

## Quick Guide to F1 and F2 Assessments for Foundation Programme Directors and Trainers 2019-2020

This guidance document is to encourage consistency of assessment. Please read in conjunction with the [Foundation Curriculum](#) and the [ARCP requirements](#) for F1 and F2 on the [Foundation School](#) pages. Trainees should record information in their Turas Portfolio.

Assessment	Links to Assessment Guidance	Frequency
Core Procedures	<a href="#">Guidance for Assessors &amp; Doctors</a>	Throughout F1
Team Assessment of Behaviours (TAB)	<a href="#">Guidance for Assessors</a> <a href="#">Guidance for Educational Supervisors</a>	Once in the first and second placement in F1 and F2
Clinical Supervisors End of Placement Report	<a href="#">Guidance for Clinical Supervisors</a>	Once per placement
Educational Supervisors End of Placement Report	<a href="#">Guidance for Educational Supervisors</a>	Once per placement (expect if you are both the CS & ES please complete the Combined End of Placement Report)
All 20 Foundation Professional Capabilities (FPCs) must have at least one pieces of relevant mapped evidence and maximum of five pieces. No piece of evidence can be linked more than 5 times	<a href="#">Guidance for Curriculum Mapping</a>	Throughout the year of both F1 and F2

Supervised Learning Event (SLE)	Supervised Learning Event Guidance	Recommended Minimum
DOPS	<a href="#">DOPS Guidance for Doctors in Training</a>	3 or more per placement *
Mini-CEX	<a href="#">Mini-CEX Guidance for Doctors in Training</a>	(minimum of 9 observations, at least six must be mini-CEX)
Case-Based Discussion (CbD)	<a href="#">Guidance for Doctors and Trainers</a>	2 or more per placement *
Developing the Clinical Teacher (DCT)	<a href="#">Guidance for Doctors and Trainers</a>	1 or more per year of both F1 and F2

\* based on a four-month post

Other Forms	Other Form Guidance	Recommended Minimum
LEADER (Clinical Leadership) Work-based Review)	<a href="#">LEADER Guidance for Doctors and Trainers</a>	No recommended minimum (optional formative discussion) Form will be available in Turas Portfolio - Autumn 2019
LEARN (Learning Encounter and Reflection Note)	<a href="#">LEARN Guidance for Doctors and Trainers</a>	No recommended minimum (optional to supplement traditional SLEs) Form will be available in Turas Portfolio - Autumn 2019
PSG (Placement Supervision Group)	<a href="#">PSG Guidance for Doctors and Trainers</a>	No recommended minimum Form will be available in Turas Portfolio - Autumn 2019

Other Forms	Other Form Guidance	Recommended Minimum
General Meeting Form	Previously known as the Generic Form in Portfolio. Updated name, available from August 2019. To be used to record various types of meetings.	No recommended minimum (optional for recording formal meeting/action plan)
Reflection Form	<a href="#">Guidance on the UKFPO website</a>	Throughout the year of both F1 and F2
Induction Form	To take place within 3 weeks of starting in post/placement.	Once per placement of both F1 and F2 - If you are both the CS & ES please complete the Combined Supervisors Induction Form

Teaching & Additional Learning including e-learning		Recommended Minimum
Teaching Attendance	Foundation Delivered Educational Programme (delivered locally in each area)	30 hours per training year of both F1 and F2
Additional Learning	Must NOT include statutory and mandatory training, ILS/ALS/equivalent	30 hours per training year of both F1 and F2 – Autumn 2019

Other Requirements		
Valid PSA Certificate	Uploaded to Portfolio (Mandatory Certificates)	F1 only
Valid ILS Certificate	Uploaded to Portfolio (Mandatory Certificates)	F1 only
QI/QA	Participation in Projects	F1 and F2
Valid ALS Certificate	Uploaded to Portfolio (Mandatory Certificates)	F2 only
Completed SOAR Declaration	FPD to sign off SOAR Declaration	F2 only

Additions		
Tasters	<a href="#">Guidance on Taster</a>	2 Tasters may be taken of up to 5 days after the 1 <sup>st</sup> post in F1 – these requests must be made Turas Study Leave
Study Leave	<a href="#">Study Leave in Foundation</a>	
Survey Participation	Scottish Trainee Survey – end of each post (December/March)	F1 and F2
Survey Participation	GMC National Trainee Survey (NTS) – April/May	F1 and F2

## DEADLINE FOR ARCP SUBMISSIONS: 31<sup>ST</sup> MAY 2020

Turas Portfolio: <https://turasdashboard.nes.nhs.scot/>

Portfolio How To Guides: <https://www.scotlanddeanery.nhs.scot/trainee-information/scottish-foundation-school/current-trainees/portfolio/> if you have suggestions for other guides you would like to see please email: [sfas@nes.scot.nhs.uk](mailto:sfas@nes.scot.nhs.uk)