Foundation Training in General Practice: A Guide for Trainers and Trainees

Revised May 2015

(Adapted version of the East of England Multi-Professional Deanery Guide, reproduced with thanks)
Foundation Training in General Practice in the West Midlands

This guide aims to provide practical advice for both trainer and trainee. It is hoped that by considering the issues in this document the training process for both the training practice and the trainee should be a more fulfilling experience.

Health Education West Midlands (HEWM) covers Birmingham, Black Country, Solihull, Coventry, Warwickshire, Staffordshire, Shropshire, Worcestershire and Herefordshire. HEWM is responsible for the commissioning and quality management of Foundation training across the whole region. It links with five Foundation Schools.

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# Key Contacts

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Background to the Foundation Programme

The UK Foundation Programme
- Is an integrated two year programme for all medical graduates. F1 is the pre-registration year, and F2 is a post registration year of generic training.
- Aims to help new doctors to:
  - Focus on the development of generic skills of professional medical practice
  - Consolidate and develop their clinical skills under leadership and supervision from more senior doctors and other professionals within the NHS
  - Develop their ability to recognise and manage acute illness
- Requires Foundation Doctors to demonstrate the acquisition of competences through an assessment process, and maintain a portfolio of their professional practice.

How is it organised?
- Medical students and eligible medical graduates apply through a national Recruitment process for allocation to a Foundation School and matching to a foundation programme within that school. All schools linked to HEWM initially match to the first year. Midway through their first year, trainees are required to apply for placements in the F2 year. Placements are allocated according to their ranking in the F1 midpoint ARCP score.
- Following graduation from medical school, the new doctors commence their first employment within the NHS as a foundation doctor, where they progress through the two years of foundation training.
- All Medical Students undertake a 1-2 week paid shadowing period during the end of their 5th year in the post they will be starting as an F1.
- The F1 and F2 programmes consist of a series of placements, usually rotating every four months. The programmes are hosted by the acute Trusts and include experience in medicine and surgery, but also incorporate a range of experience in other specialties, including community based specialties.
- The whole programme is approved by the GMC.
- Quality management of the Foundation Programme is undertaken by the Foundation Schools and HEWM.
- Across HEWM at least 55% of F2 doctors should have an opportunity to undertake a placement in general practice. Currently, we are able to offer a community based placement in either GP, Psychiatry or Public Health. In a recent evaluation of Foundation training (Collins Report) there is a recommendation to increase exposure to community based training, and it is hoped in the near future all F2 rotations will incorporate a community based placement.
- Foundation doctors are employed by the acute trust hosting their programme and are placed wherever possible in nearby practices for their F2 GP placement.
• The GP placement in F2 involves learning in not for general practice. It is distinctly different from specialty training in general practice.

Further information
http://www.foundationprogramme.nhs.uk
The national website for the UK foundation programme is an excellent resource, and includes key documents such as the FP Curriculum, Operational Framework and Foundation Learning Portfolio. You can sign up for e-updates which you may find helpful.


Foundation Training in General Practice

1  F2 Doctors

1.1  What are F2 Doctors?

• Doctors with full GMC registration in their second year of postgraduate medical education and training
• They will have completed a pre-registration F1 year, and be undertaking an F2 programme rotating through three specialties
• They are expected to undertake a clinical workload under supervision.
• They are not expected to do ‘out of hours’ in general practice
• They are trust employees for the whole of their F2 year
• F2 doctors will attend the generic foundation teaching programme organised by the Foundation Training Programme Director (FTPD), who is usually based in the acute trust.

1.2  How is an F2 doctor different from a GP speciality trainee?

• The F2 doctor is NOT learning to be a GP
• The aim of this rotation is to give the F2 doctor a meaningful experience in general practice with exposure to the patient in the community, as well as gaining an understanding of the interface between primary and secondary care.
• Experience in general practice will contribute towards the F2 doctor achieving the competences required for the Foundation Programme.

1.3  Who decides which doctor will come to my practice?

• Each F2 programme usually consists of 3 posts of four months in differing specialities. There are numerous combinations.
• Midway through their F1 year, trainees will review the full list of available F2 rotations. They will prioritise their choices and are then allocated as far as possible to their preferred options.
HEWM/Trust identifies practices that are able to host the F2 placements. Foundation Training Programme Directors (FTPDs) in Trusts are given the list of GPs who have agreed to be **clinical supervisors** and they link them to F2 programmes with a GP component.

Information on the names, contact details and programmes of your F2 doctors should be provided by the foundation programme administrator in the acute Trust to which you are linked.

## 2 F2 Doctors and General Practice

### 2.1 Why have F2 attachments in primary care?

- 50% of all medical students, thus Foundation doctors, will be required to train to become General Practitioners in order to meet population demands (HEE mandate 2013). All doctors need to understand how the NHS works and the interface between primary and secondary care. Key themes in the curriculum for F2 doctors that are highly appropriate to general practice include:
  - the recognition and management of acute illness
  - prescribing
  - communication skills
  - teamwork
  - professionalism
  - impact of illness of everyday lives of patients and carers
  - long term conditions
  - understanding the interface between primary and secondary care

- It provides an opportunity for F2 doctors to experience general practice as a specialty, and helps to consolidate career choices. There is evidence to show that F2 training in GP is associated with increased recruitment into the specialty, often with retention of trainees within the local scheme.

