

Minutes of the meeting of the Foundation Programme Board held on 24th November 2023

Present: Duncan Henderson (DH) [Chair], Simon Baker (SB), Edgar Brincat (EB), Lisa Black (LB), Fiona Cameron (FC), Brian Conway (BC), Fiona Drimmie (FD), Alison Hodge (AH), Marie Mathers (MM), Ian McDonough (IMcD), Christine Rea (CR), Clara Reeves (CR), Elaine Rowan (ER), Joanna Stephen (JS)

Apologies: Tobias Adams (TA), Siddharth Bassett (SB), Marcus Boyd (MB), Gillian Carter (GC), Karen Darragh (KD), Hilary Duffy (DH), Jennifer Duncan (JD), Vicky Hayter (VH), Olive Herlihy (OH), Christine Heron (CH), Joy Miller (JM), 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), Yatin Patel (YP), Jemma Pringle (JP), Joe Sarvesvaran (JS), Karen Shearer (KS), Caroline Whitton (CW)

In attendance: Rachel Brand-Smith

Item No	Item	Comment	Action
1.	Welcome & Apologies	The chair welcomed the following new members: <ul style="list-style-type: none"> • Clara Reeves (Trainee Rep) • Fiona Drimmie (APGD Quality – Foundation Programme) 	
2.	Notes of the previous meeting 01/06/2023	The meeting notes of 01/06/2023 were accepted by the members.	
3.	Action Points from meeting 01/06/2023		
3.1	August 2023 F1 Recruitment - Foundation doctor on LTFT, training time extensions etc.	<ul style="list-style-type: none"> • DH confirmed that this has been actioned. 	
3.2	August 2023 F1 Recruitment - F2 Stand Alone Posts	<ul style="list-style-type: none"> • See Item 4.1.2 	

3.3	Shadowing Week, IMG Induction and Softer Landing, Safer Care - Softer Landing, Safer Care Programme	<ul style="list-style-type: none"> DH confirmed that this is in progress. 	
3.4	Shadowing Week, IMG Induction and Softer Landing, Safer Care - Issues relation to University of Swansea	<ul style="list-style-type: none"> DH stated that this had been raised at UKFPO RDG with the MSC rep. They are aware of the issues, but graduation dates are often chosen by the wider university, making changes difficult. 	
3.5	Foundation Allocation Process UK Review	<ul style="list-style-type: none"> DH confirmed that the allocation process has been changed to Preference Informed Allocation (PIA). See Item 4.1.1 	
3.6	2022 ARCP results and review plan - Wash-Up Assessment	<ul style="list-style-type: none"> DH confirmed that ARCP results will be discussed at Foundation Development Day. 	
3.7	Foundation GP Associate Advisor posts - Continuance of AA Role	<ul style="list-style-type: none"> DH confirmed that both AA roles are now permanent. 	
3.8	Digital Update, Tasters and Formal Teaching – Turas Record - Glasgow Series	<ul style="list-style-type: none"> FC & JP confirmed that the Glasgow Series learning materials will be posted on the portal. 	
3.9	Foundation Academic Group - Academic Show Case	<ul style="list-style-type: none"> See Item 8.1 	
3.10	Foundation Simulation Programme Steering Group - Representation on Simulation Board	<ul style="list-style-type: none"> DH stated that this is still in progress. 	

