

Minutes of the meeting of the Foundation Programme Board held on 1st March 2024

Present: Duncan Henderson (DH) [Chair], Helen Adamson (HA), Simon Baker (SB), Edgar Brincat (EB), Lisa Black (LB), Fiona Cameron (FC), Brian Conway (BC), Alan Denison (AD), Fiona Drimmie (FD), Jennifer Duncan (JD), Hilary Duffy (HD), Vicky Hayter (VH), Marie Mathers (MM), Joy Miller (JM), Yatin Patel (YP), Jemma Pringle (JP), Christine Rea (CR), Elaine Rowan (ER), Caroline Whitton (CW)

Apologies: Tobias Adams (TA), Siddharth Bassett (SB), Marcus Boyd (MB), Gillian Carter (GC), Karen Darragh (KD), Hilary Duffy (DH), Olive Herlihy (OH), Christine Heron (CH), Alison Hodge (AH), David Kluth (DK), Wendy McCloughan (WMcL), Jen Mackenzie (JMack), Crawford McGuffie (CMcG), Malcolm McLeod (AMcL), Hannah MacDonald (HMD), Alistair Milne (AM), Brian Neilly (BN), Tiberiu Pana (TP), Clara Reeves (CR), Joanna Stephen (JS), Joe Sarvesvaran (JS), Karen Shearer (KS),

In attendance: Rachel Brand-Smith

Item No	Item	Comments	Action
1.	Welcome & Apologies	The chair welcomed the following new member: <ul style="list-style-type: none"> • Helen Adamson (Lay Rep, NES Education for Scotland) 	
2.	Notes of the previous meeting 24/11/2023	<ul style="list-style-type: none"> • The notes of the previous meeting were accepted by the members 	
3.	Action Points from meeting of 24/11/2023		
3.1	F2 LAT Posts - F2 Trainees & Shadowing Week	<ul style="list-style-type: none"> • Item added to 31/05/2024 meeting agenda 	RBS to add to 31/05/2024 meeting agenda
3.2	Foundation post expansion 2024 – 2027 -	<ul style="list-style-type: none"> • Item added to 31/05/2024 meeting agenda 	RBS to add to 31/05/2024 meeting agenda

	Issues Related to Quality		
3.3	Digital Update - Research Block	<ul style="list-style-type: none"> This item was not discussed 	
4.	Matters Arising		
4.1	August 2024 F1 Allocation, including Pre-Allocation	<p>CR gave the members the following update regarding August 2024 allocations including:</p> <ul style="list-style-type: none"> Academic Recruitment: CR confirmed that all SFP allocations have been filled and the last round of offers for Foundation Priority programmes will close on 01/03/2024. Any unfilled posts will be transferred to the main Foundation Programme on 07/03/2024. CR confirmed that she would circulate the Foundation Priority information to members when available. Recruitment Pathways: CR confirmed that two recruitment pathways have been used this year; the standard National Pre-Allocation pathway and the Pilot ScotGem recruitment pathway. CR stated that she has received useful feedback regarding the Pilot ScotGem Programme which she will distribute to members when available. Allocation of Trainee to the North Region: CR confirmed that a small percentage of ScotGem trainees have been allocated to the North Region via the pilot system. These posts have been chosen as they are not part of the priority programme. Allocation of Groups: CR stated that she will circulate information regarding the allocation of groups on 07/03/2024. IFST & IRTs: CR confirmed that trainees will be able to apply for transfers from 07/03/2024. This process will be open to existing FY1s and new Foundation 	<p>CR to circulate Foundation Programme Priority information to members when available</p> <p>CR to circulate Foundation Programme Priority ScotGem pathway information to members when available</p> <p>CR to circulate information regarding the allocation of groups on 07/03/2024</p>

