

## Welcome to the 4th edition of your Foundation Newsletter

Welcome to the new training year. If you are a new Foundation trainee we wish you a warm welcome to the Scottish Foundation School and hope this will be the start of a satisfying and rewarding career in medical practice. We are aware that these first few months are filled with excitement and achievement however we also understand that these feelings are mixed with concerns and maybe even anxieties and trepidation about your new working life. You will likely be on a very steep learning curve getting use to your new environment and colleagues and getting to grips with e-portfolio and the requirements you need to meet to successfully complete FY1.

For some of you, you will have moved into your second year of Foundation Training and you will be thinking about the next stages in developing your career. Remember time matters and we don't want you to miss out on key dates for applications for future training.

This newsletter is published three times per year and in each edition we focus on essential issues about your Foundation training at key stages. We also provide details of 'who's who' in the four Scottish regions and highlight training opportunities available to you in Foundation.

We hope this newsletter provides you with some hints and tips for success in achieving your competencies.



[www.scotlanddeanery.nhs.scot](http://www.scotlanddeanery.nhs.scot)

### KEY CONTACTS

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We are here to help. Please contact us.

### Still need to pass the Prescribing Safety Assessment (PSA)?

The next sitting is on 4th September 2018 at 1.30pm. If you are an F1 who has not passed the PSA within the last two years, information will have been distributed to you with guidance about preparing for the exam. If you have any queries, please contact [gillian.carter@nes.scot.nhs.uk](mailto:gillian.carter@nes.scot.nhs.uk).

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

### [TRAINING COURSES AND EVENTS](#)

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

### What do you want to see in future editions?

Please email any

**COMMENTS**

[sfas@nes.scot.nhs.uk](mailto:sfas@nes.scot.nhs.uk)

Ideas

Article  
Suggestions

Feedback

## FOUNDATION YEAR 1 — WHAT DO I NEED TO KNOW?

**You are in a new job and new ward/unit with new colleagues. This might be a different hospital or town/city or even a different country. We expect this will be an exciting and anxious time for you. You will have received an induction from your employer and an educational induction from your supervisors on what your posts will entail and how your rotas will work. You will also receive information from the Foundation School on how to complete your portfolio and how to “pass” your first post.**

### Key Contacts Explained

**Clinical Supervisor (CS)** - This is normally one of the consultants who is based in your 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 or 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 opportunities to allow you to complete the educational aspects of the post. It is your responsibility to ensure that you maximise the educational opportunities.

**Foundation Programme Director (FPD)** - Your FPD may be based in a different hospital and will not necessarily be based in any of the units or wards in which you are working. 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 the evidence that you submit for your Annual Review of Competence Progression (ARCP). You should meet your FPD in August and keep in touch with them over both years. They are a valuable support for you.

**Consortium Lead** - In some of the regions (North, South East and West) you may also have a Consortium Lead who looks after a small group of foundation programmes which may be geographically close. These individuals can also provide you with valuable support.

**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 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 your achieving a successful outcome at your Annual Review of Competence Progression (ARCP).

**Foundation School Team** - The School Foundation team are also here to support you through your two years of training. They are happy to be contacted about anything relating to your time in Foundation training in Scotland and will be in contact with you throughout both years.

### Immediate Life Support (ILS)

Remember to upload a valid ILS certificate to e-portfolio. This is a requirement to pass ARCP.

### Portfolio requirements

Portfolio requirements for F1 and F2 are listed on the [Scotland Deanery website](#).

If anything is not clear please ask. Before you can upload any information you must complete the declarations in your e-portfolio.

[This short video](#) explains the ARCP process.

## FOUNDATION YEAR 2 — WHAT DO I NEED TO KNOW?

**Congratulations - you have had a steep learning curve, completed FY1 and achieved full registration. You will now have commenced your Foundation Year 2 posts and for some of you this may be a new ward/unit with new colleagues. This might be a different hospital or town/city or even a different country. So what now?**

### FY2 Courses

**Immersive Simulation** - You should be allocated either a “ward sim” or a “clinic sim”. These are not assessed, however you will receive constructive feedback and they are an excellent opportunity to map to your foundation curriculum outcomes.

**Advanced Life Support (ALS)** - Arrangements to complete the ALS course are made locally. Remember to upload a valid certificate to your e-portfolio. This is mandatory to pass ARCP.

