E-portfolio Guidance for Foundation Year 1 Doctors

August 2015 – July 2016
Key Documents for all HEYH Foundation Trainees

- Appendix 1 - Checklist of Evidence required prior to completion of the Attainment of Foundation Year 1 (F1) Competence Form for F1s starting August 2015 – you **must** read this and refer to this regularly.
- The UK Foundation Programme Curriculum – you **must** be familiar with the foundation curriculum.
- The UK Foundation Programme Reference Guide - you **should** use this for reference.

Both documents can be found on the UKFPO website: [http://www.foundationprogramme.nhs.uk/index.asp?page=home/keydocs#c&rg](http://www.foundationprogramme.nhs.uk/index.asp?page=home/keydocs#c&rg)

**Why have an ePortfolio?**
The requirements for completion of your F1 programme are set out in **The New Doctor**, The UK Foundation Programme Curriculum and **The UK Foundation Programme Reference Guide**.

The New Doctor outlines the outcomes F1 doctors must demonstrate in order to be eligible to apply for full GMC registration. These have been mapped against the Foundation Programme Curriculum.

It also states that an F1 “must develop a portfolio that includes a variety of evidence (including supervised learning events, involvement in educational and clinical teaching sessions, and reflections on experiences with patients and colleagues)”.

The Curriculum comments that, “The Foundation Learning Portfolio (e-portfolio) is a record of a Foundation doctor’s progress and development through the foundation years. The completed e-portfolio will contribute to the end of year report and may also be used in interviews. This means that it may be used to help the foundation doctor gain further employment. Successful completion of the Curriculum requires the achievement of competence in a variety of domains based on Good Medical Practice.”

The Reference Guide states that “F1 doctors must demonstrate the outcomes set out in the curriculum on different occasions and in different clinical settings.”

Thus we see that the Foundation ePortfolio is an integral part of Foundation training. It records your progress and development through your foundation years. It has a number of functions:

- It enables Foundation doctors to record and reflect on their progress and achievements and to help identify further training requirements.

- It is used as a record of training to allow HEYH to complete the end of year report, which then allows completion of the F1 Attainment of Foundation Year 1 Competence (AF1C) to allow application for full GMC registration.
It can be used as part of the speciality recruitment process. Each specialty will be looking for differing emphases and so career guidance and discussions with those involved in specialty recruitment is recommended to develop an excellent portfolio to enhance recruitment prospects.

**Review of the ePortfolio**

**All evidence needed for sign off for F1 training must be included in the Foundation e-portfolio.**

**Educational Supervisors (ES) are responsible for reviewing the foundation doctor’s e-portfolio and meeting with the foundation doctor to assess whether they have met the necessary outcomes and completed an end of placement review for each placement which will incorporate the clinical supervisor report and information from the portfolio.**

ES’s make a judgement on the collated evidence presented in the ePortfolio. This includes workplace assessments, attendance at mandatory training, reflective practice and the views of the trainer and other senior clinicians who have worked with the foundation doctor and is compiled by the named Clinical Supervisor into the Placement Supervision Report.

This enables them and Clinical Supervisors to help you monitor your progress. The local Foundation Administrators will also check that the Foundation doctors in their Trust are maintaining their portfolio appropriately, but ultimately it is your own responsibility to keep this updated.

At the end of the year, your Foundation Training Programme Directors will convene an ARCP (Annual Review of Competence Progression) Panel. This is a formal process for reviewing your progress and to complete the F1 Checklist (see Appendix 1). FTPDs use evidence gathered via e-portfolio and is not an additional method of assessment.

A list of ARCP outcomes can be found on pages 44 – 45 of the UK Foundation Programme Reference Guide.

Once completed this is sent to HEYH. The Foundation School Director (or another representative of the Dean) will recheck 5-10% of portfolios as part of the Quality Management process and then sign all F1 Attainment of Foundation Year 1 (F1) Competence forms. This record of successful completion of F1 Training is required to apply for full registration with the GMC Additional quality checks are done by the Postgraduate Dean for the Certificate of Experiences required by the GMC.

**Please note to complete F1 “sign off” you need:**

- A Form R Part B completed by yourself prior to the ARCP, for purposes of revalidation with the GMC.
- An ARCP outcome 1.
- A F1 Attainment of Foundation Year 1 Competence (AF1C) has been signed by the Foundation School Director (or another representative of HEYH).
- A Certificate of Experience completed by university/medical school or designated representative of HEYH. (See Foundation reference guide page 46)

Parts of the portfolio are very specific for GMC sign off.

