



Wales Foundation School

A guide for Foundation Doctors commencing August 2016

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Foundation Programme Training in the Wales Foundation School

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 time as a Foundation Doctor. 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://foundation.walesdeanery.org/>

If you are unable to find the answer on our website, please contact a member of the team below.

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The following documents have been produced by the UK Foundation Programme Office and can be downloaded from their website: www.foundationprogramme.nhs.uk.

- **Foundation Programme Curriculum 2016**

'The Foundation Programme Curriculum 2016 (the curriculum) sets out the framework for educational progression that will support the first two years of professional development, following graduation from medical school.' This document summarises the skills, knowledge and competence levels you are expected to have attained in order to complete Foundation Training. <http://www.foundationprogramme.nhs.uk/curriculum/>

- **Foundation Programme Reference Guide (2016)**

The Foundation Programme Reference Guide (formerly known as the Operational Framework) provides guidance to Local Education Training Boards (LETBs), deaneries and foundation schools about the structures and systems required to support the delivery of the *'Foundation Programme Curriculum 2016'*.

- **Rough Guide to the Foundation Programme (2015)**

This guide explains how the Foundation Programme works and will help you get the most out of your first two years of clinical practice. It covers a range of topics including what to expect in F1 and F2, how your e-portfolio works, advice on completing your assessments and information to help you plan your career. It also covers what to do if things are not going well in your placement.

Assessment during Foundation Training and the Foundation Learning Portfolio (e-portfolio)

The Foundation Programme requires that all foundation doctors complete supervised learning events (SLEs) and formal assessments as evidence of their professional development. Formal assessment of your progress will be made at the end of each 4-month placement and at the end of F1 and F2.

Different tools are used for SLEs and assessments. It is your responsibility to maintain and develop your e-Portfolio, as a record of your professional development. The following assessments must be completed each year:

| Assessment | Frequency | F1 or F2 |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-----------------|
| Core procedures | Throughout F1 | F1 |
| Team assessment of behaviour (TAB) | These are completed in each of the first two placements. A third tab may be required if problems are identified. | F1 & F2 |
| A satisfactory induction meeting for each placement. * | One per placement | F1 & F2 |
| Clinical supervisor's end of placement report | Once per placement | F1 & F2 |
| Educational supervisor's end of placement report | Once per placement | F1 & F2 |
| Educational supervisor's end of year report | Once per year | F1 & F2 |

*This can be completed via any of the following forms, Combined: Induction meeting with Clinical Supervisor & Initial meeting with Educational Supervisor, or Induction meeting with Clinical Supervisor or Initial meeting with Educational Supervisor

| Supervised learning event | Recommended minimum number |
|----------------------------------------------------------|-----------------------------------|
| <i>Direct observation of doctor/patient interaction:</i> | |
| Mini-CEX | 2 (or more) per placement |
| DOPS | 2 (or more) per placement |
| Case-based discussion (CBD) | 2 (or more) per placement |
| Developing the clinical teacher | 1 per year |

The Wales Foundation School uses the e-Portfolio which can be accessed at: www.nhseportfolios.org. Your local postgraduate centre will issue you with your login details so that you may access the e-Portfolio. Guidance notes can be found in the 'help' section of the e-Portfolio, but advice can also be sought from your local Postgraduate Centre or Foundation Training Programme Director. You will also be provided with a password for the e-learning for healthcare website. This is an e-learning programme which provides quality assured online training content for the healthcare profession, via training modules.

Further information regarding assessments and SLEs can be found in the FP Curriculum 2016 - Supporting guidance notes on the Foundation Programme Office website.

Assessments and SLEs

It is strongly recommended that you read the supporting guidance notes, which have been issued to you with this guide, to familiarise yourself with the assessments and SLEs. Please note that the number of required assessments and SLEs is defined in this booklet for the Wales Foundation School. Additionally, information regarding the TAB assessment is provided below, as there are Wales specific dates that you will need to adhere to.

Team assessment of behaviour (TAB)

This is a type of Multi-Source Feedback, previously known as 360 degree assessment.

