

E-portfolio Guidance for Foundation Year 2 Doctors



Health Education England working across Yorkshire and the Humber (HEE YH) E-portfolio Guidance for F2s commencing

Area of work	Author / Updated by	Date Created	Date Updated	Review Date
F2 ePortfolio and sign off Guidance	Dr Alasdair Strachan & Lucy Hathaway	March 2011	September 2012	August 2013
Version 2	Joanne Clemenson 14.09.12			
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Version 4	Sue Reid / Foundation Programme Support Team			
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Key Documents for all HEE YH Foundation Trainees

- Appendix 1 – HEE YH Checklist of Evidence for F2 completion – 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 these documents can be found on the UKFPO website “Key Documents” page:

<http://www.foundationprogramme.nhs.uk/pages/home/keydocs>

Why have an ePortfolio?

The requirements for completion of your F2 programme are set out in The UK Foundation Programme Curriculum and The UK Foundation Programme Reference Guide.

Evidence of the Foundation doctors’ learning and development achievements will be recorded in the e-portfolio. Further information and declaration forms for probity, professional behaviour and personal health can be found in the e-portfolio. It is a record of a Foundation doctor’s progress and development through the foundation years. The completed ePortfolio 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 Foundation ePortfolio is an integral part of Foundation training. It records your progress and development through foundation years. It has a number of functions:

- It enables the Foundation doctor 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 HEE YH to complete the end of year report, which then allows the Foundation Programme Certificate of Completion (FPCC) to be awarded.
- It can be used as part of the speciality recruitment process. Each speciality will be looking for differing emphases and so career guidance and discussions with those involved in speciality recruitment is recommended to develop an excellent portfolio to enhance recruitment prospects.

- It contributes to your annual ARCP.

Review of the ePortfolio

All evidence needed for sign off for F2 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 F2 Checklist (see Appendix 1). Once completed this is sent to HEE YH.

A list of ARCP outcomes for FY2 can be found in section 7 (table 1) of the UK Foundation Programme Reference Guide.

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 FPCC forms. This record of successful completion of Foundation Training is required for entry into specialist training. Additional quality checks are done by the Postgraduate Dean for the Certificate of Experiences required by the GMC.

Please note for F2 "sign off" you need:

- A Form R Part B completed by yourself prior to the ARCP, for purposes of revalidation with the GMC.
- ARCP outcome 6 and
- FPCC signed by the Foundation School Director (or another representative of the Dean). **You cannot move to core or specialist training without an FPCC.**

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 ensure you provide evidence that you have covered all the Curriculum and the timeline will help ensure this is completed in sufficient time for sign off.

Completion of the portfolio is the Foundation doctor's responsibility.

Many trainees leave completion of the portfolio until the final few weeks of training. This 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 structure of the ePortfolio should now be familiar to you. You will now be adding your F2 competencies, following the spiral curriculum model to evidence base your achievement at this level.

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 HEE YH Foundation Schools expect the ePortfolio to be completed.

Section	Description
Home > Personal details	You must ensure these are correct and complete by clicking on “Edit Details”.
Home > Post/Supervisor details	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.
Home > Declarations and Agreements (CL 12)	These must all be completed. Please revisit this section for any forms which must be signed for F2. All of the Health and Probity sections and the Educational Agreement must be completed for your F2 year in addition to those already completed for F1.
Home > Download Portfolio	This section allows you to select parts of your portfolio to download to pdf if required.
Home > My Filled Forms	This page displays the list of forms you have completed.
Home > Courses and Seminars	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.
Curriculum and PDP > Foundation Training Programme (FP Curriculum (F2)) (CL 7)	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

