

Minutes of the meeting of the Foundation Programme Board held at 9:30 – 12:00 on Friday, 25th February 2023 via Teams

Present: Duncan Henderson (DH) (Chair), Lisa Black (LB), Edgar Brincat (EB), Fiona Cameron (FC), Brian Conway (BC), Karen Darragh (KD), Jennifer Duncan (JD), Vicky Hayter (VH), Clare McKenzie (CMcK), Ian McDonough (IMcD), Margaret McDove (Mms), Malcolm McLeod (AMcL), Joy Miller (JM), Alistair Milne (AM), Lailah Peel (LP), Jemma Pringle (JP), Christine Rea (CR), Karen Shearer (KS)

Apologies: Tobias Adams (TA), Siddharth Bassett (SB), Marcus Boyd (MB), Gillian Carter (GC), Hilary Duffy (HD), Olive Herlihy (OH), Christine Heron (CH), David Kluth (DK), Jen Mackenzie (JMack), Marie Mathers (MM), Hannah MacDonald (HMD), Crawford McGuffie (CMcG), Wendy McCloughan (WMcL), Brian Neilly (BN), Tiberiu Pana (TP), Yatin Patel (YP), Joe Sarvesvaran (JS) & Caroline Whitton (CW)

In attendance: Rachel Brand-Smith

| Item No | Item | Comments | Action |
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| 1. | Welcome & Apologies | The chair welcomed the members and noted the apologies. | |
| 2. | Noted of the previous meeting 25/11/2022 | The notes of the meeting of 25/11/2022 were accepted by the members. | |
| 3. | Matters arising | There were no matters arising. | |
| 4. | Action Points from meeting 23/11/2022 | | |
| 4.1 | Minutes from the meeting 20/05/2022 - TOI | <ul style="list-style-type: none"> See Item 6.2.2 | |
| 4.2 | Shadowing Week, Softer Landing, Safer Care | <p>Various issues were discussed related to Trainee Shadowing week including:</p> <ul style="list-style-type: none"> Trainee attending Shadowing Week: DH stated that the numbers for Foundation trainees who attended the July 2022 Shadowing Week are not available. DH noted that this information is fragmented at local Board level. He asked that the regional APGDs prospectively assess whether non-attendance at Shadowing Week is a significant issue in July 2023. | APGDs to assess whether trainee non-attendance in July 2023 is a significant issue |

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| | | <ul style="list-style-type: none"> • Issues relating to Trainee Non-Attendance: FC suggested communication be sent to Foundation trainees stating that Shadowing week, though not mandatory, is an essential part of the training experience. • Reasons for not Attending: DH stated that issues may arise due to different starting dates for trainees across different regions. In addition to this, trainees may have issues relating to exams re-sits, visas, holidays etc. • Input from BMA: LPe suggested that BMA provide help communicating with trainees about Shadowing Weeks. LPe offered to contact the BMA Trainee Engagement Co-Ordinator regarding payment and attendance. CR stated she would share regional dates to BMA <p>Various solutions for collating information on trainee attendance were discussed including:</p> <ul style="list-style-type: none"> • Trainee Register: DH suggested that boards and departments take a register of trainees who attend Shadowing Week. FC stated that she would investigate possible trainee register. • Payment for Shadowing Week: CH noted that discussions have been carried out with HR in relation to establishing Shadowing Week as a paid trainee post. CH stated that if this was the case, posts would be recorded on trainee’s portfolios. CH noted however that trainees would have to be issued with new contracts. • Payroll Records: EB asked whether payroll could provide information. DH stated that this may be difficult as there are approx. 914 trainees in the present cohort and that payroll can be inaccurate at the start of employment. | <p>FC and CR to send communication to trainees relating to Shadowing Week</p> <p>CR to share regional dates with BMA</p> <p>FC to investigate possible register for trainee attending Shadowing Week</p> |
| 4.3 | Foundation Allocation Process Review – Foundation System | <ul style="list-style-type: none"> • DH confirmed that this has been actioned. See Item 5.4 | |

