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WALES

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

# **Wales Foundation School**

## **A Guide for Foundation Doctors in Wales**

**(commencing August 2020)**

## Welcome to the Wales Foundation School

Dear Foundation Doctor,

Congratulations on beginning or continuing your Foundation Programme in Wales.

At the Medical Deanery at Health Education and Improvement Wales (HEIW), we aim to make the transition from student to doctor run smoothly and that our foundation doctors have an enjoyable and worthwhile experience. As your Foundation School Director, I work closely with the team, both at HEIW and your local hospital, to ensure that each doctor can develop their individual talents and potential, whilst gaining knowledge and skills through their Programme.

As well as the Foundation School Director, I am a Gastroenterologist at the Princess of Wales Hospital, Bridgend and if you're ever in the area, pop in and say hello.

I wish you the best of luck with your training, and I am confident that we can provide you with the experience, the learning opportunities and the support to allow you to thrive as a foundation doctor in Wales.

Hwyl fawr,



**Dr Tom Yapp, Foundation School Director**

The following guide outlines some key information that you will need throughout your time as a Foundation Doctor, and an overview of what you can expect and what is expected from you during your training.

In addition to the guide, the Wales Foundation School will send monthly bulletins and regular updates via email, *so please ensure that we are updated with your preferred email address.*

You can also find information on our website: <https://foundation.walesdeanery.org/>

## Wales Foundation School Team

Dr Tom Yapp	Associate Dean (Foundation)
Joanne Huish	Foundation School Manager
Sioned Edwards	Executive Officer (Foundation)
Sarah Edwards	Foundation Administrator

We are contactable by email at  
[HEIW.FoundationSchool@wales.nhs.uk](mailto:HEIW.FoundationSchool@wales.nhs.uk)

## Foundation Programme Directors (FPDs)

In addition to the Foundation School team there are 15 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.

Foundation Programme Director	Hospital	Health Board
Dr Ashok Vaghela	Royal Gwent Hospital, Newport	Aneurin Bevan UHB
Dr Helen Fowles	Nevill Hall Hospital, Abergavenny	Aneurin Bevan UHB
Dr Lee Wisby	Glan Clwyd Hospital, Rhyl	Betsi Cadwaladr UHB
Dr Artur Abelian	Wrexham Maelor Hospital, Wrexham	Betsi Cadwaladr UHB
Dr Alison Ingham	Ysbyty Gwynedd, Bangor	Betsi Cadwaladr UHB
Dr John Dunne	University Hospital of Wales, Cardiff	Cardiff and Vale UHB
Dr Karl Davis	University Hospital of Wales, Cardiff	Cardiff and Vale UHB
Dr Gwylim McMillan	Princess of Wales Hospital, Bridgend	Cwm Taf Morgannwg UHB
Dr David Samuel	Royal Glamorgan Hospital, Pontyclun	Cwm Taf Morgannwg UHB
Dr David Deekollu	Prince Charles Hospital, Merthyr Tydfil	Cwm Taf Morgannwg UHB
Dr Will Mackintosh	Prince Philip Hospital, Llanelli	Hywel Dda UHB
Dr Yousaf Khan	Bronglais General, Aberystwyth	Hywel Dda UHB
Dr Sumant Kundu	Withybush General, Haverfordwest	Hywel Dda UHB
Dr Pramodh Vallabhaneni	Morrison Hospital, Swansea	Swansea Bay UHB
Dr Rhodri Edwards	Singleton/Morrison Hospital, Swansea	Swansea Bay UHB

The FPDs are supported locally by the postgraduate centre, who will provide you with key local information throughout your training. They arrange the Study Days and ALS courses, and are available to help with any ePortfolio (TURAS) issues in the first instance.

## **Educational and Clinical Supervisor**

You will be assigned to an Educational Supervisor 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.

When you move onto placements 2 and 3 you will be allocated to a new named clinical supervisor.