		<p>trainees. A meeting to approve IFST and IRTs will be held in April and appeals will be considered in May.</p> <ul style="list-style-type: none"> • Pre-Allocation – 2024 Numbers: CR confirmed numbers have increased this year and the Widening Participation pathway has seen the greatest increase in applications. DH confirmed that there was a 42% increase in applicants for pre-allocation across the UK this year. • Pre-Allocation Issues: DH stated that one UK Foundation school will be heavily impacted by the pre-allocation system this year. He noted this site has a significant percentage of its posts taken by pre-allocation applicants. DH confirmed that pre-allocation categories and processes are being reviewed by the UKFPO Recruitment Delivery Group. • Oversubscription: FC asked how oversubscription was being handled. CR confirmed that a Placeholder Group will be created for the Scottish share of oversubscription trainees once final numbers are calculated. Batch allocation will start in April and the Placeholder Group applicants will be matched to vacancies across Scotland. CR and DH stated that it was most likely that even with the allocation of oversubscription trainees it is possible that there would be vacancies by August. DH confirmed that if this was the case it would be unlikely that the programme would be required to create additional posts. • Trainee Ranking Information: CR requested members send her any trainee queries relating to trainee’s computer-generated numbers. CR confirmed that the UKFPO will be creating standard freedom of information responses which should be ready by July. • STEP Programme: CR stated that STEP Programme will start in April and referred the members to Additional Information – Shadowing Week paper. 	
4.2	Rota Capping & Salary Banding	Various issue regarding rota capping were discussed including:	

		<ul style="list-style-type: none"> • Salary and Banding Supplement: CW noted that the Board funding for the OOH banding supplement for some of this year’s expansion posts has not yet been agreed yet. CW asked if this could be highlighted to Medical Directors. • Response to Rota Capping: AD confirmed that base salaries for trainee posts are paid by NES and banding is paid by placement health boards. AD highlighted one board which has capped the number of permissible WTE middle grade trainees in one specialty. AD confirmed that he would be discussing this with the Medical Director group next week. • Impact on Out of Hours training: FC raised the issue of un-banded trainees not being able to complete Out of Hour training. DH highlighted possible inequality regarding trainee training and income. He stated that some rotas may see a change and/or reduction in banding with more trainees on a rota. DH suggested it would be possible to share banding in posts, for example a post which would consist of two months banded and two months not banded. SB agreed with this pragmatic approach. CR stated that information relating to banded roles/responsibilities have been removed from the post descriptors until the issue is resolved. 	
4.3	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"> • Inductions & Uniform Start Date: DH stated that NES and the Foundation School will be sending a request to all DMEs requesting a uniform start date for trainee Shadowing Week. AD confirmed that this will be discussed at the MDRG meeting next week. DH thanked FC for the guidance (Additional Information – Shadowing Guidance). • IMG Inductions: DH stated that boards have had difficulty delivering the Softer Landing, Safer Care programme and that IMG Inductions are now being held after trainees have started work. FC noted that FPDs, DMEs and units often do not know where IMG trainees first posts are. DH agreed and stated that he would discuss improving communication issues with CR and FC. 	<p>DH to discuss IMG Inductions communication issues with CR and FC.</p>

		<ul style="list-style-type: none"> • Trainers & TURAS Information: CW asked for clarification on how trainee information is posted on TURAS. CR confirmed that information is loaded to TURAS by NES and territorial health board HR depts alert Trainers to information. CW suggested that DMEs be notified by NES when trainee names are made available instead of relying on health boards. In addition to this, CW suggested a SOP be drafted for Trainers. AD suggested infographic outlining key dates. AD suggested contacting nes.medicalact@nhs.scot. • TURAS & GMC Registration: CR noted that some trainees are unable to get GMC registration until June. This means information is not triggered on TURAS People and thus not available to Boards. CR confirmed that she will be discussing issue with DMEs and Digital. • STEP Style Form for F2s: CR stated that a form will be drafted for F2s which will help capture information regarding trainee locations. 	
4.4	F2 Standalone / LAT Posts	<p>Various issues were discussed regarding F2 standalone posts including:</p> <ul style="list-style-type: none"> • F2 Interviewers: DH confirmed that there will be three days of interviews this year. CR stated she will be asking for additional interviewers including senior trainees. • IMGs & F2: DH confirmed that he had put forward a request to MDRG to fund attendance during Shadowing Week for IMG FY2s. DH noted this provides support required for doctors who are new to the NHS. AD confirmed that the paper will be sent to MDRG for discussion. 	
4.5	Specialised Foundation Programme – Recruitment Process 2025	<p>Various issues related to 2025 SFP process were discussed including:</p> <ul style="list-style-type: none"> • SFP 2024 Process: BC confirmed that there had been a 60% increase in applications via the SFP process this year. More candidates were interviewed 	

