Requirements for Completion of Foundation Year 1

Oxford Deanery

Approved by the Deanery Executive Team: June 2009 (FSB)

Review Date: June 2012

EqIA: December 2011
Aim

The Postgraduate Dean, Foundation School Director or other nominated persons can only recommend a foundation year 1 doctor for full registration if satisfied that the foundation doctor has met the requirements laid down by the General Medical Council as set out in The New Doctor 2009 incorporating the Outcomes (effective 1st August 2009) set by the GMC Education Committee.

Principles

Foundation training is a formative process. If concerns are raised early on in training, it is possible for foundation doctors to address these and still be recommended for full registration. However, there is no scope to deviate from the minimum requirement to spend 12 months in approved training (see 1a below). To make a recommendation for full registration, the Postgraduate Dean, the Foundation School Director or other nominated person will take into account the following:

1. There is evidence of satisfactory attendance/participation:

   a. Time-based
      - The F1 doctor has worked for one year in approved F1 posts.
      - Provision is made for up to twenty-seven days annual leave (no more than two weeks per placement unless agreed by the foundation training programme director).
      - Provision is made for up to four weeks of sick leave and other absences per year.
      - Medical HR departments maintain records of attendance, annual leave and absences.

   b. Induction
      - The F1 doctor has attended all school, trust and departmental induction sessions.
      - The F1 doctor has met with her/his clinical supervisor at the beginning of each placement for an induction meeting and completed the relevant form on the e-Portfolio (initial meeting).

   c. Educational Programme
      - The F1 doctor has attended at least 70% of the weekly generic F1 teaching programme (organised by the Foundation Training Programme Directors in each acute Trust.)

   d. Educational Supervision
      - The F1 doctor has met with her/his educational supervisor at least four times during the year. The foundation learning portfolio describes what is required.
      - In F1, the end of placement review form on e-Portfolio will need to be completed for each placement.
      - Foundation doctors should keep a record of all meetings in their e-Portfolio.

   e. Workplace-based assessments
      - The F1 doctor has participated in and submitted for analysis all of the prescribed workplace based assessments. By the end of the year, each foundation doctor should have submitted a minimum of 9 observed encounters, of which at least 6 must be Mini-CEX (the remaining 3 can be mini-CEX or DOPS) and 6 CBD, participated in two rounds of Multi-source feedback (TAB) and submitted DOPS (or other approved tools) for each of the procedures (Appendix 1) listed in the Outcomes Curriculum for the foundation years in postgraduate education and training (2010).
      - The foundation doctor should complete a minimum of 2 Mini-CEX, 2 CBD and 2 DOPS/other approved tool in each of the F1 posts (but note you must demonstrate that you can perform all the core clinical and procedural skills listed in the Curriculum by the end of F1).
      - These assessments should cover the breadth of acute scenarios and competences described in the Curriculum.
The foundation doctor should keep a record of all workplace-based assessments undertaken in the e-Portfolio.

f. Immediate Life Support
   - If the ILS certificate or documented equivalent has expired, it may be appropriate to accept evidence that the doctor has booked to attend a refresher course.

g. Feedback Forms
   - The F1 doctor has completed the GMC survey and the Foundation School End of Placement surveys.

h. Signed Probity and Health Declarations
   - The F1 doctor should complete and sign a probity and health declaration.

2. The foundation doctor has provided evidence of satisfactory performance:

a. End of Placement Review Form
   - The educational supervisor has completed an end of placement review form (the F1 doctor has either met or has not met the requirements) for each placement.
   - To sign an end of placement review form, the educational supervisor must use the following sources of documented evidence:
     - Direct observation of the F1 doctor’s performance (e.g. clinical setting, case-based discussion assessment)
     - Reports from colleagues about the F1 doctor’s performance (e.g. personal communications, multi-source feedback)
     - Discussion with the F1 doctor about their performance
     - The F1 doctor’s personal e-Portfolio (e.g. reflective reports, audits, workplace based assessments)
   - As foundation training is formative, it is possible for foundation doctors to correct any problems in their performance or progress as soon as possible. In this event it may be possible for a foundation doctor’s performance to be deemed “unsatisfactory” in either the first or second placement and still be granted a Certificate of Experience by the end of 12 months whole time equivalent training (see below).