Prior to inviting raters to contribute to the TAB process, foundation doctors must complete a self-assessment of behaviour (self-TAB). This includes reflection of their own performance. TAB comprises collated views from a range of multi-professional colleagues. The same sections are used in both the self-assessment and the rater-completed forms

The TAB assessment will be carried out at the end of your first and second placements in both the F1 and the F2 year. A third TAB may be required if problems are identified in either of the first two assessments. The timings for the TAB assessments are as follows:-

- This process should be started in the weeks commencing
 - **Monday 17th October 2016 (1st placement)**
 - **Monday 13th February 2017 (2nd placement)**
 - **Wednesday 31st May 2017 (3rd placement – only if problems are identified in first 2 TABS)**
- All forms must be submitted electronically by your assessors, no later than: -
 - **Friday 4th November 2016 (1st placement)**
 - **Friday 10th March 2017 (2nd placement)**
 - **Friday 9th June 2017 3rd placement – only if problems are identified in first 2 TABS)**

For each assessment, the foundation doctor and the educational supervisor should agree at least 15 raters/assessors. A minimum of 10 returns are required. The required mix of raters/assessors must include at least:-

- 2 consultants or trained GPs. The named educational (ES) /clinical supervisor (CS) should normally be used as an assessor.
- 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.

Following TAB, the foundation doctor should reflect on any sections in which there is variance between their self rating and that of the assessors. The doctor should discuss significant discrepancies with their educational supervisor.

Annual Review of Competence Progression (ARCP)

Towards the end of your F1 / F2 year, your local Foundation Programme Director will convene an ARCP panel, to review the progress of all foundation doctors in their programme. Further information regarding the ARCP process can be found in 'The Foundation Programme Reference Guide 2016'.

The ARCP Panels will be held in early June 2017, half way through your 3rd post. As a consequence you will only have until the end of May 2017 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.

Further information regarding your ARCP will be sent to you throughout the year from the Wales Foundation School and you can get further information on this from your Postgraduate Centre.

Absence from Training

The GMC has determined that 20 days (when the doctor would normally be at work) is the maximum permitted absence within each 12 month period of the Foundation Programme (F1 and F2). Where a doctor's absence goes above 20 days (when a doctor would normally be at work), this will trigger a review of whether they need to have an extra period of training.

The absence includes all forms of absence such as sickness, maternity, compassionate paid/unpaid leave other than study (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:

http://www.gmc-uk.org/Absence_from_training_in_the_Foundation_Programme_Jun_13.pdf_52344411.pdf

Cardiff University E Resources

Training grade doctors are entitled to a Cardiff University Email address, Wi-Fi access (Eduroam) and access to the extensive web based library including e-journals, e-books and major databases such as MEDLINE, Cochrane and PsycINFO and up-to-date. For more information on these please visit the following link to view the leaflet.

[https://bssu.walesdeanery.org/sites/default/files/E-Trainees2015%20\(Libraries\).pdf](https://bssu.walesdeanery.org/sites/default/files/E-Trainees2015%20(Libraries).pdf)

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.

The online training sessions enhance traditional learning, support existing teaching methods and provide a valuable reference point. They are designed and built to be engaging and interactive, using quality images, video, audio and animation to help trainees learn and retain knowledge. Content is presented using various templates such as 'real-life' scenarios, case studies and 'knowledge bites'.

You will have been e-mailed your log in details for this directly from eLfH but your local Postgraduate Centre will have a list of accounts already created so you can check with them. 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/>

