

## Foundation Delivered Educational Programme

### Guidance on addressing inability to meet minimum required attendance hours

#### Aim

The aim of this document is to provide guidance to Foundation Doctors on how to address the shortfall in attending 30 hours of Delivered Education.

#### Addressing Delivered Education attendance shortfall

The following actions are required by the Foundation Doctor to address attendance shortfall

#### Log the details of the missed learning episode

Foundation Doctors should record the following:

- Title of **all** talks missed
- Date and time of the missed teaching/learning episode
- The reason for non-attendance
- These should be collated and emailed to FPD and administration team in the regional Deanery office
- All these details should also be recorded in the reflective piece; see below

#### Alternative learning

Alternative learning can be used as a substitute. Alternative learning should fulfil **ALL** the following criteria:

- It should specifically cover the topic missed from the delivered educational programme
- It could be physical attendance at a talk/conference, eLearning, article review, review of video recording of the talk, webcasts or other methods
- The learning material should be of high standard and written/delivered by a professional or published by recognised bodies. Wikipedia or unofficial webpages are **not** appropriate
- A reflection of at least 100 words should be written and uploaded on to portfolio with up to 3 links to the relevant curriculum outcome (as determined by the topic missed/covered)
- The reflection should be labelled "Alternative Learning: [insert topic missed]" and should outline at the start all the information regarding the missed learning episode

Once **ALL** the above is done, this learning activity would count as **1** hour towards the minimum 30 hours of learning.

Only **8** hours of this type of activity can count towards the minimum 30 hours.

Physical attendance at the Foundation Delivered Educational Programme should be the rule and the alternative learning should be the exception.

#### Non-attendance due to service pressure

If the reason a Foundation Doctor is not able to attend Formal Foundation Teaching is due to pressure from the service and this is a consistent issue, it is essential that the Foundation Doctor highlights this to their Foundation Programme Director (FPD).

Examples of reasons given in these instances are:

- We are not expected to go to teaching when the ward is busy
- We are not allowed to go to teaching when we are on acute take or acute receiving
- The nurses/midwives do not allow us to go to teaching
- There is a local departmental education programme, we expected to attend that and are not allowed to attend the Formal Foundation teaching as well
- Considering night shift and zero hours, our rota is designed in a way that does not allow us to meet the 30 hours requirement

**NONE** of these are acceptable reasons for consistently missing the Formal Foundation Teaching. As mentioned above, this should be highlighted to the FPD.

If a number of Foundation Doctors are reporting the same service pressures from a particular department, the FPD will take the following actions in sequence:

