

Minutes of the meeting of the Foundation Programme Board held on 1st June 2023 via Teams

Present: Duncan Henderson (DH) [Chair], Lisa Black (LB), Fiona Cameron (FC), Alison Hodge (AH), David Kluth (DK), Ian McDonough (IMcD), Malcolm McLeod (AMcL), Alistair Milne (AM), Christine Rea (CR), Joanna Stephen (JS) & Caroline Whitton (CW)

Apologies: Tobias Adams (TA), Siddharth Bassett (SB), Marcus Boyd (MB), Edgar Brincat (EB), Gillian Carter (GC), Brian Conway (BC), Karen Darragh (KD), Hilary Duffy (DH), Jennifer Duncan (JD), Olive Herlihy (OH), Vicky Hayter (VH), Christine Heron (CH), Wendy McCloughan (WMcL), Hannah MacDonald (HMD), Jen Mackenzie (JMack), Crawford McGuffie (CMcG), Marie Mathers (MM), Joy Miller (JM), Alistair Milne (AM), Brian Neilly (BN), Tiberiu Pana (TP), Jemma Pringle (JP), Yatin Patel (YP), Karen Shearer (KS) & Joe Sarvesvaran (JS)

In attendance: Rachel Brand-Smith

Item No	Item	Comment	Action
1.	Welcome & Apologies	The chair welcomed the members and thanked Brian (James) Neilly for his contribution to the STB and his long and very positive association with the Foundation Programme.	
2.	Notes of the previous meeting 24/02/2023	The notes of the meeting of 24/02/2023 were accepted by the members.	
3	Action Points from meeting 24/02/2023		
3.1	Shadowing Week, Softer Landing, Safer Care - Foundation doctor attending Shadowing Week	<ul style="list-style-type: none"> DH confirmed that any request to miss part of Shadowing Week should be forwarded to the appropriate DME team. It was noted that health board training is mandatory and paid. DH noted that there are different start dates for Shadowing Week which vary by Health Board. See Item 12.1. 	
3.2	Shadowing Week, Softer Landing, Safer Care Issues relating to Foundation doctor Non-Attendance	<ul style="list-style-type: none"> DH confirmed that communications have been sent out to Foundation doctors. 	

3.3	Shadowing Week, Softer Landing, Safer Care - Input from BMA	<ul style="list-style-type: none"> DH confirmed that Health Board start dates have been sent to BMA. 	
3.4	Shadowing Week, Softer Landing, Safer Care - Foundation doctor Register	<ul style="list-style-type: none"> DH confirmed that a register of Foundation doctors attending Shadowing Week has been set up. See Item 12.1 	
3.5	Training Management ARCP Wash Up Meeting	<ul style="list-style-type: none"> See Item 4.5 	
3.6	Shadowing Week, IMG Induction and Softer Landing, Safer Care - Comms to FPDs:	<ul style="list-style-type: none"> See Item 4.2 	
3.7	Foundation Allocation Process UK Review - Allocation Discussion	<ul style="list-style-type: none"> DH confirmed that this had been actioned. 	
3.8	Simulation Update - Funding & Needs Assessment	<ul style="list-style-type: none"> DH confirmed that this had been actioned. 	
3.9	ARCPs 2022 & Review Plan	<ul style="list-style-type: none"> DH confirmed a date has not been decided yet. See Item 4.5 	
3.10	Overview and Update - Improvements to Foundation Experience	<ul style="list-style-type: none"> See Item 5.1 & 10.3 	
3.11	Overview and Update - Surgical STB Involvement	<ul style="list-style-type: none"> This item was not discussed 	
3.12	Hospital Visit Training	<ul style="list-style-type: none"> This item was not discussed 	
3.13	Foundation Curriculum and Assessment Implementation Group (FCAIG)	<ul style="list-style-type: none"> See Item 10.2 	