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| 4.4 | Foundation Allocation Process Review – Webinar | <ul style="list-style-type: none"> DH confirmed that this has been actioned. See Item 5.4 | |
| 4.5 | Priority and Psychiatry Foundation Fellowship Posts – Additional Benefits | <ul style="list-style-type: none"> DH confirmed that this has been actioned. | |
| 4.6 | Priority and Psychiatry Foundation Fellowship Posts – Website Link | <ul style="list-style-type: none"> DH confirmed that this has been actioned. | |
| 4.7 | Priority and Psychiatry Foundation Fellowship Posts – Incentives for Psychiatry posts | <ul style="list-style-type: none"> DH confirmed that this has been actioned. | |
| 4.8 | GMC – Racism in the Workplace – Online Resources | <ul style="list-style-type: none"> DH confirmed that this has been actioned. | |
| 4.9 | Foundation Development Day - 08/3/23 & SMEC – 27-28/4/23 | <ul style="list-style-type: none"> DH confirmed that this has been actioned. | |
| 4.10 | Training Management ARCP Wash Up Meeting | <ul style="list-style-type: none"> DH confirmed that a date has not been agreed relating to ARCP wash-up discussions and noted that two separate discussions were required regarding ARCPs: ARCP results and ARCP quality. DH confirmed that discussions regarding ARCP Quality results will take place Foundation Development Day. DH to discuss issues with TPM. | DH to discuss ARCP Quality discussion for Foundation Development Day with TPM |
| 4.11 | Training Management - Transfer of Information – Once for Scotland | <ul style="list-style-type: none"> DH confirmed that this has been actioned. | |
| 4.12 | Foundation Programme Simulation Steering Group | <ul style="list-style-type: none"> DH confirmed that this has been actioned. | |
| 5. | Matters Arising | | |

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| 5.1 | Foundation Recruitment - 2023 One | <p>Various issues relating to Foundation Recruitment were discussed including:</p> <ul style="list-style-type: none"> • Recruitment Data Breach: DH stated that UKFPO had erroneously released SJT scores to applicants. GH stated that this has been resolved and that UKFPO has posted an apology on the website. DH thanked CR for help relating to this. • Allocation of UK Trainees: DH informed the members that recruitment for the August 2023 intake was oversubscribed. As per last year, all trainees will be allocated through the Primary process in March and a reserve list will not be used. • Allocation of Scottish Trainees: DH confirmed that trainees allocated to Scotland will be informed of their specific Scottish post and location in the usual way after the March Primary allocation. A small number of trainees will likely have their region and post allocation later than the main cohort. Current calculations are that around 50 additional posts may be required to address Scotland’s share of the oversubscription. DH noted that this number is likely to drop. • Scottish Allocation Process: CR confirmed that UKFPO have indicated that the Scottish Deanery can use its own allocation process regarding oversubscription. CR will discuss this with FC and will update members once a system has been decided. • Link between Undergraduate and Foundation Programmes: DH stated that there is still a disconnect between the undergraduate and Foundation programmes due to Finals and resits being announced up until July. This leads to late withdrawals, which aren’t always communicated timeously, and have a knock-on effect on rotas and training. | |
| 5.2 | Shadowing Week, IMG Induction and Softer Landing, Safer Care | <p>Various issues were discussed relating to IMGs including:</p> <ul style="list-style-type: none"> • STEP Programme: DH stated that the STEP programme for IMGs led by Dr Mohammad Al-Haddad was going well. DH noted that this programme is tied into the Softer Landing Greater Care Programme. | |

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| | | <ul style="list-style-type: none"> • Input from APGDs: FC asked if further input was required from APGDs with the above programmes. DH clarified that the Foundation Programme was required to identify IMGs early to assist local Board partners. DH noted that it is the responsibility of the Board is to deliver the SLSC programme however local Foundation teams should assist with this. • Comms to FPDs: FC suggested e-mails be sent to FPDs regarding IMG issues and programmes before June. FC stated she would discuss this with CR. • IMG Simulation Programme: JP confirmed that Dr Julie Marden has been appointed IMG Simulation Lead. In addition to this, three NHS Boards are running IMG Simulation Programmes at present. | <p>FC and CR to contact FPDs etc. about IMG issues before June</p> |
| 5.3 | F2 Community Posts | <p>DH gave the members the following update related to Community Posts including:</p> <ul style="list-style-type: none"> • Community Posts: DH confirmed that at present 49% of F2 trainees will experience a GP post, 31% a psychiatry post and 3% a community post such as Hospital at Home, Care in the Community, Sexual Health, and Community Diabetes). DH stated that any future expansion of the Foundation Programme will include GP, Psychiatry and Community posts as well as any specialties which are considered to have a shortage. • Posts vs Individual Exposure: IMcD asked whether it was more appropriate to provide individual exposure instead of allocating established posts. DH stated that this may be considered in the future. • Mandatory Community Posts: AM asked whether there was any move to make community posts a mandatory part of Foundation training, as suggested by HEE. DH stated that this had been discussed but it wasn't feasible within the current post complement. • Issues relating to Community Posts: DH noted that provision of posts was variable across the regions at present. FC noted that provision of community posts in England had been difficult and was an ongoing issue with regional variation. | |