Progression and F1 sign off

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| Provisional registration and a licence to practise with the GMC | To undertake the first year of the Foundation Programme doctors must be provisionally registered with the GMC and hold a licence to practise. In exceptional circumstances (e.g. refugees), a fully registered doctor with a licence to practise may be appointed to the first year of a foundation programme. |
| Completion of 12 months F1 training (taking account of allowable absence) | The maximum permitted absence from training, other than annual leave, during the F1 year is 20 days (see GMC guidance on sick leave for provisionally registered doctors). |
| A satisfactory induction meeting for each placement. *This can be completed via any of the following forms, Combined: Induction meeting with Clinical Supervisor & Initial meeting with Educational Supervisor, or Induction meeting with Clinical Supervisor or Initial meeting with Educational Supervisor | 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/T (or equivalent) should discuss this with the Foundation School Director. The last end of placement review must be satisfactory. |
| A satisfactory educational supervisor's end of year report | The report should draw upon all required evidence listed below. |
| Satisfactory educational supervisor's end of placement reports | An educational supervisor's end of placement report is not required for the last F1 placement, the educational supervisor's end of <u>year</u> report replaces this. |
| Satisfactory clinical supervisor's end of placement reports | 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. The last end of placement review must be satisfactory. |
| Satisfactory completion of the required number of assessments | Team assessment of behaviour (TAB) Minimum of 2 per year. |
| | Core procedures (all 15 GMC mandated procedures) |
| 20 Foundation Professional Capabilities | Each 'foundation professional capability' describes a key clinical or professional aspect of medical practice. Foundation doctors must provide evidence of how their achievements related to each 'foundation professional capability' meet or exceed the expected minimum standard of performance for their year of foundation training. In order to progress to the next stage of training foundation doctors will be assessed at the end of each year of training. Progression will be dependent on meeting or exceeding the minimum expected standard of performance in each of the 'foundation professional capabilities'. |
| Post assessment form | A post assessment form must be completed for each 4-month placement. |
| A valid Advanced Life Support certificate | If the certificate has expired, it may be appropriate to accept evidence that the doctor has booked to attend a refresher course. |
| Evidence of participation in systems of quality assurance and quality improvement projects | Foundation doctors should take part in systems of quality assurance and quality improvement in their clinical work and training. This includes completion of the national trainee survey and any end of placement surveys |
| Completion of the required number of Supervised Learning Events | Direct observation of doctor/patient interaction: 6 x Mini CEX (2 per placement) 6 x DOPS (2 per placement) 6 x Case-based discussion (CBD) (2 per placement) |
| | Developing the clinical teacher (one per year) |
| Satisfactory Completion of the Prescribing Safety Assessment (F1) | To be completed by the end of the F1 year. |
| Revalidation Completed | Form R completed in 3 rd post. |
| An acceptable attendance record at generic foundation teaching sessions | It is recommended that postgraduate centres (or equivalent) provide a record of attendance for each F1 doctor. It has been agreed that an |

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|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | acceptable attendance record should typically be 70%. However, if the F1 doctor has not attended 70% of 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/T should discuss this with the FSD. |
| Signed probity and health declarations | Separate forms must be signed for each year of foundation training (F1 and F2). This is in addition to the Declaration of Fitness to Practise required by the GMC when applying for full registration. |

Progression and sign off in F2

| | |
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| 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. |
| Completion of 12 months F2 training (taking account of allowable absence) | The maximum permitted absence from training other than annual leave during the F2 year is 20 days (See GMC guidance for further information). |
| A satisfactory induction meeting for each placement. *This can be completed via any of the following forms, Combined: Induction meeting with Clinical Supervisor & Initial meeting with Educational Supervisor, or Induction meeting with Clinical Supervisor or Initial meeting with Educational Supervisor | 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 F2. If this is the case, the FTPD/T (or equivalent) should discuss this with the Foundation School Director. The last end of placement review must be satisfactory. |
| A satisfactory educational supervisor's end of year report | The report should draw upon all required evidence listed below. |
| 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 <u>year</u> report replaces this. |
| Satisfactory clinical supervisor's end of placement reports | 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. |
| Satisfactory completion of the required number of assessments | Team assessment of behavior (TAB) Minimum of 2 per year. |
| | Evidence that the foundation doctor can carry out the procedures required by the GMC. <i>The core procedures from F1 do not need to be repeated in F2, but evidence of the F1 sign off is required for successful completion of the Foundation Programme</i> |
| Post assessment form | A post assessment form must be completed for each 4-month placement. |
| A valid Advanced Life Support certificate | If the certificate has expired, it may be appropriate to accept evidence that the doctor has booked to attend a refresher course. |
| Evidence of participation in systems of quality assurance and quality improvement projects | The Curriculum requires that F2 doctors manage, analyse and present at least one quality improvement project and use the results to improve patient care. F2 doctors are also required to complete the national trainee survey and any end of placement surveys. |
| Completion of the required number of Supervised Learning Events | Direct observation of doctor/patient interaction: 6 x Mini CEX (2 per placement) 6 x DOPS (2 per placement) |
| | 6 x Case-based discussion (CBD) (2 per placement) |
| | Developing the clinical teacher <i>(minimum of one per year)</i> |
| 20 Foundation Professional Capabilities | Each 'foundation professional capability' describes a key clinical or professional aspect of medical practice. Foundation doctors must provide evidence of how their achievements related to each 'foundation professional capability' meet or exceed the expected minimum standard of performance for their year of foundation training. In order to progress to the next stage of training foundation doctors will be assessed at the end of each year of training. Progression will be dependent on meeting or exceeding the minimum expected standard of performance in each of the 'foundation professional capabilities'. |
| Revalidation Completed | Form R completed in 3 rd post. |
| An acceptable attendance record at 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 FSD. |
| Signed probity and health declarations | A separate form should be signed for F2. This is in addition to the Declaration of Fitness to Practise required by the GMC when applying for full registration. |