4.	Matters Arising		
4.1	August 2023 F1 Recruitment	<p>Various issues related to August 2023 recruitment were discussed including:</p> <ul style="list-style-type: none"> • Foundation School Reserve List: DH confirmed that the Foundation Programme was directed by the UK Health Secretary not to use a reserve list this year and allocate all candidates in March. DH noted that this has exposed the disjoint between UK medicals schools and Foundation Programme. • Impact of not using a Reserve List: DH stated that candidates have been allocated but some regions now have vacancies. DH stated that this is due to medical schools setting final exams and exam resits between March and July. DH stated that the use of the reserve list has masked this issue up to now. DH noted that some Foundation Schools now have regions with extra doctors and some regions have vacancies in permanent posts which is not a tenable position. In addition to this, Foundation Schools now have to guess where vacancies may be located. • Foundation doctor on LTFT, training time extensions etc: CW noted that there are twenty Foundation doctors in the West region who are either LTFT or require extensions and who are unhappy that they have, so far, not been allocated posts. CW stated that these doctors may have to be placed in potentially non-banded supernumerary posts. DH stated that he will discuss funding issues with Anne Dickson. FC noted that some health boards may not be willing to allocate doctors to supernumerary posts. DH suggested that these individuals should have a post allocated as soon as possible to allow HR to organise rotas and other HR processes. The members agreed and chose to start allocating individuals from 05/06/2023 onwards. • F2 Stand Alone Posts: CR confirmed that twenty posts have been filled. In addition to this, CR confirmed that an additional seven posts have been put forward for recruitment. CR noted that some of these doctors require visas. CR stated that the deadline for the additional seven posts is 19/06/2023 and she would contact JM, YP and DH regarding additional standalone posts in the North region. 	<p>Post Meeting Update: NES has agreed funding, in particular funding regarding current F1 vacancy situation.</p> <p>CR to contact JM, YP and Hilary re any further North request for F2 standalone post allocations</p>

		<ul style="list-style-type: none"> • F2 Round 2 Allocations: CR conformed that there are 52 FY2 applicants available and currently 32 posts to be filled in Round 2. 	
4.2	Shadowing Week, IMG Induction and Softer Landing, Safer Care	<p>Various issues relating to Shadowing Week were discussed including:</p> <ul style="list-style-type: none"> • Shadowing Week Start Dates: DH thanked the Board members for their input to Shadowing Week and noted that start dates will vary across Scotland due to different Health Board funding arrangements. CR confirmed that the Shadowing week will start on 24/07/2023 in the West Region. • Softer Landing, Safer Care Programme: CR confirmed that a list of IMGs will be circulated to members. FC requested information be circulated to FPDs. CR asked FC to provide some text for a communication which will be added to IMG information. FC stated that guidance and slides for FPDs can be included. • Issues relation to University of Swansea: FC stated that Swansea Medical School graduation clashes with Shadowing Week. FC stated that this issue needs to be communicated to the Medical Schools Council. 	<p>CR to circulate Foundation doctor IMG list to members. FC to draft IMG FPD comms for CR</p> <p>DH will raise issue of University of Swansea graduation clashes with MSC</p>
4.3	F2 LAT Posts	<ul style="list-style-type: none"> • See Item 4.1 	
4.4	Foundation Allocation Process UK Review	<p>DH gave the members the following update relating to the allocation process including:</p> <ul style="list-style-type: none"> • Allocation Process 2024: DH confirmed that no decision has been made regarding the recruitment process for 2024. DH noted that the new process has been signed off by devolved nations however the UK Dept of Health is still to make a decision. DH noted that a decision must be made in the next two weeks as the August 2024 allocation process is about to start. • Foundation Doctor Recruitment Talks: DH stated that a delay regarding the allocation process will impact recruitment talks with Foundation doctors. CW asked if UKFPO will send out a slide set. DH confirmed that a slide set will be produced by 	<p>Post Meeting Update: Confirmation has now been received confirming that the allocation process will change to Preference Informed Allocation (PIA) for the August 2024 F1 intake.</p>