- For the trainer, it is an opportunity to engage in or expand their trainer experience, contribute to their professional development and promote their specialty.

### 2.2 Why should you consider F2 training?

- An F2 doctor will provide some service to the practice.
- F2 training attracts a reasonable training grant.
- Recent local informal and national surveys show that both trainers and trainees find it a positive and rewarding experience.
- There is evidence to show that local recruitment and retention into GP Specialty Training is enhanced by experience of GP in the foundation programme.
- Training F2 doctors in a Training practice will provide teaching and mentoring skills experiences for GP Specialty trainees.
2.3 Who can supervise F2 doctors?

- GPs that are approved GP trainers, (The GP Associate Dean may make occasional exceptions. Specific Foundation curriculum knowledge and basic educational feedback techniques are required).
- The practice will need to be approved for training by the local GP Associate Dean.

2.4 How do I become Foundation Supervisor?

To act as a clinical or educational supervisor for foundation doctors in GP you must:

- Be registered with a professional body (GMC, NMC etc)
- Be registered with the GMC as a GP trainer (by obtaining HEWM approval)
- Have successfully completed a generic educator’s course; i.e. module one of the recommended courses or one of the deanery courses.
  The course enables individuals to apply to be undergraduate teachers, out-of-hours clinical supervisors and associate trainers in general practice. Other health care professionals can also take the course and work as supervisors in their own areas.
- Attend Foundation training updates at least every 3 years.
- Have evidence of Equality and Diversity training within the last 3 years.
- Ensure your surgery has been approved as a training practice

2.5 How do I get approval to be a Training Practice?

The practice is examined to ensure that it provides an appropriate learning environment. It must provide a good example both of clinical care and of management. The infrastructure must be sound, the records of high quality and the team committed to learning.

The trainer, or trainers, are examined independently to ensure that they have sufficient knowledge of practice and of education, skills appropriate to one-to-one teaching and educational management, and attitudes supportive of learning.

2.6 What’s the difference between a Clinical Supervisor and an Educational Supervisor?

- The clinical supervisor is the person responsible for the F2 doctor while they are in their placement at the practice.
  The clinical supervisor is responsible for:
  - patient safety
  - supervising the trainee day to day in clinical and professional practice
  - supporting the trainee assessment process
  - ensuring trainees have the appropriate range and mix of clinical exposures
arranging a work programme to enable the trainee to attend fixed educational sessions.

- **The educational supervisor** is responsible for the F2 for either their 4 month placement or the whole year – they may be one of the three educational supervisors in a programme. Currently most GPs act as clinical supervisors only. The Trust can advise you who the educational supervisor is for each F2 doctor. You are **not** expected to perform Educational Supervisor duties but your education centre may ask you to consider being one. There is no additional trainer grant associated with taking on this role.

The **educational supervisor** is the doctor responsible for making sure the trainee receives appropriate training and experience throughout their F2 programme, as well as providing support for the trainee’s professional and personal development.

The educational supervisor is responsible for:
- undertaking regular formative appraisal
- providing support for development of the learning portfolio
- being the first point of call for concerns and issues about training
- ensuring appropriate training opportunities are available for the F2 doctor to learn and gain the foundation competences
- Providing support for the trainee with difficulties and liaising as required with other professionals to seek resolution of the difficulties. This may be at a local or deanery level, and may involve HR and occupational health.

How is Clinical Supervision different to what a Clinical Supervisor does?

### 2.7 What happens if the F2 doctor’s clinical supervisor is away?

- **Appropriate clinical supervision must be available**, and when the supervisor is not available then an appropriate colleague **must be identified** to fulfil this role. A senior clinician will need to be onsite when the F2 is seeing patients. Patient Safety is paramount.

### 2.8 Can a GP become a trainer if they are part-time?

- If one partner is part-time and wants to become a trainer, they will need support from another partner to cover for them when they are absent.

### 3 F2 Doctors and Employment: Practicalities

#### 3.1 Who holds their Contract of Employment?

- The Contract of Employment is **held by one of the Acute Trusts** within HEWM, who is responsible for paying salaries and other HR related issues.
• However, in addition to this legal contract it is suggested that each practice has an **Honorary Educational Contract** with each of its Foundation Doctors (see Appendix). Submission of the Honorary Contract, to your GP Area Directors Office based at St Chad’s court, initiates the trainers grant claim.
You may be allocated a Military FY doctor who will be employed by the Army, Navy or RAF. The Defence Deanery will be responsible for processing the education contract and payments.

### 3.2 Does the F2 doctor need to be on the Performers List?

• **It is not necessary** for your F2 doctor to be on the Performers List of the relevant ‘Area Team’ before they take up their post in General Practice because they remain employees of their host NHS trust who will have carried out the necessary pre-employment checks.
• However, it is a **requirement** that you inform your ‘Area Team’ of the names of F2 doctors in your practice and the dates they will be with you. Some ‘Area Teams’ request that you also certify the trainee’s competence in English Language. If you are asked to do this, please refer the request to the Foundation Training Programme Director. Employment checks will be done by the Acute Trust so the ‘Area Team’ will not need to repeat this.

### 3.3 Does the practice need to organise medical indemnity cover?

• The F2 doctor is an employee of the Trust and will be covered by the Trust indemnity scheme. They do not require further MDU/MPS/MDDUS cover
• Foundation doctors can elect to take out personal cover with a defence organisation at a minimal cost.

