

Minutes of the meeting of the Foundation Programme Board held at 9:30 – 12:00 on Friday, 20 May 2022 via Teams

Present: Duncan Henderson (DH) (Chair), Gillian Carter (GC), Brian Conway (BC), Jennifer Duncan (JD), Hilary Duffy (HD), Rabbiaatul Imawana (RI), Jen Mackenzie (JMack), Marie Mathers (MM), Ian McDonough (IMcD), Margaret McDove (MMcD), Alistair Milne (AM), Brian Neilly (BN), Yatin Patel (YP), Christine Rea (CR), Joe Sarvesvaran (JS), Karen Shearer (KS), Caroline Whitton (CW)

Apologies: Geraldine Brennan (GB), Siddarth Bassetti (SB), Edgar Brincat (EB), Fiona Cameron (FC), Karen Darragh (KD), Olive Herlihy (OH), Miranda King (MK), John Paul Leach (JPL), Hannah MacDonald (HMD), Crawford McGuffie, Clare McKenzie (CMcK), Joy Miller (JM)

In attendance: June Fraser (JF)

Item	Item name	Discussion	Agreed/Action
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 23 rd November 2021 and actions	These were agreed as an accurate reflection of the meeting and all actions had either been carried out or were included in the agenda.	
3.	Notification of AOCB	There were none.	
4.	Matters Arising		
4.1	2022 F1 Recruitment incl. Personal Circumstances	<p>The August 2022 intake has the largest oversubscription number to UK Foundation so far. Net effect is 791 applicants on the reserve list. 50% are UK graduates and 50% are either overseas graduates or UK graduates coming back after more than 2 years out of the system. This is a significant challenge for UKFPO and the Foundation Schools. An early decision was made to appoint a large number of those individuals relatively soon after the primary allocation. All parts of the UK created extra posts (51 extra posts in Scotland) which took a number of applicants off the reserve list. Those still on the reserve list will be allocated as per the Barnett formula. In Scotland we plan that they would go to the North and West regions as they are likely to have the highest vacancy levels. The applicants will be informed of their allocated post by 24th June.</p> <p>The Chair confirmed that this year is particularly complicated as have normal complement, permanent expansion posts (last tranche), extra doctors with temporary posts and reserve list. As at the time of the meeting, there were 24 F1 vacancies. Majority of vacancies are in the North.</p>	

		<p>It was requested that for the reserve list posts priority posts are confirmed to CR in order to prioritise recruitment.</p> <p>Personal Circumstances used to be called Special Circumstances and there were 4 criteria. This year, 2 sub-categories have been added to support Widening Participation. A result of the new criteria are that North London (the most competitive Foundation School) now has 20% Widening Participation applicants appointed. This will be fine-tuned in coming years but is seen as a positive development.</p>	CR to co-ordinate with the regions prioritisation of posts.
4.2	Shadowing Week and IMG Induction Aug 2022	<p>Shadowing Week has improved year on year. There was a bid from the Scottish DME group and NES to increase shadowing to 7 days across Scotland in light of the potential Covid impact on students. For various reasons the request was turned down. It will therefore remain as 5 or 6 days, depending on the region.</p> <p>IMG induction has also gone from strength to strength and will hopefully identify all of the IMG applicants early this year to ensure they can participate in the induction programme. The Softer Landing, Safer Care Initiative will also be running.</p>	
4.3	Scottish Foundation Expansion August 2021-23	<p>Thanks to all for input into expansion. The F1 permanent expansion completes in August 2022 and F2 completes in August 2023. It is likely that further expansion may be required in coming years due to the continued increase in UK medical school output.</p>	
4.4	F2 Expansion Posts GP & Psychiatry	<p>West GP - Almost complete for 2022 for FY2 and aiming for 50% F2 exposure for 2023. However require more GP practices for 2023. Psychiatry - currently around 29% complete for 2023. Thereafter work will be done to expand psychiatry further.</p> <p>North GP – issues with recruitment in Highland but couple of options are being looked at. Psychiatry – issues with available Educational Supervisors.</p>	

