

Minutes of the meeting of the Foundation Programme Board held on 31st May 2024

Present: Duncan Henderson (DH) [Chair], Helen Adamson (HA), Lisa Black (LB), Fiona Cameron (FC), Brian Conway (BC), Jennifer Duncan (JD), Hilary Duffy (HD), Alison Hodge (AH), Izhar Khan (IK), Marie Mathers (MM), Malcolm McLeod (AMcL), Shona McLellan (SMcL), Joy Miller (JM), Lailah Peel (LP), Jemma Pringle (JP), Yatin Patel (YP), Christine Rea (CR), Joanna Stephen (JS), Elaine Rowan (ER), Emma Watson (EW) & Caroline Whitton (CW)

Apologies: Tobias Adams (TA), Simon Baker (SB), Siddharth Bassett (SB), Marcus Boyd (MB), Edgar Brincat (EB), Gillian Carter (GC), Karen Darragh (KD), Alan Denison (AD), Fiona Drimmie (FD), Vicky Hayter (VH), Olive Herlihy (OH), Christine Heron (CH), Alison Hodge (AH), David Kluth (DK), Wendy McCloughan (WMcL), Hannah MacDonald (HMD), Jen Mackenzie (JMack), Crawford McGuffie (CMcG), Alistair Milne (AM), Brian Neilly (BN), Tiberiu Pana (TP), Yatin Patel (YP), Clara Reeves (CR), Joe Sarvesvaran (JS) & Karen Shearer (KS)

In attendance: Rachel Brand-Smith

Item No	Item	Comment	Action
1.	Welcome & Apologies	The chair welcomed the members and noted the apologies	
2.	Notes of the previous meeting 01/03/2024	The notes of the previous meeting were accepted by the members	
3.	Action Points from meeting of 01/03/2024	All action points were rolled over to the next meeting	RBS to add Action Points to next meeting agenda
4.	Matters Arising		
4.1	Trainee Allocations 2024	<p>Various issues related to F1 allocations were discussed including:</p> <ul style="list-style-type: none"> • Trainee Allocations 2024: DH confirmed that there were 10,777 applicants this year approximately 800 more than in 2023. DH noted that there has been a significant rise in both UK and overseas applications. 	

		<ul style="list-style-type: none"> • PIA Process 2024: DH confirmed that almost 100% of applicants to Scotland were allocated their first choice. 933 applicants received their first choice and only one applicant received their second choice. Overall, 74% of UK applicants received their first choice. • Placeholder List - Management: DH confirmed that the devolved nations and the 15 English Foundation Schools will manage their own Placeholder lists. This process allows Foundation Schools to manage withdrawals between March and July. DH noted that there could have been better communication to trainees on how this works. • Placeholder List - Results: DH noted that there is now a much higher percentage of UK graduates, as opposed to IMG applicants, on the Placeholder list. This is a known effect of the PIA system. CR confirmed that all 24 F1 trainees on the Placeholder List in Scotland have been allocated a post as of 30/05/2024. In addition to this, Turas has been updated and confirmation letters have been triggered. CR noted that there were seven F1 vacancies at present. • PLAB 2 Exams: CR stated that adjustments may have to be made regarding trainees who have failed the PLAB 2 exam. Results are due on 31/05/2024. • F1 Trainee Extensions: CW asked how F1 trainee extensions were to be managed. FC noted that there were approx. 19 trainees in the West Region that required extensions. DH stated that this has not been finalised and is an evolving situation. • Trainee Resignations: DH noted that a significant number of trainee resignations occurred in March when applicants are given their school allocation. MMCL noted that this requires close management as it can impact rotas. DH confirmed that data regarding resignations is being gathered by the SFAS team. 	
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4.2	Pre-Allocation & Priority Allocation Process	<p>Various issues regarding the Pre-Allocation and priority programmes were discussed including:</p> <ul style="list-style-type: none"> • Number of Applications: DH noted that there are five criteria for pre-allocation. There has been a significant increase in applications regarding Criterion 5b (WP) which received 540 applicants this year as opposed to 339 in 2023. • Requirement for new Process: DH stated that demand via 5b will undoubtedly increase, in parallel with the increase in WP students. The criteria are under regular review and this specific element will be part of the review. As an example, the London area now has a significant portion of posts allocated through the Pre-Allocation process. Only two thirds of London posts were available to the main allocation as one third went to pre-allocation applicants. CW stated that the system has worked very well in Scotland. • Balance of Trainee Applications: LP asked if information is available on the number of applicants who are from London, train elsewhere and then return to London or trainees from other regions of the UK who want to train in London. DH confirmed that the majority of trainees are from London returning to London. • Trainee Priority Programme: FC noted that trainees can also use the Priority Programme which allows doctors to guarantee a post within a difficult to recruit area/lower uptake programme. FC stated that these priority programmes have filled well. 	