### 3.4 Can an F2 doctor sign prescriptions?

• **Yes.** An F2 doctor is post registration and is able to sign a prescription.
• The F2 should use their supervising GP’s FP10.

### 3.5 Should an F2 doctor do out-of-hours shifts?

• F2 doctors are contracted to work an average of 40-hour week
• Therefore they are **not expected to work out-of-hours** shifts during their general practice rotation.
• The F2 timetable should be compliant with the European Working Time Regulations, (no requirement to work before 7am or after 7pm). Please use the working hours’ template in the appendix to plan the doctor’s average working week. Seek advice from the education centre manager, Clinical Tutor or Dr Jameel if you are unsure if the timetable is compliant.
• Some F2 doctors have asked to experience extended hours as a means of exposure to different types of acute illness. They may also be asked to work an extended day to match the practice hours. This can be a useful
learning opportunity but a level of supervision appropriate for F2 doctors must be available at all time. If working a long day the weekly timetable needs to account for a shorter day elsewhere.
• Please note that any out of hours experience (before 7am and after 7pm) does not attract extra salary payment (banding) and the working week should remain within the 40-hour limit. The hours are frequently audited by the Acute Trust, any work overs may result in the practice being invoiced for the overtime worked even if the trainee willingly stays.

3.6 Can the F2 do home visits?

• Whilst undertaking GP, home visits is not an absolute requirement within the F2 curriculum but there is significant benefits to be gained in terms of education and training, particularly in the management of long term patients with chronic ill health.
• Home visits must at all times remain the responsibility of the supervising GP trainer, and undertaken at their discretion. F2 home visiting alone usually occurs after the trainee has been on several supervised visits, with careful patient selection and appropriate debriefing following a visit. Please familiarise yourself with the home visiting policy within the appendix.
• Travel costs should be kept to minimum. It is the F2 doctor’s responsibility to ensure business miles are included on their car insurance. Do not assume that your Foundation trainee can drive. Please clarify their transport arrangements.

3.7 Are F2 doctor’s travel costs reimbursed?

• Eligible travel claims are reimbursed by the employer (the host trust).
• Travel costs incurred in excess of 23 miles from home to place of work may be claimed. I.e. if a doctor travels 35 miles each way a claim for 12 miles each way maybe claimed. Further information http://www.westmidlandsdeanery.nhs.uk/Revalidation/RemovalandExpensesGuidance.aspx
• They may claim for expense incurred if they have to travel between the practice and their base trust during the working day (e.g. if they have to attend meetings or educational sessions).
• They may also claim for any additional expense of travel associated with work (e.g.visits to patients but please try to minimise the cost of this travel to help trusts stay within budget).

4 Leave Entitlement for F2 Doctors

4.1 What about annual/sick leave?
• The F2 doctor is entitled to 25 days annual leave +2 statutory dates in the 12 months and this should be equally divided between the three posts. However, the employing Trust may have a local agreement for additional days and this will be confirmed by Medical Staffing/HR Department.

• Sick leave should be documented and all absences recorded and forwarded to the Clinical Tutor/Education Centre Manager at Trust at the end of the attachment. There will be no funding for locum backfill or other costs.
• The Foundation Training Programme Director (FTPD) must be informed of sick, leave beyond 2 weeks for either the F2 doctor or the supervisor.

4.2 What study leave are F2 doctors entitled to?
• F2 doctors may take up to 30 days study leave during the year. However, at least 15 of these days will be used as part of the teaching programme organised by the FTPD in the Trust, and also includes ALS training.
• Normally no more than a third of the study leave should be taken in each four month rotation.
• Study leave beyond the Trust programme will require approval through normal Trust channels from the Programme Director and may not be funded. The F2 doctor should also discuss the request with the GP practice and provide at least six weeks’ notice.
• Military FY trainees should not be treated differently than an NHS civilian foundation doctor with regard to annual leave and study leave. Should they require “special leave” for national events and military programmes, the trainee should provide evidence of permission, to the GP clinical supervisor from the Defence GP Dean, specific to the request they are making.

5 F2 Doctors in General Practice: How to organise training

5.1 If you are considering F2 training:
• Ensure the whole practice is informed and involved. F2 training is something the practice is signing up to, not just the F2 trainer. This means they all have to help out with some of the training work. So check to ensure all of your clinical team and practice staff are engaged with this and that the practice ethos towards training is based on a collaborative model.
• Ensure you have space to accommodate your F2 doctor to enable them to consult with patients.
5. **F2 Doctors in General Practice: How to Organise Training**

- Devise a F2 training programme. Identify an **induction** process and timetable for your F2 trainee (see below for an example). Remember that the daily clinical supervisor doesn’t have to be the nominated F2 trainer all the time.
- It is good practice to provide your clinical team with an “**Aims and Objectives**” sheet based on the F2 curriculum.
- Identify a small team (e.g. nurse, salaried GP) that will be responsible for offering feedback about trainee progress to the clinical supervisor (PSG – Placement Supervision Group).
- It may be useful to get in touch with other F2 training practices. This will help promote a sharing of ideas and they may be able to offer invaluable advice.
- Get in touch with your local Associate GP Postgraduate Dean who will help you with training issues and local trainer networks.
- Get in touch with the Foundation Training Programme Director (FTPD) in your local acute Trust. It is important to attend curriculum specific updates run by the FTPD at least once every 2 years. The FTPD will also be able to answer any queries, and would be the first point of contact should you require advice or support for a foundation doctor.