Checklist of evidence required for F1 or F2 sign off

This checklist is designed to help Foundation Doctors ensure they have completed the required evidence to obtain either an Attainment of F1 Competency Form (F1) or a Foundation Achievement of Competence Document (F2).

| | Details | Requirements | ✓/ X |
|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|------|
| | Provisional registration and a licence to practice with the GMC (F1) Full registration and a licence to practice with the GMC (F2) | | |
| | Completion of 12 months of F1/F2 training (taking account of allowable absence) | | |
| | 70% attendance at the Generic Curriculum teaching sessions | | |
| | Signed Probity and Health Declarations | Completed | |
| | Completion of the required amount of SLEs and assessments as required by the Wales Foundation School: <ul style="list-style-type: none"> • Direct Observations of Doctor/Patient Encounters (DOPS) • Mini CEX • CbD • TAB | 6 minimum 6 minimum 6 minimum 2 satisfactory | |
| | Developing the clinical teacher | One | |
| | 20 Foundation Professional Capabilities | Meeting or exceeding the minimum expected standard of performance. | |
| | Curriculum Competency Core procedures <i>The core procedures from F1 do not need to be repeated in F2, but evidence of the F1 sign off is required for successful completion of the Foundation Programme</i> | Satisfactory evidence of completion | |
| | Completed GMC Trainee Survey | Completed | |
| | A valid Advanced Life Support certificate (F1) | Completed | |
| | Satisfactory Completion of the Prescribing Safety Assessment (F1) | Completion | |
| | Form R (mandatory for F1 & F2) | One | |
| | F2 Career Destination Survey 2017 (<i>not available until May/June</i>) | Completed | |
| Placement 1 | Induction form | Completed | |
| | Clinical supervisors end of placement report | Completed | |
| | Educational supervisors end of placement report | Satisfactory | |
| | Post assessment form | Completed | |
| Placement 2 | Induction form | Completed | |
| | Clinical supervisors end of placement report | Completed | |
| | Educational supervisors end of placement report | Satisfactory | |
| | Post assessment form | Completed | |
| Placement 3 <i>To be completed by end of May</i> | Induction form | Completed | |
| | Clinical supervisors end of placement report | Completed | |
| | Educational supervisors end of year report | Satisfactory | |
| | Post assessment form | Completed | |

The following information applies to F2 Doctors only.

F2 Core Curriculum Study Days 2016/17

Guidance for Foundation Year 2 Doctors

50% of the F2 Core Curriculum teaching programme is delivered via study days. The purpose of the study days is to provide standardised teaching of topics that can be delivered through a central process, in order to improve the consistency of teaching sessions across Wales. It is also hoped that the study day will make it easier for you to attend a minimum of 70% of these sessions. Attendance at all three days will count for 50% towards the total attendance at generic curriculum teaching. **Attendance is mandatory.**

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

Study Day One – Monday 10th October 2016 to Friday 11th November 2016

- Teaching & training
- Life as a GP
- Careers
- Mental Capacity

Study Day Two – Monday 6th February 2017 to Friday 17th March 2017

- Screening
- Leadership and team working
- End of life decisions
- Artificial feeding

Study Day Three – Tuesday 18th April 2017 to Friday 12th May 2017

- Managing Stress in the workplace
- Complaints
- Communication
- The role of NICE

Where will the day be held?

There will be three different study days; one in each four-month rotation, and each study day will be repeated in 7 centres across Wales during a nominated 6-week period.

