

Minutes of the meeting of the Foundation Programme Board held at 9:30 – 12:00 on Friday, 25 November 2022 via Teams

Present: Duncan Henderson (DH) (Chair), Tobias Adams (TA), Lisa Black (LB), Marcus Boyd (MB), Edgar Brincat (EB), Fiona Cameron (FC), Gillian Carter (GC), Brian Conway (BC), Jennifer Duncan (JD), Hilary Duffy (HD), Jen Mackenzie (JMack), Marie Mathers (MM), Ian McDonough (IMcD), Margaret McDove (MMcD), Malcolm McLeod (MMcL), Wendy McLoughlan (WMcL), Joy Miller (JM), Alistair Milne (AM), Brian Neilly (BN), Yatin Patel (YP), Lailah Peel (LP), Jemma Pringle (JP), Christine Rea (CR), Caroline Whitton (CW)

Apologies: Siddharth Bassetti (SB), Christine Heron (CH), Karen Darragh (KD), Olive Herlihy (OH), David Kluth (DK), Hannah MacDonald (HMD), Crawford McGuffie, Clare McKenzie (CMcK), Tiberiu Pana (TP), Joe Sarvesvaran (JS), Karen Shearer (KS)

In attendance: June Fraser (JF)

| Item | Item name | Discussion | Agreed/Action |
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| 1. | Welcome, introductions and apologies | The Chair welcomed all to the meeting. The group introduced themselves and apologies were noted. | |
| 2. | Minutes of meeting held on 20 th May 2022 and actions | <p>These were agreed as an accurate reflection of the meeting and all actions had either been carried out or were included in the agenda apart from the following:</p> <ul style="list-style-type: none"> • Transfer of Information Process – this would appear not to have been launched / publicised. • PSG was discussed – some further information/guidance is coming out soon. It was agreed that PSG could be done in any block. However, it should be noted that if done in post 3 there is no way to remediate and correct it before ARCP due to the short time available in block 3. Ideally Tab should be done in Post 1 and PSG in post 2. | <p>Agreed</p> <p>DH to chase up TOI process and ensure it is publicised.</p> |
| 3. | Notification of AOCB | There were none. | |
| 4. | Matters Arising | | |
| 4.1 | 2022 F1 Recruitment | The paper “FP allocation Report 2022 and 2023” was circulated and summarised by the Chair. | |
| 4.2 | Shadowing Week, Softer Landing, Safer Care | <p>Shadowing Week</p> <p>There was a bid from NES and the DME group to extend Shadowing Week, however this was turned down due to cost involved and the feeling that it wasn’t necessary. There will be no bid to extend Shadowing Week in 2023.</p> | |

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| | | <p>It was noted there had been an increased number of trainees opting out of Shadowing Week (although it is paid and mandatory) due to taking holidays and it was agreed that this needed to be tightened up. One suggestion was to make the 5 days of Shadowing Week count towards the trainees' 20 days. This latter suggestion isn't possible as Shadowing Week isn't part of the training year.</p> <p>Softer Landing, Safer Care This is an initiative which was put in place in 2021 by Director of Medical Education colleagues in the territorial health boards for graduates, mostly from overseas, who are not familiar with the NHS and new to working in the UK. It aims to bespoke induction training for those missing key skills.</p> <p>Some health boards have been finding it challenging to deliver. NES wish to support DME colleagues with this and are happy to assist.</p> | <p>DH to find out actual numbers of trainees who missed shadowing week. Also to look at UK stance on this issue and review wording.</p> |
| 4.3 | 2023 F1 Recruitment | The paper "FP allocation Report 2022 and 2023" was circulated and summarised by the Chair. | |
| 4.4 | Scottish Foundation Expansion August 2021-23 | <p>F1 expansion completed in August 2022 and there are now 954 F1s in Scotland in permanent posts.</p> <p>F2 expansion will complete in August 2023 with the expansion being mainly in GP and Psychiatry (roughly 50% GP and 30-33% in Psychiatry). Both are Scottish Government priorities for recruitment.</p> | |
| 4.5 | F2 Expansion Posts GP & Psychiatry | <p>West GP posts – Problem early in the year with practices withdrawing. However, think will hit target.</p> <p>Psychiatry – Stable – good links with all units.</p> <p>North GP – Still very short for Highland region. Having withdrawals from practices that are struggling to support trainees due to loss of ESs etc. Grampian is fine.</p> <p>Psychiatry – similar issues with Psychiatry as GP</p> | |