		UKFPO, and he will distribute this when available. DH noted however that the timetable dates were very close together which may cause issues.	
4.5	2022 ARCP results and review plan	<p>DH updated the members on ARCP results including:</p> <ul style="list-style-type: none"> • Wash-Up Assessment: DH thanked everyone involved in the ARCP process and noted that the Scottish School had performed well especially as the process was complex and involved more than two thousand trainees. DH noted that there was room for improvement and that an audit had picked up some process errors in last year's assessments. DH stated that he would liaise with FC, CR and TPM team to organise a meeting to discuss improvements. • ARCP Training: FC confirmed that two training sessions had been carried out with FPDs, Education Supervisors etc. and FAQs had been posted on the website. In addition to this, FC stated that curriculum coverage will be looked at this year. 	DH to liaise with FC, CR and TPM colleagues regarding meeting to discuss ARCP results.
4.6	Foundation GP Associate Advisor posts	<p>The following issues were discussed regarding Foundation GP AA posts:</p> <ul style="list-style-type: none"> • Allocation Process 2024: DH confirmed that both posts (held by Christine Herron and Colin McArthur respectively) have been reviewed and funding will continue. DH formally noted that the Board recognises the exceptional input that Christine and Colin have made to achieve the goal of expanding Foundation doctors' access to GP experience. • Continuance of AA Role: CW asked whether these posts are permanent or on a rolling basis. CR stated that she would confirm whether posts were permanent or not. The members agreed that the AA roles are vital to achieve 50% GP exposure for Scottish Foundation doctors and their ongoing input is necessary to maintain Foundation GP experience. 	CR to confirm whether Foundation GP Associate Advisor posts are permanent or rolling contracts.
4.7	Potential future post expansion	DH gave the members an update related to expansion posts:	

		<ul style="list-style-type: none"> • Expansion Proposals: DH confirmed that there are no new Foundation Programme expansion posts this year however, Clare Mackenzie has submitted a request for expansion for August 2024 with further proposed expansion over the subsequent two years. DH noted that this submission includes both F1 and F2 posts and infrastructure requirements (TPM, FPDs and CLs). DH noted that the submission is currently with the Scottish Government Health Dept and hoped to receive an update before the recruitment deadline of August 2024. • Distribution of Proposed Expansion Posts: DH stated that there has been no discussion so far on how these expansion posts will be distributed across regions. DH noted that it is likely to be similar to the previous expansion submission with priority given to GP, Psychiatry and areas which are difficult to recruit to. 	
5.	Standing items of Business		
5.1	Professional Development	<p>The following issues relating to Improving Foundation Training pilot course were discussed including:</p> <ul style="list-style-type: none"> • Pilot Programme: DH stated that a pilot, led by CW, for Improving Foundation Training has been held in the West Region. DH noted that this has been an excellent piece of work. • Roll-Out Timetable: DH noted that the timetable for delivery of the project across the remaining regions was ambitious. For clarity, he noted that there will be engagement with all surgical units with additional coordination with local DMEs and QM, due to a number of surgical units on Enhanced Monitoring or a Triggered Visit Programme. DH confirmed that reporting will be by region via FPOG. 	
5.2	Improving Foundation training	<ul style="list-style-type: none"> • See Item 5.1 	

5.3	Foundation Development Day 08/03/2023 & 10/05/2023 cancelled	<p>Various issues were discussed relating to the Foundation Development Day including:</p> <ul style="list-style-type: none"> • Cancellation of 08/03/2023: DH confirmed that the Foundation Development Day was cancelled due to the venue being unable to honour the rooms booked and catering required. These issues were identified very late by the venue. • Cancellation of 10/5/23 Event: DH stated that the event was rescheduled with a small funding request however this was not actioned in time resulting in the event being cancelled. DH noted that it is now too late to hold the meeting due to ARCPs and holidays. CW suggested delegates be charged to cover costs. DH noted that the Board is formally disappointed with the sequence of events and suggested that planning should begin earlier for the next Foundation Day. • Importance of Foundation Development Day: DH stated that the training day is crucially important as it covers various training requirements such as differential attainment, curriculum training, ARCP etc. DH noted that the Foundation Programme does not have a Royal College which provides input into these areas for GP and Specialty trainers and trainees. 	
5.4	SMEC 27/04/2023 & 28/04/2023	<ul style="list-style-type: none"> • DH stated that this was on-line this year. A number of Board members had attended. 	
6.	Training Management		
6.1	2023 ARCP update	<ul style="list-style-type: none"> • DH confirmed that dates have been chosen for ARCPs. 	
6.2	Digital Update, Tasters and Formal Teaching – Turas Record	<p>Various issues were discussed related to digital issues etc including:</p> <ul style="list-style-type: none"> • Taster Information: CR stated that information related to Taster Days will be collated and sent to FPOG and STB. 	