5.2 **Before the F2 doctor starts:**

- **Contact the F2 trainee, and provide them with an induction pack to the practice.**
- It is a **requirement** that you inform your PCT of the names of F2 doctors in your practice and the dates they will be with you.

5.3 **How should induction in GP be structured for the F2 doctor?**

- Rotation dates are the first Wednesday of August, December and April. The trainees will attend a Trust induction on the first day of the August rotation. This will incorporate the necessary mandatory yearly updates.
- The induction process should include a discussion of roles, responsibilities and expectations, a review of the F2 doctor’s portfolio, and agreeing a learning contract including learning objectives. In discussing expectations, you may wish to cover the following areas: Educational needs of F2 doctor - identified in previous placements, by

  - self-assessment and by supervisor observation (e.g. sitting-in on consultations)
  - Confidentiality
  - Computer systems and record keeping
  - Timetable
  - Tutorials and preparation
  - Project work
  - Debriefing after consultations
  - Home visits
Availability of clinical and educational support
Learning about and from the primary healthcare team
Planning ahead for assessments
Planning ahead for annual leave and study leave

It is generally helpful to summarise what has been agreed in short written notes at the end of the discussion. This can be undertaken in the initial review meeting on the e-portfolio. It is also necessary for the practice to sign an honorary educational contract with the F2 doctor to fulfil clinical governance processes with the practice (see Appendix).

- During induction, you should be observing the doctor’s basic clinical skills and knowledge to make an assessment as to whether you feel that they can start seeing patients under indirect supervision.
- The doctor must have a named supervisor for every surgery. It is better if this is not always the F2 trainer, and you are encouraged to involve others from the surgery. This can be a sessional GP but not a locum.
- Please speak to your F2 doctor about how to deal with problems. Reinforce that you are willing for them to knock on your door or phone you if they need to.
- The F2 doctor’s induction is really an orientation process so they can find their way around the practice, be introduced into how the practice operates, and meet the doctors and staff.

**A typical Induction programme for week 1**

(Modified from “Simple guide for Foundation training in GP”, London Deanery)

<table>
<thead>
<tr>
<th>Day 1</th>
<th>Meeting with doctors/staff 9-10</th>
<th>Sitting in the waiting room 10-11</th>
<th>Surgery &amp; Home visits with trainer 11-1</th>
<th>Working on reception desk 2-3</th>
<th>Surgery with trainer 3-5</th>
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<tbody>
<tr>
<td>Day 2</td>
<td>Treatment Room 9-11</td>
<td>Chronic Disease clinic with nurse 11-1</td>
<td>Computer training 2-3</td>
<td>Surgery with another doctor 3-5</td>
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<td>Day 3</td>
<td>District Nurses 9-12</td>
<td>Computer training 12-1</td>
<td>Local Pharmacist 2-4</td>
<td>Surgery with another trainer 3-5</td>
<td></td>
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<tr>
<td>Day 4</td>
<td>Health Visitors 9-11</td>
<td>Admin staff 11-12</td>
<td>Needs assessment 2-3</td>
<td>Half Day release teaching 3-5</td>
<td></td>
</tr>
<tr>
<td>Day 5</td>
<td>Teaching session – Prescribing, reviewing results, referrals, 12-1</td>
<td>Practice meeting 12-1</td>
<td>Computer training 2-3</td>
<td>Surgery with trainer 3-5</td>
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</table>
First 1-2 weeks
- The F2 doctor should sit in on surgeries with the GP so they can see how others consult and the variety of problems that come to general practice.

Week 3 and 4
- 1 appointment every 30 minutes for 2 weeks
- The clinical supervisor should have every third 10 minute appointment of their surgery blocked so they review each case with the F2 doctor throughout the day.

2nd, 3rd and 4th month
- 1 appointment every 20 minutes (depending on the ability of the trainee)
- The clinical supervisor should have every second 10 minute appointment of their surgery blocked so they review each case with the F2 doctor throughout the day.

5.4 What work can F2 doctors do?
- F2 doctors should participate and be involved to the whole range of experience and learning opportunities within general practice. Whilst some administration roles may be appropriate, this should not become a regular task that loses educational value.
- An appropriate level of supervision must be available at all times to support the F2 doctor.

5.5 What should an F2 doctor’s typical weekly timetable contain?

Every experience that your Foundation Doctor has should be an opportunity for learning. It is sometimes difficult to get the balance right between learning by seeing patients in a formal surgery setting and learning through other opportunities. This is a suggestion as to how you might plan the learning programme over a typical week.
- 7 sessions – clinical
- 1 session – teaching / educational supervision
- 1 session – academic / private study
- 1 session – attendance at generic F2 training programme

5.6 De-briefing

A debrief should take place as soon as possible after a clinical event. Patient safety is paramount. The focus of de-briefing for the F2 should
also be progress/achievement as evidenced by the SLEs (Supervised learning events). Reference should be made to the syllabus and competences as appropriate. They should be used to aid action plans for learning in terms of knowledge and behaviours.

