

Minutes of the Foundation Programme Board (FPB) meeting held on Tuesday 04 December 2018, at 2:00 pm, in Room 8, 102 Westport, Edinburgh, by Videoconference

Present: Duncan Henderson (DH), Fiona Cameron (FC), Hollie Clements (HC), Karen Darragh (KD), Tom Drake (TD), Fiona Drimmie (FD), Cameron Kennedy (CK), Clare McKenzie (CMK), Joy Miller (JM), Alistair Milne (AM), Rowan Parks (RP), Christine Rea (CR), Caroline Whitton (CW)

Apologies: Graeme Curry (GC), Imogen Makin (IM), Jane Montgomery (JMo), Brian Neilly (BN), Yatin Patel (YP), Rona Patey (RPa), Aleksandra Poziemska (AP), Andrew Russell (AR), Joseph Sarvesvaran (JS)

In attendance: Paola Solar (PS)

Item	Lead
<p>1. Welcome and apologies The group were welcomed to the meeting and the apologies were noted.</p>	
<p>2. Minutes of previous meeting 06 September 2018 The minutes of the previous meeting were approved as a correct record.</p> <p>DH will try to find a student rep from the South East for the Board.</p>	DH
<p>3. Matters Arising</p> <p>3.1. Availability for PSA There are 13 F1 trainees to who require pass the PSA this year. The next sitting will be in March and all have been advised about the modules and the dates. FPDs are also aware of the dates.</p> <p>3.2. Digital prioritisation Jo Cuthbert and Ross Meikle have replied with the ePortfolio's updated old stories. CR will forward to the group. There are a few outstanding. The group noted that this was slow progress but very welcome.</p> <p>There has been a meeting to discuss how to record teaching attendance on TURAS and upload to eportfolio from the start of August 2019.</p> <p>Turas Learn live will be linked to ePortfolio in March. All Foundation trainees should have received an email about Turas Learn with additional teaching. CR will follow this up as it seems that not all have received the email.</p> <p>Currently the local admin teams upload the regional teaching and trainees have to sign in. This forms part of the 30 hours of mandatory learning. Additional learning is also 30hrs and is currently optional but</p>	CR CR

encouraged. AM noted that mandatory teaching from August 2018 can now be recorded on ePortfolio.

3.3. Recruitment

The UK Foundation Year 1 intake in 2019 is oversubscribed in the UK. It is estimated that there will only 15 gaps in Foundation in the whole UK if the usual 6-7% candidate withdrawal rate occurs. The side effect is that around 300 candidates will have to wait until May/June for their allocations.

Additional F2 standalone recruitment will take place in Aston Villa, Birmingham (face to face interviews) and Murrayfield, Edinburgh (Skype interviews). There is no FY1 LAS recruitment this year as it wasn't particularly useful last year. CMK noted that Wales are pulling out of FY2 recruitment as they have very small numbers. Following this, Scotland may also review their involvement in FY2 recruitment, depending on the outcome of the 2019 process.

3.4. Foundation Psychiatry and GP posts update

The paper sent to the Scottish Government is part of the effort to increase recruitment to GP and Psychiatry posts. The Scottish Government were very supportive of the paper.

The options were: 1. Increase Tasters; 2. Change the profile of existing Foundation programmes; 3. Allocate additional placements to GP and psychiatry when the increased output of undergraduates comes online in 4-5 years' time.

Options 1 and 3 were approved to increase exposure to the specialties. CMK is working on a paper for the Transitions Group around an increase in Scottish Foundation posts. The Foundation School is having a meeting with Scottish Undergraduate Deans to look at predicted graduate numbers over the next 5 years and some other topics.

FC noted that at the Foundation School Directors meeting there was a presentation about Longitudinal Foundation Training (LIFT), which sees ½ week in a GP practice and ½ week in another post. It has had very good outcomes. FC will share the paper with the group.

FC

It was noted that all GP Tasters are now fully funded.

There was some concern about Psychiatry supervision for Foundation trainees OOH, as some night shifts might have only a very senior nurse. DH will collate information from the regions and will share with the FPB.

DH

3.5. Deanery Induction – “How To” videos

CR had had a meeting with Digital, Wales and Northern Ireland colleagues about creating “How To” videos for ePortfolio use. The group felt that it would be quicker to do paper guides first, for both trainers and trainees. The paper guides can be embedded in ePortfolio and added to the Deanery website. CR will do the latter.

CR

3.6. Academic Foundation - Programme and Recruitment

Interviews took place last week and scores are in Oriel. Offers will go out on 16 January.

FC noted that not all Academic Foundation posts were filled last year. There was some concern about this and the group may have to think about revamping the Academic programmes. There are currently no measuring metrics at the end of an academic programme. FC will also look into the scoring system used. DH suggested a separate meeting at the Away Day of the 4 Leads and CMK to look at Academic delivery in Scotland. CR will get baseline data.

DH

CR

4. **UK Foundation Review**

Scotland has representatives in 4 out of 5 of the UK Foundation Review planning groups.

