

Welcome to the 2nd edition of your Foundation Newsletter

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

Posts 1 and 4 are now complete and you are well into your year of training. In this edition you will find information on what you need to do to prepare for speciality recruitment. Hopefully you are progressing well with your portfolio coverage. As a reminder you will find a summary of the portfolio requirements at the end of this newsletter, please also check the Scotland Deanery website for all information required. This is not an exhaustive list and you may wish to catch up with your FPD to make sure you are on track.

Also included in this edition is an article written by two of the NES Quality Management Trainee Associates. This will provide you with an insight on what happens to the GMC and STS survey data you provide.

Careers

What now? Long before you finish your foundation training, you'll probably be looking at what you want to do after you have completed Foundation. We have Associate Postgraduate Deans in each regional office to help you decide what is right for you.

Colleagues, your Supervisors and your Foundation Programme Director can all be useful sources of advice on what specialty suits you and your life plans. All the Royal Colleges and Faculties have careers advice sections as does the BMA. For further information on these resources, and for links, visit the [Careers page](#) on the Scottish Medical Training website. For information on specialties and career options, visit, [Health Careers](#), this site is hosted by Health Education England but covering the UK as agreed by CoPMeD (the Confederation of Postgraduate Medical Deans).

F1 / F2 Standalone Recruitment

Trainees allocated to the Scottish Foundation School are part of a 2-year training programme which equips doctors with generic skills and professional capabilities to progress to speciality training. If you wish to complete FY2 training in a different location please see the applications advert for stand-alone recruitment which will appear on Oriel on Monday 29th January 2018. Click on 'Vacancies', then select 'I am applying to Foundation Standalone'. Applications open on Oriel from 09:00 (GMT) on Thursday 1st February 2018, closing at 12:00 (GMT) on Wednesday 28th February 2018. Late applications will not be considered under any circumstances. Full details can be found on the UKFPO website.

Useful Links

Scotland Deanery website:

<http://www.scotlanddeanery.nhs.scot/>

TURAS Platform—e-Portfolio:

<https://turasdashboard.nes.nhs.scot/>

Scottish Medical Training website:

<http://www.scotmt.scot.nhs.uk/>

The Foundation Programme (UKFPO) website:

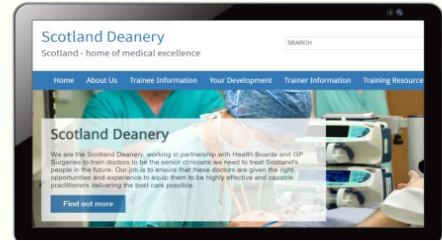
<http://www.foundationprogramme.nhs.uk/pages/home>

Oriel recruitment system:

<https://www.oriel.nhs.uk>

Key Dates

Prescribing Safety Assessment (PSA) - Monday, 12th March 2018 @ 1pm
Information will be forwarded nearer to the exam, to those that this is applicable to.



KEY CONTACTS

www.scotlanddeanery.nhs.scot

EAST

Jennifer Duncan

Training Programme Team Leader

01382 632 563

jennifer.duncan@nes.scot.nhs.uk

Dr Fiona Cameron

Associate Postgraduate Dean (Foundation)

fionacameron@nhs.net

NORTH

Dianne Morrison

Training Programme Team Leader

01224 554 366

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

0131 656 3475

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

0141 223 1421

Karen.Cairnduff@nes.scot.nhs.uk

Dr Andrew Todd

Associate Postgraduate Dean (Foundation)

andrew.todd@nes.scot.nhs.uk

Dr Mo Al-Haddad

Consortium Lead

mal-haddad@nhs.net

Dr Brian Neilly

Consortium Lead

brian.neilly@glasgow.ac.uk

Dr Caroline Whitton

Consortium Lead

caroline.whitton@ggc.scot.nhs.uk

NATIONAL

Christine Rea

Foundation School Manager

christine.rea@nes.scot.nhs.uk

Natalie Bain

Foundation School Administrator

natalie.bain@nes.scot.nhs.uk

We are here to help. Please contact us.