This can be done in various ways:
*Ask foundation doctors to talk through the consultation.*

- How did you make your decisions?
- What different decisions might you have made and why?
- Tell the F2 their strengths and points for improvement:
  - X was good/excellent
- Maybe you need to improve or to consider...
- Ask the F2 about their strengths and points for improvement:
  - What were you happy with?
  - I liked...
  - What would you do differently next time?
  - What about... (suggest alternatives)?
Encourage reflection both personally and from the patient’s perspective. Consider how this can link into their personal development plan and the syllabus.
- How was that compared to last time?
- What was different?
- I am interested to know how you are getting on with...
- I am getting worried that you may be... Is that a possibility do you think?
- What other questions does this raise for you/the team?
- So, what have we discussed?

5.7 **What about planned teaching / training for F2 doctors?**

- Tutorials are **not compulsory but a bonus** for the F2 doctor, the emphasis during their attachment is learning through seeing patients and discussing the cases with the supervising doctor providing de-briefing
- Tutorials can be given either on a 1:1 basis or as part of a small group with other learners.
- Any member of the practice team can and should be involved in giving a tutorial.
- Preparation for the tutorial can be by the supervisor, the learner or both.
- **Chronic Disease Management**
  - Although the emphasis is on acute care it is also important for Foundation Doctors to realise how much ‘acute illness’ is due to poorly controlled chronic disease
  - The importance of exposure to chronic disease diagnosis and management should not be overlooked
- **Classroom taught sessions**
In addition to the weekly timetable organised by the practice, the Foundation Programme Directors will also arrange generic teaching sessions specifically for their cohort of F2 doctors.
- Some of these days will be whilst the F2 doctor is in their rotation in your practice.
It is expected that the F2 doctor will attend these sessions along with their colleagues in the hospital rotations. These sessions cover some of the generic skills such as communication, teamwork, time management, evidence-based medicine.

The Foundation Programme Director should provide the F2 doctor with a list of dates and venues at the start of the Foundation Programme and it is the F2 doctor’s responsibility to ensure that they book the time out of practice.

5.8 What should an F2 doctor use private study time for?

- Computer training, specifically in the first few weeks.
- Audit. All F2 doctors must include an audit in their portfolio, and general practice is probably one of the best settings for audit work. F2 doctors may choose to return to the practice to complete a second audit cycle, or a project may be passed on from one F2 doctor to the next, with joint ownership. As time is limited, audit opportunities should be identified as early as possible in the 4 month placement.
- e-portfolio work. Evidence of competence must be submitted across the curriculum. Evidence may be from assessments, teaching material, e-learning modules and reflective practice, which can all be included in the e-portfolio. It is important to keep the e-portfolio up to date and ensure specifically that elements required for F2 sign off are completed.

5.9 What happens at the end of the placement?

At the end of each rotation, you will be asked to complete a supervisor’s report on the e-portfolio, and this should be done with the trainee. This is your overall assessment of the doctor’s performance during the time they have spent with you and helps the new clinical supervisor to focus on any areas of particular need. It is important that the e-portfolio’s supervisors report is as informative as possible, particularly if specific needs have been identified.

5.10 What about the issue of poor performance?

The vast majority of F2 doctors will complete the programme without any problems. However a few doctors may need more support than others; for example ill-health, personal issues, learning needs or attitudinal problems. If you feel at any time that the doctor under your supervision has performance issues you should contact the Foundation Training Programme Director who will work with you to ensure that the appropriate level of support is given both to you and the F2 doctor. It may also be helpful to discuss concerns with your patch Associate GP Postgraduate Dean. It is very important that you keep written records of any issues as they arise and that you document any discussions that you have with the F2 doctor regarding your concerns. These records should be shared with the F2 doctor.
6 The Foundation Training e-portfolio

The Foundation Programme requires the trainee doctor to create a portfolio that provides information about their development throughout the two-year programme. At the end of each year, their portfolio will be reviewed by the FTPD against a national checklist prior to F1/F2 sign off. Every trainee will be discussed at an ARCP (Annual Competency Review Panel).

6.1 Why bother with Portfolios?

- Foundation Schools take them seriously and will not sign-off anyone with a poor portfolio
- The Foundation Programme publications lay out a clear structure for portfolios
- They introduce junior doctors to some important concepts:
  - Planning a PDP and developing achievable learning objectives
  - Engaging in an appraisal cycle
  - Developing reflective writing skills

6.2 What is our role?

- We should have an idea of what their Portfolios should contain
- We should take an active interest in the F2’s work and check their portfolios regularly.

6.3 What should the portfolio that they assemble look like?

The GP trainer can be given educational supervisor access to the e-portfolio from the Foundation Administrator in the local Trust, or by contacting Nelda Cameron - Foundation School lead by emailing nelda.cameron@wm.hee.nhs.uk

Teaching and instruction can be arranged at a mutually convenient time with the Foundation administrator in the Trust.

Personal Development Plan
- Summary of learning objectives gathered through the year
- Self-assessments carried out
- Career management information

Summary of Meetings
Each post should generate:
- Initial meeting with CS
Any update to PDP
Educational agreement
Mid-point review
Final placement review
Reflective Writing

Strongly encouraged and each doctor is expected to provide several pieces of reflective writing. They have some templates that they can work from in their portfolio.

