

Welcome to the 3rd edition of your Foundation Newsletter

Welcome to the third edition of the Scottish Foundation School newsletter.

Most of you will now have entered your final training post for this training year. It is now essential that you review your portfolio progress and make sure you are prepared for your ARCP. Hopefully you have enjoyed this year. The FY1s will likely have been on a very steep learning curve and are now hopefully into the swing of being a doctor. FY2s will have been through the exciting but challenging recruitment process and will shortly be hearing about specialty/GP application successes.

ARCP - Annual Review of Competency Progression

In this edition we will focus on being 'ARCP ready'. The ARCP is a crucial part of your training year. Success will enable FY1s to progress to FY2 and achieve full GMC registration and for FY2s it will enable you to receive the Foundation Programme Certificate of Completion (FPCC).

You should start preparing now if you haven't already done so. Do not worry - help and support is here for you. Your foundation administration team will be contacting you with details of outstanding assessments and it is vital you make plans to address them. Your FPD will also be in touch to encourage you. If you are at all unsure or just require reassurance please contact your FPD.

Please read and digest the article about getting yourself ready for ARCP. For the vast majority this will be a straightforward and satisfying experience. You will be notified of your outcome following the ARCP via Turas. If your progress is not satisfactory or you have outstanding assessments you will be invited to a face-to-face meeting. This will usually be within two weeks of the desktop review, although it may take place on the same date as the review. Your local administrator will keep you right.

Training opportunities can be found on the Scotland Deanery website or by clicking the link below:

[TRAINING COURSES AND EVENTS](#)

Disclaimer: Allowing an event conference or course to be advertised on our website does not imply endorsement by the Foundation School

What do you want to see in future editions?

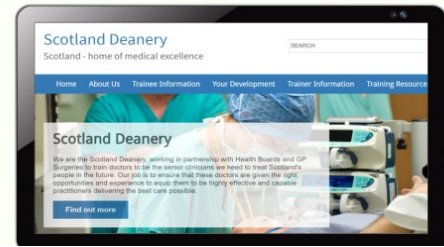
Please email any
COMMENTS

sfas@nes.scot.nhs.uk

Ideas

Article
Suggestions

Feedback



www.scotlanddeanery.nhs.scot

KEY CONTACTS

NATIONAL

For All General Enquiries
sfas@nes.scot.nhs.uk

Christine Rea
Foundation School Manager
christine.rea@nes.scot.nhs.uk

Gillian Carter
Foundation School Administrative Officer
gillian.carter@nes.scot.nhs.uk

EAST

Jennifer Duncan
Training Programme Team Leader
jennifer.duncan@nes.scot.nhs.uk

Dr Fiona Cameron
Associate Postgraduate Dean (Foundation)
fionacameron@nhs.net

NORTH

Dianne Morrison
Training Programme Team Leader
dianne.morrison@nes.scot.nhs.uk

Dr Kim Walker
Education Director & Foundation School Director
kim.walker@nes.scot.nhs.uk

Mr Yatin Patel
Consortium Lead
yatinpatel1@nhs.net

SOUTH EAST

Jackie Aitken
Training Programme Team Leader
jackie.aitken@nes.scot.nhs.uk

Dr Duncan Henderson
Associate Postgraduate Dean (Foundation)
duncan.henderson@nes.scot.nhs.uk

Dr Alistair Milne
Consortium Lead
alistair.milne@nhslothian.scot.nhs.uk

WEST

Karen Cairnduff
Training Programme Team Leader
Karen.Cairnduff@nes.scot.nhs.uk

Dr Caroline Whitton
Associate Postgraduate Dean (Foundation)
caroline.whitton@ggc.scot.nhs.uk

Dr Mo Al-Haddad
Consortium Lead
mal-haddad@nhs.net

Dr Brian Neilly
Consortium Lead
brian.neilly@glasgow.ac.uk

Vacant
Consortium Lead

We are here to help. Please contact us.

WHAT DO YOU NEED TO DO TO BE ARCP READY?

The Annual Review of Competence Progression, or ARCP for short

ARCP is the process which provides formal and structured review of evidence to monitor a trainee's progress throughout each stage of medical training. It enables you and the Scottish Foundation School to record via the e-portfolio that you are gaining all competencies required at an appropriate rate and through relevant experience. It is not in itself a means or tool of assessment. The ARCPs of the Foundation School are held towards the end of the foundation year (June/July). The list of dates for the desktop review can also be found [here](#).

Eight weeks prior to your ARCP your regional Foundation team will email you to notifying you of the date of your ARCP. The notification email will provide full details of your generic and Foundation-specific submission requirements, your responsibilities and the deadline for submission. Full requirements can be found [here](#) and the list of ARCP outcomes can be found [here](#). Once your ARCP outcome has been issued you must please log onto e-portfolio to acknowledge the outcome.

If you have any questions regarding the required evidence to be submitted or if you think there may be a problem in relation to the completion of the evidence in your e-portfolio please speak to your Foundation Programme Director (FPD) as soon as possible.

Reflective Comments

The Academy of Medical Royal Colleges has produced some guidance on entering information into your e-portfolio and will outline best practice on how to record reflective practice; please read this guidance. The link to this document can be found [here](#).