THRIVING AND SUCCEEDING IN FOUNDATION YEAR 1 & YEAR 2

Hints and Tips for Success

You have now completed post 1 and post 4. This is an important time for you to reflect on the last few months, think about how you have coped, performed and developed over this short time. You should be fully familiar with your portfolio and have completed an appropriate number of SLEs and core procedures. It is a good time to look at the curriculum links and see how many links you have managed to achieve and where you might want to focus your PDP in your next post. You should have made an arrangement to meet your Educational/Clinical Supervisor for sign off and to review your achievements, discuss your development needs and review your TABs. If you are at all unsure of how you manage your portfolio then please ask your FPD, and/or your local Foundation administration team for help and advice. They are here to help.

Ranking for FY2

Look out soon for information from your local Foundation administration team on ranking for FY2. (n/a in the North). You will receive information in the next 2 months or so about how you will select your FY2 posts. Think about your career plans and consider which posts might be helpful to you in FY2.



Tasters

If you are a FY1 you should be thinking about discussing your Taster requirements with your ES/CS and/or your FPD. Tasters are an excellent way of demonstrating commitment to a specialty and also gives you some understanding of what a specialty could offer as a future career. Also they will give you much to talk about at interview. Further information about Tasters can be found [here](#). Please note the Scottish Foundation School will only approve Tasters within your current region of training unless the experience cannot be provided locally e.g. remote and rural GP.

The Process

- ⇒ **Identify the specialty you want the experience a Taster in**
- ⇒ **Approach a relevant consultant and obtain written permission to spend time in their specialty, agreeing the number of days and dates**
- ⇒ **Discuss this taster experience with your Educational Supervisor/Programme Director and complete a Study Leave Application via Turas**
- ⇒ **Approved - Following the taster leave you must complete [Taster Day Evaluation](#) and upload to e-portfolio**
- ⇒ **Not Approved - You must cancel any arrangement made with specialty consultant and discuss with your Educational Supervisor/ Foundation Programme Director why the leave has not been approved.**

FY2's – Recruitment

Round 1 CT1/ST1 and Run Through including GP (for posts commencing August 2018)

Your continued portfolio development is extremely important at this stage of recruitment. The application window closed on 30th November and the interviews will take place between Wednesday, 27th December 2017 and Friday, 2nd March 2018. Keep an eye on [Oriel](#) and the [Scottish Medical Training](#) (SMT) website and look at College websites for career advice and specialty specific recruitment advice. You can seek advice on recruitment from your FPD who will direct you to the most appropriate person if they cannot advise directly. Career advice can be accessed through the Deanery and your local Foundation administration team will have the contacts. Please also read the Medical Speciality Recruitment 2018 Applicant Handbook section on Interviews and Offers and the part on Interviews and Selection Centres.



Immediate Life Support Course ILS

Mandatory for FY1 completion and is to be passed before the ARCP

Advanced Life Support ALS

Mandatory for FY2 completion and is to be passed before the ARCP

Immersive Simulation

Please ensure you are booked onto a training day

Let's Make Postgraduate Training Great Again

As trainees, we think all of us can be forgiven for sometimes having a fairly loose understanding of management and training structures within Scotland. Health Boards, NHS Education for Scotland (NES), Royal Colleges, the GMC: all very important, but the complexity of the organisations and their various interactions can be somewhat confusing, and quite frankly, we have often feel we have enough to get on with.

To counter this some of us last year took up positions as a Trainee Associates within the Quality Management Team at NHS Education for Scotland. The Quality Management Team's remit is to review every training environment where Foundation, GP or Specialty Trainees work, and ensure that the training on offer meets the standards set by the GMC, Royal Colleges and, most importantly, the expectations of trainees themselves.

It can feel frustrating when we don't feel we are being trained as expected or jobs don't provide the opportunities we believe that they should. The Quality Management Team exists to address this. However, what we as Trainee Associates hadn't appreciated was how essential a role we as trainees play in this process, and the enormous power to effect change that is contained within the GMC National Training Survey (NTS) and the Scottish Training Survey (STS).