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| | | <p>East GP – doing well. Vibrant GP group and word of mouth is positive. Could expand beyond existing complement. Now have a post in NE Fife.</p> <p>Psychiatry – Tayside remains on enhanced monitoring with the GMC. However, there have been significant improvements and very little negative feedback from Foundation trainees.</p> <p>South East GP – indebted to Colin McArthur’s work in expanding number of GP posts. Now on target.</p> <p>Psychiatry on target.</p> | |
| 4.6 | Foundation Allocation Process Review | <p>UK review led by Health Education England – proposal to change the allocation process - SJT and EPM would be removed. The proposed change will use the applicant preference and then computer generated ranking (ie all applicants have a computer generated ranking from 1 to 9000. This is used as the score for allocation.</p> <p>The BMA are going to have a webinar on Tuesday, 13th December with Amir Sam presenting his paper on the negative elements of the current system and UKFPO reps outlining potential issues with the new system.</p> <p>The issues with the potential new system were discussed such as:</p> <ul style="list-style-type: none"> • No pilot in parallel with existing process currently proposed. The new system will change applicant behaviour eg more applicants are likely to apply to the more competitive Foundation schools. • Still not clear where Prof Sam has derived his data on the existing system as it doesn’t match the UKFPO Stats and Facts reports. • Possible increase in 1st choice allocation but if unsuccessful in 1st choice for competitive school the applicant is likely to then get a much lower school on their ranking – unlikely to be top 5 or even top 10. | <p>DH to take this information to CMcK.</p> <p>ALL – join webinar re consultation process and forward link to colleagues.</p> |

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| | | <ul style="list-style-type: none"> • If more candidates unhappy with allocation it could increase withdrawals or appeals / IFST requests leading to increased UKFPO and Foundation School workload and unhappy trainees. • Not clear if academic programme will still be allocated before the Primary Allocation. This would be detrimental for Scotland as we would lose some very high-quality applicants. • How do we allocate the 954 new F1s to Scottish posts using computer generated score after preferencing? • We currently withdraw some of the exceptionally low scoring SJT applicants after interview. These candidates do not meet the person specification for F1. They are a patient safety issue in an NHS already under strain. • No employer input to the review thus far. <p>There will be a consultation process and the group were strongly encouraged to join the webinar: https://events.bma.org.uk/ukfp/registration/Site/Register.</p> <p>The new process is proposed for August 2024. An engagement exercise with stakeholders will be launched early next year. Once known DH will inform the group.</p> | |
| 4.7 | F2 Standalone Recruitment | <p>Around 100 F2 posts become available each year with roughly 1000 applicants both within and out with the UK. This process is very labour intensive for a small number of posts. There was a proposal to devolve this UK process down to Foundation school level as 2 schools have roughly 70% of these posts. However, for a number of reasons, it has been decided to keep the UK process for the next year. It may change thereafter.</p> <p>CR will be contacting everyone shortly to check for F2 post numbers and will feedback on timelines once known.</p> | |
| 4.8 | Priority and Psychiatry Foundation Fellowship Posts | <p>These are part of the group of posts which Trainees can apply for before main recruitment. The applicants will be allocated to their post early.</p> <p>West Priority posts are still in Inverclyde and Dumfries across 2 programmes.</p> <p>North</p> | All Leads to liaise with medical schools and provide a list any additional benefits in their areas for priority posts. |