Supervised learning Events (SLEs) – Formative

- A copy of each SLE they have completed
- A clinical summary with CbD’s and mini-CEX is really useful
- If it is the first placement of their F2 year, the trainee is expected to perform a TAB (Team Assessment of Behaviour ie MSF). The supervisor is expected to review this with their trainer once completed.

Summary of evidence presented

The Curriculum lays out the “Core Competences” and the doctor must provide evidence for each competency to be signed off.

Other Information

Additional information, principally material referred to in “Summary of evidence presented”.

Summary of Evidence Presented

This section is the key section of the portfolio and cannot be completed at the last minute. Sources for evidence include:

- Assessments
- Reflective writing
- Critical incidents
- Teaching sessions & courses
- Audit projects
- Web-based modules (foundationdoctor.net, bmj learning, national e-learning programme, e-learning for health).

6.4 What are the Key Themes from the Syllabus?

Most of the subject material in the generic skills section is suited to delivery in the primary care setting.

1.0 Professionalism
2.0 Good clinical care
3.0 Recognition and management of the acutely ill patient
4.0 Resuscitation
5.0 Discharge and planning for chronic disease management
6.0 Relationship with patients and communication skills
7.0 Patient safety within clinical governance
8.0 Infection control
9.0 Nutritional care
10.0 Health promotion, patient education and public health
11.0 Ethical and legal issues
12.0 Maintaining good medical practice
13.0 Teaching and training
14.0 Working with colleagues

Further detail on the competences can be found at:

6.5 Foundation Programme Assessment

Work-based feedback is a fundamental aspect of the Foundation Programme. They provide a 'snapshot' of the foundation doctor's competence within the work place at a specific point in time. Used together with other forms of assessment, such as portfolio review and reflective practice, they build a picture of evidence for each foundation doctor that documents progress, achievements and areas for development in knowledge, skills and attitudes. The tools used in the HEWM Foundation School are incorporated into the e-Portfolio, with guidance for both trainers and trainees.

We currently use the following formative SLEs:
• Multi-source feedback (TAB)
• Case-based discussion (6 CBDs)
• Direct observation of doctor/patient encounters
  -Mini clinical evaluation exercise (6 mini-CEXs)
  -Direct observation of procedural skills (6 DOPS)

Guide updated Oct 2013 SYJ
### FOUNDATION DOCTORS GP PLACEMENTS – TEMPLATE: INTENDED HOURS OF WORK

<table>
<thead>
<tr>
<th>GP Clinical Supervisors Name:</th>
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<tr>
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<td>FROM: April 2014 TO: April 2015</td>
</tr>
<tr>
<td>Practice:</td>
<td></td>
</tr>
<tr>
<td><strong>DAY</strong></td>
<td><strong>DUTY START TIME</strong></td>
</tr>
<tr>
<td><strong>Examples:</strong></td>
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</tr>
<tr>
<td></td>
<td>0900</td>
</tr>
<tr>
<td>MONDAY</td>
<td></td>
</tr>
<tr>
<td>TUESDAY</td>
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<tr>
<td>WEDNESDAY</td>
<td></td>
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<tr>
<td>THURSDAY</td>
<td></td>
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<tr>
<td>FRIDAY</td>
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</tbody>
</table>

**Notes:**
- Min Breaks requirement: 1 x 30 mins following approx every 4 hours duty
- Max average hours of work per week - 40
- Any workovers outside template hours must be validated in writing by GP practice in accordance with Trust procedure.
Foundation Training Practice Agreement 2013/14

Please TYPE or complete in BLOCK CAPITALS:

Foundation Rotation for twelve months

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Name</th>
<th>GMC</th>
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<tbody>
<tr>
<td>07/08/2013</td>
<td>03/12/2013</td>
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<td>01/03/2014</td>
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<tr>
<td>02/03/2014</td>
<td>05/08/2014</td>
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</table>

Foundation Training Practice

Name of Trainer

Completion Date of FY2 GP Clinical Supervisor Training

FY2 GP Clinical Supervisors are required to attend a minimum of 1 day equivalent (6 CPD credits) of FY2 clinical supervisor training every three years, of which half must be face to face teaching or with peers, the rest can be online. For online clinical supervisor training, please click onto www.westmidlandsdeanery.nhs.uk/foundationprogramme/clinicalskillsteachingFilms.aspx.

Date: ____________________

Email Address
(Must be NHS Email address)

Date of Completed Equal Opportunities Training

Required by all GP Clinical Supervisors every three years. For online training, please click onto www.corelearningunit.nhs.uk and confirm your training date completion.

Date: ____________________

Direct telephone number

Practice Name

Practice Address

Trainer Signature

Date:
We the undersigned have read and agree with the terms and conditions of this Training Agreement.

<table>
<thead>
<tr>
<th>Bank Account Number</th>
<th>Bank Account Sort Code</th>
<th>Account Name</th>
<th>Swift code (overseas only)</th>
<th>Email address for remittance advice</th>
</tr>
</thead>
<tbody>
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</table>

This Agreement must be submitted within 1 month of the twelve month rotation starting. Failure to comply may result in non-payment. Payment for the twelve months is £7674.00. Placement one equates to £2558. First payment is due in November 13, which equates to £5116. Final Payment is due in March 14 £2558. If one of the FY2 Trainees does not rotate into your practice and this leaves a space, then the practice signs up to taking another trainee doctor at short notice as required. An adjustment to be undertaken towards the end of the financial year.