(Those are the surveys they have us complete at the end of the block when we're frantically trying to get our last few WPBAs and reflections done while working full-time and sitting exams etc.)

With these survey responses the Quality Management Team are able to review every learning environment and assess whether they are meeting the standards expected of them. Structured questions as well as free text comments give us an idea of the good and not so good experiences of trainees. However, without this feedback from trainees we have very little information to go on and have no way of knowing which settings might be struggling. Furthermore, if not enough trainees respond to a survey for a particular site then it is also very hard to interpret the results as the NTS requires a minimum of 3 trainee responses and the STS 5 before information is available the Quality Management Team.

If problems are identified through analysis of the survey data, then visits to the hospital or training programme are arranged – urgently if needs be. These visits are an essential part of what the Quality Management Team at NES does. The survey information is vital in flagging up potential problem areas at a site, but it is often only by going there and talking directly to the people involved that specific difficulties can be identified and addressed.

During these visits we talk to all the trainees and clinical supervisors working in a particular setting, as well as allied health professionals and nursing staff. The groups are seen separately and anything discussed is confidential. If we find issues, we raise these to the highest levels and insist upon review and improvement where required. First hand we have been able to see and be involved in this process. We have both been impressed by the dedication of the Quality Management Team to ensure good training is available to all, and also the action of trainers to work with us to ensure this is the case.

Postgraduate Medical training in Scotland is already excellent, but there is always room for improvement and inevitably some areas struggle more than others.

This is a rallying cry to the trainees who might feel they don't have time to complete their NTS or STS, because the fact is: the ball's in your court! If your feedback isn't there, then we can't do our jobs properly, and any problems that you moan about to your friends in the pub after yet another horrendous shift will just continue.

[Alastair Hurry ST6 Anaesthetics & ICM, Patrick Hughes CT3 Psychiatry – Trainee Associates, NES Quality Team](#)

Teaching - we have been listening.....

The Foundation School have listened to your feedback regarding the 70% attendance rule for the teaching programme and the importance of making this equitable regardless of delivery. It was therefore agreed to change from 70% to attendance for a set number of hours and this was originally set at 35 hours for the year. The Curriculum and Assessment Group have re-examined the teaching programmes and given that most of them finish by the end of May, they recommended that the 70% equivalence equated to 30 hours.

This has been agreed by the Foundation School and therefore we are advising you that the requirement for sign off is attendance at 30 hours of delivered educational programme events. The following activities count towards the 30 hours: the delivered educational programme provided in your hospital or region, immersive simulation, clinical skills, careers and any other relevant activities provided by the Foundation School.

The following **DO NOT** count towards the 30 hours: Grand Rounds, ILA, ALS and PSA. Departmental and local hospital teaching although important and valuable does NOT count towards the 30 hours. However, all of these events can be used for linking to the curriculum.

You are expected to attend teaching if you are at work. It is important to remember that 30 hours is the requirement and if you do not meet this you may have to do additional time. If you have problems being released or don't think you will meet this level, please contact your Foundation Programme Director for advice and support.

The intention is to have teaching attendance recorded on the portfolio. Whilst this is being developed, it is important that you ensure that your attendance is recorded on the sign-in sheet or by the administrator running the event. You will updated on your attendance level at the end of each block.

As a FY1/FY2, you must take responsibility for your own learning and meeting the requirements.

Dr Kim Walker—FSD

TRAINING OPPORTUNITIES

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



[TRAINING COURSES](#)



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

The following is a reminder of the requirements for both FY1 & FY2. Full requirements can be found [here](#)

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.**

TABS - Team Assessment of Behaviours - you will need a minimum of 10 responses so send out at least 12 tickets from a suitable variety of assessors including at least 2 consultants or equivalent for each TAB. Details of the mix are on e-Portfolio. Remember to ask your ES for a TAB. 2 complete and satisfactory TABs are required in each year, your CS/ES/FPD may ask to do additional TABs during the course of your training year.

