



**GIG**  
CYMRU  
**NHS**  
WALES

Addysg a Gwella Iechyd  
Cymru (AaGIC)  
Health Education and  
Improvement Wales (HEIW)

# **Wales Foundation School**

## **A guide for Foundation Doctors commencing August 2021**

## Welcome

We aim to ensure that you enjoy your time as a Foundation Programme Doctor within the Wales Foundation School, which is why we have written this guide so you are aware of what you can expect and what is expected of you as a Foundation Doctor. This guide contains just some of the key information that you will need throughout your Foundation training. In addition to the guide, the Wales Foundation School will send monthly email bulletins and regular updates.

Your local Foundation Programme Director and Postgraduate Centre will provide you with key information throughout the Programme, but should you have any queries that cannot be answered locally, the team in the Wales Foundation School are only too happy to help. In the first instance please visit our website:- <https://heiw.nhs.wales/education-and-training/foundation/>

If you are unable to find the answer on our website, please contact [HEIW.FoundationSchool@wales.nhs.uk](mailto:HEIW.FoundationSchool@wales.nhs.uk)

### Wales Foundation School Team

Dr Tom Yapp	Foundation School Director
Dr Alison Ingham	Deputy Foundation School Director
Joanne Huish	Foundation School Manager
Sioned Edwards	Executive Officer (Foundation)
Sarah Edwards	Foundation Administrator

### NHS Wales Shared Services Partnership (NWSSP)

NWSSP will be your employer for the duration of your Foundation training. You can contact them directly via [NWSSPSLE.Foundation@wales.nhs.uk](mailto:NWSSPSLE.Foundation@wales.nhs.uk) if you have any employment related questions.

### UK Foundation Programme Office (UKFPO)

The UKFPO facilitates the operation and continuing development of the Foundation Programme; issues guidance on Foundation training and promotes consistent delivery across the UK. For further information on the UK Foundation Programme office, please visit: <https://foundationprogramme.nhs.uk>

## Foundation Programme Directors (FPD)

In addition to the Foundation School team there are Foundation Programme Directors (FPDs) based across Wales. The FPDs responsibility is to ensure that a quality programme is being delivered and that each trainee doctor is adequately supervised throughout their training. The FPDs are also responsible for assessing each Foundation Doctor at the end of their F1 & F2 years, and to provide additional support if required.

<b>Foundation Programme Director</b>	<b>Location</b>
Dr Gwylim McMillan	Princess of Wales Hospital, Bridgend
Dr Pramodh Vallabhaneni	Morrison Hospital, Swansea
Dr Rhodri Edwards	Singleton/Morrison Hospital
Dr Ashok Vaghela	Royal Gwent / The Grange Hospital, Newport
Dr Helen Fowles	Nevill Hall Hospital, Abergavenny
Dr Lee Wisby	Glan Clwd Hospital, Rhyl,
Dr Artur Abelian	Wrexham Maelor Hospital, Wrexham
Dr Rich Griffiths	Ysbyty Gwynedd, Bangor
Dr Karl Davis	University Hospital of Wales, Cardiff
Dr David Owens	University Hospital of Wales, Cardiff
Dr David Samuel	Royal Glamorgan Hospital, Llantrisant
Dr David Deekollu	Prince Charles Hospital, Merthyr Tydfil
Dr Chris Horn	Glangwili Hospital, Carmarthen
Dr Jonathan Morris	Prince Philip Hospital, Llanelli
Dr Yousaf Khan	Bronglais General, Aberystwyth
Dr Antony Mathew	Withybush General, Haverfordwest

## **Educational and Clinical Supervision.**

You will be assigned to an Educational Supervisor (ES) at the start of the F1 and F2 year. This person will remain your educational supervisor for the duration of the year and they will also be your named clinical supervisor for your first 4-month placement (unless you are on a GP LIFT programme).

When you move onto placements 2 and 3 you will be allocated to a new named Clinical Supervisor (nCS).

You will be expected to meet with your Educational supervisor at the beginning and end of your first 4-month placement and then at the end of placements 2 and 3, as a minimum. The meeting at the end of placement 3 will be to complete the end of year report.

