP panels are not able to convene mid-June as the rest of regions are doing. CR will share ARCP dates to inform the discussion between FPDs.

**CR
FPDs**

14.3. Operations (FPOG)

The notes of the last meeting were noted for information.

14.4. Simulation

MAH noted that the group had agreed to do an assessment of Foundation Simulation delivery per region. MAH is tasked with finding a new Foundation rep for the NES Simulation Collaborative Group, to replace Kim Walker. DH will ask Foundation Leads for a rep for the Simulation Evaluation Group.

- 15. Student and Foundation Trainee**
- 15.1. Student update
DH will seek a student rep from the SE region. **DH**
- 15.2. Foundation trainees update
The Board agreed to have 2 trainee reps from F1 and F2, both from the same region, to ensure consistency of trainee representation. CW will be asked to seek one more FY2 from the West region. **CW**
- 16. For information**
No items for information.
- 17. AOB**
- MAH noted that he has set up a Facebook support group for IMGs. Gillian Carter has emailed the information to all trainees. It is not specific to Foundation, but it is a closed group so trainees need to be approved before joining in. MAH is happy for all to distribute widely.
 - MAH had undertaken some work to ascertain the number of SLEs that Scottish trainees did for ARCP. This shows an average of two each per block, so they are not under-assessing. MAH will continue the study to see which blocks did more assessments. He will present a poster for publication.
 - CR noted that she will be at the GMC Differential Attainment meeting for Foundation tomorrow. She will feed back to the Board.
- 18. Meeting dates 2018**
04 December, 2pm, Rooms 8 WP, Room 8 2CQ

Action points

Item No.	Item Name	Action	Lead	Deadline
3	Availability for PSA	To make sure that PSA dates are well disseminated to FPDs and on the website	FC	30.09.18
4.1	Digital prioritisation	To chase information and update the paper of digital requirements, then to send to the Board	CR	Next FPB
4.2	Academic recruitment	To discuss with GC about attendance to FPB and other Academic groups, suggesting a deputy or a submission eg minutes.	DH / FC	Next FPB
4.4	Deanery Induction	To report back to Board about meeting with Ross Meikle re short introductory videos for trainees	CR	Next FPB
9	Tasters	To speak with DME colleagues about extending the period for Tasters	DH	Next FPB

		To update information about Tasters on website, getting FPB comments before upload	FC	Next FPB
		To confirm that all FP Leads have a contact list of TPDs in their region.	DH	Next FPB
12	FPD Development Day	To send round feedback from the day	CR	Next FPB
14.2	CAG	To distribute ARCP dates to FP Leads	CR	Next FPB
		To discuss setting up same date for ARCP in all regions and lock down ePortfolio at the same time	FP Leads	Next FPB
15	Student and Foundation Trainee reps	To seek new student rep from the SE	DH	Next FPB
		To seek new FY2 trainee rep from the West	CW	Next FPB