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| 5.4 | Foundation Allocation Process UK Review | <p>DH gave the members an update related to Foundation allocation process including:</p> <ul style="list-style-type: none"> • Allocation Discussion: DH confirmed that several webinars have been held to discuss a new allocation process. He noted that IMG applications will now be on equal footing with UK applications, as their lower SJT scores will no longer be relevant. DH asked all members to fill in Engagement Form on UKFPO website by 17:00 28/02/2203. • First Preferences: EB asked if there was a difference in trainees getting their first preference using the new system. DH stated that there may a slight increase with the new model, but that applicant behaviour was likely to change making predictions difficult. DH noted that when a preferencing system had been used before, first choices rise but non-first choices can drop significantly i.e., posts allocated to trainees are not likely to be in a trainees top five choices. • Allocations in Scotland: DH stated that the percentage of Scottish medical school graduates getting their first preference within the Foundation Programme was approx. 80-90% as opposed to the UK average of 70%. | <p>All to fill in UKFPO Allocation Process Engagement Form by 28/02/2023</p> |
| 5.5 | F2 Standalone Recruitment | <p>DH gave the members the following update regarding Standalone Recruitment including:</p> <ul style="list-style-type: none"> • Present Process: DH stated that, legally, the UK Foundation Programme is required to conduct a recruitment process which permits overseas applicants with Full GMC registration access to formal one-year F2 training posts. DH stated that this is usually for approx. 100 vacancies, mainly in three regions in England, from a total of approx. 9000 UK posts. DH noted that there can be more than 1000 applications each year and queried the work required to fill a very small number of posts. • Delegation to local Foundation Schools: DH stated that there had been a suggestion that F2 standalone recruitment be delegated to local schools however this was deemed too complicated and inefficient as the same applicants would be interviewed multiple times requiring additional faculty time across the UK. | |

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| | | <ul style="list-style-type: none"> • Recruitment 2023: DH confirmed that recruitment will be carried out for vacant posts on 18/04/2023 and 19/04/2023. Scotland will have around five F2 standalone posts. | |
| 5.6 | Simulation Update | <p>JP gave the members an update of the Simulation Programme including:</p> <ul style="list-style-type: none"> • Regional Programmes: JP confirmed that the Foundation Programme had been running a national simulation day for the past five years. In addition to this, three health boards are running separate Simulation programmes. JP noted that NHS Lanarkshire, NHS Grampian, and NHS Lothian are also running a new mental health simulation programme which will be rolled out across Scotland during 2023. • Funding & Needs Assessment: JP stated that a funding bid will be submitted and requested stakeholder fill in needs assessment form. • Curriculum Requirements: FC stated that the Foundation Curriculum recommends that all Foundation trainees have access to three simulation experiences per year. FC noted that this was not an ARCP requirement however suggested that it be included in any future strategy. • Admin Support: JP confirmed that admin support is located with Boards at present. • ALS Requirements: FC stated that ALS courses are being offered to trainees to meet FY2 requirements however the course is no longer mandatory as the Foundation curriculum requirements can be achieved through other methods. FC noted that focus should be on curriculum outcomes and not on summative achievements. | All to fill in Needs Assessment form relating to Simulation Programme bid |
| 6. | Standing items of Business | | |
| 6.1 | Professional Development | | |