SLE - Supervised Learning Event - you must complete a MINIMUM of 1 per post and it is expected that the range of SLE's 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. Details of the mix are on e-Portfolio. Developing the Clinical Teacher is a mandatory SLE and **one** must be completed in the year.

Curriculum Mapping - You should be starting to reflect on your teaching and SLEs. Ensure you are linking evidence to your curriculum. You will regret leaving this until later in the year when you cannot remember what you learned from the early posts!

Clinical Supervisors End of Placement Report - Arrange a time to meet with your supervisor before the end of the post for sign off. Remember supervisors have a busy clinical job and may not be able to meet at short notice. So plan well in advance. They are also entitled to holidays! So may be on leave. Your CS will discuss your progress and how the team have felt you performed in the unit/ward. You may be told where you need to improve in certain aspects. DO NOT WORRY about this. Focus on these for your PDP for next post. We expect that all doctors will have areas where they could improve.

Educational Supervisors End of Placement Report - arrange as with ES. It is likely that your CS and ES is the same individual. The ES report will focus on your educational achievements, portfolio completion, teaching attendance and reflections. Again you might be asked to focus on certain outcomes in subsequent posts.

End of Placements Reviews - End of Placement Review forms from both the Clinical and Educational Supervisor. If your Educational & Clinical Supervisor is the same person, then one Combined report is acceptable.

Teaching Sessions - Each region offers a different arrangement for Foundation teaching attendance. It is your responsibility to attend and record you attendance. You will be asked to provide evidence of attending **30 hours of the teaching offered**. You are not expected to attend after nights however we would expect the wards to release you even if you are 'on a receiving/take day'. Local arrangements vary - check how your hospital and unit arranges cover. If you are not able to attend on a regular basis you must contact your ES and ask to be able to attend teaching.

Learning In Foundation Training (LIFT) Modules - These are available through the e-portfolio and can be linked once completed. They map to the Foundation competencies and outcomes.

Trainee Feedback - Provide feedback on your posts through the GMC National Trainee Survey (NTS) and the Scottish Trainee Survey (STS) - record this under "Achievements" using the completion code or other relevant information.

Final Thoughts.....

December – April

Key contacts (reminder)

Clinical Supervisor (CS) - This is normally one of your consultants who is based in the unit or department. Their name will be noted on your e-portfolio. You should aim to contact them in the first week of your post if they do not contact you first. Any concerns about your rota, leave, clinical responsibilities should be made directly to your CS.

Educational Supervisor (ES) - Again this is likely to be a consultant based on the unit or ward in which you are working. In most posts the clinical and educational supervisor will be the same person. Your ES will ensure that the post offers the required educational opportunities to allow you to complete the educational aspect of the post. It is your responsibility to ensure that you maximise the educational responsibilities.

Foundation Programme Director (FPD) - Your FPD may be based in a different hospital and will not necessarily be based in any of your posts. Your FPD will provide overall supervision of your educational progress throughout your two year programme. They will provide you with pastoral support and ensure that you meet the curriculum requirements to complete Foundation. They will also assess the quality of the work you submit as evidence of learning throughout your posts. They may ask to meet you at key times in your training and will assess your evidence that you submit for [Annual Review of Competency and Progression \(ARCP\)](#). You should keep in touch with them over the 2 years. They are a valuable support for you.

Foundation Administration Team - In each region there is an administration team who will inform you of teaching times and dates, review the numbers of pieces of evidence you submit and will liaise with you about important Foundation issues. You **MUST READ** the emails they send you and not delete without reading. They contain information that is core to you achieving a successful outcome at Annual Review of Competency and Progression (ARCP).

Portfolio requirements - If anything is not clear please **ASK for advice**.

Article
Suggestions

Ideas

Please email any

COMMENTS

sfas@nes.scot.nhs.uk

What do you
want to see in
future editions?