You will be expected to meet with your Educational supervisor at the start and end of your first 4-month placement and then at the end of placements 2 and 3. Your Educational supervisor will liaise with your clinical supervisors throughout the year to review your progress.

## UK Foundation Programme Office (UKFPO)

The UKFPO facilitates the operation and continuing development of the Foundation Programme. The UKFPO is jointly funded and governed by Health Education England (HEE) and the four UK Health Departments.

The UK Foundation Programme Office manages the national application process for the Foundation Programme. The UKFPO also issues guidance on foundation training and promotes the consistent delivery of the Foundation Programme across the UK. Working with partners, the UKFPO enables sharing of good practice to help raise the standards of training.

### Useful Resources

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

- [Guide for Foundation Training in the UK](#)

A comprehensive catalogue of responsibilities, regulations and processes involved in the Foundation Programme, covering applicants, Foundation Schools and the UKFPO.

- [The Foundation Programme Curriculum](#)

An outline of the framework for educational progression that will support the first two years of professional development following graduation from medical school. Under the Curriculum, foundation doctors must demonstrate that they are competent in a number of areas. This includes communication and consultation skills, patient safety and teamwork, as well as the more traditional elements of medical training.

## Requirements for satisfactory completion of F1 and F2

The minimum requirements for satisfactory completion of F1 and F2, with guidance notes, are set out in documents available at the following links:

- [Requirements for F1](#)

*Please note that the Wales Foundation School provides funding for Foundation Year 1 Doctors to complete the ALS course during the F1 year. As a result, F1 Doctors in Wales will be expected to have completed ALS and not ILS by the end of the F1 year.*

- [Requirements for F2](#)

## Foundation Learning ePortfolio (TURAS)

The Wales Foundation School uses an electronic Portfolio called TURAS to keep a record of Foundation Doctor's assessments and learning, and which can be accessed through a web browser using the following link: <https://turasportfoliowales.nes.digital/>

TURAS is hosted by NHS Scotland, and an FAQ is available via this link: <https://www.nes.scot.nhs.uk/media/3676458/turasfaqs.docx>

You should have already received your log in details to your GMC registered email address.

It is your responsibility to maintain and develop your Portfolio and to keep a record of your professional development.

Should you experience any issues using TURAS, please contact either your postgraduate centre or the Wales Foundation School in the first instance. You are able to raise a Helpdesk ticket via the website, however this should be used for technical issues rather than user queries or administrative amendments.

## Assessments during Foundation Training

The Foundation Programme requires that all Foundation Doctors complete Supervised Learning Events (SLEs) and Formal Assessments as evidence of their clinical and professional development throughout each year.

Formal Assessments of your progress will take place at the end of each 4-month placement and at the end of F1 and F2 (in the form of an End of Placement or End of Year Report).

The following assessments must be completed each year:

Assessment	Frequency	F1 or F2
15 Core procedures	Throughout F1	F1
20 Professional Capabilities	Throughout F1 & F2	F1 & F2
Team assessment of behaviour (TAB)	Completed in the first placement. A second tab may be required if problems are identified.	F1 & F2
Combined Supervisor Induction Meeting	Placement 1	F1 & F2
Clinical Supervisor Induction Meeting	Placements 2 & 3	F1 & F2
Combined* Supervisor end of placement report <i>*Combination of the Clinical and Educational Supervisors report</i>	Placement 1	F1 & F2
Clinical Supervisor end of placement report	Placements 2 & 3	F1 & F2
Educational Supervisor end of placement report	Placement 2	F1 & F2
Educational Supervisor end of year report	Placement 3	F1 & F2

Supervised learning event	Recommended minimum number
<i>Direct observation of doctor/patient interaction:</i> Mini-CEX DOPS	Minimum of nine observations per year; at least six must be mini-CEX.
Case-based discussion (CBD)	2 (or more) per placement
Developing the clinical teacher	1 per year

## Team Assessment of Behaviour (TAB)

TAB is the multi-source feedback tool that is used in the Foundation Programme. It collates views from a range of multi-professional colleagues and is mapped against an identical self-assessment tool.

