Dear Foundation Programme Directors

With the changes made to the requirements for ARCP this year and due to some challenges becoming apparent during the year, we are sending a letter to all Foundation Trainees clarifying the requirements for the year. Any changes being made at this late stage to the requirements are to address some of the issues identified during the year.

You will be copied in to these letters very soon, but the main highlights / changes are –

**SLEs**

The requirement is now for 5 SLEs per post. This should comprise of 1 DOPS, 2CBDs, and 2 minicex’s 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 they may replace a DOPS with an additional minicex. We are aware that many of the FYs have not completed the required SLEs in several posts. Therefore, we are adopting the approach of annualising the SLEs. So – they must have completed 15 SLEs in the year – 6 minicex, 6 CBDs and 3 DOPS. Some of the 3 DOPS can be replaced with additional minicex’s. **All FYs must have completed a minimum of 15 SLEs of the appropriate mix, or you should award an outcome 5 and ask them to provide further following ARCP.**

A Developing the Clinical Teacher SLE is required in addition to this.

**Mandatory Teaching Attendance**

30 hours teaching attendance at the Formal Foundation Delivered Education programme is required over the year. Attendance at teaching is recorded on TURAS. The 30 hours includes the delivered education programme, plus the FY1 / FY2 simulation sessions. It **does not** include departmental teaching or ILS / ALS. In some regions, FY1 induction sessions will count towards this total. Your Associate Postgraduate Dean / Consortium Leads can tell you if this is the case in your region – and how many hours can be counted. If the30 hours has not been achieved, up to 8 hours of this can be made up with good quality e learning (or other alternative learning as per the additional guidance on the Foundation School website) directed towards some of the topics missed.

However, it has been noted that some trainees are struggling to make even the absolute minimum of 22 hours of mandatory teaching attendance. If this is the case, they are being asked to make up the deficit to 30 hours using good quality alternative learning. **Those who do not manage to attend the minimum 22 hours of delivered education (mandatory teaching plus simulation) should be awarded an outcome 5 in the first instance and may be asked to do further learning following ARCP.** This will be at the discretion of yourselves and your ARCP panel – and dependent on the extent of the teaching attendance deficit, the reasons for missed teaching and the overall quality of evidence in the e portfolio. If there is a serious shortfall in the hours of teaching attended, you may wish to discuss this with the Associate Postgraduate Dean.

**We are recommending that the FYs all tabulate their teaching attendance, documenting the teaching sessions attended with the corresponding hours, provide reasons for teaching sessions missed and document any e learning (or other alternative learning) used to evidence teaching sessions missed.** This is because whilst TURAS has started to record teaching sessions this year, the hours themselves are not recorded. It has become apparent that due to regional variations in the way that teaching is delivered, we are not capturing the hours attended, just the sessions. We have sent an excel spreadsheet that can be used for this purpose. This should be uploaded to their e portfolio labelled as “teaching attendance” and saved in the “Achievements” section. If they have managed to attend the 30 hours of education, then this tabulation is **not** mandatory – but it **must** be obvious from the teaching recorded on TURAS that the 30 hours has been achieved.

**Providing the table requested above replaces the previous requirement for “a reflection of at least 100 words” to be written and uploaded for each piece of e learning** used as alternative learning to evidence the missed teaching sessions up to the 30 hour mandatory requirement. It does **not** replace the need to do the e learning – just the need to write a reflection on it.

We are striving to improve on consistency in ARCP delivery this year. As a part of this, some of you will be joined by FPDs from other regions on your panels – both for consistency and to share ideas surrounding ARCP delivery between regions.

If trainees have not met the minimum requirements for ARCP as listed on the Foundation School website, then please award an outcome 5 and request that further appropriate evidence is provided.

Thank you all

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