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| 6.1.1 | Foundation Development Day | <ul style="list-style-type: none"> DH stated that this will be held at Perth Royal Infirmary on 08/03/2023. Update – This has been cancelled due to issues with the venue. | |
| 6.1.2 | SMEC Meeting | <ul style="list-style-type: none"> DH stated that this will be held virtually on 27/04/2023 and 28/04/2023 however registration forms have not yet been released. | |
| 6.2 | Training Management | | |
| 6.2.1 | ARCPs 2022 & Review Plan | <ul style="list-style-type: none"> DH stated that this has still to be discussed and requested HD and MD suggest a meeting date. | HD & MD to suggested ARCP meeting date |
| 6.2.2 | Transfer of Information – Once for Scotland | <p>Various issued relating to TOIs were discussed including:</p> <ul style="list-style-type: none"> TOI Process: HD stated that each region should have discussed how to implement the national TOI SOP. DH thanked Alistair Milne and others who have developed the TOI template. Issues with System: EB stated that the TOI works well however issues can arise when there are difficulties with trainee engagement. Information on Website: FC stated that a paragraph will be added to the Foundation School website along with each regions SOP. | |
| 6.2.3 | Digital Update, Tasters and Formal Teaching – Turas Record | <p>CH gave the members the following update:</p> <ul style="list-style-type: none"> Taster Courses Information: CH confirmed that as of 31/05/2023, 448 F2 trainees have attended/accessed Taster Days. DH asked if multiple Taster Days can be identified. CH confirmed that this was the case. Trainees who have not Applied: CH stated that trainees who have not applied for Taster days will be contacted. CMcK noted that some trainees may not attended Taster Days as they have already chosen a specialty. | |

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| | | <ul style="list-style-type: none"> • FY1 Taster Days: DH asked how FY1 Taster Days were identified. CH stated that FY1 will record Taster Day request through TURAS. • FY1s & Study Leave: JP asked whether FY1s could have access Study Leave budget as this may be critical funding for Simulation Programme. CMcK stated that Simulation training should be regarded as a curriculum requirement not part of the Study Leave system. CMcK recommended that this be discussed at the Study Leave Operational Group. | |
| 6.3 | Quality Management | | |
| 6.3.1 | Overview and Update | <p>Various issues related to Quality were discussed including:</p> <ul style="list-style-type: none"> • General Update: JD stated that meeting was held to discuss changes to the escalation and de-escalation pathways for Enhanced Monitoring and that that this will be shared at the next FQMG meeting. In addition to this, there have been some changes to the Action Plan Review Meeting document. • Trigger Visits: JD confirmed that the following sites will receive triggered visits: <ul style="list-style-type: none"> • Glasgow Royal Infirmary – General Surgery • Ayr Royal Infirmary – General Surgery & TNO • Inverclyde Royal Hospital – General Surgery • Dumfries & Galloway Royal Infirmary – General Surgery • Royal Victoria Hospital – General Surgery • Improvements to Foundation Experience: CMcK noted that there had been significant attempts to develop leadership awareness relating to Foundation training experience. CMcK stated that information had been collected from DMEs, Deans etc. CMcK stated that a framework has been developed that emphasizes leadership, quality of workload, | <p>CMcK to circulate Foundation Improvement Framework slide to members</p> |

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| | | <p>educational environment, culture and wellbeing etc. CMcK offered to circulate slides relating to quality improvements for members.</p> <ul style="list-style-type: none"> • Surgical STB Involvement: FC asked if framework has been sent to Surgery STB. DH confirmed that this was not the case. CMcK confirmed that she would discuss issues with Adam Hill (Lead Dean - Surgery). • BMA Support: LPe asked if there was a mechanism of discussing issues with trainees through BMA reps. LPe stated that trainee issues may not always relate to educational issues but may relate to contractual issues such as rotas, breaks etc. CMcK confirmed that feedback has been used by Foundation Programme Director and Consortium Leads. | <p>CMcK to discuss with Adam Hill and Surgical STB issues related to Foundation Improvements</p> |
| 6.3.2 | Hospital Visit Training | <ul style="list-style-type: none"> • DH asked when the next training day for hospital visits was to be held. JD stated she will e-mail DH dates. | <p>JD to send DH dates for Hospital Visits Training dates</p> |
| 6.4 | MDST Update | <p>CMcK gave the members the following update relating to MDST including:</p> <ul style="list-style-type: none"> • DME Input: CMcK confirmed that MDST meetings now include DME led meetings. CMcK stated that DMEs have raised issues relating to quality management, simulation programme, allocation of posts etc. • DMEs & Simulation Programme: CMcK stated that DMEs were particularly supportive of the simulation programme but raised concerns about deliverability, release of trainees, etc. CMcK confirmed that Lindsay Donaldson will lead discussions. • Expansion Posts Process: CMcK stated that Foundation Programme is to develop an Expansion Post process that includes DMEs. CMcK confirmed that this will be led by Lindsay Donaldson. APGDs noted that DMEs had been involved in previous expansion discussions. | |