**Please ensure your “ABSENCES” section (in particular sick leave and maternity/paternity leave) is up to date**

You must ensure that the “ABSENCES” section of the portfolio is up to date with any sick leave and/or maternity/paternity leave to demonstrate that you satisfy the GMC requirements of absences from training in the Foundation Programme. **Failure to declare absences could be seen as a probity issue.**

To help all Foundation doctors produce excellent portfolios the following guidance has been formulated specifically for the ePortfolio you will be using. This will enable you to demonstrate that you have satisfied all the requirements of the Foundation Programme Curriculum.
Completion of the portfolio is the Foundation doctor’s responsibility.

Many trainees leave completion of the portfolio until the final few weeks of training, which is unacceptable. Foundation doctors are expected to demonstrate how learning has progressed throughout the course of the year. Keeping to this timeline will therefore, ensure that you complete this in time for sign off.

Foundation Administrators can assist with problems that may occur with the portfolio or refer your issue to the relevant organisation for further support.

Notes on this Guidance Document

The following guidance indicates what “must” be completed to ensure you have completed the necessary sections for sign off, and what “should” be completed, but is not mandatory for sign off. Please note the wording used throughout as to which elements are mandatory (“must”) and strongly recommended (“should”), and contact your Educational Supervisor (ES), Foundation Administrator (FA) or Foundation Training Programme Director (FTPD) if you require clarification.

Where we have noted (CL 1) or (CL 2) etc. this refers to the checklist number in appendix 1 where this particular element is reflected in sign off.

If you have any comments on this guidance, please email foundation@yh.hee.nhs.uk

Completion of ePortfolio

The ePortfolio is structured to allow you to complete all sections to meet the requirements of the Curriculum. Below is set out, section by section, how a HEYH Foundation School portfolio is structured. It is the minimum dataset and additional items can be added to exhibit excellence. Although specialty training may seem far away, your portfolio is likely to be part of specialty selection, and the timing of selection will mean most of your portfolio evidence will have been completed during F1.

Please remember the “Help” section of the e-portfolio if you have any problems or contact your local Foundation Administrator. Outlined below are the descriptions of how HEYH Foundation Schools expect the ePortfolio to be completed.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home &gt; Personal details</td>
<td>You must ensure these are correct and complete by clicking on “Edit Details”. Your GMC number must be included in these details. You should also ensure that you have recorded an email address which you check regularly and a current telephone number.</td>
</tr>
<tr>
<td>Home &gt; Post/Supervisor details</td>
<td>These should already be completed for you. If any details are incorrect or your educational supervisor needs adding/changing, please contact your Foundation Administrator. You cannot edit this section yourself.</td>
</tr>
<tr>
<td>Home &gt; Declarations and Agreements (CL10)</td>
<td>These must all be completed, including all of the Health and Probity and the Educational Agreement forms.</td>
</tr>
<tr>
<td>Home &gt; Download Portfolio</td>
<td>This section allows you to select parts of your portfolio to download to pdf if required.</td>
</tr>
<tr>
<td>Home &gt; My Filled Forms</td>
<td>This page displays the list of forms you have completed.</td>
</tr>
<tr>
<td>Home &gt; Courses and Seminars</td>
<td>This shows details of some of the courses that are available for you to attend, clicking on “select” gives further details of the course. Trainees are not able to edit this section.</td>
</tr>
</tbody>
</table>
This important part of the portfolio allows you to evidence your coverage of the curriculum and must be completed. Linking to specific assessments, certificates, personal library section or elsewhere in your portfolio allows specific evidence to be produced for each section.

**Please note** self-assessment as competent without evidence is **not** sufficient. Trainees must have some of their competences signed off by the ES as “F1 level competent”. The remainder of the competences must be linked to enough appropriate evidence to show competence. Trainees should be linking evidence and asking their ESs to sign off competences throughout the year and not wait until the end of the year.

If there are gaps which you are finding difficult to complete please discuss with your ES and FTPD if needed.

Mapping of the curriculum allows you to reflect the excellence of your training and will be good evidence that may be used in specialty selection.

You **must** show that you are able to achieve **all** of the F1 level competences via this curriculum using the mapping tool to enable completion of F1.

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**Curriculum and PDP > Personal Development Plan**

You should use this section to identify learning objectives that are not covered by the FP Curriculum. These could include your career management goals, research outcomes and any other outcomes.

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**Forms > Summary Overview**

The summary is a useful place to gain an overview of the forms you have completed and where there are gaps.