You are responsible for arranging the collection of feedback using TURAS and should undertake these assessments in a timely fashion, and in line with the timetable outlined below.

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

- This process should be started in the weeks commencing
  - **Monday 12<sup>th</sup> October 2020 (1st placement)**
  - **Monday 15<sup>th</sup> February 2021 (2nd placement - if problems are identified in 1<sup>st</sup> TAB)**
- All forms must be submitted electronically by your assessors, no later than: -
  - **Friday 30<sup>th</sup> October 2020 (1st placement)**
  - **Friday 5<sup>th</sup> March 2021 (2nd placement - if problems are identified in 1<sup>st</sup> TAB)**

For each assessment, a self-assessment of behaviour must be completed before inviting raters to contribute to the TAB process. The "Self-TAB" will also include a reflection on personal performance.

The Foundation Doctor and Educational Supervisor must then agree on 15 raters/assessors. A minimum of 10 returns are required for each assessment. These must be a mix of grades, including the below as a minimum;

- 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.

After sufficient responses have been received a reflection should be written on any sections where there is a variance between the self-rating and assessors' ratings. Any significant discrepancies should also be discussed with your Educational Supervisor.

## Annual Review of Competence Progression (ARCP)

Towards the end of your F1/F2 year, the Wales Foundation School 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 "Guide for Foundation Training in the UK (see the Useful Resources section) from paragraph 4.15 or page 42.

For Foundation Doctors hoping to finish their F1 or F2 year in August, ARCPs will be held in May or June (halfway through your 3<sup>rd</sup> post). As a consequence, 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.

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, 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 but **does not include** 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 here](#).

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

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

## **F2 Core Curriculum Study Days** - *The following information applies to F2 Doctors only.*

Half of the F2 Core Curriculum teaching program 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 the total 30 hours of core teaching required.

Attendance at all three days will count for **15** hours of core teaching. **Attendance is mandatory.**

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

### **Study Day One – Monday 5<sup>th</sup> October 2020– Friday 13<sup>th</sup> November 2020**

- Teaching & training
- Life as a GP/Specialist
- 'Life after F2' (Careers & revalidation)
- SEPSIS

### **Study Day Two – Monday 1<sup>st</sup> February 2021– Friday 12<sup>th</sup> March 2021**

- Screening (A patient's story)
- Leadership and team working
- End of life decisions
- Frailty (FOPAL)

### **Study Day Three – Monday 12<sup>th</sup> April 2021– Friday 21<sup>st</sup> May 2021**

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

There will be three different study days; one in each 4-month rotation, and each study day will be repeated in 7 centres across Wales during a nominated period.

Please also 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 (this is done via Intrepid).
- There is a limit on 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 – 2020/21

Please find details of the study days being held this year below. You will need to contact your preferred postgraduate centre to secure a place on the study day. You should aim to make your booking in the first two weeks of your first four-month placement, to ensure you have a place and you will receive confirmation once you have been booked onto a study day.