**Please return this Agreement electrically to your Patch Administrator:**
Coventry and Warwickshire, East Bham & Solihull is bianca.Omahoney@wm.hee.nhs.uk
Staffs and Shropshire: James.hughes@wm.hee.nhs.uk
Hereford and Worcs, and South Bham: stuart.mills@wm.hee.nhs.uk
Black Country: anita.powell@wm.hee.nhs.uk
North Bham VTS and City VTS: debra.petriedolphin@wm.hee.nhs.uk

Postal address: Debra Petrie-Dolphin, Health Education West Midlands, PMDE – GP Education, St Chads Court, 213 Hagley Road, Edgbaston, Birmingham B16 9RG

This form then needs to be returned to Health Education West Midlands for authorisation by Area Programme Director before submission for payment to Finance

**Authorisation for F2 Trainers Grant**
I confirm that these placements are authorised F2 placements

Signed: Date:

Area Training Programme Director
on behalf of Dir. Postgraduate GP Education

This guidance has been produced as a result of the need to mitigate risk for the foundation doctor in GP placements employed by the acute hospital trust.
1. All medical practitioners covered by this contract will be fully registered with the General Medical Council
2. GP Foundation Trainer will be recognised by the Health Education West Midlands
3. This contract will cover that part of Postgraduate Medical Training, known as the Foundation Programme, and will regulate the General Practice component of that programme. It will form part of the supplementary regulations enabling that training period.
4. This document will act as a supplementary / honorary contract between the above parties. A host Acute Trust within the Deanery will hold their principal contract for the duration of the Foundation Programme.
5. Clinical Tutors are aware of placement in General Practice
6. The Primary Care Clinical Supervisor will supervise and organise the period of training within General Practice for the purpose of teaching and advising on all matters appertaining to general medical practice for a period of four months from the commencement date unless this agreement is previously terminated under the provision of clause 2.
7. This agreement may be terminated by either party, at any time, by giving one months notice in writing. Salary will be paid by the host trust at the agreed rates.
8. The host employing hospital trusts will provide NHS Indemnity for clinical negligence claims against the Foundation Trainee during the placement in General Practice. If either party takes out additional indemnity cover then this is at their own expense.
9. The Foundation Doctor will not be required to perform duties, which will result in the receipt, by the practice of private income.
10. Any specific or pecuniary legacy or gift of a specific chattel shall be the personal property of the Foundation Doctor.
11. 48 hours worked by the Foundation Doctor in the practice, the practice programme and regular periods of tuition and assessment will be agreed between the Primary Care Clinical Supervisor and the Foundation Doctor and make provision for any educational programme organised by the West Midlands Deanery and as advised by them. The primary care clinical supervisor will provide cover or arrange for suitably qualified cover when the Foundation Doctor is on maternity leave.
12. The hours of work shall comply with the European Working Time Directive legislation, or any subsequent Working Time legislation.
13. The Foundation Doctor is supernumerary to the usual work of the practice.
14. The Foundation Doctor may be required to accompany their clinical supervisor or another member of the practice team on home visits. If deemed competent and confident the foundation doctor may then perform screened low risk home visits alone, not exceed 1/daily.
15. The Foundation Doctor should not be used as a substitute for a locum in any practice.
16. Time spent in practice by the Foundation Doctor should be no more than the average time spent on practice work by a full time member of the practice.
17. The Foundation Doctor shall be entitled to five weeks holiday during a 12 month period and pro rata for shorter periods and also statutory and general national holidays or days in lieu. During their time in General Practice the maximum holiday period will be two weeks.
18. The Foundation Doctor is entitled to approve study leave to attend Deanery classroom taught sessions and any other educational activity considered appropriate by the Primary Care Clinical Supervisor.
19. If the Foundation Doctor is absent due to sickness, they must inform the practice as early as possible on the first day of the sickness. Statutory documentation shall be provided as required for any illness lasting more that 7 days. Any accident or injury arising out of the Foundation Doctor’s employment in the practice must be reported to the Practice Manager, duty doctor in the practice or their Primary Care Clinical Supervisor.
20. A Foundation Doctor in General Practice who is absent on maternity leave will comply with the terms of their Principal Contract.
21. If a Foundation Doctor is chosen or elected to represent the profession at any recognised body or to attend an Annual Conference the Foundation Doctor in General Practice will be given facilities including special paid leave to undertake such functions and to attend appropriate meetings. The Foundation Doctor must obtain the consent of their Primary Care Clinical Supervisor for such absence from duty, but consent shall not be withheld unless there are exceptional circumstances.
22. The Primary Care Clinical Supervisor will provide or organise any message taking facilities that will be required for the Foundation Doctor in General Practice to fulfil their duty requirements.
23. The Primary Care Clinical Supervisor will provide cover or arrange for suitably qualified cover to advise the Foundation Doctor at all times.
24. The Foundation Doctor shall undertake to care for, be responsible for and if necessary replace and return any equipment that may have been supplied by the Practice or Primary Care Clinical Supervisor at the end of the training period.
25. The Foundation Doctor will apply himself/herself diligently to the educational programme and service commitments and other matter as directed by the Primary Care Clinical Supervisor in accordance with the advice of the Health Education West Midlands Foundation Programme and its Directors.
26. The Foundation Doctor will keep an educational log and records such that they may be able to develop a Professional Learning Plan. These records will enable them to fulfil any requirements of the General Practice Medical Council for appraisal, or professional revalidation in their career.
27. The Foundation Doctor shall keep proper records of attendances or visits by and to any patients in handwritten or electronic format as advised by their Primary Care Clinical Supervisor.
28. The Foundation Doctor will make suitable provision for transporting themselves in order to carry out the above duties satisfactorily. Appropriate expenses may be reclaimed from the host trust, by prior agreement. This is a matter between the Foundation Doctor and the host trust.
29. Any dispute between the Foundation Doctor and the Primary Care Clinical Supervisor should be brought to the attention of the Director for Postgraduate General Practice Education. If the matter cannot be resolved at this level it will then proceed through the appropriate Health Education West Midlands channels.