Your Educational supervisor will liaise with your clinical supervisors throughout the year to review your progress and both will complete summative assessments in the form of Educational supervisor and Clinical supervisor reports.

## **Foundation Learning Portfolio (TURAS)**

The Wales Foundation School uses an electronic portfolio called TURAS which can be accessed at: <https://turasportfoliowales.nes.digital/>. You will receive an email with your login details so that you may access TURAS.

Should you experience any difficulties accessing or using the system, advice can also be sought from your local Postgraduate Centre or Foundation Training Programme Director.

It is your responsibility to maintain and develop your Portfolio (TURAS), as a record of your professional development.

## **e-Learning for Healthcare (eLfH)**

e-LfH is a Health Education England Programme in partnership with the NHS and Professional Bodies providing high quality content free of charge for the training of the NHS workforce across the UK.

You will have been e-mailed your log in details for this directly from eLfH. The email used for the elfh account is the same email that was used to register with the GMC.

You can also register yourself at the following: <http://portal.e-lfh.org.uk/register>

Further information on this can be found using this link <http://www.e-lfh.org.uk/home/>

Should you have any queries about access to your elearning account, please contact the helpdesk via

<https://millennium.kayako.com/ES/Tickets/Submit>

## **Foundation Curriculum**

The UK Foundation Programme Office has launched a new Curriculum for 2021. All F1 and F2 Doctors embarking on a new programme from August 2021 will follow the new Curriculum. Trainees who commenced their F1 or F2 training prior to August 2021 will remain on the 2016 Curriculum.

An interactive copy of the [Curriculum](#) can be found on the UKFPO website.

In addition to the Curriculum a number of resources, including a series of YouTube videos, podcasts and factsheets have been produced by the [UKFPO](#). There is also '[A Rough Guide to the Curriculum](#)' which summarises the new Curriculum.

## **Assessment during Foundation Training**

The tools below will be used to inform your FPD, Educational and Clinical Supervisors of your progression.

Each of these areas are described briefly in this document, but you are strongly advised to read the Curriculum for further information.

- Pro-rata completion of SLEs to demonstrate learning;
- Satisfactory attendance at delivered 'core' learning;
- Satisfactory record of non-core learning;
- Satisfactory reflection/summary narrative;
- Attendance record;
- Engagement with the programme, including maintenance of a contemporaneous e-portfolio, participation in feedback on training, and completing the necessary records for revalidation;
- Team assessment of behaviour (TAB) in at least one placement at F1 and one at F2 (to be completed in placement 1);
- Placement supervision group assessment (PSG) in at least one placement at F1 and one at F2 (to be completed in placement 2).

## Supervised learning Events (SLEs)

SLEs are used to provide a more formal way of recording feedback, and to allow it to be presented within the e-portfolio at ARCP as evidence to support your progress against the curriculum.

The following SLEs are used in the Foundation Programme:

- **Mini-CEX** – mini clinical evaluation exercise: direct observation of the Foundation Doctor (FD) undertaking an interaction while at work on the ward;
- **CBD** – case-based discussion: the discussion of a case presentation after an (unobserved) encounter in the workplace environment;
- **DCT** – developing the clinical teacher: used for feedback on a formal teaching session or presentation the FD has delivered;
- **DOPS** – direct observation of procedural skills: completion of which should, ideally, include observation of the explanation to the patient of why the procedure is being performed, the process of consent including an understanding of complications, and technical capability of the procedure itself;
- **LEARN** – learning encounter and reflection note: a form for recording the above and other forms of evidence, such as performance in simulation;
- **LEADER** – for recording feedback following an event where the FD has used leadership skills

## **Core learning**

Core Foundation learning sessions will be delivered by your local Foundation Team and you will be informed of these sessions once you commence the Foundation Programme.

You are required to log 60 hours of learning at each level of training, of which up to 30 hours can be 'non-core learning'.

## **Non-core learning**

You will be expected to take part in other learning activities including non-core learning and self-directed learning and will be required to log this in your portfolio. Examples of non-core learning activities can be found in the Curriculum.