Date	Local Health Board and location	Contact details
Friday 16th October 2020	Royal Gwent Hospital, Aneurin Bevan UHB	<a href="mailto:Bethan.jones8@wales.nhs.uk">Bethan.jones8@wales.nhs.uk</a>
Thursday 22nd October 2020	Glan Clwyd Hospital, Betsi Cadwaladr UHB	<a href="mailto:Elaine.hughes2@wales.nhs.uk">Elaine.hughes2@wales.nhs.uk</a>
Friday 30 <sup>th</sup> October 2020	UHW, Cardiff & Vale UHB	<a href="mailto:Sharon.goodwin@wales.nhs.uk">Sharon.goodwin@wales.nhs.uk</a>
Tuesday 3rd November 2020	Wrexham Maelor Hospital , Betsi Cadwaldr UHB	<a href="mailto:kieran.owen@wales.nhs.uk">kieran.owen@wales.nhs.uk</a>
Wednesday 4th November 2020	Prince Charles Hospital, Cwm Taf Morgannwg	<a href="mailto:Donna.M.Morgan@wales.nhs.uk">Donna.M.Morgan@wales.nhs.uk</a>
Wednesday 4th November 2020	Withybush Hospital, Hywel Dda UHB	<a href="mailto:Helen.francis@wales.nhs.uk">Helen.francis@wales.nhs.uk</a>
Wednesday 11 <sup>th</sup> November 2020	Singleton Hospital, Swansea Bay	<a href="mailto:Shannon.gough@wales.nhs.uk">Shannon.gough@wales.nhs.uk</a>
Wednesday 3rd February 2021	Royal Glamorgan, Cwm Taf Morgannwg UHB	<a href="mailto:Tania.williams@wales.nhs.uk">Tania.williams@wales.nhs.uk</a>
Thursday 4th February 2021	Glan Clwyd Hospital, Betsi Cadwaladr UHB	<a href="mailto:Elaine.hughes2@wales.nhs.uk">Elaine.hughes2@wales.nhs.uk</a>
Thursday 4th February 2021	Royal Gwent Hospital, Aneurin Bevan UHB	<a href="mailto:Bethan.jones8@wales.nhs.uk">Bethan.jones8@wales.nhs.uk</a>
Wednesday 24th February 2021	Ysbyty Gwynedd, BCUHB West	<a href="mailto:Rosalind.jones3@wales.nhs.uk">Rosalind.jones3@wales.nhs.uk</a>
Tuesday 2nd March 2021	Morrison Hospital, Swansea Bay UHB	<a href="mailto:Jeanette.royston-cornick@wales.nhs.uk">Jeanette.royston-cornick@wales.nhs.uk</a>
Tuesday 2 <sup>nd</sup> March 2021	UHW, Cardiff & Vale UHB	<a href="mailto:Sharon.goodwin@wales.nhs.uk">Sharon.goodwin@wales.nhs.uk</a>
Thursday 11th March 2021	Prince Philip Hospital, Hywel Dda UHB	<a href="mailto:Cerys.walters@wales.nhs.uk">Cerys.walters@wales.nhs.uk</a>
Tuesday 13 <sup>th</sup> April 2021	UHW, Cardiff & Vale UHB	<a href="mailto:Sharon.goodwin@wales.nhs.uk">Sharon.goodwin@wales.nhs.uk</a>
Wednesday 14th April 2021	Princess of Wales, Cwm Taf Morgannwg UHB	<a href="mailto:Claire.laidler@wales.nhs.uk">Claire.laidler@wales.nhs.uk</a>
Monday 26th April 2021	Wrexham Maelor, Betsi Cadwaldr UHB (East)	<a href="mailto:kieran.owen@wales.nhs.uk">kieran.owen@wales.nhs.uk</a>
Friday 30th April 2021	Morrison hospital, Swansea Bay UHB	<a href="mailto:Llinos.hodder@wales.nhs.uk">Llinos.hodder@wales.nhs.uk</a>
Thursday 20th May 2021	Ysbyty Gwynedd, BCUHB West	<a href="mailto:Rosalind.jones3@wales.nhs.uk">Rosalind.jones3@wales.nhs.uk</a>
Thursday 20th May 2021	Royal Gwent Hospital, Aneurin Bevan UHB	<a href="mailto:Bethan.jones8@wales.nhs.uk">Bethan.jones8@wales.nhs.uk</a>
Friday 21st May 2021	Bronglais General Hospital, Hywel Dda UHB	<a href="mailto:Shelley.williams3@wales.nhs.uk">Shelley.williams3@wales.nhs.uk</a>