You must apply for study leave at your local Postgraduate Centre to attend one of these sessions. There is a fee of £30 to attend the Study day, which you can apply for from your study leave budget. To book a place on your preferred study day you must complete the attached form and return, with payment, to the relevant postgraduate centre. The contact details are indicated in the table overleaf. Please note the following:

- You should aim to make your booking in the first two weeks of each 4 month placement (for the study day taking place in that period), to ensure you have a place on a Study day.
- You must apply for study leave to attend a study day.
- There are limited places available in each centre.
- Places will be allocated on a first come first served basis.
- You are free to apply to attend any session.
- Preference will not be given to Foundation Doctors working in the hospital where the study day is being held.

FAILURE TO ATTEND THE CURRICULUM STUDY DAYS MAY RESULT IN YOU NOT BEING SIGNED OFF AT THE END OF YOUR F2 YEAR.

F2 Core Curriculum Study Days – 2016/17

Booking form – Placement 1

Please complete this form and return to your preferred centre, with payment of £30.

You should telephone your first choice centre in advance to ensure they have places, before sending your form and payment. If the centre is full you will need to contact your second choice centre and so on. You should aim to make your booking in the first two weeks of your first four-month placement, to ensure you have a place on a study day.

Personal details

| | | | |
|---------------------------------------------------------|--|----------------|--|
| First Name | | Surname | |
| Hospital you are currently working in (as an F2 Doctor) | | Bleep number | |
| Telephone number | | e-mail address | |
| Postal address | | | |

Study Day details

| Please tick 1 | Date | Local Health Board | Centre | Contact Name | Contact details E-mail & telephone number | Details of who the cheque should be made payable to |
|---------------|------------------------------------|----------------------------|--------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| | Wednesday 12 th October | Betsi Cadwalader (East) | Wrexham Maelor Hospital | Debbie Scutter | debbie.scutter@wales.nhs.uk 01978 727889 | BCUHB |
| | Tuesday 18 th October | ABM (East) | Princess of Wales Hospital, Bridgend | Wendy Jones | WendyE.jones@wales.nhs.uk 01656 752243 | ABMUHB |
| | Thursday 20 th October | Betsi Cadwalader (Central) | Glan Clwyd Hospital | Elaine Hughes | Elaine.Hughes2@wales.nhs.uk 01745 534587 | Clwyd North Postgraduate Centre |
| | Friday 21 st October | Aneurin Bevan | Royal Gwent Hospital | Caroline Newman | Caroline.Newman@wales.nhs.uk | Aneurin Bevan Health Board |
| | Monday 31 st October | Cardiff and Vale | University Hospital of Wales | Sharon Goodwin | Sharon.goodwin@wales.nhs.uk 02920746231 | Cardiff & Vale UHB |
| | Wednesday 9 th November | Hywel Dda | Withybush General Hospital | Helen Francis | Helen.Francis@wales.nhs.uk 01437 773723 | Hywel Dda Health Board |
| | Friday 11 th November | Cwm Taf | Royal Glamorgan Hospital | Tania Williams | Tania.williams@wales.nhs.uk 01443 443443 ext: 4447 | Cwm Taf Health Board Postgrad. |

You will receive confirmation once you have been booked onto a study day.

FAILURE TO ATTEND THE CURRICULUM STUDY DAYS MAY RESULT IN YOU NOT BEING SIGNED OFF AT THE END OF YOUR F2 YEAR.

F2 Core Curriculum Study Days – 2016/17

Booking form – Placement 2

Please complete this form and return to your preferred centre, with payment of £30.

You should telephone your first choice centre in advance to ensure they have places, before sending your form and payment. If the centre is full you will need to contact your second choice centre and so on. You should aim to make your booking in the first two weeks of your second four-month placement, to ensure you have a place on a study day.

Personal details

| | | | |
|---------------------------------------------------------|--|----------------|--|
| First Name | | Surname | |
| Hospital you are currently working in (as an F2 Doctor) | | Bleep number | |
| Telephone number | | e-mail address | |
| Postal address | | | |