		<ul style="list-style-type: none"> • Next Steps: DH stated that UKFPO will be discussing these issues and will likely review the criteria for the pre-allocation process. DH stated he would update members when information is available. 	
4.3	Shadowing Week 2024	<p>Various issues regarding Shadowing week were discussed including:</p> <ul style="list-style-type: none"> • Shadowing Week Progress: DH stated that NES were pleased at the progress so far and thanked all those who have been involved with the delivery of the Shadowing programme this year. • Information to Trainees: CR confirmed that the Shadowing Week website page has been updated with dates and other information. In addition to this, trainees have been sent an information e-mail noting that Shadowing Week is now a mandatory part of Foundation Training. DH confirmed that trainees will be paid for Shadowing time. • Information to other Stakeholders: CR confirmed that an e-mail has been circulated to territorial boards and NES Digital with information and requesting confirmation letters be sent out ahead of time. • FPOG Activities: FC confirmed that FPOG has issued an information document to trainees regarding Shadowing Week and noted that attendance has significantly increased this year. • F2 Shadowing Week: FC confirmed that some Boards are conducting F2 Shadowing Week. DH had previously, with colleagues, put a bid forward proposing F2 Standalone appointees (a large proportion of which are IMGs) attend Shadowing Week. This has been successful and will be highly beneficial for trainees new to the UK NHS. As this is a new development it will require enhanced local coordination between all stakeholders to ensure that the trainees receive communication to attend. 	

<p>4.4</p>	<p>F2 Stand Alone Posts</p>	<p>Various issues regarding F2 Stand Alone posts were discussed including:</p> <ul style="list-style-type: none"> • Recruitment for 2024: DH stated that there were 750 applicants this year of whom 500 were selected for interview. DH stated that this should hopefully provide enough candidates to fill this year’s UK F2 stand-alone vacancies. CR confirmed that F2 offers will close today and final figures will be circulated to members and uploaded to TURAS as soon as possible. • Issues in West Region: CW stated that the West Region requires 25-30 F2 extension posts which must be balanced against Stand Alone posts. CW noted that this is a regular occurrence and should be monitored closely. DH stated that this information can be used to predict how many posts must be held back for the next recruitment year. CR confirmed some posts are being held back for predicted extensions in the West Region. 	
<p>4.4</p>	<p>IMG Induction - WINS</p>	<p>Various issues regarding the IMG Induction programme were discussed including:</p> <ul style="list-style-type: none"> • WINS Programme: RC confirmed that the IMG Induction Programme has been re-named WINS (Welcoming International Students to Scotland). CR stated that a meeting will be held next week to finalise dates and an information flyer. An e-mail will be circulated to all parties as soon as possible. CR stated that she would like to include some representation from the Foundation School at these events. DH will circulate information when available. • DME Representations: FC confirmed that there is now an DME IMG Lead for each region. FC noted however that FPDs do not have a responsibility to signpost IMG events to trainees. 	

<p>4.6</p>	<p>Softer Landing, Safer Care Programme</p>	<p>The members discussed the following issues regarding SLSC programme including:</p> <ul style="list-style-type: none"> • Progress so Far: DH stated that there was a lot of positive progress with this programme however some boards were still finding it a challenge to deliver all of the elements. • Simulation Training: JP noted that all four regions are offering a Simulation training. Information for this can be found on the Foundation School website page. 	
<p>4.7</p>	<p>Specialised Foundation Programme – Academic, Education & Leadership Posts</p>	<p>Various issues regarding the recruitment process for educational and academic posts were discussed including:</p> <ul style="list-style-type: none"> • Applications 2024: BC confirmed that there were 260 applications for 57 posts this year. BC thanked CR, SFAS and TPM teams for help with interviews. BC noted that there has been an increase in applications this year probably due to the PIA process and some trainees applying for geographical reasons. • Issues with PIA Process: BC noted that a random allocation process does not identify appropriate candidates for each post and may disincentivise candidates from engaging in additional work to prepare for these positions. In addition to this, there are still issues relating to equity, widening of access and identification of candidates who will be completing a fourth F2 clinical or research-based training block. • Welsh Approach: BC stated that the Welsh Deanery has moved away from an interview process using the previous system of decile scores and Situational Judgement tests. Candidates will now use a one-step process, where applicants rank SFP posts in the same manner in which they rank standard posts. BC warned against using academic scoring to assess candidates. BC noted that the best candidates for these posts 	