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**Forms > Supervised Learning Events (CL 5)**

This area records your SLEs for each post. In the HEYH Foundation Schools, we have set what you must do as a minimum in the table on following page.

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The assessments will be checked and **if you do not meet the minimum criteria for assessors** you will need to complete more.

Please note DOPS assessments should take into account local Trust guidelines e.g. taking blood, NG tube placement, CVP training etc as they may be used in evidence when proficiency in a task is challenged e.g. a critical incident investigation.

- **Forms > Educational Supervisor Forms (CL 3)**
- **Forms > Clinical Supervisor Forms (CL 3)**

The HEYH Foundation Schools expect three (or four) meetings per 4 month post. The HEYH Foundation Schools expect three (or four) meetings per 4 month post. In the last post the final Educational Supervision 3rd Placement / End of YEAR Review meeting must be completed prior to your sign off which will be **early June**.

For each placement, it is mandatory to complete:

- “Induction meeting with Clinical Supervisor” and “Initial Meeting with Educational Supervisor” **OR** “Combined: Induction meeting with Clinical Supervisor & Initial Meeting with Educational Supervisor” *(this is more likely to be used if your ES and CS are the same person)*

**AND**
- Clinical supervisor End of placement report AND Educational supervisor end of placement report. For the final post of the year the Educational supervisor End of Year report supersedes the end of placement report.

It is also strongly recommended to complete the “Mid-point meeting” for each placement.

<table>
<thead>
<tr>
<th>SLE tool</th>
<th>Minimum number required per placement*</th>
<th>Who can complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>MiniCEX</td>
<td>3 or more**</td>
<td>Your ES (or CS) should complete one in each post (or another Consultant/GP in exceptional circumstances), the other being a Consultant/GP, doctor in core or higher training (ST3 or above or SpR), specialty doctor/staff grade or associate specialist.</td>
</tr>
<tr>
<td>CBD</td>
<td>2 or more</td>
<td>Your ES (or CS) should complete one in each post (or another Consultant/GP in exceptional circumstances), the other being a Consultant/GP, trainee in higher training (ST3 or above or SpR) or specialty doctor/staff grade or associate specialist.</td>
</tr>
<tr>
<td>DOPS</td>
<td>1 or more to supplement MiniCEX**</td>
<td>These must be completed by Consultants, GPs, doctors in core or higher training (ST3 or above or SpR), specialty and associate specialist doctors, experienced nurse or allied health professional DOPS should be different to the core procedures.</td>
</tr>
</tbody>
</table>
| TAB                  | 15 or more assessors (minimum of 10 responders – plus self TAB) once in first placement and repeated if advised. The TAB will only be released when 10 responders have completed their TAB You will be notified of the TAB dates for each foundation school. | Foundation doctors must nominate 15 or more assessors. Responses are required from at least 10 assessors, who must represent a range of perspectives from different people in different roles **NB: This must include the trainee’s Education or Clinical Supervisor.** The other responders should be from a range of different roles. It is strongly recommended that these include:
  - two doctors, but neither can be other foundation doctors;
  - two nurses (band five or senior);
  - two allied health professionals (physiotherapists, OTs, etc); and
  - two others (e.g. ward clerks, postgraduate programme administrators, secretaries, and auxiliary staff).
  - Any other appropriate assessors (these cannot be other foundation doctors) e.g. play workers as agreed with your FTPD. In addition to the above 15 assessors, you must also complete: self assessment |
| Developing the Clinical Teacher | 1 per year | Assessors should be: consultants, GPs, doctors in higher training (ST3 or above/SpR), specialty doctors/staff grade or associate specialists, or senior nurses. Other members of the team could be an assessor if they are trained in assessment and feedback methodology and can competently undertake the teaching session themselves. If possible, a different assessor should be used for each teaching assessment. |
| Core procedures (CL 5) | Need to cover the competences required by the GMC for completion of F1 (all 15 procedures, see curriculum) | Assessors must be: consultants, GPs, specialist/specialty registrars, staff grade/associate specialists, doctors in training more senior than F1, fully qualified nurses and allied healthcare professionals. If possible, different assessors should be used for each encounter. **NB:// this is the ONLY assessment that can be completed by a F2. No assessments can be completed by an F1.** |

*It is expected that these are minimum numbers and that most trainees will exceed this number to prove competence and it is expected that SLEs will be evenly spread throughout each placement.