	<p>your portfolio allows specific evidence to be produced for each section.</p> <p>Please note self-assessment as competent without evidence is not sufficient. Trainees must have the majority of their competences signed off by the ES as “F2 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.</p>
<p>Curriculum and PDP > Foundation Training Programme (FP Curriculum (F2)) (CL 7) - continued</p>	<p>If there are gaps which you are finding difficult to complete please discuss with your ES and FTPD if needed.</p> <p>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.</p> <p>You must show that you are able to achieve all of the F2 level competences via this curriculum using the mapping tool to enable completion of F2 and Foundation Training.</p>
<p>Curriculum and PDP > Personal Development Plan</p>	<p>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.</p>
<p>Forms > Summary Overview</p>	<p>The summary is a useful place to gain an overview of the forms you have completed and where there are gaps.</p>
<p>Forms > Supervised Learning Events (CL 10)</p>	<p>This area records your SLEs for each post. In the HEE YH Foundation Schools, we have set what you must do as a minimum in the checklist later in this guide.</p>

During your F2 year, you are expected to maintain and improve your F1 clinical skills (as documented in the ePortfolio) and extend the range of practical procedures relevant to the specialty in which the trainees will expect to become proficient. The list in the portfolio/curriculum for F2 is an example list and is not prescriptive; you must show an extension of your clinical skills in F2 in this section though the specific skills will depend on the post which you undertake. Additional procedures should be documented in the **“Additional Achievements > Additional Procedures” section (CL 6)**

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 4)**

The HEE YH Foundation Schools expect three (or four) meetings per 4 month post. In the last post the final supervision meeting must be completed prior to your sign off, which may need to be mid-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.

Forms > Target timeline	This part of the portfolio highlights what is expected in each post.
Forms > Ticket Requests	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
Home > Absences (CL 2)	This is where you must record your sick leave 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 F2 completion date.
Reflection > Reflective Practice (CL 14)	These logs help you reflect on learning experiences and can be mapped to the curriculum. See appendix 1 for minimum requirements.
Reflection > Self appraisals	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.
Reflection > Careers Management	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.

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 HEE YH 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 F2. 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. (CL 15)

SLE / Assessment	Minimum no. required per placement*	Who can complete
MiniCEX (CL10)	3 or more **	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.
CBD (CL10)	2 or more	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
DOPS (CL10)	1 or more to supplement MiniCEX **	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.
TAB (CL7)	<p>HEE YH recommends 15 assessors are asked and a minimum of 10 assessors complete the TAB. TAB is to be completed during HEE YH specified TAB dates.</p> <p>Assessors should include at least four senior assessors comprising consultants / trained GPs and senior nurses. The named clinical supervisor will normally be one of the assessors.</p> <p>Observations MUST be carried out by ST3 level and above.</p>	<p>Foundation doctors must nominate 15 or more assessors. Responses are required from at least 10 assessors. Assessors must represent a range of perspectives, from different people in different roles, including at least four senior assessors comprising consultants / trained GPs and senior nurses. NB: It is strongly recommended that this should include the trainee's Education or Clinical Supervisor.</p> <p>The other responders should be from a range of different roles. From the curriculum, it is strongly recommended that these include:</p> <ul style="list-style-type: none"> • 2 consultants or trained GPs*. The named clinical supervisor should normally be used as an assessor. However, there may be occasional circumstances where this is not possible, hence, inclusion of the CS is not mandatory. • 1 other doctor more senior than F2. • 2 Senior nurses (band 5 or above) • 2 allied health professionals / other team members including ward clerks, secretaries and auxiliary staff. • Pharmacist <p>*neither can be other foundation doctors; HEE YH will also accept</p> <ul style="list-style-type: none"> • any other appropriate assessors (these cannot be other foundation doctors) e.g. play workers as agreed with your FTPD <p>In addition to the above 15 assessors, you must also complete: a self-assessment</p>
Developing the Clinical Teacher (CL10)	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.

*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

Additional Achievements > Certificates and Exams

This section must contain confirmed (by ES) copies of:

- GMC Full Registration Certificate (CL 1)
- ALS Certificate (CL 8)
- Evidence HEEYH / GMC and Destination survey completion (CL 9)
- Evidence of attendance at generic foundation / speciality teaching (CL 11)
- FY2 Checklist of evidence / summary completed (Appendix 1 & CL13)
- SCRIPT module completion certificates (CL 15) – Please see separate guidance

You must upload a scanned copy of the above certificates to this section.

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

- Other Certificates e.g. BMedSci, PhD, College Certificates, mandatory training e.g. Equality and Diversity etc.