		<p>are those who are the most motivated not necessarily the most academic.</p> <ul style="list-style-type: none"> • Data Related to Academic Output: EW asked if there was any data relating to academic output from these posts. DH confirmed that he is not aware of any output data. EW suggested that this could be part of future planning. CW suggested re-establishing the certificate of medical education from which output could be aggregated. In addition to this, funding could be specifically earmarked for academic output. DH suggested discussing this offline with FC. • Data related to Trainee Destinations: BC confirmed that data was available regarding where trainees go after completing their academic/educational post however this would probably require a specific research project. DH suggested further discussion with FC. • Clinical Requirements: JM raised the issue of ensuring trainees are clinically competent before being permitted SFP time. JM also noted that there has been a rise in FPDs supporting 'borderline' trainees in academic posts in her region. • Next Steps – Application Process Paper: DH requested BC draft a paper regarding a proposed new SFP application process which will be reviewed by NES and other stakeholders. DH confirmed that he would discuss process with AD. • Next Steps – Discussion with other Parties: FC requested a response be formulated for FPDs before August application deadline. CR stated that issue this would be discussed at Foundation School Managers meeting in July and DH confirmed that he would discuss this with AD. 	<p>BC to discuss process regarding trainee destinations after completing educational or academic posts with FC</p> <p>BC to draft paper regarding Foundation SFP application process for DH</p> <p>CR and BC to discuss revised SFP selection process with FSMs and UKFPO</p>
4.8	Foundation Post Expansion 2024 – 2027	DH gave the members a summary of the paper referring to Foundation School Expansion posts including:	

		<ul style="list-style-type: none"> • Progress so far: DH confirmed that 48 posts have been allocated this year and a further 99 posts will be allocated in 2025. All posts will have their base salary paid by NES and territorial boards will pay the Out of Hours banding supplement payment. DH noted that the UK Foundation curriculum requires trainees to complete all competencies but does not have a specific requirement regarding Out of Hours work. • Non-Banded Posts: DH stated that six of this year’s 48 posts in the West region are not banded. FC noted that banding has not been refused but delayed however there are questions regarding the funding of banding supplement for future posts. • Banding Supplement Issues: LP asked whether banding relates to specific posts or specific rotas. DH stated that a number of units were involved. DH noted that the STB can mandate specific training requirements but cannot make any representations to boards regarding OOH funding issues. However, if funding is an issue, trainees sharing a banding is easy to implement. This would avoid any issues regarding non-banded trainees. • Employment Issues: LP noted that there are specific workforce issues that must be addressed including health and safety, breaks, equal access to training etc. LP noted that some areas are altering shift patterns to accommodate these issues. • Flexibility within Posts: LP and FC noted that some trainees may prefer un-banded posts or may seek out more shifts in other departments. The effect on other trainees should be considered. FC noted that there are induction and safety issues regarding trainees moving across rotas. 	
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4.9	F2 Destination Survey	<ul style="list-style-type: none"> • CR confirmed that the destination survey will be relaunched by all four nations. The last survey carried out in 2019 was a full-scale survey however this survey will be a smaller pilot project and is not mandatory. DH stated that it was very important to collect this data and requested CR send EW survey details. 	CR to send EW F2 Trainee Destination Survey details
5.	Professional Development		
5.1	Improving Foundation Training Initiative	<p>CW gave the members an update regarding the improving training initiative including:</p> <ul style="list-style-type: none"> • West Region Meetings: CW stated that there are now twice-yearly meetings involving DMEs, surgical leads, board representation, trainee representation etc. CW noted that there is good engagement with positive feedback and that she would like to compile information and feedback from these meetings to provide an improvement timeline. • West Region Improving Foundation Presentations: CW confirmed that the group has held presentations with health boards which cover issues such as cultural well-being, workload issues and educational environment. • Roll Out across other Regions: FC noted that greater engagement is required from the three other regions. FC stated that this has not been replicated across the East, South-East and North regions for various reasons. 	