b. Attainment of F1 competency/Certificate of Experience - Form 5.1 (Appendix 2)
   - This certificate comprises two parts:
     - Confirmation – signed by the foundation training programme director
     - Final decision – signed by the foundation school director
   - Foundation training programme directors or their representatives can only confirm that a foundation doctor has achieved the requirements of Foundation Year 1 if:
     - The educational supervisor confirms that the F1 doctor has developed an up-to-date portfolio, completed the required assessments in each of the three posts, met the requirements laid down in the Curriculum for the foundation years in postgraduate education and training (2010) and is satisfied that the foundation doctor has satisfactorily demonstrated the competences required for F1 training.
     - She/he is satisfied that the educational supervisor has applied the measures consistently and fairly
     - There is no other evidence to suggest performance concerns
   - Foundation doctors will be told how and when to submit the Attainment of F1 Competency (Form 5.1) to their Foundation Training Programme Director.

Notes for Foundation Training Programme Directors
- By the end of F1, foundation doctors should be consistently scoring 4 (meets expectation for F1 completion) or more on all of the assessment tools.
- Foundation Training Programme Directors must ensure that:
They investigate and maintain clear records of any concerns raised about foundation doctors in their programme.

Adequate records are maintained about attendance and participation in training.

Foundation doctors are told about any problems in their performance or progress as soon as possible and provided with support and counselling. If possible the FTPD should afford the foundation doctor the opportunity to correct any problems in their performance. This may require additional time in training in accordance with the Operational Framework for foundation training.

ACKNOWLEDGEMENTS

This policy is adapted from similar guidance provided by the LNR Foundation School.

UPDATES

This policy will be reviewed on a yearly basis. Any ongoing suggestions for modifying the policy in the interim period should be addressed to the author at anne.edwards@oxforddeanery.nhs.uk.
Appendix 1

F1 Competences:

1. Venepuncture
2. IV cannulation
3. Prepare and administer IV medications and injections
4. Arterial puncture in an adult
5. Blood culture from peripheral sites
6. Intravenous infusion including the prescription of fluids
7. Intravenous infusion of blood and blood products
8. Injection of local anaesthetic to skin
9. Injection – subcutaneous (e.g. insulin or LMW heparin)
10. Injection – intramuscular
11. Perform and interpret an ECG
12. Perform and interpret peak flow
13. Urethral catheterisation (male)
14. Urethral catheterisation (female)
15. Airway care including simple adjuncts (e.g. Guedal airway or laryngeal masks)
### Appendix 2

**5.1 Attainment of F1 Competence**

#### Personal Details

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<tr>
<th>Name</th>
<th>GMC Number</th>
<th>Foundation School</th>
<th>Medical School</th>
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#### Clinical Training

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<th>Specialty</th>
<th>Educational / Clinical Supervisor</th>
<th>Hospital/Trust</th>
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<th>Date to (dd/mm/yy)</th>
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#### Recommendation by Foundation Training Programme Director (or other authorised signatory)

Documentation considered:

<table>
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<tr>
<th>Portfolio &amp; assessments</th>
<th>Yes</th>
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<tr>
<td>Record of attendance at formal teaching sessions</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Record of absence (excluding annual leave)</td>
<td>Yes</td>
<td>No</td>
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<td>Other:</td>
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I confirm that the above named foundation doctor **HAS / HAS NOT** met the requirements for satisfactory completion of foundation year 1 as laid down by the GMC, the *Foundation Programme Curriculum* and the *Operational Framework*. (**delete as appropriate**)

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Designation FTPD / Other</th>
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Additional comments from FTPD (or other authorised signatory)

#### Signed by F1 Doctor

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#### Confirmation by Foundation School Director of the current foundation school (or other authorised signatory)

I confirm that the above named foundation doctor **HAS / HAS NOT** met the requirements for satisfactory completion of foundation year 1 as laid down by the GMC, the *Foundation Programme Curriculum* and the *Operational Framework*. (**delete as appropriate**)

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**Notes**

This document should be sent to your deanery/foundation school and a copy placed in your Foundation Learning Portfolio.