**Appendix 1: Guidance Notes for completion of Attainment of Foundation Year 1 (F1) Competence Form for F1s starting August 2015 CL 6"
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forms &gt; Target timeline</td>
<td>This part of the portfolio highlights what is expected in each post.</td>
</tr>
<tr>
<td>Forms &gt; Ticket Requests</td>
<td>This section enables you to request assessment forms from those who do not have access to e-portfolio. Please remember you can also send reminders. It is your responsibility to ensure you have enough assessments.</td>
</tr>
<tr>
<td>Home &gt; Absences (CL 2)</td>
<td>This is where you must record your sick or non statutory leave. This must match HR records. If you have had more than 2 weeks sick leave in a year please ensure your FTPD is aware. Once it exceeds 4 weeks this may affect your F1 completion date.</td>
</tr>
<tr>
<td>Reflection &gt; Reflective Practice (CL 11)</td>
<td>These logs help you reflect on learning experiences and can be mapped to the curriculum. See appendix 1 check list for minimum requirements</td>
</tr>
<tr>
<td>Reflection &gt; Self appraisals</td>
<td>This section allows you to complete structured self appraisals. These are useful for your Supervision meetings, can be mapped to the curriculum and show evidence of self reflection. This section should be completed with your ES and helps clarify realistic goals for the post you are starting (do use Specific, Measurable, Achievable, Realistic and Time-bound (SMART) objectives). It is expected that a minimum of one reflection per month and as well as specifically the learning and development plans following Professional Development days should be carried out. In addition, it is considered valuable to reflect on any critical incidents, complaints, prescribing errors. You may be instructed to do so by your ES/CS or FTPD.</td>
</tr>
<tr>
<td>Reflection &gt; Careers Management (CL 11)</td>
<td>This section allows you to record your career planning. When discussing tasters this section is useful. You must show evidence of reflection about your future career somewhere in your portfolio and this can be a helpful place to put this. However, if you undertake formal taster sessions, taking leave from your placement, documentation of this time and reflection on the experience is mandatory.</td>
</tr>
</tbody>
</table>

**Please note**

Your portfolio must be part populated by the end of the first post and 70% of the curriculum mapped by the end of the second post (month 8). The Foundation Administrators will check all portfolios at the defined points and HEYH will randomly check 10% at month 8. If you are an academic trainee, this will be taken into account, as it may not be possible to complete this percentage of your portfolios at these stages. Please speak to your ES / FTPD if you have any concerns.

It is mandatory that you undertake some “reflection” on aspects of your F1. The following section “Reflection” can be a useful place to store this information, though it could be shown elsewhere on the ePortfolio, but be prepared to discuss where these are with your educational supervisor / FTPD.
Additional Achievements > Certificates and Exams
This section must contain all evidence for ARCP sign-off as confirmed (by ES) with uploaded copies of:

- GMC Provisional Registration Certificate (CL 1)
- ALS Certificate (CL 8)
- **Generic Teaching**: Certificate of attendance at weekly Foundation Generic teaching sessions – target attendance must be met as verified by Postgraduate centre.
- Mandatory away or **TRAINING DAYS** (were PDP Days) – a certificate for each ‘Day’ attended.
- Certificates from Assistantship teaching as 5th years (especially **SIMULATION** training).
- **SURVEY** receipts or codes or print screens of final page after **mandatory immediate completion** of HEYH Annual Trainee Survey (around November) and GMC National Survey (May/June time).
- Clinical Induction Passport Certificate (NMLS) which will be sent to you on completion of your Trust’s mandatory training completion following **INDUCTION** at the beginning of August.
- **Specialty Teaching Record** (see Appendix 3) – your responsibility to regularly update throughout the year.
- **New for August 2015 - SCRIPT module completion certificates** (CL 12) – Please see separate guidance

**N.B.** You must SIGN ALL REGISTERS as can be the only evidence of your attendance at any or all training – don’t forget! Registers are used for verification by the Postgrad centres.

You must upload a scanned copy of the above certificates to this section – see also Page 9.

This section could also contain (though these are not mandatory):

- Other Certificates e.g. BMedSci, PhD, College Certificates etc
- Equality and Diversity Training certificate (mandatory for completion during foundation, either in F1 or F2 – so do not worry if you have not done this by the end of F1) – covered by completion of an eLearning module as part of your mandatory Trust training following Induction.

You should also upload a scanned copy of the certificates to this section.