- CW is in the Supporting and Valuing group. They pick up a topic for discussion each month, recognising how different regions do it and try to take it back to how it should be done but allowing flexibility. The aim is to have a broad idea of the direction of travel.
- FC is in the Purpose group, discussing the role and output of FY1 and FY2. The group is in agreement that FY1 should “learn while working”, taking 4 or 6 month posts allowing flexibility. They have had discussions about allowing people to do FY2 in two years, part time.
HC noted that trainees have discussed this and supported the idea for trainees who do not want to go into a specialty yet or did not get the post they wanted. An extra year would give them a stronger application. However, this would not be a deanery training programme but a clinical fellow post.

5. **Foundation Development Day – Murrayshall, Tuesday 30th April 2019**

The programme is coming together. The guest speaker will be Tony Choules.

6. **Tasters**

Foundation doctors are allowed 2 weeks in total for Tasters in the last block of FY1 or during FY2, usually before specialty/GP recruitment.

There will be an increase of publicity about Tasters. Service implications are being discussed with DMEs. Funding is available for GP Tasters and availability has hopefully been addressed in some regions.

Access to Tasters earlier in FY1 is also being discussed with DMEs.

7. Resilience research proposal

This had been agreed at the last Foundation Board. CMK will take back to Vicky Tallentyre.

8. MDRS Review

Scotland is part of the UK Foundation recruitment system, via UKFPO. The Scottish Government had tasked NES to advise about Scotland's continuation in UK MDRS. The Task and Finish group had representatives from all specialties, GP, Foundation, BMA, Scottish Academy and trainees. The vast majority supported staying within the UK recruitment system. Trainees, in particular, like Oriel and how it works. The response was welcomed by the Transitions Group.

It was noted that Oriel's contract is up for renewal in 2020.

9. QI/QM

9.1. Reports from other sQMGs

The fQMG will take place after the Board.

FD reported that Caithness General Hospital is ready to be removed from enhanced monitoring.

There are 13 visits planned for the year, 5 of them are done already.

There will be a panel training day on 27 March in Westport. CR will send information to all FPDs.

CR

10. Foundation Programme Groups

10.1. Academic

As above.

10.2. Curriculum and Assessment (FCAG)

FC reported that Mo Al-Haddad has resigned as Consortium Lead so he is no longer Chair of FCAG. FC will replace him in the post. She will start by looking at FCAG's Terms of reference.

10.3. Operations (FPOG)

To standardise ARCPs and facilitate externality, NES is moving towards a centralised ARCP of 10% of trainees. FC will take this forward, making sure that 10% of trainees from each region have their ARCP centrally, with representation from FPDs.

CW noted that there will be 2 washup sessions for all FPDs. Cases could be agreed by the group.

Both ideas were supported. ARCP will be discussed at the Away Day.

10.4. Simulation

No update.

11. Student and Foundation Trainee

11.1. Student update

No representative.

11.2. Foundation trainees update

HC had attended FDAB and reported discussions about induction, study leave, teaching topics. The shadowing period is very valued by trainees.

HC also reported on trainees' local issues: there is an ongoing issue with a service provider as trainees cannot get away to teaching sessions. This should not happen as this is mandatory training.

There have been some issues concerning the move to a single employer, such as travel expenses. CR will capture examples of these issues and take them to the HR group.

CK reported the same issues for FY2 trainees.

12. For information

No papers received for information.

13. AOB

13.1. Away Day

The Consortium Leads and CMK will sort out details. The plan is to have the Away Day in January or February. CMK will send round potential dates.

13.2. RCPSG

The Glasgow College has approached CW to show her the training they have available so that she can give them feedback.

The Board felt that they cannot treat preferentially work with one College over another. The Foundation School cannot endorse one course in particular.

CR has had meetings with postgraduate administrators who are promoting their college courses. She will share the information she has.

13.3. Turas recording

AM queried the possibility of recording the meetings with trainees from out-with his own programme on eportfolio in his role as Consortium Lead. This will be discussed at FPOG, but CR noted that they can be recorded on Turas and Sharepoint.

13.4. Tasters on Turas

Tasters have to be recorded on Turas. FPDs have to be reminded to record them on Turas and trainees to add their request for study leave.

14. **Meeting dates 2019**

Tue 12th February 2019, 1pm, Room 11 WP and Room 7 2CQ

Thu 2nd May 2019, 1pm, Room 7 WP and Room 27 2CQ

Thu 5th September 2019, 2pm, Room 7 WP and Room 8 2CQ

Thu 5th December 2019, 2pm, Rooms7 WP and Room 8 2CQ

Action points

Item No.	Item name	Action	Lead
2	Minutes of previous meeting	To find student rep from SE region	DH
3.2	Digital prioritisation	To send round the information shared by Jo Cuthbert To check that all trainees have received email about Turas learn and additional teaching.	CR
3.4	Foundation GP and Psychiatry posts	To share paper on the LIFT initiative with the Board To collate regional data about senior supervision for Foundation trainees doing Psychiatry OOH placements	FC DH
3.5	Deanery Induction "How To" videos	To upload ePortfolio guide to the Deanery website	CR
3.6	Academic Foundation	To set up meeting to discuss Academic Foundation delivery To collate baseline data re Academic Foundation recruitment	DH CR
9.1	Reports from other sQMGs	To send to all FPDs information about Panel Training next year	CR