3.11	Foundation Simulation Programme Steering Group - Foundation Doctor Release	<ul style="list-style-type: none"> FC confirmed that trainee issues were discussed with DMEs at Foundation SIM group meeting. FC confirmed that DMEs discussed Core teaching requirements for Foundation trainees. 	
3.12	Alternative Simulation Courses	<ul style="list-style-type: none"> DH stated that this is still in progress. 	
4.	Matters Arising		
4.1	F1 Allocations 2023		
4.1.1	Preference Informed Allocation - Process	<p>DH outlined the revised allocation system used for the F1 August 2023 intake:</p> <ul style="list-style-type: none"> Previous Allocation System: DH confirmed that the previous allocation system used student assessment scores to rank trainees with the lowest performing trainees placed on a reserve list. The reserve list applicants were always allocated a post. Approval of PIA Allocation: DH confirmed that a new system was suggested by a group of UK Medical Schools and implemented after a UK vote with over 14,000 votes cast (66% for, 33% against). PIA Allocation Process: DH confirmed that applicant's preference all 18 UK Foundation Schools. The applicant then receives a computer-generated number which is used by the standard algorithm to allocate the individual to a Foundation School. The algorithm is unchanged and works to provide maximum first choice by applicants. The aim of the new system is to remove the stress of competition at undergraduate level. Advantages of PIA Process: DH stated that modelling has demonstrated a likely increase in a trainee receiving their first choice of Foundation School and/or preferred geographic location. The applicant will not receive their number until after they have been informed of their F1 post. DH noted that 	

		<p>it would be preferable for applicants to know their number before preferencing, but this is not possible in the Oriol recruitment system. It generates the number as it runs the whole process.</p>	
<p>4.1.2</p>	<p>Preference Informed Allocation - Issues</p>	<p>Various issues regarding the PIA allocation system were discussed.</p> <ul style="list-style-type: none"> • Issues with the August 2023 Allocation System: DH stated that the removal of the reserve list now requires all UK Foundation Schools to estimate where their vacancies will be for the August intake in March. DH noted that this has led to some areas having too few or too many trainees. In addition to this, this has required some trainees to be moved from posts to allow departments to run legal rotas. • Issues regarding Trainees that Require Additional Support: FC outlined that the new PIA system does not allow for the identification of lowest performing trainees, as the Situational Judgement Test has been removed. FC stated that additional educational support is required for these trainees. • Issues with Student exams fails etc: DH noted that during the August 2023 allocation process no applicants were available to fill vacancies, arising from students who had failed their final exams, due to a lack of a reserve list. In addition to this, DH noted that there is no alignment between Foundation recruitment and Medical School output timetables. DH noted that whilst some medical schools have altered their final year timetable, it is unfortunate that many medical school’s exam re-sits happen between March and July each year. • Issues regarding Trainee from the Republic of Ireland: DH highlighted issues related to the increase in students applying from the Republic of Ireland. DH outlined that Ireland has increased undergraduate numbers and students are applying for UK posts in case they do not secure a post. In addition to this, as posts in Ireland are not allocated until 15th June this can lead to multiple late withdrawals from the UK process with Northern Ireland 	

		and Scotland worst affected. For example, in 2022, 41 out of 88 withdrawals in Scotland were from Ireland.	
4.1.2	Unfilled posts in F1 programme	<p>Issues related to possible gaps in Foundation rotas were discussed including:</p> <ul style="list-style-type: none"> • Problems Filling F1 Gaps: DH stated that the lack of a reserve list will lead to an uneven distribution of F1 vacancies. This could result in some departments having insufficient doctors to run a legal rota. • Problems with F1 vacancies: HD noted that F1 locum posts must be filled by trainees with full registration. These doctors would be more likely to apply for F2 locum posts as they are remunerated at a higher rate. • BMA Response: DH noted that the BMA has been included in discussions regarding reserve lists and guarantee of two-year posts. DH noted that two-year posts have always been guaranteed and outlined that allocation issues have been caused by the lack of a reserve list. 	
4.1.3	Trainee Response	<p>Various issues regarding trainee responses to the new allocation system were discussed including:</p> <ul style="list-style-type: none"> • Trainee Response to PIA: CR stated that some trainees have objected to the random allocation of trainees. DH noted that most students voted for the new system when consulted (66% vs 33% of over 14,000 votes cast). • Date of allocation of Jobs: CR stated that some trainees were under the impression that posts would be allocated between June to July if a batch allocation system replaced the reserve list. DH clarified that posts will be allocated in April and May if batch allocation is used. DH stated that allocations are made early to allow health boards and HR departments to arrange on-boarding process and for trainees to arrange accommodation. 	