		<p>for long listing however there was a shortage of interviewers. All posts have been filled. BC thanked CR and team for work on this year’s application process.</p> <ul style="list-style-type: none"> • SPF Process 2025: DH confirmed that in a major change, SFP will be allocated after the main allocation to Scotland for August 2025. BC confirmed that a decision on how the SFP allocations are made has not been formulated yet. AD suggested further discussions with DH, FC and BC. DH suggested involving the new Academic APGDs. • UK Comms: AD referred the members to the UK Foundation school comms. https://foundationprogramme.nhs.uk/. 	<p>AD, DH and BC to discuss suggested changes to SPF process for 2025</p>
4.6	Foundation Post Expansion - 2024 – 2027	<p>Various issues were discussed regarding expansion posts including:</p> <ul style="list-style-type: none"> • Funding Issues: DH confirmed that expansion posts plans extend to 2027 however funding beyond F1 2024 and F2 2025 has still to be discussed with Scottish Government. • Impact on Infrastructure: CW noted that additional posts require additional administrative support such as Educational Supervisors, salaries, banding, FPDs, study leave etc. FC asked if planning discussions with health boards could proceed for 2025 – 2027 posts. DH agreed with the caveat that whilst the number of posts had been agreed, the funding has not been approved. 	
4.7	NES – Inappropriate Trainee Interactions	<ul style="list-style-type: none"> • Foundation Development Day: DH confirmed that Alistair Murray (Deputy PG Dean) will attend the development day to discuss NES approach to professional Trainer/trainee relationships. 	
5.	Standing items of Business		
5.1	Professional Development		

5.1.1	Improving Foundation Training Initiative	<p>FC gave the members an update regarding improving training programme including:</p> <ul style="list-style-type: none"> • Discussion with Boards: FC confirmed that discussions with health boards has taken place and FPOG will circulate information when available. FC confirmed that she has shared information with the FQMG. FC stated that improvement activities also run in parallel with Quality Team projects. FD confirmed that collaborative work between Quality Team etc. has been very positive. • Hospital at Weekends: DH suggested that an emphasis on Hospital at Weekend staffing should considered after the success of the Hospital at Night project. 	
5.1.2	Foundation Development Day – 26/03/2024	<ul style="list-style-type: none"> • DH confirmed that this would be online. DH stated that he will contact APGDs and Associate Leads about organisation for the day. 	DH to contact APGDs and CLs.
5.1.3	SMEC - 25/043/2025 & 26/04/2024	<ul style="list-style-type: none"> • DH confirmed that this will be online. AD confirmed that this would be a free event. 	
5.2	Training Management		
5.2.1	TPM update	<ul style="list-style-type: none"> • EL and HD confirmed there were no outstanding item to discuss. DH thanked the TPM for their excellent contribution to Scottish Foundation Programme. 	
5.2.2	Digital Update, Tasters and Formal Teaching – Turas Record	<p>CR gave the members an update regarding digital projects including:</p> <ul style="list-style-type: none"> • Digital Update: CR confirmed that there will be no further updates for ePortfolio or TURAS in this training year however wording on some forms will be revised. • SPF Process: CR stated that a form relating to the new SFP system may be developed and this will be discussed with Digital on 15/03/2023. 	