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 Teaching**

This **must** contain:

- Record of Attendance at F2 Generic training (Appendix 2)
- Verified Record from Postgraduate Centre (CL 7).

The table must contain reflections following the training. Some of these may be useful to help with curriculum mapping.

Please be aware that sufficient attendance is required for completion of F2 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 HEE YH 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 F2 Specialist training record (Appendix 3)

Attendance at specialist teaching is important to cover parts of the Foundation Curriculum. Specific 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)

- Participation in systems of quality assurance and quality improvement are required for completion of F2 training. The following surveys are **MANDATORY** and 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.
 - Annual HEE YH Trainee Survey to be completed.
 - Evidence of completion of “Destinations Survey” – this details what you will be doing once you have completed F2 – details of how to complete this will be sent to you in May/June.

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

- This file **must** contain evidence and must be linked to the appropriate curriculum.

7) Audit / QIP (CL 9)

- This file **must** contain the summary document about your audit and any presentations given.

8) Any other documents not filed elsewhere

- To demonstrate your excellence as an F2 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

You can use this section to communicate with other ePortfolio users

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 F2 sign off (Appendix 1).

SCRIPT

In August 2015 HEE YH introduced 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 2 (F2) Competence Form for F2s starting August 2015.

Appendix 2: Record of Attendance at F2 Generic Training

Appendix 3: Record of Attendance at F2 Specialty Training

Appendix 4: Record of Missed Training Day

2016-2017 Foundation Programme (FP) F2 Checklist of Evidence

Taken from the Foundation Programme Reference Guide (2016)
Additional HEE YH Foundation Schools requirements specified in Table 2

Trainee Name:	GMC Number:
Trust:	

Table 1: Foundation Programme Reference Guide (2016) Requirements

No	Requirement	Notes	HEE YH Guidance / Evidence Required	Y/N
1	Full registration and a licence to practise with the GMC	To undertake the second year of the foundation programme, doctors must be fully registered with the GMC and hold a licence to practise.	GMC Registration Certificate to be uploaded to the ePortfolio 'Certificates and Exams' section.	
2	Completion of 12 months F2 training (taking account of allowable absence)	The maximum permitted absence from training, other than annual leave, is 20 days (when the doctor would normally be at work) within each 12 month period of the foundation programme. Where a doctor's absence goes above 20 days, this will trigger a review of whether they need to have an extra period of training (see GMC position statement on absences from training in the foundation programme – June 2013).	Record of absences to be provided and recorded on ePortfolio in the 'Absences' section. This must match Trust HR records. If it doesn't match this should be discussed at ARCP. Absences are automatically populated onto the R1 form. To include sick leave / maternity & paternity leave / compassionate leave / industrial action / unpaid leave. We recommend that annual leave and study leave are also recorded on ePortfolio.	
3	A satisfactory educational supervisor's end of year report	The report should draw upon all required evidence listed below. If the F2 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 F2 doctor has met the requirements for completion of F2. The last end of placement review must be satisfactory.	Signed Educational Supervisor's End of Year Report completed on ePortfolio.	

No	Requirement	Notes	HEE YH Guidance / Evidence Required	Y/N
4	Satisfactory educational supervisor's end of placement reports	An educational supervisor's end of placement report is not required for the last F2 placement; the educational supervisor's end of year report replaces this.	Signed Educational Supervisor's End of Placement 1 Report on ePortfolio. Signed Educational Supervisor's End of Placement 2 Report on ePortfolio.	
5	Satisfactory clinical supervisor's end of placement reports	A clinical supervisor's end of placement report is required for all F2 placements. All clinical supervisors' end of placement reports must be completed before the doctor's F2 Annual Review of Competence Progression (ARCP).	Signed Clinical Supervisor's End of Placement 1 Report on ePortfolio. Signed Clinical Supervisor's End of Placement 2 Report on ePortfolio. Signed Clinical Supervisor's End of Placement 3 Report on ePortfolio.	
6	Satisfactory completion of all Foundation Programme (FP) Curriculum outcomes	The F2 doctor should provide evidence that they have met the expected foundation professional capabilities recorded in the ePortfolio.	Evidence should continue to be linked to the FP Curriculum Syllabus Outcomes on ePortfolio during F2. Self reflection is not considered sufficient evidence.	
7	Satisfactory completion of the required number of assessments. The minimum requirements are set out in the FP Curriculum.	Team assessment of behaviour (TAB) (minimum of one per year) Evidence that the foundation doctor can carry out the procedures required by the GMC.	HEE YH recommends 15 assessors are asked and a minimum of 10 assessors complete the TAB. TAB is to be completed during HEE YH specified TAB dates. There should be at least four senior assessors comprising consultants / trained GPs and senior nurses. The named CS will normally be one of the assessors. Observations must be carried out by ST3 level and above. Procedures must be linked to the curriculum on ePortfolio.	
8	A valid Advanced Life Support (or equivalent) certificate	If the certificate has expired, it may be appropriate to accept evidence that the doctor has booked to attend a refresher course.	Certificate uploaded to the 'Certificate and Exams' section of the ePortfolio. The majority of HEE YH trainees will have achieved this in F1.	