- **Additional Achievements > Other achievements**
- **Additional Achievements > Presentations**
- **Additional Achievements > Tasters**
- **Additional Achievements > Audit**
- **Additional Achievements > Teaching**
- **Additional Achievements > Non-academic Achievements**

These sections are all linked and provide trainees the opportunity to record any additional achievements (as listed above and in “research” areas). This section is not mandatory, but can be helpful to exhibit excellence in a particular area or commitment to a particular specialty or career path.

**Additional Achievements > Personal Library**
This section is best organised in files, if it is not, then please note below what “must” be included here. The structure should be as follows:

1) **Teaching file**
   - Generic or other Specialty Teaching which you may wish to save.

This must contain:
   - Record of Attendance at Mandatory Generic training record (Appendix 2)
   - Verified Record from Postgraduate Centre (CL 7).
The table must contain reflections following the training for you to add to your ePortfolio. Some of these may be useful to help with curriculum mapping.

**Please be aware that sufficient attendance is required for completion of F1 training; please see the checklist for details.**

Occasionally sessions may be missed due to sickness or other good reasons. It is important that the objectives from the missed session, particularly the HEYH away Training Days, are covered in other ways, recorded in the table and entered as a separate document in this part of the ePortfolio.

- Specialty Teaching

This must contain:

- Record of Attendance at Specialist training record (Appendix 3) *refer to Page 8 for uploading

Attendance at specialist teaching is important to cover parts of the Foundation Curriculum. Speciality and generic teaching sessions, with the reflection completed, can be referenced in the curriculum mapping. The table can also be used to record attendance records at specialty teaching to help discussions with Educational Supervisors, especially if you feel you are having difficulty attending sufficient sessions.

2) **E-Learning file**

This should contain certificates from e-learning and used for curriculum mapping (while these are not mandatory per se, they may be required to show evidence of certain competences)

3) **Teaching and Presentations**

This should contain any record of teaching undertaken and presentations given. Useful for curriculum mapping (while these are not mandatory per se, they may be required to show evidence of certain competences)

4) **Survey receipts (CL 9 i, ii)** *refer to Page 8 for uploading

Participation in systems of quality assurance and quality improvement are required for completion of F1 training. Survey receipts must be filed on your ePortfolio. Specifically this section records your completion of:

- National GMC Trainee Survey – this must be a copy of the confirmation received from GMC that you have completed the survey, or you must write to your Foundation School Director (contact details can be found on our website) to indicate why you have not completed this, and to show that you have engaged with the process. A copy of the letter must be filed here if you have not managed to complete the survey. (Around May/June time.)

- Annual HEYH Trainee Survey to be completed. (Around Oct/Nov time.)

Failure to complete the surveys could impact on your “sign off”

5) **Curriculum Vitae**

Your CV should be filed here. Formulating and updating your CV will help prepare for careers discussion. Although not always needed for applications, bringing together the relevant preparation will help.

6) **Career Documentation (CL 11)**

This file must contain evidence and must be linked to the appropriate curriculum. This would include any documentation that you refer to in your careers management reflection section of the curriculum.
7) Any other documents not filed elsewhere
To demonstrate your excellence as an F1 trainee, the library can be used to document any further achievements, certificates or other evidence that you wish to show.

Additional Achievements > Additional Procedures
This page is intended as an area for you to record practical procedures that you perform during your foundation training in addition to your ‘core procedures’ needed for full registration (the “core procedures” are recorded in the “Forms” section.

Other Sections
Messages
This section is used by the Foundation School to communicate with other ePortfolio users/trainees. You would receive an email via NES ePortfolio in your Inbox. ALWAYS read these messages as usually important.

Help
This section provides FAQs, contacts to support and an ePortfolio user guide.

Summary
If there are any parts of the ePortfolio you are unsure about, please speak to your educational supervisor, foundation administrator or FTPD. It is your responsibility to ensure there is sufficient documented evidence of your progress. Your ePortfolio must provide a complete picture of your foundation training, and all evidence must be uploaded to demonstrate completion of competences in line with the checklist used for F1 sign off (Appendix 1).

SCRIPT

In August 2015 HEYH are introducing SCRIPT training modules as part of sign off against prescribing competencies for both FY1 and FY2 trainees. There is separate guidance available for SCRIPT.

Abbreviations

Mini-CEX: Mini Clinical Evaluation Exercise
CBD: Case-Based Discussion
DOPS: Direct Observation of Procedural Skills
TAB: Team Assessment of Behaviours
CL: Check list (number) of evidence required prior to completion of final sign off form
ES: Educational Supervisor
FTPD: Foundation Training Programme Director
SLEs: Supervised Learning Events
ARCP: Annual Review of Competence Progression
SCRIPT: Standardised computerised Revalidation Instrument for Prescribing and Therapeutics

Appendices
Appendix 1: Checklist of Evidence required prior to completion of the Attainment of Foundation Year 1 (F1) Competence Form for F1s starting August 2015.