## **Self-development time**

From August 2021, all foundation doctors in Wales will be expected to have Self-Development Time (SDT) within their work schedules. SDT should be used for non-clinical activities that allow you to develop – for example, preparing/delivering teaching, quality improvement activity, career exploration, decision making and applications.

Self-development time will largely be self-directed but may be instigated at the suggestion of your ES or CS, or as the result of feedback. It may involve enhancing knowledge and exploring areas of interest. This sort of activity should be recorded in the e-portfolio as 'non-core' learning, mapped against the areas of the curriculum, with suitable evidence of that material being internalised through reflection on the learning.

It is expected that SDT will be undertaken in the clinical setting. It is not intended to replace time already available in work schedules to carry out other non-clinical activities such as study leave, attending departmental meetings etc.

- F1 doctors will be given 1 hour per week
- F2 doctors will be given 3 hours per week
- LTFT trainees will carry out SDT on a pro-rata basis.

Please note: SDT can be taken per week or delivered in a block e.g. F1s may wish to take 4 hours once a month. This will be at the discretion of the Educational Supervisor, who will be responsible for timetabling SDT into your training schedule (though this can also be delegated to a Named Clinical Supervisor) and will be arranged during your supervisor meetings.



There is an expectation that the commitment to SDT will be met by the local health boards but there may be times when other duties take precedence. Please notify your local foundation team or the Wales Foundation School if SDT is regularly unavailable or denied.

We do not envisage that any SDT missed due to leave will be “rolled over” into following weeks.

## **Satisfactory Reflection/ Summary Narrative**

The Foundation Programme endorses the importance of reflection by Foundation Doctors as a means of internalising learning and improving the care they provide to their patients. Reflection can be carried out in a number of ways and some evidence of this should be recorded in the Eportfolio. Further advice on reflection can be found on the UKFPO website.

The summary narrative is a form of written reflection that will help you to demonstrate to your Educational Supervisor that you have achieved the Curriculum requirements.

At the completion of each level of training, prior to the final meeting with the ES, you will be required to complete a written summary of your progress against each higher learning outcome (HLO). This should be a maximum of 300 words, and should reference evidence to support your progress, or achievement, against the Foundation Programme Capabilities. This is a working document that should be added to through the year.

Detailed guidance on how to write the summary narrative is available in the appendix of the Curriculum.

## **Absence from Training**

The Foundation Programme is both time and competency-based and any absence\*, other than annual and study leave needs to be recorded. When 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).

\*The absence includes all forms of absence, such as sickness, maternity, compassionate paid/unpaid leave, other than study leave (including taster weeks) or annual leave.

All absences should be recorded in your e-portfolio account throughout the year. Should you go over the 20 days then you will need to ensure that you have informed your Foundation Programme Director, Postgraduate Centre and the Wales Foundation School.

The GMC guidance on this can be found on the [GMC website](#).

## **Less than Full Time Training**

Information on Less than Full Time Training can be found [on the HEIW website](#). Please note that if you chose to work on a Less than full time basis it will take longer than two years to complete the Foundation Programme.

## **Engagement with the programme**

For successful completion of your F1/F2 year you must demonstrate engagement with the programme, as follows:

- Regular and appropriate engagement with the ePortfolio, including;
  - Consistently linking evidence to each of the 3 HLOs
  - Updating and maintaining the Summary Narrative for each HLO
  - Providing evidence of passing the PSA (F1 only)
  
- Participation in feedback on training, through;
  - Completion of an End of Post Evaluation form (Post assessment form) for each 4-month placement.
  - Completion of the annual GMC survey
  
- Meeting requirements for Revalidation;
  - Completion of a Form R at the end of your F1 and F2 year.

## Team Assessment of Behaviour (TAB)

TAB is the multi-source feedback tool that is used in the foundation programme. TAB comprises collated views from a range of multi-professional colleagues. It is mapped to the self-assessment tool with identical sections. The foundation doctor is responsible for organising TAB and should arrange this in a timely fashion.