Study Day details

| Please tick 1 | Date | Local Health Board | Centre | Contact Name | Contact details E-mail & telephone number | Details of who the cheque should be made payable to |
|---------------|----------------------------------------|----------------------------|----------------------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| | Tuesday 14 th February | ABM (West) | Morrison Hospital | Llinos Hodder | Llinos.hodder@wales.nhs.uk 01792 703320 | ABMUHB |
| | Tuesday 21 st February | Cardiff and Vale | University Hospital of Wales | Sharon Goodwin | Sharon.goodwin@wales.nhs.uk 02920746231 | Cardiff & Vale UHB |
| | Wednesday 22 nd February | Betsi Cadwalader (West) | Ysbyty Gwynedd | Rosalind Jones | Rosalind.Jones3@wales.nhs.uk 01248 384080 | Ysbyty Gwynedd Postgraduate Centre |
| | Thursday 23 rd February | Aneurin Bevan | Royal Gwent Hospital | Caroline Newman | Caroline.Newman@wales.nhs.uk | Aneurin Bevan Health Board |
| | Wednesday 1 st March | Cwm Taf | Prince Charles Hospital | Tania Williams | Tania.williams@wales.nhs.uk 01443 443443 ext: 4447 | Cwm Taf Health Board Postgrad. |
| | Wednesday 15 th March | Hywel Dda | Prince Philip Hospital, Llanelli | Karen Evans/ Lisa Harries | Karen.llanpgmc@btconnect.com Lisa.harries2@wales.nhs.uk 01554 783249 / 01554 783289 | Llanelli Postgraduate Centre |
| | Thursday 16 th March | Betsi Cadwalader (Central) | Glan Clwyd Hospital | Elaine Hughes | Elaine.Hughes2@wales.nhs.uk 01745 534587 | Clwyd North Postgraduate Centre |

You will receive confirmation once you have been booked onto a study day.

FAILURE TO ATTEND THE CURRICULUM STUDY DAYS MAY RESULT IN YOU NOT BEING SIGNED OFF AT THE END OF YOUR F2 YEAR.

F2 Core Curriculum Study Days – 2016/17

Booking form – Placement 3

Please complete this form and return to your preferred centre, with payment of £30.

You should telephone your first choice centre in advance to ensure they have places, before sending your form and payment. If the centre is full you will need to contact your second choice centre and so on. You should aim to make your booking in the first two weeks of your third four-month placement, to ensure you have a place on a study day.

Personal details

| | | | |
|---------------------------------------------------------|--|----------------|--|
| First Name | | Surname | |
| Hospital you are currently working in (as an F2 Doctor) | | Bleep number | |
| Telephone number | | e-mail address | |
| Postal address | | | |

Study Day details

| Please tick 1 | Date | Local Health Board | Centre | Contact Name | Contact details E-mail & telephone number | Details of who the cheque should be made payable to |
|---------------|----------------------------------|-------------------------|------------------------------|------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| | Tuesday 25 th April | Betsi Cadwalader (East) | Wrexham Maelor Hospital | Debbie Scutter | debbie.scutter@wales.nhs.uk 01978 727889 | BCUHB |
| | Wednesday 26 th April | ABM (West) | Singleton Hospital | Shannon Gough | Shannon.Gough@wales.nhs.uk 01792 285027 | Singleton Postgrad Centre ABMUHB |
| | Wednesday 3 rd May | Betsi Cadwalader (West) | Ysbyty Gwynedd | Rosalind Jones | Rosalind.Jones3@wales.nhs.uk 01248 384080 | Ysbyty Gwynedd Postgraduate Centre |
| | Friday 5 th May | Cwm Taf | Royal Glamorgan Hospital | Tania Williams | Tania.williams@wales.nhs.uk 01443 443443 ext: 4447 | Cwm Taf Health Board Postgrad. |
| | Monday 8 th May | Aneurin Bevan | Royal Gwent Hospital | Caroline Newman | Caroline.Newman@wales.nhs.uk | Aneurin Bevan Health Board |
| | Thursday 11 th May | Hywel Dda | Bronglais General Hospital | Shelley Williams | Shelley.Williams3@wales.nhs.uk 01970 635806 | Hywel Dda Health Board |
| | Friday 12 th May | Cardiff and Vale | University Hospital of Wales | Sharon Goodwin | Sharon.goodwin@wales.nhs.uk 02920746231 | Cardiff & Vale ULHB |

You will receive confirmation once you have been booked onto a study day.

FAILURE TO ATTEND THE CURRICULUM STUDY DAYS MAY RESULT IN YOU NOT BEING SIGNED OFF AT THE END OF YOUR F2 YEAR.