No	Requirement	Notes	HEE YH Guidance / Evidence Required	Y/N
9	Evidence of participation in systems of quality assurance and quality improvement projects	The curriculum requires that the F2 doctor demonstrates significant personal contribution to a quality improvement project. F2 doctors are also required to complete the national GMC trainee survey and any end of placement surveys.	<p>Completion evidence of HEE YH Trainee Survey, GMC National Training Survey and UKFPO Destination Survey uploaded to the 'Certificate and Exams' section of the ePortfolio.</p> <p>These surveys are all mandatory. Any non-responders will be flagged to the Postgraduate Dean.</p> <p>Evidence of a significant contribution to a Quality Improvement (QI) project/Audit, uploaded to the 'Audit' section of ePortfolio.</p>	
10	Completion of the required number of Supervised Learning Events. The minimum requirements are set out in the FP Curriculum.	<p>Direct observation of doctor/patient interaction:</p> <ul style="list-style-type: none"> • Mini CEX • DOPS <p>(Minimum of nine observations per year; at least six must be mini-CEX)</p> <p>Case-Based Discussion (CBD) (minimum of six per year / two per placement)</p> <p>Developing the clinical teacher (minimum of one per year)</p>	<p>Minimum of three observations per placement.</p> <p>Evidence of all to be found in the 'Supervised Learning Events (SLEs)' tab on ePortfolio.</p>	
11	An acceptable attendance record at generic foundation teaching sessions	It is recommended that postgraduate centres (or equivalent) provide a record of attendance for each F2 doctor. It has been agreed that an acceptable attendance record should typically be 70%. However, if the F2 doctor has not attended 70% of teaching sessions for good reasons, it may still be appropriate to confirm that the F2 doctor has met the required standard. If there are concerns regarding engagement or if attendance is below 50%, the FTPD/T should discuss this with the DFSD.	<p>% attendance at generic foundation teaching sessions, speciality and departmental teaching to be disclosed/confirmed by Foundation Administrator.</p> <p>Evidence to be uploaded to the 'Certificate and Exams' section of the ePortfolio.</p> <p>This should not be confused with the HEE YH F2 Training Days programme.</p>	
12	Signed probity and health declarations	<p>A separate form must be signed for F2.</p> <p>This is in addition to the Declaration of Fitness to Practise required by the GMC when applying for full registration.</p>	Uploaded to 'Declarations and Agreements' on ePortfolio.	