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| | | <ul style="list-style-type: none"> • Scottish Government Requirements: CMcK stated that there are specific requests from Scottish Government relating to allocation and location of trainee posts. CMcK confirmed that a SOP will be developed to address this. • Deans Retirement: CMcK confirmed the following retirements: <ul style="list-style-type: none"> • Prof Alistair McClelland – May • Prof Amjad Khan – June • Prof Claire MacKenzie – July | |
| 6.5 | Equality and Diversity Update | <p>CMcK gave the members the following update:</p> <ul style="list-style-type: none"> • FDA Away Day: CMcK stated that there will be an EDI workshop at the next FDA Away Day. • ED&I Activities: FC stated that sessions have been held for IMGs on inductions, curriculum issues etc. FC stated that Foundation Leads have been asked to include ED&I activities within Core teaching including LGBTQ+ topics. | |
| 9. | Foundation Programme Groups | | |
| 9.1 | Foundation Academic Group | <p>BC gave the members the following update:</p> <ul style="list-style-type: none"> • Recruitment 2023: BC stated that recruitment had been carried out online and all posts have been filled. • Recruitment 2024: BC stated that the recruitment format will be changed for next year which may impact numbers applying for specialist Foundation programmes. BC noted that there may be a significant increase in applications. | |

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| | | <ul style="list-style-type: none"> • Regional Academic Leads: BC confirmed that there have been some personnel changes relating to regional leads. He also noted that a Show Case event will be held where trainees can present their work. BC stated that FY1s will be invited to the event. | |
| 9.2 | Foundation Curriculum and Assessment Implementation Group (FCAIG) | <ul style="list-style-type: none"> • AM stated that volunteers are required from each region to develop resources for the Foundation website. AM asked if a request could be made at FPOG. DH stated that he would speak to regional leads. CMcK suggested a reduction of Foundation Team meetings which would free up personnel. | DH to contact regional leads regarding assistance with FCAIG resources |
| 9.3 | Foundation Programme Operational Group (FPOG) | <ul style="list-style-type: none"> • FC stated that there has been poor representation from regions at FPOG. AM stated that resources are required for ARCP training, simulation updates, teaching delivery, attendance at teaching, taster events, update to website. FC suggested that FPDs should be encouraged to attend. | |
| 9.4 | Foundation Simulation Programme Steering Group | <ul style="list-style-type: none"> • JP confirmed that the Foundation Simulation Programme Steering has not been convened yet. | |
| 10. | Board Member Updates | | |
| 10.1 | DME update | <ul style="list-style-type: none"> • There were no additional items to discuss | |
| 10.2 | Service (MD) update | <ul style="list-style-type: none"> • No update. | |
| 10.3 | Foundation Trainee Update | <ul style="list-style-type: none"> • No trainee reps were available for the meeting. | |
| 10.4 | Student Update | <ul style="list-style-type: none"> • No student reps were available for the meeting. | |
| 10.5 | Lay representative | <ul style="list-style-type: none"> • IMcD stated that lay reps will be having a face-to-face meeting in May. | |
| 11. | AOB | | |

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| 11.1 | School | <ul style="list-style-type: none">• CR stated that two new appointments have been made by the Foundation School (Alison Hodge and Joe Stephen). CR stated that new appointees will attend Foundation Programme Development days. | |
| 12. | Date of Next Meeting(s): | <ul style="list-style-type: none">• Friday 9th June 2023 (09:30 - 12:00)• Friday 24th November 2023 (09:30 - 12:00) | |

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