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| | | <p>Priority posts are in Elgin.</p> <p>There are some added incentives in the Scottish posts, eg Dumfries, but not all. Priority posts in England can have added incentives such as funding for a diploma or additional pay. It varies across England. Comments noted that there could be better comms on what the benefits are in Scotland. For some Scottish Priority posts, the only benefit is choosing your location and knowing it earlier. MB noted that many students are unaware that priority posts in Scotland generally only have the benefit of knowing about their post early.</p> | <p>CW to share link to West website with JF who will pass to MB to share with class reps.</p> <p>JM/FC/DH to discuss with CMcK re any incentives which can be provided for priority psychiatry posts as there is nothing currently.</p> |
| 4.9 | GMC – Racism in the Workplace – Online Resources | <p>Video on YouTube “It’s okay to talk about race” shared from Sneh Banik, an FPD in Grampian: https://www.youtube.com/watch?v=BHk0AwwRp_o and it was commended to the group.</p> <p>Dr Banik and a group from North region had made an excellent series of presentations on bias and trainee experience at the Foundation Development Day in 2021.</p> | <p>DH to discuss with CMcK re rolling out the North study across Scotland.</p> |
| 5. | Standing Business Items | | |
| 5.1 | <p>Foundation Development Day - 8/3/23</p> <p>SMEC – 27-28/4/23</p> | <p>The Foundation Development Day will take place on 8th March 2023 and the venue is TBC but will be somewhere in central Scotland.</p> <p>SMEC will take place on 27th and 28th April. It will be a virtual conference again in 2023.</p> <p>CMcK keen to see some items submitted to the programme from Foundation and suggested Mental Health Sim along with Comms Course. Any other suggestions would be welcome. JP and FC will work on Mental Health Sim for SMEC.</p> | <p>ALL – to think about submissions for SMEC.</p> |
| 5.2 | Training Management | <p>The Chair thanked everyone who was involved in the 2022 ARCPs - a huge undertaking.</p> | <p>HD/MM to contact DH re potential dates/discussion re</p> |

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| | <p>2022 ARCPs and review plan</p> <p>Transfer of Information – Once for Scotland</p> <p>Digital Update, Tasters and Formal Teaching – Turas Record</p> | <p>NES commissioned an external review of the ARCP process for all trainees. One of the items which came out of this review was to ensure an annual “wash up” meeting of the ARCP outcomes for Foundation in Scotland. This will be helpful to see any differences across Scotland etc.</p> <p>As this hasn’t been publicised (although on the website) it was agreed that this should be raised at the next National HR Group meeting.</p> <p>New study leave process was introduced across all grades and feedback has been received. Reporting is in progress and once available will be shared with the group.</p> <p>There is a national e-portfolio meeting in late November and there are a couple of items raised for a change request. Once everyone has moved from the previous curriculum to the 2021 curriculum, the information will be updated on the website and portfolio.</p> <p>Everything running smoothly with limited queries currently.</p> | <p>wash Up Meeting for ARCPs.</p> <p>CR to raise at National HR Group.</p> |
| 5.3 | <p>Quality Management</p> <ul style="list-style-type: none"> • Overview and Update • Hospital visit training | <p>Deanery Quality Management Group last met in October and the annual QRP was at the end of September. Main items from DQMG were the SMART Objective project and action plan review. These are now part of the of the visit process and will happen at every visit that takes place.</p> <p>The SMART objective project has meetings around 8 to 10 weeks after the visit to provide the departments with more information. A further meeting takes place 6 months later – Action Plan Review to see how it has progressed. The pilot with GGC has worked well and DMEs have better understanding of issues. Training has taken place with the DMEs also.</p> <p>From QRP there were 10 triggered visits. Notification of visits for next year will be sent out shortly. There were 8 APGD enquiries from QRP and 15 DME and 45 good practice letters which is up on last year. Foundation have trainees in 10 of the units on enhanced monitoring sites. There is a hospital visit training day for FPD on 2nd March 2023 in the NES Westport office. A communication will come out from the Development team in early December.</p> <p>The Chair thanked the Quality Team for all their hard work and noted that the quality management system is incredibly important for feedback from trainees and units.</p> | |