Table 2: HEE YH Foundation Schools Requirements

No	Requirement	Notes	Evidence	Y/N
13	F2 Summary of Evidence	<p>All requirements completed. This electronic form can be used as a guide in conjunction with the HEE YH checklist (not all elements of the requirements for HEE YH are included in the online form).</p> <p>When a requirement has been met on ePortfolio the summary of evidence automatically updates on ePortfolio.</p> <p>It is the trainees' responsibility to make sure appropriate evidence is entered in the correct place on ePortfolio to populate the form correctly.</p>	<p>Completed F2 Summary of Evidence ePortfolio. A blank form can be found in the 'Forms' tab, under the 'Progression/Foundation ARCP' heading.</p> <p>A copy of the HEE YH Checklist of Evidence can also be uploaded to the 'Certificates and Exams' folder on ePortfolio.</p>	
14	A minimum of 18 reflections	<p>Including:</p> <ul style="list-style-type: none"> • Careers • One per Training Programme day • Clinical Learning Experiences • Complaints (if applicable) • Serious Incidents (if applicable) <p>Other suggested reflection topics include: Tasters, Bridging the Gap, Interesting Cases Audit / QI Projects.</p>	<p>Created in the 'Reflective Practice' folder on ePortfolio.</p>	
15	Completion of 10 SCRIPT modules with a minimum 70% pass rate.	<p>5 mandatory modules:</p> <ul style="list-style-type: none"> • Medication Errors • Psychiatric symptoms in a hospital setting • Management of Pain • Prescribing in infection • Dementia 	<p>Certificates to be uploaded to the ePortfolio: 'Certificates and Exams' section.</p> <p>5 other modules to be selected with Educational and Clinical Supervisor advice.</p>	
16	Training Days Attendance	<p>HEE YH requires 100% attendance.</p> <p>A copy of the programme can be found on the HEE YH website.</p>	<p>Certificates to be uploaded to the 'Certificates and Exams' section of the ePortfolio.</p> <p>If necessary, there is an HEE YH form to be completed for non-attendance which must be uploaded to the 'Certificates and Exams' section of ePortfolio.</p>	
17	Form R and Exception Reports (if applicable)	<p>Any changes to contact details must be stipulated on the F2 Form R.</p>	<p>Completed F1 Form R to be saved to the 'Progression/Foundation ARCP' section of the ePortfolio.</p> <p>Copies of Exception Reports saved to 'Certificates and Exams' folder on ePortfolio.</p>	

Guidance Notes for completion of Foundation Programme F2 Checklist of Evidence Form

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

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

The Postgraduate Dean of the current HEE YH (or other authorised signatory) should confirm whether the named foundation doctor has achieved the required standard for satisfactory completion of the F2 and sign the FACC.

This document should be read in conjunction with the “ePortfolio Guidance for Foundation year 2s”. The following explanatory notes provide guidance about each of the listed **minimum** requirements:

CL1. Full registration and a licence to practice with the General Medical Council

To undertake the second year of the Foundation Programme, doctors must be fully registered with the General Medical Council.

CL2. Completion of 12 months F2 training (taking account of allowable absence)

This should be 12 months. The maximum permitted non-statutory leave (including sickness, maternity etc.) during the F2 year is 4 weeks (20 working days). Please record the actual number of days sickness on the form. Please indicate “0” absence if appropriate.

CL3. A satisfactory educational supervisor’s end of year report

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

If the F2 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 F2 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 &5. A satisfactory educational supervisor’s end of placement report / Satisfactory clinical supervisors end of placement reports

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 for placements 1, 2 & 3 **AND** Educational supervisor end of placement report for placement 1 & 2. For the final post of the year the Educational supervisor End of Year report supersedes the end of placement report.

CL6. Satisfactorily completion of all Foundation Programme Curriculum outcomes

F2 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 F2 level competence must be evidenced as achieved to enable sign off.

CL7. Satisfactory completion of the required number of assessments, as set by the Curriculum, Reference guide and HEE YH Foundation Schools

F2 doctors must complete a minimum of:

- 1 TAB;
- Evidence that the foundation doctor can carry out the procedures required by the GMC

CL8. A valid Advanced Life Support – ALS (or equivalent) 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. Normally in HEE YH this would have been completed at FY1.

CL9. Evidence of participation in systems and quality improvement projects

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 HEE YH Trainee Survey, the GMC National Trainee Survey and the FY2 Destinations survey. The Destination survey tells HEE YH what you plan to be doing following completion of Foundation. The link to the survey will be available on the HEE YH Foundation School web page annually in May/June.

Completion evidence of HEE YH Trainee Survey, GMC National Training Survey and UKFPO Destination Survey uploaded to the 'Certificate and Exams' section of the ePortfolio.