		<ul style="list-style-type: none"> • Earlier Allocation of Jobs: SB asked why posts could not be allocated in April to May rather than March. DH confirmed that earlier allocation is preferable as it allows for GMC Registration (10,000+ applicants), on boarding by NES and Health Board HR systems etc. DH outlined however that exam re-sits, GMC registration problems and visas issues etc. can delay the process. 	
4.2	F1 Allocations 2024		
4.2.1	General Update	<p>DH gave the members an update regarding F1 allocation for 2024 including:</p> <ul style="list-style-type: none"> • Programme Over subscription: DH confirmed that the Foundation Programme will be over-subscribed for August 2024 (10,777 applicants) and noted that UK post funding had been agreed for all eligible applicants. • Allocation System: DH stated that The UK MERG Group will decide in January 2024 on whether UKFPO will be required to use the August 2023 allocation system or revert to the proposed batch allocation system in April and May for a smaller number of applicants. 	
4.2.2	Application Process	<p>DH gave the members the following update related to F1 Allocation Application process including:</p> <ul style="list-style-type: none"> • Pre-allocation Categories: DH stated that the pre-allocation system has the following categories: <ul style="list-style-type: none"> • 1 Parental Responsibilities • 2 Carer Responsibilities • 3 Medical Condition • 4 Unique Circumstances • 5a Educational Circumstances • 5b Widening Participation programme 	

		<ul style="list-style-type: none"> • Widening Participation Programme: DH noted that this is a large and heterogenous group. DH stated that the number of WP applicants applying via pre-allocation has doubled this year which will have a significant impact on both the pre-allocation process and the number of places available in the main allocation. • Review of Application Process Categories: DH confirmed that the above categories are reviewed after each recruitment year. DH noted that the number of WP students graduating is going to increase year-on-year and will be one element discussed as part of the review after the 2024 intake. 	
4.3	<p>Shadowing Week, IMG Induction and Softer Landing, Safer Care</p>	<p>The following issues were discussed regarding Shadowing Week including:</p> <ul style="list-style-type: none"> • Shadowing Week SBAR: CR confirmed that a Shadowing Week SBAR will be sent to Alan Denison. The SBAR will then be reviewed at the next DME Group meeting. • Standardised Date: CR stated that the SBAR outlines the requirement for a standard date across all boards for Shadowing Week. DH noted that a standard date would help trainees and NES HR. FC suggested that Dundee Trades holidays should be avoided. • Shadowing Week as a mandatory requirement: FC emphasised that trainees must be told that the Shadowing Week is mandatory, and that trainees are paid to attend. In addition to this, all communications with trainees should emphasised this. FC asked what is done with trainees who do not attend ward shadowing. • Attendance at Deanery Shadowing: CR confirmed that only four trainees missed Deanery Shadowing last year. • IMG & Softer Landing, Safer Care: DH stated that some NHS boards have had difficulties implementing this programme for IMG doctors. FC noted 	

		that whilst it is a Health Board responsibility to deliver this programme, FPDs have been given training on this and information is available on the website.	
4.4	F2 LAT Posts	<p>DH gave the members the following update regarding F2 LAT posts including:</p> <ul style="list-style-type: none"> • Filling F2 Vacancies: DH confirmed that there is a centralised UKFPO recruitment system for filling one-year F2 vacancies. DH stated that most applicants are overseas graduates however a small number of F1 trainees can use this process to move to a different Foundation School between F1 and F2. • F2 LAT trainees: DH stated that some F2 LAT trainees have been temporarily removed from the OOH rota as they have been deemed as not performing at a F2 level. One region was significantly impacted this year by this issue. • F2 Trainees & Shadowing Week: It was suggested that F2 LAT trainees attend the Foundation Shadowing Week. DH stated that this has merit and should be explored further. • F2 Stand Alone Application Process: DH stated that the UKFPO have agreed to run a centralised UK allocation process for F2 ‘stand-alone’ applicants in 2024. Legally the UK must provide a route into Foundation training for overseas graduates eligible for Full GMC Registration. DH stated that the Scottish Foundation School must decide on how many F2 LAT posts should be offered for the 2024 intake and provide a pro rata number of interviewers related to Scottish Deanery post numbers. • Calculation of F2 Vacancies: CR confirmed that she will provide a list of posts based on NES position at start of December. 	DH to follow up with APGDs and DMEs regarding F2 LAT attendance at Shadowing Week.
4.5	GP Associate Advisor posts	DH gave the members an update regarding GP Associate Advisors including:	

