**NHS Education for Scotland**

**Minutes of the Foundation Programme Board meeting held at 14:00 on 5 September 2019 by VC**

**Chair:** Duncan Henderson (DH)

**Attending:** Fiona Cameron (FC), Clare McKenzie (CMc), Fiona Drimmie (FD), Jennifer Duncan (JD), Hilary Duffy (HD), Joy Miller (JM), Alistair Milne (AM), Caroline Whitton (CW), Christine Rea (CR), Hollie Clements (HC), Imogen Makin (IM), Tom Drake (TD)

**In attendance:** Gillian Carter (GC)

**Apologies:** Yatin Patel (YP), Brian Neilly (BN), Karen Darragh (KD), Graeme Currie (GPC), Edgar Brincat (EB)

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| **Item** |  | **Action** |
| **1.** | **Welcome and apologies**  DH welcomed everyone to the meeting and invited introductions. Apologies were received from YP, BN, KD, GPC and EB. |  |
| **2.** | **Minutes of previous meeting 02.05.2019**  The minutes of the previous meeting were agreed.  ***2.1 ALS:*** It is not yet known whether ALS will be mandatory in the new curriculum. FC reported that the curriculum may require training which is essential to patient safety to be delivered by simulation. Currently there is no viable alternative for ALS.  ***2.2 Foundation Priority Programmes:*** Foundation Priority Programmes for 2020 have now been uploaded to Oriel.  ***2.3 Tasters:*** Tasters cannot be used to count towards 5 hours of formal teaching.  ***2.4 East region F2 ranking process:*** JD has explained the F2 ranking process to IM. |  |
| **3.** | **Notification of AOB**  AM requested a discussion of curriculum requirements. |  |
| **4.** | **Matters Arising**  ***4.1 NES Vision for TPM:*** CMc reported that the NES Vision for TPM is now in phase 3 whereby TPM administrators are handing over information to those who will take over their programmes. It is anticipated that the changeover target of 1st November 2019 will be met. The NES Vision has also presented an opportunity to review certain policies e.g. Careers, PSU. Working groups have taken place to discuss these themes and updates will be cascaded. The importance of Foundation in PSU activities has been reiterated during these discussions and an updated PSU document will be circulated soon. PSU and Careers roles will remain regional, but under a national umbrella. The Foundation Review has also highlighted the need for career support for Foundation doctors so CMc has emphasised that further resources will be required for this. DH reported that there has been no formal communication with the Associate Postgraduate Deans for Foundation surrounding the NES Vision which has been somewhat inauspicious.  ***4.2 Digital Update:*** Discussions with the Turas development team have taken place regarding required updates to the Turas portfolio. These have included the Foundation Schools of Wales and Northern Ireland as they use the same portfolio. There has been a delay in delivering the form to record additional learning on Turas, however CR, FC and DH have now seen and commented on the form and it is expected to be available on 17th September. The new PSG form is expected on 1st October. An update to allow trainees to link evidence directly to capabilities rather than to descriptors is expected on 15th October. The new LEARN form will be worked on in November. There is also an issue with the slow loading speed of certain portfolio pages and it is anticipated that this will be examined in January 2020. JD noted that a question regarding the PSG form has already been added to the supervisor’s induction form, however supervisors have not been made aware of this. CR advised that the form itself is not yet available so the question is not currently relevant. FC emphasised that trainees should be reassured that they will not be disadvantaged by delays in portfolio updates as long as they have provided suitable evidence somewhere in their portfolio. It was confirmed that trainees will not lose any information which they have already recorded in their portfolio as a result of upcoming updates. Following the meeting, FC circulated an e-mail to all FPDs, Consortium Leads, Team Leads and Foundation trainees to provide an update on portfolio developments.  ***4.3 2019 F1 Recruitment and F2 Stand-alone Recruitment:*** CR reported that Scotland had 9 F1 vacancies within a total of 849 posts at the start of Foundation year 2019-2020. There were 2 additional vacancies which were used for full year repeats. Scotland filled 23 of the 29 vacancies submitted to F2 stand-alone recruitment. There were significant issues in gaining Tier 2 visa sponsorship for 3 trainees which caused a delay in their starting. These trainees have now commenced work and received a bespoke shadowing and induction period. CR will be attending a review meeting on 25th September with HR, NES PVG and other training managers at which she will raise this issue to ensure it does not happen again.  ***4.4 2020 F1 Recruitment and F2 Stand-alone Recruitment:*** The application window for 2020 F1 recruitment is open from 30th September to 11th October 2019. This will be for the Foundation Programme (FP), the Academic Foundation Programme (AFP) and the Foundation Priority Programmes (FPP). Scotland’s total number of AFP posts has reduced from 60 to 54 as 6 AFP posts in the West region have been changed from AFP to FP posts. FPP posts are being offered in the North and West regions within 3 programmes (Elgin/Inverness, Inverclyde and Dumfries and Galloway). DH thanked everyone concerned for providing details of their FPP proposals by the stated deadlines, as the turnaround was very tight. CR will circulate the national summary of FPP offerings across the UK. There are currently proposals in discussion to change the stand-alone recruitment process for 2020. It is suggested that applicants currently in an F1 programme would need to apply for an IFST if they required to move to another region, while the existing application process would be conducted only for applicants not in an F1 programme. It was confirmed that this process would restrict the ability of F1s to change region without mitigating circumstances, however this is in line with what happens in specialty training. CR also reported that Oriel 2 will be introduced for 2021 recruitment and will become live in May 2020 prior to the commencement of the 2021 eligibility process. CR and GC will be involved in testing the new system which will be unique to Foundation, unlike the previous Oriel model which included Foundation as an addition to specialty recruitment.  ***4.5 Foundation Expansion Posts:*** Around 200 additional Foundation posts have been announced in a recent Scottish Government document, although the financial package for these posts has not yet been confirmed. The expansion will take place in 2 stages over a total of 3 years. DH suggested that at this stage planning should use the indicative numbers sent to government which places a greater proportion of posts in remote and rural and difficult to recruit areas within the North and West regions. DH will circulate the number of GP posts required to achieve 50% exposure to GP within F2. DH will also be meeting with the Psychiatry training board to discuss possible Psychiatry expansion within some regions. It is currently too early to consider the recruitment of prospective additional FPDs.  ***4.6 Academic Foundation Programme and Recruitment:*** FC reported that GPC is resigning as an FPD and as Scottish AFP Lead at the end of September and formally thanked him. He will be succeeded by S12 Academic Lead FPD Bryan Conway who will be joint lead with South East Academic Lead Mandy Drake. EB will be the Deputy Lead. There is not yet any information regarding a replacement FPD for N11 as interviews are scheduled for October. FC further noted that, while the Scottish AFP did fill all places this year, this was only at the last minute having run a clearing offers process. A survey was circulated to current trainees in March 2019 to evaluate the AFP which received a good response rate, but generally poor feedback. FC reported the emerging themes as being a need to optimise the choice of rotations within the AFP, increase provision for supervision, provide uniform education and manage expectations of the programme in F1. The final item has been addressed by changing the wording of the 2020 AFP advert and the Scottish Medical Training website to describe the F1 year as being solely clinical, with academic components introduced in F2. GC will distribute the summary paper to this group on behalf of FC. There is also a need to interview a greater number of candidates for the AFP as previous ratios of candidates per post have been low. This year smaller interview panels comprising 2 individuals will be run which will allow a greater number of panels and therefore a greater number of interviews to be conducted. FC noted that the Scottish AFP will attempt to attract candidates who do not have previous experience of academic work but wish to experience a flavour of this during Foundation. FD asked whether the additional education provided for AFP trainees would also be offered to FP trainees who were interested. FC confirmed that any trainee would be welcome to attend.  ***4.7 Study Leave Funding:*** FC reported that the Foundation study leave budget is collective rather than being individual per trainee. Stuart Brown has been asked to provide a breakdown of costs of ALS, simulation etc. as there is an awareness that this varies across regions. It was agreed that it is important to try to have uniformity around costs and to find out why some regions were managing to achieve their courses within the outline budget compared with other regions. FC also noted that there is a separate budget for remedial trainees which can be used if required. | **CR**  **DH**  **GC** |
| **5.** | **UK Foundation Review**  A summary report has been circulated to the group following the conclusion of the UK Foundation Review. The Leads for Foundation will discuss changes to be made at their upcoming meeting. |  |
| **6.** | **Foundation Development Day**  A date and location for the Foundation Development Day 2020 will be discussed at the upcoming Leads meeting. CMc reported that other specialties are having a launch day following the implementation of the NES Vision in November and asked whether this could be incorporated into the Development Day or whether there would be a desire for a separate event. It was agreed that there was not sufficient time to add this to the Development Day, however it may be useful to arrange a time for FPDs and administrators to meet face-to-face. There were concerns about taking additional time away from work in order to attend and it was observed that such an event may be less useful in regions where FPDs worked most closely with Postgraduate Administrators. This will be discussed at the Leads meeting. |  |
| **7.** | **Tasters and Formal Teaching – Turas Record**  CR reported a 19% increase in Tasters recorded on Turas in 2018-2019 compared to 2017-2018. CW observed that there is currently no incentive for trainees to record Tasters on Turas as it does not make a difference to them. HC agreed that the most important thing for trainees was the completion of the Taster, although it was helpful to have a record for specialty applications as some give credit for undertaking Tasters. It was agreed that the best place to record Tasters was on Turas and this would be kept on the agenda. |  |