Appendix 2: Record of Attendance at Mandatory Generic Training (F1s starting August 2015)

Appendix 3: Record of Attendance at Specialty Training (for F1s starting August 2015)

Appendix 4: Record of Clinical skills assessments
Appendix 1 - Checklist of Evidence required prior to completion of the Attainment of Foundation Year 1 (F1) Competence Form for F1s starting August 2015
(Completed by ES / CS and used by HEYH for the 8 month ePortfolio check / ARCP evidence)

Trainee name: __________________________ Trust: ______________________ GMC number: __________________

<table>
<thead>
<tr>
<th>Check list (CL) Number</th>
<th>Item</th>
<th>Standard</th>
<th>Achieved standard (FTPD initials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Provisional Registration with GMC</td>
<td>Certificate Uploaded</td>
<td></td>
</tr>
<tr>
<td>2 (i)</td>
<td>12 months F1 experience</td>
<td>Expected to be completed</td>
<td></td>
</tr>
<tr>
<td>2 (ii)</td>
<td>Record of non-statutory Leave (including sick/maternity leave etc. but excluding study leave)</td>
<td>Meets Foundation requirements</td>
<td>Number of days sick:</td>
</tr>
<tr>
<td>3</td>
<td>Placement (1) initial meeting and final reviews ES</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Placement (2) initial meeting and final reviews ES</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Placement (3) initial meeting and final reviews ES</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>NB: ES End of year report supersedes the end of placement report for final post.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Placement (1) initial meeting and final reviews CS</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Placement (2) initial meeting and final reviews CS</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Placement (3) initial meeting and final reviews CS</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>NB: final review form must be completed</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Summary of curriculum evidence presented. Needs to include how evidence presented is supported. Linking to specific assessments, certificates, personal library section or elsewhere in your portfolio allows specific evidence to be produced for each section.</td>
<td>Completion of curriculum map (audit optional for F1) to show satisfactory evidence of clinical competences</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Evidence of competence of the “New Doctor” procedures (F1 – 15 GMC mandated core procedures)</td>
<td>Satisfactory</td>
<td>/15</td>
</tr>
<tr>
<td>6</td>
<td>Direct observation of doctor/patient interaction:</td>
<td>Satisfactory</td>
<td>/9</td>
</tr>
<tr>
<td></td>
<td>- Mini CEX</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- DOPS (minimum of 9 observations per year, 3 per placement; at least 6 must be mini-cex)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Case-based Discussion (CBD) (minimum of 2 per placement, 6 per year)</td>
<td>Satisfactory</td>
<td>/6</td>
</tr>
<tr>
<td></td>
<td>Developing the Clinical Teacher (minimum of 1 per year)</td>
<td>Satisfactory</td>
<td>/1</td>
</tr>
<tr>
<td></td>
<td>Team Assessment Behaviour -TAB (minimum of 1 per year)</td>
<td>Satisfactory</td>
<td>/1</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Confirmation/Document</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>A record of attendance at Foundation Generic training programme (inc % of what attended) (Acceptable attendance 70% as per reference guide)</td>
<td>Letter of confirmation from Foundation Administrator</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Attendance at ILS or equivalent. HEYH require FY1s to have completed Advance Life Support - ALS</td>
<td>Valid certificate uploaded</td>
<td></td>
</tr>
<tr>
<td>9 (i)</td>
<td>GMC National survey</td>
<td>Screen shot of completed survey</td>
<td></td>
</tr>
<tr>
<td>9 (ii)</td>
<td>Evidence of completion of HEYH “Annual Trainee Survey”</td>
<td>Screen shot of completedsurvey</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Statements of Health and Probity and Educational Agreement signed. (In additions to the declaration of Fitness to Practice)</td>
<td>All completed on ePortfolio</td>
<td></td>
</tr>
</tbody>
</table>
| 11 | Evidence of 18 reflection's including:  
- Careers  
- 1 per mandatory Away Day  
- Clinical Learning Experiences  
- Complaints (if applicable)  
- SI (if applicable) | Satisfactory / Excellent /18                        |
| 12 | Completion of 10 SCRIPT modules (4 “Prescribing in Emergency Medicine” and 6 others) | Module completion certificates to be uploaded to ePortfolio /10 |