		<ul style="list-style-type: none"> • Foundation GP Programme: DH stated that this programme has been a success with 50% of Foundation trainees experiencing GP exposure. DH noted that this requires constant input due to the turnover of available GP practices. • GP Practice Training: FC stated that Colin McArthur has been providing training workshops for GP practices who take on Foundation trainees. 	
4.6	Foundation post expansion 2024 - 2027	<p>DH gave the members an update regarding expansion posts including:</p> <ul style="list-style-type: none"> • Expansion Posts: DH confirmed that Scottish Government has agreed to an increase in Foundation posts from 2024 to 2027. DH confirmed that there will be an additional 48 F1 posts in 2024, 99 F1 in 2025 and 72 F1 in 2026, with an identical increase in F2 posts one year later for all three years. • Expansion Funding: DH stated that funding has been confirmed for F1 2024 and F2 2025 posts. DH noted however that the funding agreement for later years has still to be agreed. In addition to this, discussions with Health Boards will be required to ensure funding is available for the Out of Hours banding supplement. DH noted that no posts will be agreed without access to Out of Hours funding. <p>Various issues regarding the impact of expansion posts were discussed including:</p> <ul style="list-style-type: none"> • Impact of Expansion: DH highlighted that expansion would have a positive effect on both training and service provision. APGDs will work closely with DME and ADME colleagues to ensure equity in allocation of new posts. In addition to this, the Scottish Government Health Dept have outlined a set of allocation principles outlining where and how these new posts should be allocated. DH stated that these will be discussed with DME colleagues. • Education Supervisors: FD highlighted the requirements for increased Education Supervisor capacity and support. 	

		<ul style="list-style-type: none"> • Issues Related to Quality: FD asked if the Quality team could be given an outline of the principles of expansion posts. HD confirmed that she would send FD the template. • Additional UK Trainees: FD asked whether there would be an increase in non-Scottish trainees from the UK. DH confirmed that the new allocation system will increase the number of non-Scottish graduates. DH stated that the four UK nations have agreed to provide funding for enough posts to cover graduate expansion over the next few years. 	HD to send FD Foundation Expansion template
5.	Standing items of Business		
5.1	Professional Development		
5.1.1	Improving Foundation training initiative	<ul style="list-style-type: none"> • FC confirmed that all four regions are discussing improvement strategies with Surgical Leads. FC confirmed that Alison Hodge will collate information and a report will be sent to FPOG. FD confirmed that issue would be discussed at the Foundation Quality Management Group. 	
5.1.2	Foundation Development Day	<p>Various issues relating to development days were discussed including:</p> <ul style="list-style-type: none"> • Foundation Development Day: CR stated that a new date has been chosen for the event and funding has been agreed. A venue in the Perth or Dundee area will be chosen. CR confirmed that an e-mail will be circulated to members with information. • Away Day for FPDs: FC stated that an away day is required for FPDs. FC confirmed that webinars are being run for FPDs at present and recorded for those who are not able to attend on the day. 	

5.1.3	SMEC (25/04/2024 & 26/04/2024)	<ul style="list-style-type: none"> • HD stated that the SMEC conference will be held online in April next year. 	
5.2	Training Programme Management		
5.2.1	General Update	<p>ER gave the members the following update regarding TPM including:</p> <ul style="list-style-type: none"> • East & South-East FY2 Allocations: ER confirmed that both regions are undertaking their F2 allocation process at present which permits a degree of input for F1 trainees into their F2 post allocation. • RCPCH Paediatric Foundation Prize: ER confirmed that submissions for free places at the National Paediatric Conference will be made next week, • TMQ Away Day: ER stated that various targets were agreed during this meeting including improvement of communication, better information sharing, discussion of visit reports at STC etc. 	
5.2.2	Digital Update	<p>CR gave the members the following update regarding digital activities including:</p> <ul style="list-style-type: none"> • ePortfolio Changes: CR stated that there are no major changes scheduled for the ePortfolio however some text and forms will be changed. • Taster Forms: CR confirmed that the Taster form has been revised and will be ready in next few weeks. CR confirmed that she would circulate information to members when this is available. • FCAIG Requirements: There will be a soft launch of the FCAIG teaching materials repository at the Foundation Development Day. • ePortfolio Teaching: CR stated that there has been some trainee-to-trainee training on how to use ePortfolio which has been very successful. 	