		<ul style="list-style-type: none"> • Relationship with Quality Management: CW noted that the improvement initiative compliments the work of the Quality Management Team as an independent and supportive activity. 	
5.2	Foundation Development Day – 26/03/2024	<ul style="list-style-type: none"> • DH stated that this has been very successful and thanked all the team members who had helped organise the event. DH hoped this would return to a face-to-face event in future. 	
5.3	SMEC - 25/04/2024 & 26/04/2024	<ul style="list-style-type: none"> • DH stated that this had been a very positive event and asked the members to send him ideas for presentations, workshops etc. for 2025. 	
6.	Training Management		
6.1	TPM Update	<ul style="list-style-type: none"> • HD stated that ARCPs will be ongoing throughout June. DH thanked the TPM team for organising this year’s ARCPs. 	
6.2	Digital Update, Tasters and Formal Teaching – Turas Record	<p>CR gave the members the following update including:</p> <ul style="list-style-type: none"> • ePortfolios: CR stated that there were no planned changes to the ePortfolios for this training year. A meeting will be held in September to discuss any required changes for the next training year. • Teaching Repository: CR stated that there has been a soft launch in partnership with FCAIG of the Teaching Repository. This will contain educational resources for the more difficult to teach subjects such as technology, genetics etc. Trainees receive a certificate when they complete modules and trainers can access PowerPoint presentation and notes for teaching sessions. All F1s will be added for access in September. 	<p>CR to contact Jo regarding link to Teaching Repository platform for distribution amongst FPDs</p>

		<ul style="list-style-type: none"> • Teaching Repository Links: YP stated that not all FPDs have received teaching repository details and links. CR stated that she would contact Jo about this. • West Region Issues: CW stated that there are issues regarding trainees who leave the NHS Greater Glasgow & Clyde area and are unable to access teaching. CR stated that work is ongoing with Colin and Michael regarding this. 	
7.	Quality Management	<p>JD gave the members the following update regarding Quality including:</p> <ul style="list-style-type: none"> • General Surgery, Perth Royal Infirmary: Fact finding meeting schedule for 05/07/2024. • Internal Medicine, Victoria General Hospital: The Medicine Group will lead the next Action Plan meeting on 12/06/2024. • General Surgery, Dumfries & Galloway Hospital: Action Plan Review meeting scheduled for 23/07/2024. • General Surgery, Ayr Hospital: Action Plan Review meeting scheduled for 23/05/2023. All requirements have been met and the Action Plan will be closed. • General Surgery, Glasgow Royal Infirmary, Glasgow: A meeting has been scheduled for 13/08/2024. This will be carried forward by Alan Denison and Colin Perry due to lack of progress. • Urology, ENT & Vascular Surgery, Queen Elisabeth Hospital, Glasgow: A second meeting has been scheduled for 13/08/2024. • Internal Surgery, Belford Hospital, Fort William: A virtual Triggered Visit has been scheduled for 02/07/2024. 	

		<ul style="list-style-type: none"> • Orthopaedics, Dr Gray’s Hospital, Elgin: A Fact-Finding visit was held this month and various issues were raised regarding training environment and team culture. HD stated that further investigations would be carried out by Alistair Murray and Kevin Mound. An Action Plan meeting will be held within next three months. • Foundation Specialty Management Meeting: JD confirmed that a meeting was held on 23/05/2024 to discuss all Action Plans before the move to the new management workstream teams. DH thanked the Quality Team for the work that has been carried out especially regarding challenging sites and coordinating the move to the new team structure. 	
8.	Post Graduate Dean Update	<ul style="list-style-type: none"> • DH confirmed that there were no issues to discuss 	
9.	Equality, Diversity & Inclusivity	<p>Various issues regarding ED&I were discussed including:</p> <ul style="list-style-type: none"> • Revision of ED&I Resources: FC confirmed that she has been in contact with Charu regarding a possible re-draft of ED&I resources to make them more relevant to Foundation trainees. • Cultural Humility Module: JP suggested that trainees be directed to the Cultural Humility module developed by the National Academy. YP noted that this could be used in core and non-core teaching. 	
10.	Foundation Programme Groups		
10.1	Foundation Academic Groups	BC gave the members the following update including:	