		<ul style="list-style-type: none"> • Teaching Repository: CR confirmed that trainees will be surveyed regarding the new teaching repository. This contains materials related to more complex subjects and to subjects where it is a challenge to find the appropriate lecturer. CR stated that some materials will also be saved on the West Region teaching repository. • Study Leave Issues: YP highlighted issues related to trainees who have reached their budget limit. CR confirmed that Study Leave budget is overspent however there will be adequate budget for FY2 trainees. • Funded vs Non-Funded Training: CW clarified that ALS and Immersive Simulation training is funded through Study Leave Budget however all other training is not. FC noted that ALS costs can vary from region to region which may cause some trainees to go over their £500 allowance. DH suggested YP, CR and JM discuss issues off-line. HD to send communication to FY2s to outline Study Budget issues. 	<p>YP, CR and JM to discuss Study Budget issues. HD to send comms to FY2s trainees regarding Study Budget issues</p>
5.3	Quality Management		
5.3.1	Overview and Update	<p>MM gave the member an update regarding the Quality Team including:</p> <ul style="list-style-type: none"> • Quality Visits: MM confirmed that a visit will be made to Belford Hospital, Fort William and Dr Gray's, Elgin. • Quality Team Re-Structuring: MM confirmed that the Quality Team is being re-structured. The Foundation group will now be integrated across three new Quality Management specialty groupings. There will also be enhanced through regional input and coordination. DH confirmed that further information would be made available soon. • FQMG & FQMP Meetings: CW asked how information from FQMG meetings would now be gathered. MM confirmed that this was still to be resolved. FD 	

		noted that some specialties do not have specific knowledge of the Foundation programme which will have to be addressed. DH, AD and CW thanked the Quality Team for their positive interaction with, and support of, the Foundation Programme.	
5.3.2	Hospital Visit Training	<ul style="list-style-type: none"> This item was not discussed 	
6.	Postgraduate Dean Update	<p>AD gave the members an update regarding various issues including:</p> <ul style="list-style-type: none"> Financial Issues: AD highlighted the financial pressures which have impacted recruitment within NES regarding the Foundation Programme. AD stated however that funding is assured for all infrastructure posts this year and thanked the members for their work regarding this. Medical Education Reform: AD confirmed that there is ongoing work regarding Scottish Medical Education. Projects include retention of Scottish domiciled students, retention of post graduate doctors, trainee wellbeing, re-design of education pathways, education vs population needs, support for Trainers etc. Academic Medicine & Academic Training: AD confirmed that two Academic APGDs (Dr Lindsey Pope, University of Glasgow, and Dr Samira Bell, University of Dundee) have been appointed on two session each. Both APGDs will review future research and educator workforce requirements. FC asked if APGDs could be contacted directly. AD confirmed they could. BC confirmed that he has already met to discuss ACS scheme. 	
7.	ED&I Update	<p>Various issues related to ED&I were discussed including:</p> <ul style="list-style-type: none"> FPOG & ED&I: AD confirmed that work is ongoing regarding differential attainment. FC confirmed that ED&I teaching has been incorporated into all four regions. FC noted however that content may have to be revised. FC stated that she would contact Samira Charu regarding content update. 	

		<ul style="list-style-type: none"> • Other Resources: JP stated that the National Academy has developed a module on Cultural Humility. JP stated that this applies to all health and care staff. 	
8.	Foundation Programme Groups		
8.1	Foundation Academic Group	<ul style="list-style-type: none"> • BC confirmed there will be a change of leadership in the North Region. 	
8.2	Foundation Curriculum & Assessment Implementation Group (FCAIG)	<ul style="list-style-type: none"> • FD stated that the Scottish Deanery now has access to SCRIPT modules and there are over 50 modules available. CR confirmed that information has been posted on the Foundation Programme website. CR stated that she will circulate link to all members. 	CR to circulate Scottish Deanery SCRIPT link to all STB members
8.3	Foundation Programme Operational Group (FPOG)	<p>FC gave the members an update regarding FPOG activities including:</p> <ul style="list-style-type: none"> • ARCP Reviews: FC stated that FPOG will be reviewing ARCP Outcomes from last year to identify cases where it was difficult to allocate an Outcome or where they may have been discrepancies. • ARCP & Non-Outcomes: CW asked whether N codes will be used next year. FC stated that there was no policy to change N codes. AD confirmed that there is no limit to the number of ARCPs a trainee can have. CW suggested discussing issue during ARCP training at the Foundation Development Day. • ARCPs & Issues with Non-Outcomes: CW highlighted issues where trainees can be allocated a non-Outcome when they miss an annual ARCP but a trainee who misses a period of training and returns in time for an annual ARCP is awarded an Outcome 3. DH and FC agreed that issue requires sensitive handling as it is an issue of trainee perception rather than a negative comment on trainee progression. 	