Reason not completed (continue overleaf if required) – send to Foundation School Director

Signed FTPD:  
Signature of FSD or representative:

Print Name:  
Print Name:

Date:  
Date:
Guidance Notes for completion of Attainment of Foundation Year 1 (F1) Competence Form for F1s starting August 2015

The Foundation Training Programme Director (FTPD) (or other authorised signatory) must consider the following documentation before completing the 5.1:

- ePortfolio, including assessments
- Record of attendance at formal teaching sessions (included within ePortfolio)
- Record of absence (excluding annual leave) (included within ePortfolio)

The current Postgraduate Dean of HEYH (or other authorised signatory) should confirm whether the named foundation doctor has achieved the required standard for satisfactory completion of the F1 and sign the Attainment of Foundation Year 1 Competence (AF1C) Form.

This document should be read in conjunction with the “ePortfolio Guidance for F1s starting August 2015”.

The following explanatory notes provide guidance about each of the listed minimum requirements:

CL1. Provisional Registration and a licence to practise with the General Medical Council
To undertake the first year of the Foundation Programme, doctors must be provisionally registered with the General Medical Council and hold a licence to practise.

CL2. (i) and (ii) Completion of 12 months F1 training (taking account of allowable absence)
This should be 12 months. The maximum permitted non-statutory leave (including sickness, maternity etc.) during the F1 year is 4 weeks. Please record the actual number of days sickness on the form.

CL3. A satisfactory Initial Meeting and End of Placement final review form (EPF) for each placement
Documented evidence to following for each placement (including the last placement):

- “Induction meeting with Clinical Supervisor” and “Initial Meeting with Educational Supervisor” OR “Combined: Induction meeting with Clinical Supervisor & Initial Meeting with Educational Supervisor” (this is more likely to be used if your ES and CS are the same person)

AND

- Clinical supervisor End of placement report AND Educational supervisor end of placement report. For the final post of the year the Educational supervisor End of Year report supersedes the end of placement report.

If the F1 doctor has not satisfactorily completed one placement but has been making good progress in other respects, it may still be appropriate to confirm that the F1 doctor has met the requirements for satisfactory completion of F1. If this is the case, the FTPD (or equivalent) should discuss this with the Foundation School Director.

CL4. A satisfactorily Foundation Curriculum completed, which should have all sections and competences appropriately evidenced as achieved to F1 level
F1 doctors must map all of the curriculum to evidence. They must record how they have demonstrated each competence, for example not just listing "CBD", but link the particular "CBD." Self certification is not sufficient unless evidenced with appropriate data. Supervisors’ certification is the recommended level of certification, but if competences are appropriately evidenced then this is not mandatory for all elements of the curriculum. Each F1 level competence must be evidenced as achieved to enable sign off.

CL5. Evidence that the foundation doctor can carry out the core procedures required by the GMC (Documented in the “Forms > Supervised Learning Events” section of the ePortfolio and linked to section 12 of the curriculum)

The F1 doctor must complete the core procedures required (p.49). These must be documented and signed off by an appropriate assessor (self certification alone is NOT sufficient). If possible different assessors should be used for each encounter.
CL6. Satisfactory completion of the required number of assessments, as set by HEYH Foundation Schools

F1 doctors must complete a minimum of:
- 9 Direct observation of doctor/patient interaction*: mini-CEX / DOPS (minimum 6 mini-CEXs)
- 6 CBDs;
- 1 TAB;
- 1 Developing the Clinical Teacher Assessment

NB//: More than 6 assessments improve the quality of evidence of good training and helps improve our portfolio. *HEYH strongly recommends a minimum of 9 mini-CEX and 3 DOPs.

CL7. An acceptable attendance record at foundation teaching sessions.

The trainees must provide a record of their attendance at generic training; this can be requested from the Foundation Administrators in the trusts and verified by them. It has been agreed that an acceptable attendance record for generic training should typically be 70%. However, if the F1 doctor has not attended 70% of generic teaching sessions for good reasons, it may still be appropriate to confirm that the F1 doctor has met the required standard. If there are concerns regarding engagement or if attendance is below 50% the FTPD (or equivalent) should discuss this with the Foundation School Director.

Trainees must also log their specialty teaching (this must include some reflection on what they have learnt). Trainees must note that specialty teaching is not all done in pre-arranged classroom sessions, but also in bedside teaching, review of interesting cases with seniors etc. These must be documented.

CL8. A valid Intermediate Life Support - ILS (or equivalent) certificate or record of attendance. A valid Advanced Life Support - ALS certificate or record of attendance.