These surveys are all mandatory. Any non-responders will be flagged to the Post Graduate Dean and a letter explaining reasons for non-completion sent to the Foundation School Director, see website for contact details)

CL10. Completion of the required number of Supervised Learning Events.

The minimum requirements are set out in the FP curriculum

- 9 Direct observation of doctor/patient interaction*: minimum of 6 mini-CEX & DOPS; three per placement
- 6 CBDs; two per placement
- 1 Developing the Clinical Teacher Assessment; 1 per year

NB//: More than 6 mini CEX improves the quality of evidence of good training and helps improve your portfolio. (A minimum of 9 observations per year, 6 must be mini CEX)

CL11. An acceptable attendance record at generic foundation / speciality 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 F2 doctor has not attended 70% of generic teaching sessions for good reasons, it may still be appropriate to confirm that the F2 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 bed-side teaching, review of interesting cases with seniors etc. These must be documented.

CL12. Signed probity and health declarations

Separate forms must be signed for each year of foundation training (F1 and F2)

CL13. F2 Summary of Evidence

All requirements completed. This electronic form can be used as a guide in conjunction with the HEE YH checklist (not all elements of the requirements for HEE YH are included in the online form).

When a requirement has been met on ePortfolio the summary of evidence automatically updates on ePortfolio.

It is the trainees' responsibility to make sure appropriate evidence is entered in the correct place on ePortfolio to populate the form correctly. Completed F2 Summary of evidence ePortfolio. A copy of the HEE YH checklist can also be uploaded to the "Certificates and Exams" folder. The summary of evidence can be found in "Forms" under "Progression/ARCP", "View summary of evidence"

CL14. A minimum of 18 reflections

Including:

- Careers
- One per Training Programme day
- Clinical Learning Experiences
- Complaints (if applicable)
- Serious Incidents (if applicable)

Other suggested reflection topics include:

Self-Assessment of learning, Self-Appraisals, BTG days, Tasters, Interesting Cases Audit / QIP projects Created in the 'Reflective Practice' folder on ePortfolio.

CL15. SCRIPT

Completion of 10 SCRIPT modules with a minimum 70% pass rate. Please also see the separate SCRIPT guidance.

Certificates to be uploaded to the ePortfolio: 'Certificates and Exams' section.

There is an HEE YH form to be completed for non-attendance which should be uploaded to the ePortfolio: 'Certificates and Exams' section.

CL16. Training Days

HEE YH requires 100% attendance at these training days. Certificates to be uploaded to the ePortfolio: 'Certificates and Exams' section.

There is an HEE YH form to be completed for non-attendance which should be uploaded to the ePortfolio: 'Certificates and Exams' section

CL 17. Form R and Exception Reports (if applicable) Any changes to contact details must be stipulated on the F2 Form R. Any missed Teaching Days / low Generic teaching attendance / non completion of surveys / ER reports to be discussed at ARCP. Completed F2 Form R in the 'Progression/Foundation ARCP' section of the ePortfolio. Copies of Exception Reports saved to 'Certificates and Exams' folder.

Appendix 2 – Record of Attendance at F2 Generic Training

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 F2 training.

Teaching session	Attendance (Y / N)	Reflection on what learned or action taken if missed (with reference to separate doc in library)

Appendix 3 – Record of Attendance at F2 Specialty Training

This document helps you record your attendance and reflection about your specialty training. One form to be completed per post.

Post Specialty:	
Post Start Date:	Post End Date:

Teaching session	Attendance (Y / N)	Reflection on what learned

Appendix 4 – Record of Missed Training Day

This form can be used if any days are missed. A copy of this form should be saved to your ePortfolio.

Trainee Name:

FTPD Name:

Training day session missed:

Trust session was held at:

Date of session missed:

What was your reason for not attending the Training Day session?

If there was any pre session work for this session, have you completed it?

What part of the curriculum does the session you missed cover?

What do you feel were the key objectives of the session?

Have you completed a reflection for those objectives for the session and/or completed any relevant online modules (such as from the eLearning for Health platform)?

If there was any further coursework available on the actual day of the session, have you completed it / completed a reflection on it / asked for any further advice if necessary?