Table of Requirements at a Glance [overleaf]

Click [here](#) for full details

The requirement for sign-off and a satisfactory ARCP (Outcome 1) is as follows:

100% coverage of the curriculum - this will be through SLE's, attendance at teaching, e-learning modules, reflective practice etc. It is your responsibility to link the relevant learning to the relevant parts of the curriculum and ensure the coverage is recorded in your Portfolio. **It is expected that you will have at least 3 items of evidence for each capability and that a diverse range of evidence is used to gain 100% coverage of the curriculum.** A minimum expectation is that the range of SLEs will be covered i.e. you must have at least one Cbd, one DOPS and one Mini-Cex in the year. There is no maximum to the number of SLEs you can complete. Only completing one SLE per post **will not** enable you to evidence your curriculum. Do as many as you feel able.

Survey, survey, survey...

You will be asked to complete training surveys. The National Training Survey (NTS) will have been sent to you by the GMC; the survey is open from 20th March 2018 until midday on 2nd May 2018. You are expected to complete this survey and once complete you will be given a code which you can use as evidence in your e-portfolio to show engagement in the Quality Management process - upload this into your e-portfolio under Achievements. You will also receive a request to complete the Scottish Trainees Survey (STS) at the end of each post. This information is collated, reviewed and used to inform quality assurance of your training and we value this report. The Quality Management team in the Deanery work hard to ensure each comment and flag is addressed to drive improvement or to commend excellent training environments.



	MINIMUM REQUIRMENTS						
	F1 Post 1	F1 Post 2	F1 Post 3		F2 Post 4	F2 Post 5	F2 Post 6
Supervised Learning Event (SLE) (at least 1 CbD, 1 DOPS and 1 Mini-Cex in a year)	1	1	1		1	1	1
Developing the Clinical Teacher (DCT)	1				1		
Team Assessment of Behaviours (TAB)	1	1			1	1	
GMC Core Procedures (15) – all to be completed	15						
Personal Development Plan (PDP)	1	1	1		1	1	1
Supervisor's Induction: Clinical Supervisor Induction Meeting and Initial Meeting with Educational Supervisor OR Combined Clinical and Educational Supervisor Induction Meeting	1	1	1		1	1	1
Supervisor's Report: Clinical Supervisor End of Placement Report Educational Supervisor End of Placement Report OR Combined Clinical and Educational Supervisor End of Placement Report	1	1	1		1	1	1
Intermediate Life Support (ILS) (current certificate must be uploaded to e-portfolio – required by end of F1)	Places allocated throughout training year by regional teams						
Advanced Life Support (ALS) (current certificate must be uploaded to e-portfolio – required by end of F2)					Places allocated throughout training year by regional teams		
Prescribing Safety Assessment (PSA) (current certificate indicating PASS must be uploaded to e-portfolio – required by end of F1)	1						
Attendance at Formal Regional Foundation Teaching Programme including attendance at simulation sessions (SIM clinical and SIM ward)	Minimum 30 hours				Minimum 30 hours		
Reflection	Ongoing throughout the year				Ongoing throughout the year		
F1 Curriculum coverage	Minimum of 3 links per capability, 1 piece of evidence to be linked no more than 5 times						
F2 Curriculum coverage					Minimum of 3 links per capability, 1 piece of evidence to be linked no more than 5 times		
Quality Improvement Project (QI)	1				1		
Absence Declaration (paper copy to regional office and uploaded to e-portfolio)			1				1
SOAR Declaration							1
Scottish Trainee Survey (STS)	1	1	1		1	1	1
GMC National Trainee Survey (NTS)			1				1
Destination Survey – need to complete to release FPCC							1

Those of you in FY1 should be thinking at this stage about career options. It may seem early, but you need to be thinking about specialty applications before the end of FY1. Career advice is available to you from your educational supervisors, your FPD and, if you have not been able to source the information you require, in each region there is an Associate Postgraduate Dean with a specific remit of offering career advice. Their details can be found on the [Scotland Deanery website](#).

Resources

There are many resources for career planning. In the first instance you should look at the College website of your preferred specialty. There you will find out about the training programme and entry requirements. The [Scottish Medical Training website](#) will give you information on application windows and interview schedules. All applications are completed through [Oriel](#), the UK wide recruitment portal.

Planning for Success

This is the time to plan how you are going to make yourself competitive for the post you want. Consider the number of QI/audit projects you have done. Try to make sure they have relevance to the proposed specialty. Remember you should consider re-audit/close the loop or evaluate your QI project. Keep evidence of teaching schedules where you present and always request written feedback on your performance.

Tasters

You should think about planning a taster session. The Foundation School expect that you will undertake tasters in your own region. We will not approve a taster outside your region unless your region does not offer that specialty. Tasters cannot be done overseas and are not opportunities to get yourself known in your preferred department. The exception to out-of-region tasters is for rural GP tasters. Your first step is to secure leave from your department then apply through Turas for study leave. You should co-ordinate this by approaching the department you wish to visit to make sure it is suitable for them. If you are having trouble organising this your FPD can help. You should consider asking to meet the TPD for the specialty as they have access to career advice in their specialty. Further information about tasters can be found [here](#).

Meet the Foundation School Team



Standing from L-R: Ms Christine Rea (Foundation School Manager), Dr Brian Neilly (West Region Consortium Lead), Dr Caroline Whitton (West Region Associate Postgraduate Dean for Foundation), Dr Andrew Todd (Former West Region Associate Postgraduate Dean for Foundation—Retired), Dr Fiona Cameron (East Region Associate Postgraduate Dean for Foundation), Mr Yatin Patel (North Region Consortium Lead), Dr Alistair Milne (South East Region Consortium Lead), Dr Mo Al-Haddad (West Region Consortium Lead)

Seated from L-R: Dr Kim Walker (Foundation School Director), Dr Duncan Henderson (South East Region Associate Postgraduate Dean for Foundation)