		<ul style="list-style-type: none"> • Induction Week: FC stated that there may be some revisions of the Induction Week materials including materials for Shadowing etc. FC stated that she will circulate PowerPoint slides related to this when available. 	FC to circulate PowerPoint slides regarding Induction Week to members when available
8.4	Foundation Simulation Programme Steering Group	<p>JP gave the members an update regarding Simulation including:</p> <ul style="list-style-type: none"> • Mental Health Simulation: JP stated that this project will not be rolled out this year however a report has been submitted via NES Education for Scotland to Scottish Government about continuing the project. • Study Leave & Simulation: JP stated that the fee for courses may change from a flat fee per trainee to graded fee per course. JP stated that this would help equity across the regions. JP stated a pilot will be run in NHS Greater Glasgow & Clyde. FC asked whether the Operational Study Group was involved in discussions. JP confirmed that Anne Dickson and CR are involved in discussions. • Alternative ALS Courses: JP stated that the Simulation Team are discussing possible in-house alternatives to ALS courses. JP noted that some regions in England and Northern Ireland are utilising alternative routes to competency. JP confirmed she was in discussion with Katy Paton regarding alternatives. AD confirmed that issue is being discussed at MDRG and advised members to await result of discussions. 	
9.	Board Member Updates		
9.1	DME update	<ul style="list-style-type: none"> • AD confirmed that changes to DME Network leadership roles have not been announced yet. 	
9.2	Medical School update	<ul style="list-style-type: none"> • SB stated that there have been issues regarding the notice period trainees must give when resigning from an F1 allocation. DH confirmed notice period is six weeks and any resulting vacancies are filled from Placeholder Group. 	

9.3	Foundation Trainee Update	<ul style="list-style-type: none"> No Foundation rep was available 	
9.4	Student Update	<ul style="list-style-type: none"> No student rep was available 	
9.5	Lay representative	<ul style="list-style-type: none"> HA noted that the general public would not be supportive of some Foundation trainees reducing their exposure to out of hours work in their Foundation training, as this would be seen as a key learning area. 	
10.	AOCB		
10.1	Foundation GP Trainees	<ul style="list-style-type: none"> FC raised the issue of two GP training practices located in South-East Region who do not have appropriate codes to pay trainees from the East Region. FC stated that one GP practice could not be paid, and one trainee had to be given an emergency payment. AD confirmed that issue is being addressed via MDRG and will be escalated if there is no immediate solution. 	
10.2	NES Office Accommodation	<ul style="list-style-type: none"> FD and EB noted that, due to budget restrictions, NES office accommodation may not be available for FPD meetings in the East Region. FD confirmed that the only accommodation available will be at DEDEC. FD requested that this be raised as an issue. 	
10.3	Date of the Next Meeting	<ul style="list-style-type: none"> RBS requested that the next Foundation STB meeting to be changed to 31/05/2024 (09:45 – 12:00) due to a clash in the Medical Committees calendar. 	RBS to change date of next Foundation programme STB meeting to 31/05/2024
11.	Date of Next Meeting	<ul style="list-style-type: none"> 31/05/2024 (09:30 – 12:00) via TEAMS 15/11/2024 (09:30 – 12:00) via TEAMS 	