### Speciality Recruitment

The recruitment application window for ST1 and CT1 posts opens at 10am on 8th November 2018. Please see the [Scottish Medical Training](#) website for details and links to the speciality recruitment person specifications. Posts and programmes are advertised on [Oriel](#) and most core/speciality interviews take place in January/February — please keep an eye on your Oriel account. Scotland will again be recruiting to the [Broad Based Training programme](#) which offers a firm foundation in four specialties with direct entry into year two of each of these specialties.

You will need to ensure that you are prepared for shortlisting and interview. You should be starting to prepare your e-portfolio and application from August onwards. Keep an eye on [Oriel](#) and the [Scottish Medical Training](#) website and look at College websites for career advice and specialty-specific recruitment advice. Please also read the [Medical Speciality Recruitment 2019 Applicant Handbook](#) section on “Interviews and Selection Centres” under “Interviews and Offers”.

### Planning for Success

This is the time to plan how you are going to make yourself competitive for the post you want. Consider the number of QI/audit projects you have done. Try to make sure they have relevance to the proposed specialty. Remember you should consider re-audit/close the loop or evaluate your QI project. Keep evidence of teaching schedules where you present and always request written feedback on your performance.

### Tasters

You should think about planning a taster session. The Foundation School expect that you will undertake tasters in your own region. We will not approve a taster outside your region unless your region does not offer that specialty. Tasters cannot be done overseas and are not opportunities to get yourself known in your preferred department. The exception to out-of-region tasters is for rural GP tasters. Your first step is to secure leave from your department then apply through Turas for study leave. You should co-ordinate this by approaching the department you wish to visit to make sure it is suitable for them. If you are having trouble organising this your FPD can help. You should consider asking to meet the TPD for the specialty as they have access to career advice in their specialty. Further information about tasters can be found [here](#).

### Undecided what you wish to do after Foundation?

Career advice is available to you from your educational supervisors, your FPD and, if you have not been able to source the information you require, in each region there is an Associate Postgraduate Dean with a specific remit of offering career advice. Their details can be found on the [Scotland Deanery website](#).

## Annual Review of Competence Progression (ARCP)

We understand that most of you will have just started your new year of training, but it is never too early to think about ARCP and what you need to complete to achieve a satisfactory outcome. For training year commencing August 2018 you will all have been sent an e-mail from the Foundation School highlighting the ARCP and training year requirements. If you are unsure or need clarification on any aspect please either contact the School via [sfas@nes.scot.nhs.uk](mailto:sfas@nes.scot.nhs.uk) or speak directly to your Foundation Programme Director.

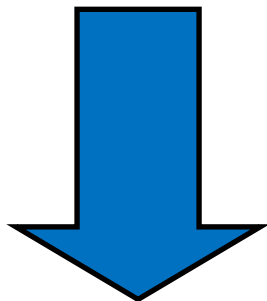
Full requirements can be found [here](#) and the list of ARCP outcomes can be found [here](#).

The ARCPs of the Foundation School are held towards the end of the foundation year (June/July 2019). The list of dates for the desktop review can be found [here](#).

### Reflective Comments

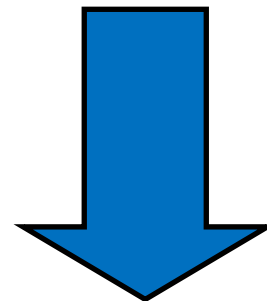
The Academy of Medical Royal Colleges has produced some guidance on entering information into your e-portfolio and will outline best practice on how to record reflective practice; please read this guidance. The link to this document can be found [here](#).

Please bear in mind the following changes which have been made to Scottish Foundation ARCP requirements for year 2018-2019



### Supervised Learning Events (SLEs)

In each post you must complete five SLEs. This should comprise of one DOPs, 2 CBDs and 2 mini-CEXs per post. It is accepted that in some posts some of these SLEs will be more difficult to achieve given the nature of the case mix and you may replace a DOPs with an additional mini-CEX. If you anticipate that it may be difficult to achieve the required mix and number of SLEs per post (i.e. laboratory medicine) then you should discuss this with your FPD who will advise you how to proceed.



### Engagement in Learning

You should attend thirty hours of teaching at the Deanery delivered education programme over the year. This is a mandatory requirement for ARCP. Attendance at teaching is to be recorded on TURAS. No other attendance record will be accepted. It is appreciated that some of you may have difficulty reaching the 30 hour level due to rotas, therefore the School has provided some additional guidance which can be viewed [here](#).

In addition to the delivered education programme we recommend that you attend a further thirty hours of teaching or learning. This can include departmental teaching and learning of your choice. This is not mandatory however is desirable. This can be recorded on TURAS.