		<ul style="list-style-type: none"> • Formal Teaching: CR stated that FCAIG will be looking to develop a repository of formal teaching materials. • PSG Mapping: CR confirmed that digital has been asked to map the PSG tab to curriculum outcomes as all Foundation doctors are now on the 2021 curriculum. • ILS & ALS Certificates: CR stated that she has requested digital remove the ILS and ALS requirements as the courses are now not mandatory. • LIFT Posts: CR stated that she will be looking at how LTFT posts are recorded when a Foundation doctor is working in a LIFT post between hospital and GP placements. CR confirmed that FC will be included in discussions. FC and CW noted that expansion posts will impact recording of LIFT posts on ePortfolio and TPM systems. • Glasgow Series: CW stated that she has two Foundation doctors connected with the Glasgow series, which has yet to be uploaded and made available to all Scottish doctors. CW stated that as these doctors are about to move on in their training, it would be helpful to ensure that the upload is completed soon. CR stated that she has contacted Digital about this. CW stated that she will contact JS. 	<p>CW to contact JS regarding Glasgow Series learning material.</p>
7.	Quality Management		
7.1	Overview and Update	<p>The following issues were discussed relating to Quality Management including:</p> <ul style="list-style-type: none"> • Improving Surgical Foundation Programme: CW stated that discussions are ongoing regarding Improving Surgical Foundation programme. CW confirmed that this will be a separate QI process and will be managed through FPOG. • Foundation QRP Day: DH noted that Quality Management Day for all Scottish Foundation posts will be held on 29/09/2023 (09:00 – 17:00). 	

7.2	Hospital visit training	<ul style="list-style-type: none"> No issues to discuss. 	
8	MDST Update	<p>The following issues related to changes in the NES management structure were discussed including:</p> <ul style="list-style-type: none"> Change to NES Management Structure: DH confirmed that the present NES medical management structure will be changed to three Lead Deans (Nitin Gambhir, Adam Hill, and Alan Denison), three deputy Lead Deans (to be appointed) and three Scottish regions. DH confirmed that the North Region will merge with the East Region. DH stated that the Lead Deans will have strategic responsibilities while Deputy Deans will deliver operational input for their allocated specialty areas. Impact of Trainee Rotations: FC confirmed that the trainee rotations will not be affected by the merged regions. FC noted that trainees will still be in their current geographical areas of East and North. 	
9.	Equality and Diversity Update	<ul style="list-style-type: none"> No items to discuss. 	
10.	Foundation Programme Groups		
10.1	Foundation Academic Group	<p>DH gave the members the following update related to academic selection including:</p> <ul style="list-style-type: none"> Possible Changes to Academic Selection: DH stated that there was a wish from some UK Foundation Schools to recruit to Specialised Foundation Programmes (academic, medical education, leadership) from trainees allocated to a school via the main allocation process in March. DH noted however that some schools wish to keep the current system of recruiting prior to the main allocation. DH confirmed that the Scottish Foundation School would like to retain its separate recruitment process. DH stated that the UK SFP recruitment process is unlikely to change in August 2024 despite proposed changes to the main system. 	

		<ul style="list-style-type: none"> • Academic Selection Process 2024: CR confirmed that white space questions will be used and confirmed that this year's recruitment will be reviewed in September. • Academic Show Case: CR confirmed that an academic event will be held in Perth. CW asked if a prize could be funded by NES and awarded to participants. MMcL confirmed that he would look into possible funding areas. • Foundation SFP Doctor Survey: CR stated that surveys will be sent out to F2s in mid-June to assess where academics will be progressing to. 	MMcL to investigate possible funding for Academic Show Case event
10.2	Foundation Curriculum and Assessment Implementation Group (FCAIG)	<p>AM gave the members the following update related to FCIAG including:</p> <ul style="list-style-type: none"> • F1 & F2 Inductions: AM stated that a slide set for Foundation doctor's inductions will be sent out soon via FCAIG to all regions. • Recorded Inductions: CW asked if Foundation doctors could have a recorded Induction if they miss event due to illness. FC stated that this was a positive idea, but any recording would have to be adapted to different regions. • Review of Teaching Topics: AM confirmed that FCAIG will be reviewing teaching topics. AM stated that feedback will be compiled and sent out by Monday. AM confirmed that IMG, LGBTQ+ and sustainability topics will be added to induction materials for next year. • Foundation Website: AM stated that the website will be used to post Foundation newsletters, teaching materials etc. 	
10.3	Foundation Programme Operational Group (FPOG)	<ul style="list-style-type: none"> • FC stated that representation from all the regions is not always achieved at Board and FPOG and this was a significant issue. DH stated that he had contacted CW, JM, and FC to discuss attendance and meeting dates. DH stated that Friday mornings are best for meetings. 	

10.4	Foundation Programme Group Simulation Steering	<p>JP was unable to attend but submitted a report from the FSPS group including:</p> <ul style="list-style-type: none"> • FY2 Simulation Programme: JP has conducted a review of the simulation programme and a curriculum mapping task has been carried out. JP confirmed that there will be some amendments to the programme. • Funding for 2023: JP has confirmed that a funding bid has been submitted for 2023. DH noted that all of the simulation bids across NES medical directorate are being collated and considered by Lindsay Donaldson and which will help identify any duplication. • ALS & Acute Simulation Course: DH stated that the new Acute Simulation course may replace the current formal ALS course. • Mental Health Simulation Course: DH confirmed that courses are running in NHS Lothian, Lanarkshire and Grampian however there has been poor uptake in NHS Lanarkshire which has led to some courses being cancelled. • Mental Health Simulation & Roll Out across Scotland: JP has confirmed that she is working with regional heads to roll out courses across Scotland for 2023 and 2024. She has noted that this will have a significant impact on F1 attendance and support from the board is required. The board indicated their unanimous support. FC confirmed that she has emailed all Lanarkshire F1s to encourage attendance. JP confirmed that she will be meeting with Ian Hunter (DME) to discuss. • Representation on Simulation Board: LB asked if there was appropriate representation from health boards etc. on the board. CR stated she would add Simulation Lead for NHS Ayrshire & Arran (Dr Yvonne Moulds) to circulation list. • Foundation Doctor Release: CW highlighted issues related to releasing FY1s for training. CW noted that Foundation Doctors do not get study leave and suggested training be called Core Teaching. CW asked if this should get approval from MDST. 	<p>CR to add Dr Yvonne Moulds to Simulation Board circulation list</p> <p>FC& JP to draft text of F1 doctor release for discussion with Lyndsey Donaldson</p>
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		DH suggested this be discussed with Lindsay Donaldson. DH requested FC consult with JP and draft text for discussion with Lindsay Donaldson.	
11.	Board Member Updates		
11.1	DME update	<ul style="list-style-type: none"> No rep available 	
11.2	Service (MD) update	<ul style="list-style-type: none"> No rep available 	
11.2	Foundation Doctor Update	<ul style="list-style-type: none"> No rep available 	
11.3	Student Update	<ul style="list-style-type: none"> No reps available 	
11.4	Lay representative	<ul style="list-style-type: none"> IMcD stated that there were no issues to discuss 	
12.	AOB		
12.1	Alternative Simulation Courses	<ul style="list-style-type: none"> LB stated that NHS Ayrshire & Arran runs a clinical simulation Skills course which may lend itself to Simulation Programme developed by NES. CW noted that FY1 in the other regions get Simulation sessions in Shadowing Week. DH stated that there is a need to clarify delivery in all regions and funding streams with Lead Dean. 	DH and FC to discuss regional variation in sim delivery and funding stream with Lead Dean Director
12.2	Shadowing – Non-Attendance	<p>Various issues related to non-attendance at Shadowing Weeks were discussed including:</p> <ul style="list-style-type: none"> Enforcement of Attendance: FC noted that NES cannot insist Foundation doctors attend Shadowing Week however Foundation doctors, as board employees, must inform their DME and HR department if they are not attending this event. In addition to this, trainees must be made aware that they must attend separate mandatory health board training that takes place in the same week. FC stated that it is then up to the Health Board to decide whether a trainee can request leave for some or all of this week. CW noted that Health Boards must be consistent in their approach. 	

		<ul style="list-style-type: none"> • Recoding of attendance: CR stated that a form has been drafted for doctors to record their non-attendance at Shadowing Week. CR stated that this form states that the doctors must inform their DME and supervisor. • Comms to Foundation doctors: CR confirmed that a Shadowing Week slide set and paperwork will be circulated soon. 	
12.3	Retirement of Prof Claire MacKenzie	<ul style="list-style-type: none"> • DH thanked Prof Clare MacKenzie for her excellent contribution to the Scottish Foundation School. DH noted that Prof MacKenzie has provided great support and advice to the STB. DH, and the Board members, wished her a very happy retirement. 	
13.	Date of Next Meeting	<ul style="list-style-type: none"> • 24/11/2023 (09:30 – 12:00) 	