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| 5.4 | MDST Update | <p>The main items discussed were:</p> <ul style="list-style-type: none"> • Pressures within the Scottish NHS. NES are working closely with service to see how can support. • Good news – Scottish Government have approved an expansion of posts in a number of specialties. | |
| 5.5 | Equality & Diversity Update | <p>There was a recent Deanery EDI workshop and themes from that workshop will be cascaded to all in the New Year.</p> <p>It is incumbent upon all board members to promote inclusion and reduce differential attainment. NES now has an APGD leading on EDI but if anyone has any additional suggestions NES would be delighted to hear them.</p> | |
| 6. | Foundation Programme Groups | | |
| 6.1 | Foundation Academic Group | <ul style="list-style-type: none"> • Academic leads – new lead Malcolm McLeod joining the Board (taken over from Sarah Stock) directing the SE programme with BN. Samira Bell taking over in East. Colin Lumsden is new in North and West will have a new lead in place shortly. • In process of academic recruitment for 2023. 191 applications received, higher than previous year. Thanks were given to those who were helping with interviews. • Educational sessions last year where attendance wasn't great so they may be paired back next year. Hopeful to have face to face showcase meetings, which were trialled last year, where FY2 trainees could present some of the research/educational activities they carried out in F2. • FC noted that one of the challenges for recruiting academic Foundation doctors is what happens to them once they leave Foundation. They do not have the same pathway as the rest of the UK and it can put people off applying to Scotland. BC noted that 25% of Scottish academic FY2s moved to England this year after F2 as there were academic clinical fellowships available in England which gave them 20% time to develop their academic portfolio and be competitive for PhD studentship, interviews etc. Would be | |

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| | | more attractive if had similar in Scotland but following discussions there isn't the level of funding available in Scotland for this currently. | |
| 6.2 | Foundation Curriculum & Assessment Implementation Group (FCAIG) | <ul style="list-style-type: none"> Teaching repository – number of talks have been recorded and speakers are sought for other topics. Looking at the website to see where the repository can be hosted. Core teaching topics – guidance notes for speakers. These are frameworks for new speakers and what is required in a talk to Foundation doctors and are currently being put together by AM. AM very grateful to LB, consortium lead in West, who has agreed to sense check data for each of the topics which have been added. Information Dissemination – Trainee newsletter will go out 3 times per annum. Info has gone out to the FPDs re recent changes to the ALS and SIM study leave process. | |
| 6.3 | Foundation Programme Operational Group (FPOG) | <ul style="list-style-type: none"> Main issue currently is attendance from FPOG members. Difficult to have attendance from all regions at every meeting which is required to ensure it's fair and equitable. If people unable to attend they should send a deputy – one of the consortium leads or FPDs. Looking at ARCP guidance and education. Looking at starting IMG seminars, FPD seminars etc. There have been some successful seminar webinars recently and considering reinstating FPD one hour lunch time sessions on an ad hoc basis. Ensuring PSG tab and teaching equitable across all regions and ensuring study leave policies are understood. | |
| 6.4 | Foundation Simulation Programme Steering Group | <p>JP has been in this new post for 2 months. Time has been spent relationship building and understanding what is going on across Scotland in terms of what is currently being delivered. Mental Health sim was successfully piloted previously in Lothian and JP will be taking over piloting that in another 2 areas before March 2023. Additionally, will be looking at overcoming barriers in other areas so that when ready for national roll out are in a position to do that.</p> <p>A steering group is being formed to look at Foundation simulation strategy – looking at gap analysis and what can build going forward. Also looking at a research agenda to go along with this.</p> | JP to add YP to Sim Group. |
| 7. | Board Member Updates | | |
| 7.1 | DME update | No representative available. | DH will contact OH to see if any update. |

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| 7.2 | Service (MD) Update | No representative available currently. | |
| 7.3 | Foundation Trainee Update | <p>Trainee Forum minutes received.</p> <p>LP reported increasing comments from trainees around time to attend teaching due to service pressures. Also when undertaking online teaching in own time they are finding it hard to get time back in lieu. BMA will do what they can from their perspective. NES happy to get involved if any specific cases and can liaise with individuals and service.</p> | DH to discuss with CMcK. |
| 7.4 | Student Update | TA put out some requests for feedback from fellow FY1s on the specialised programme in the North of Scotland – one response received from an FY2 who was very complimentary of the academic programme. | |
| 7.5 | Lay representative | Nothing specific to update. | |
| 8. | AOCB | <ul style="list-style-type: none"> • TV company has contacted JM re filming junior doctors in the winter months in the North. The health board will need to be contacted re restrictions etc surrounding this. • Consultation from Medical Schools Council on Prescribing Safety Assessment. This will be sent to everyone involved and opinion is appreciated – there may be a co-ordinated approach, but this is TBC. | |
| 9. | Meeting Dates for 2023 | <p>Next meeting date(s):</p> <ul style="list-style-type: none"> • February 24th - 9:00 – 11:30 am • June 9th – 9:00 – 11:30 am • November 24th – 9:00 – 11:30 am | |