The TAB assessment will be carried out towards the end of your first placements in both the F1 and the F2 year. A second TAB (in a following placement) may be required if problems are identified in the first assessment. The recommended timings for the TAB assessments are as follows:-

<b>Placement</b>	<b>TAB created</b>	<b>Response Submission deadline</b>
Placement 1 (expected)	2nd week of October	End of October
Placement 2 (if required)	2 <sup>nd</sup> week of February	End of February
Placement 3 (if required)	2 <sup>nd</sup> week of April	End of April

Trainees should carry out the TAB assessment in the first placement., however, there are instances when this may not be possible, due to the nature of the post. For example, there may not be a sufficient mix of assessors in a General Practice placement. Please liaise with your ES and FPD if you are unable to complete a TAB assessment in your first placement.

A satisfactory TAB is mandatory for completion of your training. If problems are identified in a TAB assessment, another will need to be carried out in the following placement.

For further details on the TAB assessment, please see the [assessments](#) section on the UKFPO website.

## **Placement Supervision Group (PSG)**

Your named Clinical supervisor in your second F1/F2 placement will identify a nominated group of senior healthcare professionals who will work alongside you to make up a 'Placement Supervision Group'.

The purpose of the PSG is to provide constructive senior feedback on your performance. One satisfactory PSG is required for sign off at the end of the F1/F2 year.

Further information on the make up and role of the Placement Supervision Group can be found in the [Curriculum](#).

A satisfactory PSG is required for completion of your training. If problems are identified within the PSG report, another will need to be carried out in the following placement.

## **Annual Review of Competence Progression (ARCP)**

Towards the end of your F1 / F2 year, an ARCP panel will be convened, to review your progress. Further information regarding the ARCP process can be found [on the UKFPO's website](#).

The ARCP Panels will be held in May / June, halfway through your 3rd post, so consequently, you will only have until the end of May to populate your e-portfolio with evidence for sign off. Your Educational supervisor will have to complete an end of year report prior to your ARCP panel.

The ARCP checklist can be found on page 49 of the [Curriculum](#). Further information regarding your ARCP will be sent to you throughout the training year, from the Wales Foundation School.

If you are training "out of sync" (i.e. you will not be completing your F1 or F2 training in August) you will be given a U or N code by the original ARCP panel, and have a subsequent ARCP, at your transition point.

## The following information applies to F2 Doctors only.

### F2 Core Curriculum Study Days 2021/22

For 2021/22, due to Covid-19 restrictions, it has been decided that trainees should attend the study day provided by their local postgraduate centre or another centre within the same local health board. If however, you are unable to make a session due to exceptional circumstances then you are able to contact another Postgraduate Centre to see if it is possible to attend a different session.

Attendance at all three days will count for 12 hours of core learning.

The study days will cover the following topics and take place in the following periods:

#### Study Day One - 4th August 2021 – 30th November 2021

- Teaching skills
- High risk prescribing
- Careers Guidance
- Integration of acute illness

#### Study Day Two - 1st December 2021 – 6th April 2022

- Health promotion and public health
- End of life care
- Leadership
- Frailty

#### Study Day Three - 7th April 2022 – 2nd August 2022

- Safeguarding
- Appraisal of evidence
- Patient Safety
- Use of new technologies and the digital agenda



## F2 Core Curriculum Study Days – 2021/22

Please find details of the study days being held in 2021/22 below. Your local Postgraduate Centre will provide you with further information about the study day.