		<ul style="list-style-type: none"> • Research Block: BC asked where academic information could be recorded on ePortfolio. CR confirmed that there was an academic form on ePortfolio which can be filled in. CR stated that she would contact BC regarding this. FC highlighted that there is no ARCP requirement for Foundation trainees to pass the academic block however FC recommended supervisors fill in Learn form. DH noted however that trainees do need a RoT approved Trainer to complete a standard Education Supervisor form. 	<p>CR to contact BC regarding which form should be used for Academic trainees on ePortfolio</p>
5.3	Quality Management		
5.3.1	General Update	<p>MM and FC gave the members the following update regarding Quality including:</p> <ul style="list-style-type: none"> • General Update: MM confirmed that only a small number of sites have been identified as requiring Quality visits. MM stated that majority of quality work next year will involve Quality Engagement and Action Plan meetings. • Quality Workstream Review: FC stated that a meeting will be held to review how Quality workstreams operate. FC stated that the Foundation Programme has requested to remain a separate workstream and not be incorporated into specialty quality groupings. EB agreed that this should be the case. 	
6.	MDST Update	<p>DH confirmed the following new appointments:</p> <ul style="list-style-type: none"> • PG Dean (West): Dr Nitin Gambhir (GP & Public Health Programmes) • PG Dean (South-East): Adam Hill (Surgery Programme, Occupational Health, Anaesthesia, Emergency Medicine, Intensive Care Medicine, Acute Common Care Stem Programmes) 	

		<ul style="list-style-type: none"> • PG Dean (North and East): Alan Denison (Foundation Programme, Diagnostics, O&G and Paediatrics) and • Deputy Dean for West: Greg Jones (Mental Health & Broad-Based Training Programmes) • Deputy Dean for South-East: Alistair Murray (Surgery Programme) • Deputy Dean for North and East: Marion Slater (Obstetrics & Gynaecology, Diagnostics and Paediatrics Programmes) 	
7.	Equality and Diversity Update	<ul style="list-style-type: none"> • No representative was available. 	
8.	Foundation Programme Groups		
8.1	Foundation Academic Group	<p>BC gave the members the following update regarding academic programmes including:</p> <ul style="list-style-type: none"> • Allocation Process for Academic Programmes: BC confirmed that there had been a 60% increase in applications this year due to changes in the application process. BC stated that interview panels have been expanded to accommodate this. • Metrics for Applications: BC confirmed that a UK Academic Programme meeting had been held to discuss the metrics to be used for next year's applications. • Training Sessions for Trainees: BC stated that a training meeting will be held for trainees next week. 	

		<ul style="list-style-type: none"> • UK Allocation System: BC noted that it has been suggested that academic programme recruitment take place after the main allocation in March. In addition to this, recruitment should be within each Foundation school e.g., Scotland should only recruit to the academic programme from within the pool of trainees that had been allocated to the Scottish Foundation School. • SFP Recruitment Process: DH stated that no decisions have been made regarding the SFP recruitment process. It was felt sensible to permit the new PIA system to be 'bed in' before any further changes. DH confirmed that Scottish Deanery has confirmed (at UK level) that it prefers the SFP process to be recruited separately before the main allocation process. DH noted that the Scottish Deanery attracts higher calibre candidates using this system. In addition to this, it is likely that England will move to recruitment via the SFP programmes after applicants have been appointed to their school in the main allocation process. DH stated he would update the members with any proposed changes. • Future Clinical Accademia Activities: FC emphasised that trainees could enter clinical academic research later in their training experience if they miss the opportunity to complete an academic post in their Foundation years. 	
8.2	Foundation Curriculum and Assessment Implementation Group (FCAIG)	<p>The following update was received from Alistair Milne:</p> <ul style="list-style-type: none"> • Teaching repository: AM stated that FCAIG have compiled various teaching resources including three new topics for this year (LBGTQ+, IMGs, Sustainability). AM confirmed that the group will continue to work on the repository and core topics and a trainee subgroup will be formed to assist with managing these activities. • Core teaching topics: AM stated that core teaching topics will be mapped to eLearning. In addition to this, Jemma Pringle will select teaching topics 	