| **8.** | **QI/QM**  The Quality team were thanked for hosting the recent Foundation QRP. CMc reported that discussion was ongoing regarding whether Foundation Leads and Consortium Leads were required to attend SQMGs. It was suggested that representatives from other specialties could attend the Foundation QRPs or attention could be focused only upon departments with red flags. CMc emphasised the importance of maintaining Foundation team involvement in processes relating to Foundation. FD reported that a re-visit to Psychiatry at St John’s Hospital had been reported incorrectly during the recent QRP and the department would in fact be subject to an APGD report. DH and the local DME will be overseeing this. CW observed that overall results are much better this year than last with a significant decrease in red flags. |  |
| **9.** | **Foundation Programme Groups**  ***9.1 Foundation Academic Group:*** This was discussed under item 4.6.  ***9.2 Foundation Curriculum and Assessment Implementation Group (FCAIG):*** AM reported that the focus of the last FCAIG meeting was delivery of teaching across Scotland. Changes have since been made in the South East where teaching attendance was lower than in other regions. A standard national induction slide set has been created by FCAIG which was used at all inductions in Scotland. The next meeting will focus upon; national implementation of the TiME course; FAQs e.g. study leave, additional learning; Turas updates; educational requirements; Turas How-To Guides. If any members of the group have ideas of activities which could be aided by How-To Guides they should speak to CR. FC thanked AM for putting together the standard induction slides. HC agreed that guidance regarding additional learning would be helpful as trainees are concerned that they will reach ARCP and find out that some of their additional learning does not count. AM will compile guidance through FCAIG and share this with FPOG before their next meeting on 8th October. HC and IM will liaise with GC to collect data from trainees regarding their queries which can be fed back to FCAIG. CW will send AM a paper regarding core prescribing skills teaching.  ***9.3 Foundation Programme Operational Group (FPOG):*** FC reported that trainees are being asked to link portfolio evidence to capabilities rather than descriptors and an update to Turas portfolio is awaited to make this clearer. The latest Foundation School Newsletter is going to be circulated soon. It appears that undergraduates are not currently receiving the newsletter so DH will raise this at SDMEG in October. There is an intention to implement the TiME course nationally, however identifying tutors is proving challenging. TiME also won a prize at DMEC. A discussion is ongoing regarding how the various sub-groups fit together and feed into the Board.  ***9.4 Foundation Simulation Programme Steering Group:*** FC advised that the simulation programme is going well with good uptake. Immersive simulation is currently being evaluated at a national level. FC noted that it would be helpful to take stock of what is happening in simulation across Scotland and try to unify this. CMc recommended speaking with Jane Montgomery and Kim Milne who are DMEs sitting on the national Simulation Group. CW added that there is a realistic medicine workshop running in Greater Glasgow and Clyde, Lanarkshire and Ayrshire and Arran, with an intention to involve Forth Valley and Dumfries and Galloway in future. | **HC, IM**  **CW** |
| **10.** | **Student and Foundation trainee**  ***10.1 Student uptake:*** DH reported that the University of Edinburgh will supply a new student representative for this group.  ***10.2 Foundation trainee update:*** It is believed that this year’s F1 representatives to the Board will be coming from the North region. The F2 representatives will be last year’s F1 representatives from the East region, HC and IM. GC will acquire contact details for all Foundation trainee representatives across Scotland and circulate to allow them to contact each other. HC and IM reported that currently the main concern for trainees is the requirement to attend and record 30 hours of additional learning. | **GC** |
| **11.** | **For information**  There were no documents received for information. |  |
| **12.** | **AOB**  There was no other business which had not been covered elsewhere in the agenda. |  |
| **13.** | **Date of next meeting**  5th December 2019, 1pm; Westport Room 7, 2 Central Quay Room 8, Ninewells Postgraduate Office Room 2, Forest Grove House Room 5. Dates for 2020 will be discussed at the upcoming Leads meeting. |  |

**Action List**

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| **Item** |  | **Lead** |
| 4.4 | Circulate the national summary of FPP offerings across the UK. | CR |
| 4.5 | Circulate the number of GP posts required to achieve 50% exposure to GP within F2. | DH |
| 4.6 | Distribute the AFP Evaluation summary paper to this group on behalf of FC. | GC |
| 9.2 | Liaise with GC to collect data from trainees regarding their concerns about additional learning. | HC, IM |
| 9.2 | Send AM paper regarding core prescribing skills teaching. | CW |
| 10.2 | Acquire contact details for all Foundation trainee representatives across Scotland and circulate to allow them to contact each other. | GC |