		<ul style="list-style-type: none"> • New Leads: BC confirmed that Jenna Gregory will be the academic and SFP Lead in the North Region. • Teaching Activities: BC confirmed that Samira ran a teaching session on how to interpret observational studies which received positive feedback. • Trainee Showcase: BS noted that approx. 20 trainee abstracts may be available this year. Several abstracts will be selected for presentation. 	
10.2	Foundation Curriculum and Assessment Implementation Group (FCAIG)	<p>Various issues regarding FCIAG were discussed including:</p> <ul style="list-style-type: none"> • Teaching Repository: DH stated that AM has confirmed that the Teaching Repository has now been launched. See Item 6.2. • Induction PowerPoint Presentation: DH confirmed that AM will update the induction slide set and send them to each region before the July Induction start date. • Meeting Attendance: DH stated that a meeting was to be held on 12/05/2024 but was not able to go ahead as there were not enough representatives from each region. DH emphasised that it was essential the reps attend these meetings so that educational tasks can be delegated uniformly across each region. DH stated that if reps are not able to attend, they should send apologies and nominate a deputy. 	
10.3	Foundation Programme Operational Group (FPOG)	<p>FC gave the members the following update regarding FPOOG including:</p> <ul style="list-style-type: none"> • FPOG Webinars: FC confirmed that FPOG are co-ordinating webinars covering areas such as F1 Welcome, Placeholder Information, ARCPS, FPD information etc. DH stated that it was good to keep open communication with trainees. 	

		<ul style="list-style-type: none"> • Prescribing Issues: FC stated that the group has gained access to the Script Modules for prescribing. FC stated that some form of prescribing assessment material is vital as the PSA assessment may be phased out over the next two years. FC confirmed that discussions regarding prescribing training will be held at the National Academy Foundation Committee in July. 	
10.4	Foundation Programme Simulation Steering Group	<p>JP gave the members the following update regarding Simulation including:</p> <ul style="list-style-type: none"> • Attendance: JP noted that trainee attendance has been variable across all regions and that this may impact the funding model. FC asked if she could be sent information regarding attendance and will ask APGDs and FPDs to discuss attendance with trainees. FC noted that Simulation is not part of the ARCP process but is still part of mandatory training. • Module Development: JP stated that she will be looking at integrating the Mental Health Simulation programme and will be working with Scott MacCallum (APGD Pharmacy) to develop a Foundation prescribing (technical and non-technical) skills module. • Destination Survey: JP stated that she did not have the 2019 destination data for Scotland broken down by specialty. CR confirmed that the UK data may not have been retained due to data retention requirements. CR stated that she would discuss this with UKFPO next week. • Core Teaching & Curriculum Targets: FC stated that she would be discussing an update of Core Teaching topics with UKFPO Fellows. FC noted that this would impact core teaching elements of Simulation training. JP suggested discussing curriculum issues with FC offline. 	<p>JP to send FC information related to trainee attendance at Foundation Simulation meetings</p> <p>CR to contact UKFPO regarding Scottish data per specialty related to the UK Destination Survey 2019 on behalf of JP</p> <p>FC to discuss Core Teaching and Simulation Curriculum requirements with JP</p>
11.	Board Member Updates		

11.1	DME update	<ul style="list-style-type: none"> • DH confirmed that he would discuss DME representative for the STB with the DME Group. 	
11.2	Medical School Update	<ul style="list-style-type: none"> • No representative was available 	
11.3	Foundation Trainee Update	<p>Various issues were raised related to trainee issues including:</p> <ul style="list-style-type: none"> • PIA Discussions: LP suggested that discussions could be held with the Junior Doctors Committee regarding the algorithm that is used in the PIA process. • Trainee Job Planning: LP noted that the BMA Secondary Care Forum is discussing improving trainee knowledge of job planning. This includes suggestions related to providing supervisors and trainees with enough time to discuss job planning. LP asked the members to send her any suggestions they had regarding this. 	
11.4	Student Update	<ul style="list-style-type: none"> • No representative was available 	
11.5	Lay representative	<p>Various issues were discussed based on the Lay Reps comments including:</p> <ul style="list-style-type: none"> • Impact of Expansion: HA noted that the board had demonstrated their understanding of the potentially challenging requirement to provide training and supervision opportunities for additional trainees generated by expansion posts. DH noted that departments have been very positive about the expansion posts, but all acknowledged that supervision may become an issue, especially as the numbers increase. • Additional NES Capacity: DH noted the tabled information re the increase in NES personnel and infrastructure required to support the expansion. The resource increase is significant and will require appropriate recruitment. 	

12.	AOB		
12.1	ALS & ILS Training for Foundation Trainees	<ul style="list-style-type: none"> DH confirmed that discussions are ongoing between AD, JP and APGDs regarding provision of ALS training for F2 trainees. 	
12.2	East of England Educational Supervisor Pilot Project	<ul style="list-style-type: none"> FC stated that a pilot project is being carried out in the East of England where Senior Trainees are being appointed as Educational Supervisors for Foundation doctors and she would report back to the board regarding this. 	
13.	Date of Next Meeting	<ul style="list-style-type: none"> 15/11/2024 (09:30 – 12:00) via TEAMS 	