		<p>that could be delivered via a Simulation workshop. FC stated that ED&I and Sustainability has been added to Core Training.</p> <ul style="list-style-type: none"> • F1 & F2 inductions: AM noted that F1 Inductions went well however there was poor use of the QR code by F2s. FC emphasised that it was vital that F2s attend inductions especially those who have transferred into regions, are stand-alone trainees etc. • Poor Meeting Attendance: AM noted that there is poor attendance at the FCIAG meetings and members must nominate a deputy. FC stated that all four regions must be represented in the meeting so that there is an equal spread of Core teaching across all regions. 	
8.3	Foundation Programme Operational Group (FPOG)	<ul style="list-style-type: none"> • PSA Guidance: FC confirmed that guidance regarding PSA Safe Prescribing is available on the Deanery website. FD noted that PSA guidance will be linked to TDWS website pages related to exam support etc. 	
8.4	Foundation Programme Simulation Steering Group	<ul style="list-style-type: none"> • Simulation Modules: FC stated that the FY2 Simulation module is well established, and data is being gathered regarding attendance. FC confirmed that the Mental Health Simulation module has not received additional funding in the current application round. 	
9.	Board Member Updates		
9.1	DME update	<ul style="list-style-type: none"> • HD confirmed that positive meetings has been held with DMEs. 	
9.2	Service (MD) update	<ul style="list-style-type: none"> • No representative was available. 	
9.3	Foundation Trainee Update	<ul style="list-style-type: none"> • No representative was available. 	
9.4	Student Update	Various issues regarding trainee issues were discussed including:	

		<ul style="list-style-type: none"> • Deanery Structure Issues: CR raised the issue of a trainee who has proposed that the Scottish Deanery be split into smaller regional deaneries and confirmed that the trainee body have not decided on whether they would support this suggestion. DH confirmed that there have been extensive discussions with the trainee concerned and that some understandable misconceptions had been identified. DH noted that there had previously been four separate Deaneries for the four Scottish training regions. However, NES believes that a single Deanery is the appropriate approach and provides equity across the regions. • Withdrawal Information: SB asked if there was data related to trainee withdrawals. DH confirmed that pre-Covid the withdrawals rate was consistently around 7% between application in November and starting work in August. DH noted various reasons for withdrawals including failing final exams, returning overseas, pregnancy etc. DH is not aware of formal UK figures post-Covid but noted a higher withdrawal rate for Scotland this year relating to Republic of Ireland applicants. • Inverted Ranking: CR noted that MSC have suggested using inverted ranking when using PIA. DH stated that this had been considered, however trainees rejected the concept when it was put to a vote. DH stated however that this approach could be revisited if trainees wished. • IRT Process FC noted that both IRT (within Scotland) and IFSTP (Inter Foundation School Transfer Process) are still available for Foundation trainees. 	
9.5	Lay representative	<ul style="list-style-type: none"> • IMcD praised the efforts of the board regarding the three-year expansion programme. 	
10.	AOB	<ul style="list-style-type: none"> • There were no additional business items 	

11.	Date of Next meeting	Meeting Dates for 2024: <ul style="list-style-type: none">• 01/03/2024 (09:30 – 12:00) via TEAMS• 07/06/2024 (09:30 – 12:00) via TEAMS• 15/11/2024 (09:30 – 12:00) via TEAMS	
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