If the certificate has expired, it may be appropriate to accept evidence that the doctor has booked to attend a refresher course. Documented evidence of Advanced Life Support - ALS supersedes the need for this.

NB: PLS does NOT act as a substitute for ILS. HEYH recommends that ALS be completed in FY1.

CL9. Completion of the GMC National Trainee Survey and Evidence of completion of HEYH “Annual Trainee Survey”

Foundation doctors should take part in systems of quality assurance and quality improvement in their clinical work and training. In particular, foundation doctors must complete the National Trainee Survey. Evidence of completion (or evidence of engagement and a letter explaining reasons for non-completion sent to the Foundation School Director, see website for contact details) must be shown in the personal library.

CL10. Signed probity and health declarations

All declaration forms on ePortfolio must be signed for the trainee’s F1 year.

CL11. Evidence of reflection, including careers

Reflection and Careers guidance are important parts of the curriculum and need to be evidenced in the portfolio. Minimum requirement as per appendix 1 checklist.

CL12. SCRIPT

Completion of 10 SCRIPT modules. in August 2015 for FY1 this includes the 4 “Prescribing in Emergency Medicine” and 6 others) Please see separate SCRIPT guidance.
Appendix 2 – Record of Attendance at Mandatory Generic Training (F1s starting August 2015)

This document helps you record your attendance and documents reflection about your generic and specialist training. If a session is missed there still needs to be a record of how the shortfall has been rectified e.g. e-learning package and this then filed in the personal library of the e-portfolio. Your Foundation Training Programme Director (FTPD) will be able to advise what is suitable. The reason why you missed the session should also be documented.

Please be aware that sufficient attendance is required for completion of F1 training.

<table>
<thead>
<tr>
<th>Teaching session</th>
<th>Attendance (Y / N)</th>
<th>Reflection on what learned or action taken if missed (with reference to separate doc in library)</th>
</tr>
</thead>
</table>
Appendix 3 – Record of Attendance at Specialty Training (for F1s starting August 2015)

This document helps you record your attendance and reflection about your specialty training. One form to be completed over the year showing each specialty/departmental teaching/training you receive in each of your placements. Print off and keep handy and record regularly.

<table>
<thead>
<tr>
<th>Post Specialty:</th>
</tr>
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<tbody>
<tr>
<td>Post Start Date:</td>
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</table>

<table>
<thead>
<tr>
<th>Teaching session</th>
<th>Attendance (Y / N)</th>
<th>Reflection on what learned</th>
</tr>
</thead>
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## Appendix 4 - F1 Clinical Skills Assessments Record

<table>
<thead>
<tr>
<th>Skill</th>
<th>Knowledge</th>
<th>Competence assessed using part task trainer</th>
<th>Competent to undertake independently</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venepuncture</td>
<td>Sig -</td>
<td>Sig -</td>
<td>Sig -</td>
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<tr>
<td></td>
<td>Name - Date</td>
<td>Name - Date</td>
<td>Name - Date</td>
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<tr>
<td>IV Cannulation</td>
<td>Sig -</td>
<td>Sig -</td>
<td>Sig -</td>
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<tr>
<td></td>
<td>Name - Date</td>
<td>Name - Date</td>
<td>Name - Date</td>
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<tr>
<td>Arterial puncture in an adult</td>
<td>Sig -</td>
<td>Sig -</td>
<td>Sig -</td>
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<tr>
<td></td>
<td>Name - Date</td>
<td>Name - Date</td>
<td>Name - Date</td>
</tr>
<tr>
<td>Injection of local anaesthetic to skin</td>
<td>Sig -</td>
<td>Sig -</td>
<td>Sig -</td>
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<tr>
<td></td>
<td>Name - Date</td>
<td>Name - Date</td>
<td>Name - Date</td>
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<tr>
<td>Injection – subcutaneous (e.g. insulin or LMW heparin)</td>
<td>Sig -</td>
<td>Sig -</td>
<td>Sig -</td>
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<td></td>
<td>Name - Date</td>
<td>Name - Date</td>
<td>Name - Date</td>
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<tr>
<td>Injection - intramuscular</td>
<td>Sig -</td>
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<td>Name - Date</td>
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<td>Name - Date</td>
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<tr>
<td>Urethral catheterisation (male)</td>
<td>Sig -</td>
<td>Sig -</td>
<td>Sig -</td>
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<td>Name - Date</td>
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<tr>
<td>Urethral catheterisation (female)</td>
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