		<p>East GP – practice recruitment complete. No posts into Psychiatry due to enhanced monitoring.</p> <p>South East GP – some challenges. 2022 finalised and hopefully on track for 2023. Psychiatry on track.</p> <p>Discussion re issues with Psychiatry posts and any specific issues should be shared with CMcK to take to Psychiatry Board and see if any solutions can be achieved. West have found that it is helpful to recruit FPDs from Psychiatry as this creates enthusiasm for the specialty.</p>	
4.5	Foundation Allocation Process Review + 2023 Local Recruitment Talks	<p>No updates as yet on potential changes to UK Foundation allocation process. Significant change has been proposed, but no further detail so far. Any updates will be shared as and when received.</p> <p>August 2023 F1 Intake local recruitment talks – a reminder that this is coming around and there is a change for Aug 23 with removal of the Educational Achievement section from the application process. UKFPO has not yet produced the presentation or applicant’s handbook. They are still in a period of transition in terms of staffing.</p>	
4.6	F2 Standalone Recruitment	<p>Congratulations to Scotland for going above and beyond the interview panels for the F2 standalone recruitment process. Thanks to all who took part. There were over 1000 applications for just over 100 posts for F2 standalone. There was a mixture of overseas applicants and UK applicants. Potential decision to make UK Standalone recruitment devolved to local Foundation Schools but Oriel issues may make that difficult. Further update to follow.</p> <p>11 posts were put in from Scotland and 10 were filled. The 11th is going into clearing and will be finalised by end May.</p>	
4.7	Priority and Psychiatry Foundation Fellowship Posts	<p>These are part of the group of posts which Trainees can apply for before main recruitment.</p>	

		<p>West No Psychiatry Fellowship posts. Priority posts in Inverclyde and Dumfries across 2 programmes. Keen to keep going with this as has been successful for Dumfries and a small number of posts have been achieved for Inverclyde.</p> <p>North Struggling to fill and Elgin a particular problem. Psychiatry Fellowship posts have been filled but issues with delivering the “extras” for these posts.</p>	
4.8	New Foundation Curriculum	<p>FC not available for update.</p> <p>New curriculum has been launched and thanks to all involved, especially FC and AM. The Board wished to formally thank all of those involved for their hard work in delivering the information to trainees and trainers.</p> <p>Suggestions put forward re new Foundation curriculum were:</p> <ul style="list-style-type: none"> • FPD end of year report needs to be reviewed and tweaked to reflect that it is the end of year report and not a generic report. • Difficult for FPDs to complete reports for all trainees on time. • Important to formally audit ARCPs, both the Scottish results and a regional comparison. The Leads can then work out if any further work is required to assist uniformity of process and outcome. <p>It was noted that there is a KPMG external audit of ARCPs this year.</p> <p>Also noted that there is a form in draft which is to be released shortly for end of year reports.</p> <p>ARCP dates may need to be moved in future to accommodate reports ie don't hold ARCP panel on day after submission deadline.</p> <p>For 2022 review in the West, a suggestion is to 'hold' an outcome until report completed for those which are incomplete.</p>	