30. The terms of this contract will be subject to the terms of service for doctors as set out from time to time in the National Health Service (General Medical and Pharmaceutical Services) Regulations.
GUIDANCE ON HOME VISITING FOR FY2 DOCTORS IN GENERAL PRACTICE

Home visiting by general practitioners is an important feature of British general practice. Home visits represent 10% of contacts with general practitioners although the rate of home visiting has declined over the past 30 years. The average annual home visiting rate is 299/1000 patient years, with the majority in the elderly (3009/1000 over 85 years compared to 103/1000 age 16-24). The commonest diagnostic group is disease of the respiratory system. In the elderly disease of the cardiovascular system is also a common diagnostic group.

Visiting patients in their own homes by a lone doctor exposes that doctor to the potential but small risk of injury due to a violent patient or relative, or of injury whilst travelling in the community. Most reports of violence against GPs occur in the surgery as opposed to home visiting. A number of factors increase the risk of home visiting including type of accommodation, locality, time of day, history of alcohol, drugs or violence. In recent years General Practitioners have responded to the risks associated with home visiting by providing transport and drivers to out of hour’s calls, and discouraging home visits in favour of an assessment at the surgery where a full complement of diagnostic equipment and associated staff are available.

Access to clinical supervision during a home visit is more of a theoretical issue overcome by a graduated introduction to visiting and use of mobile phone technology. GP trainers have many years of experience of accompanying GP trainees on visits and only allowing them to visit alone when the trainer is satisfied with clinical competence and a careful selection of appropriate visits. At all times the trainer is contactable by mobile phone.

Foundation Doctors
Home visiting is an essential part of British General Practice providing an opportunity to gain experience in many of the foundation competencies. This provides useful patient contact especially in the areas of respiratory disease, circulatory disease, infections musculoskeletal disease, and pain management. These patient contacts provide useful material for case based discussion, or direct observation of procedural skills. In addition it enables the trainee to directly view the environment in which the care that has been prescribed for a specific patient with a specific medical condition is to be delivered. Three areas need to be considered:

- The clinical competence of the trainee
- Clinical supervision
- The risk of injury to the patient and the doctor.

Clinical Competence
It is recommended that all foundation doctors have opportunity to gain experience of home visiting during their attachment to general practice. Early in the attachment the foundation doctor would accompany the GP Supervisor* on home visits, and later be allowed to visit alone if the GP supervisor deems them clinically capable.

Clinical Supervision
All visits will be screened by the GP supervisor as suitable, and within the competence of the foundation doctor, who will be briefed before, and debriefed after the visit. At all times both the trainer and foundation doctor will be contactable by mobile or telephone.

Risk Assessment
Foundation doctors have little or no previous experience of home visiting and may not fully appreciate risk. All training practices undertake a risk assessment of the safety of employees and trainees on and off the premises undertaking duties related to general practice. This risk assessment would include the car park, and home visiting arrangements. This is reviewed when the practice is re-accredited as a training practice every 3 years. Foundation doctors should only be allowed to go alone on home visits where the GP trainer assesses the risk to be low. Where a medium or high risk is identified then the foundation doctor should be accompanied by another doctor or security personnel. In some practices it may be unsuitable for the foundation doctor to undertake any visits unaccompanied.

For individual home visits the GP Foundation supervisor must take responsibility for identifying suitable home visits within the competence of the foundation doctor and
assessing the risk of injury or assault (Vet-Verify-Vigilance). The foundation doctor needs to carry the appropriate clinical equipment to undertake the home visit, including a fully charged mobile phone. A discussion with the foundation doctor about the patient should take place before and after the visit.

**Increased risk of personal injury:**

- Visiting in the dark or out of hours
- Tower blocks
- Lone female doctors visiting lone male patients
- Patients with known alcohol or drug history
- Patients with a history, or suspicion of risk of violence

**Recommendations:**

1. All foundation doctors should gain experience of home visiting during their general practice attachment.
2. Clarify if your foundation doctor can drive (it is not a requirement), Business cover will need to be added to their car insurance for home visits.
3. The number of home visits undertaken will be normally no more than 1 a day.
4. The GP Supervisor is responsible for assessing the suitability of the visit for a foundation doctor in terms of clinical competence (patient safety) and personal injury. Only visits deemed to be “low risk” and within the doctor’s competence are suitable for foundation doctors.
5. The GP Supervisor is responsible to make arrangements to brief before, provide clinical supervision during, and debrief after the visit.

**References**