Date	Hospital	Contact details
Friday 10 <sup>th</sup> September 2021	Royal Glamorgan Hospital	<a href="mailto:Sarah.moreton@wales.nhs.uk">Sarah.moreton@wales.nhs.uk</a>
Wednesday 15 <sup>th</sup> September 2021	Morrison Hospital	<a href="mailto:Bethany.Jones4@wales.nhs.uk">Bethany.Jones4@wales.nhs.uk</a>
Tuesday 5 <sup>th</sup> October 2021	Wrexham General Hospital	<a href="mailto:Kieran.Owen@wales.nhs.uk">Kieran.Owen@wales.nhs.uk</a>
Thursday 14 <sup>th</sup> October 2021	Glan Clwyd Hospital	<a href="mailto:Elaine.Hughes2@wales.nhs.uk">Elaine.Hughes2@wales.nhs.uk</a>
Wednesday 3 <sup>rd</sup> November 2021	Withybush General Hospital	<a href="mailto:helen.francis@wales.nhs.uk">helen.francis@wales.nhs.uk</a>
Friday 22 <sup>nd</sup> October 2021	University Hospital of Wales	<a href="mailto:Sharon.Goodwin@wales.nhs.uk">Sharon.Goodwin@wales.nhs.uk</a>
Tuesday 9 <sup>th</sup> November 2021	Grange University Hospital	<a href="mailto:Jessica.Collins@wales.nhs.uk">Jessica.Collins@wales.nhs.uk</a>
Wednesday 24 <sup>th</sup> November 2021	Ysbyty Gwynedd	<a href="mailto:jean.williams3@wales.nhs.uk">jean.williams3@wales.nhs.uk</a>
Tuesday 7 <sup>th</sup> December 2021	Wrexham General Hospital	<a href="mailto:Kieran.Owen@wales.nhs.uk">Kieran.Owen@wales.nhs.uk</a>
Friday 11 <sup>th</sup> February 2022	University Hospital of Wales	<a href="mailto:Sharon.Goodwin@wales.nhs.uk">Sharon.Goodwin@wales.nhs.uk</a>
Tuesday 15 <sup>th</sup> February 2022	Prince Charles Hospital	<a href="mailto:Donna.M.morgan@wales.nhs.uk">Donna.M.morgan@wales.nhs.uk</a>
Wednesday 23 <sup>rd</sup> February 2022	Ysbyty Gwynedd Bangor	<a href="mailto:jean.williams3@wales.nhs.uk">jean.williams3@wales.nhs.uk</a>
Thursday 24 <sup>th</sup> February 2022	Grange University Hospital	<a href="mailto:Jessica.Collins@wales.nhs.uk">Jessica.Collins@wales.nhs.uk</a>
Wednesday 9 <sup>th</sup> March 2022	Singleton Hospital	<a href="mailto:Shannon.Gough@wales.nhs.uk">Shannon.Gough@wales.nhs.uk</a>
Thursday 10 <sup>th</sup> March 2022	Prince Philip Hospital	<a href="mailto:Kerry.Rees@wales.nhs.uk">Kerry.Rees@wales.nhs.uk</a>
Thursday 10 <sup>th</sup> March 2022	Glan Clwyd Hospital	<a href="mailto:Elaine.Hughes2@wales.nhs.uk">Elaine.Hughes2@wales.nhs.uk</a>
Wednesday 13 <sup>th</sup> April 2022	Morrison Hospital	<a href="mailto:Bethany.Jones4@wales.nhs.uk">Bethany.Jones4@wales.nhs.uk</a>
Wednesday 27 <sup>th</sup> April 2022	Princess of Wales Hospital	<a href="mailto:claire.laidler@wales.nhs.uk">claire.laidler@wales.nhs.uk</a>
Wednesday 27 <sup>th</sup> April 2022	Ysbyty Gwynedd Bangor	<a href="mailto:jean.williams3@wales.nhs.uk">jean.williams3@wales.nhs.uk</a>
Friday 29 <sup>th</sup> April 2022	University Hospital of Wales	<a href="mailto:Sharon.Goodwin@wales.nhs.uk">Sharon.Goodwin@wales.nhs.uk</a>
Tuesday 3 <sup>rd</sup> May 2022	Wrexham General Hospital	<a href="mailto:Kieran.Owen@wales.nhs.uk">Kieran.Owen@wales.nhs.uk</a>
Thursday 5 <sup>th</sup> May 2022	Glan Clwyd Hospital	<a href="mailto:Elaine.Hughes2@wales.nhs.uk">Elaine.Hughes2@wales.nhs.uk</a>
Friday 20 <sup>th</sup> May 2022	Bronglais General Hospital	<a href="mailto:Shelley.Williams3@wales.nhs.uk">Shelley.Williams3@wales.nhs.uk</a>
Wednesday 25 <sup>th</sup> May 2022	Grange University Hospital	<a href="mailto:Jessica.Collins@wales.nhs.uk">Jessica.Collins@wales.nhs.uk</a>