5.	Standing Business Items		
5.1	<p>Foundation Development Day</p> <p>SMEC</p> <p>Change of Chair, FSD, APGD & CL Contracts</p>	<p>Foundation Development Day took place in March at Murrayshall in Perth and was very successful. Positive feedback was received and will be taken on board for next year. Grateful to the speakers for their input.</p> <p>Virtual Scottish Medical Education Conference held at the end of April. Interesting talks and event went well.</p> <p>FPDs have a formal post review at the 3-year stage and at 6 years it is mandatory for the post to be advertised and interviewed. Existing FPDs can re-apply for job. SLAs (hospital appointees) for APGDs, Chairs of Boards, FSDs and Consortium Leads have been brought in line with the same contracts as FPDs and will now be on the 3 and 6 year rolling cycle.</p>	
5.2	<p>Training Management</p> <p>2022 ARCPs</p> <p>Transfer of Information</p> <p>New FPD & CL Posts</p> <p>Digital Update, Tasters and Formal Teaching – Turas Record</p>	<p>Weekly reporting going to FPDs. Absences – anything over 20 will be highlighted. Gathering as much info as possible to pre-populate ARCP forms so that typing reduced on the day. Read only access will be given to APDs for absence reporting. Discussion undertaken re trainees who have been delayed and how ARCPs work.</p> <p>TOI will be a NES wide “once for Scotland” process soon. There has been no recent update.</p> <p>Additional FPD and CL sessions appointed and should be on track for expansion of trainer posts.</p> <p>Digital Update – end of year report in test with Digital. Receiving feedback on portfolio and aware functionality of PSG needs to be reviewed. CR working with trainees from Scottish Trainee Forum Group and looking at feedback from the trainees about the portfolio and any improvements. 2023 ARCPs - will be looking at having a longer window for admins to create draft ARCP forms. FAQ documents will be reviewed. Ahead of welcome induction for trainees in June will make a brief video which is a walk-through of the portfolio. No other major changes to forms this year.</p>	<p>DH to check with FC where the school is with implementation of TOI being made “once for Scotland” process. Also add to agenda for FPOG.</p> <p>End of year forms to be looked at following ARCP season. Meeting to be diarised – CR/CW.</p>

5.5	Equality & Diversity Update	Within NES there are enhanced learning opportunities for EDI. New APGD within NES who has remit for equality and diversity.	
6.	Foundation Programme Groups		
6.1	Foundation Academic Group	<ul style="list-style-type: none"> • Dr Sarah Stock, joint Academic Lead SE, has demitted office. Thanks to Sarah for the past year in helping lead both locally in South-East and nationally on Foundation Academic Programme. • Academic teaching programme running fairly well – have increased educational sessions this year. Unfortunately, attendance has diminished. On the website it says that academic foundation teaching cannot be counted towards their 30 hours of non-core teaching. It would help encourage attendance if this was allowed. There was discussion re encouraging/engaging trainees for the academic programme. • Hoping to host a virtual symposium for FY2s in July to present research projects to be joined by the FY1s also. Be good to have some sponsored prizes from NES. • Change in the North for academic lead. Thanks to Phyo Myint for very positive input in driving the programme forward in North. We look forward to working with Colin Lumsden as the new Lead. 	DH to check and see if academic teaching can be counted towards 30 hours of non-core teaching.
6.2	Foundation Curriculum & Assessment Implementation Group (FCAIG)	<ul style="list-style-type: none"> • Issues with face to face, particularly in the West due to loss of access to teaching facilities. Also issues with trainees being released to attend formal teaching and FC will email the DME teams to request support around this. • Central teaching repository – discussions ongoing with Digital for Standard Programme and Academic Programme. • Teaching Programmes – AM has been collating the titles of the talks and the notes for speakers and the learning objectives for the topics. • Comms calendar – AM and the FCAIG group have been looking at generating lists of comms that should go out during the year to trainees, supervisors, FPDs, APGDs etc. • F2 prescribing document – looking at ways to promote the package NES have around prescribing but difficult to mandate things that are not a curriculum outcome. 	DH to request from FCAIG, if possible, to move the block in which the PSG is completed as requested by YP.
6.3	Foundation Programme Operational Group (FPOG)	<ul style="list-style-type: none"> • Nothing additional to add. 	

6.4	Foundation Simulation Programme Steering Group	Simulation Steering group – Mental Health Sim is being progressed. Foundation Sim Lead role advert has been sent round to all to promote.	<p>All to make interested parties aware of Foundation Sim Lead role.</p> <p>GC to email Sim Group with details of Foundation Sim Lead Role and cc FPDs.</p>
7.	Board Member Updates		
7.1	DME update	No update.	
7.2	Service (MD) Update	No representative available currently.	
7.3	Foundation Trainee Update	Trainee Forum minutes received.	
7.4	Student Update	No update.	
7.5	Lay representative	Nothing specific to update.	
8.	AOCB	There was no AOCB.	
9.	Meeting Dates for 2022	<p>The next meeting date:</p> <ul style="list-style-type: none"> • Fri 25th Nov 09.30-12pm 	