

Guidance for continuing Professional Development in the LNR and Trent Foundation Schools

Effective 1 August 2019

National policy will change for the August 2019 intake at F1 and F2. Foundation doctors will have to demonstrate a minimum of 60 hours of learning at F1 and F2 level. To ensure successful outcomes at ARCP Educational supervisors will need to ensure that supervisees have completed a minimum of 60 hours of recognised training. This document sets out the arrangements for the governance of this process.

The 60 hours will be made up of 30 hours of face to face training provided by the Employing Trust Foundation Teaching Programme and 30 hours of additional CPD activity.

It will be the responsibility of the Foundation doctor to maintain a CPD record using HORUS to record evidence. Failure to provide evidence of satisfactory attendance will result in non standard ARCP outcome and may halt progression. All evidence must be submitted via the HORUS system and be visible to the Educational Supervisor. No paper based or alternative portfolios will be accepted for the purpose of recording Foundation CPD.

Introduction

Foundation doctors will be required to attend at least 30 hours of mandated Trust teaching and they will have to provide evidence of a further 30 hours of CPD which will be recorded in the HORUS portfolio. Trust based Foundation Education Programmes will continue to be mandated by the Foundation Schools and all Foundation doctors must attend a minimum of 30 hours of face to face learning. The Foundation Programme Coordinator in each Trust will maintain a register of attendance and produce a certificate for each Foundation doctor to assist in providing evidence for ARCP. This certificate should be uploaded to HORUS.

In addition, the Foundation Schools will mandate attendance at regional teaching events. These events will count towards the additional 30 hours of CPD credit required.

1. Simulation training in F1 and F2
2. Psychiatry Simulation F2
3. End of life care F1
4. Windmills F1 careers session (delivered in house at Trusts)

The Foundation Programme will provide places on the following F2 courses at no charge to Foundation doctors to assist in them gaining sufficient credits to evidence the additional 30 hours of CPD required. These courses will be allocated on first come first served basis. We advise Foundation doctors to book early to avoid disappointment as these are popular courses and doctors will not need to seek reimbursement for attendance. F2 doctors may apply for up to two of the following courses:

1. CRIMP course (care of the critically ill medical patient)
2. Train the trainer
3. Surgical skills
4. Paediatric AIMS course
5. Effective consultations
6. Mary Seacole NHS leadership course (application during F1 programme).

These courses are available to access via www.eastmidlandsdeanery.nhs.uk and may change according to demand and uptake.

ALS and e-ALS

ALS will not count towards the 60 hour total and is considered essential to job role training

Mandatory Training

Following discussions at the Foundation School Director's national meeting no credit will be given towards the 60 hour total for statutory and mandatory training. For the purposes of CPD ALS will not count towards the total.

Data recording and evidence of participation in Trust Programmes

We anticipate that Foundation Programme Coordinators in trusts will continue to keep records of attendance for quality assurance purposes and to assist participants and lecturers, but the onus will be on individual doctors to maintain records on their e-portfolio that demonstrate engagement in learning.

Less than full-time (LTFT) Trainees

CPD should be pro-rata for LTFT trainees. For example, if a trainee is working at 50% of full time, then the CPD for the F1 or F2 training year would be accumulated over two years.

E- learning

This will be a permitted component of CPD. The Trent and LNR Foundation schools will allow a **maximum of 6 hours of e-learning** to count towards the 60 hour total in line with other Foundation Schools. This is separate to any e-learning that an employer might insist on as induction modules to allow an employee to fulfil their role.

Study leave

The Trent and LNR study leave guidelines were updated in 2018 as part of the national study leave reform and are available on the www.eastmidlandsdeanery.nhs.uk website.

Taster days

Taster days are not counted towards the 60 hours.

The study leave policy facilitates the participation of our doctors in a wide range of activities that support the curricular objectives of Foundation with the provision of funding and study leave. We have deliberately been as flexible as possible in the approvals process to encourage Foundation doctors to use their allowances.

Funding arrangements

The Foundation Schools will support the trust delivery of teaching programmes where trusts have engaged external providers to deliver content by arrangement with the Foundation School Manager (Education Support Account Manager at HEE).

Any courses that HEE continue to commission will include an admin uplift to facilitate course delivery and trainee allocation and coordination with providers.

Types of activity that will count towards the additional 30 hours of training are:

1. External accredited courses attended by F2 doctors as part of their study leave allowance of their choice (see study leave guidance).
2. Internal educational activity at F1 and F2 including
 - a. Morbidity and mortality reviews
 - b. Formalised teaching ward rounds (not business rounds or daily ward rounds) with Consultant sign off
 - c. Journal clubs
 - d. Departmental meetings where a formal register is kept
 - e. Hospital grand rounds or the equivalent
 - f. Departmental simulation training
 - g. Balint groups
 - h. Schwarz rounds
 - i. QI teaching or QI meetings and presentations
 - j. E-learning, a maximum of 5 hours will be given credit, no single module will be credited with more than 30 mins. See e-lfh for details of Foundation e-learning
3. Attendance at mandated regional training courses
4. Attendance at optional training courses provided by HEE

FAQs

1. What happens if a foundation doctor fails to present evidence in their portfolio of 60 hours of training?
 - a. Initially the doctor will receive an outcome 5 at ARCP. If within a short period they fail to provide evidence of 60 hours of CPD they will be issued an outcome 3 and fail to progress. This would lead to an extension of training of 4 months initially.
2. How can I record my CPD?
 - a. The only method available is the HORUS portfolio to which all evidence should be uploaded
3. I am struggling to attend my Trust teaching programme; will I get 30 hours of credit?
 - a. Most Trusts provide at least 40 hours of internal Foundation teaching so even with days off and annual leave you should be able to attend 30 hours of face to face training. If you are regularly unable to attend teaching please inform your Foundation TPD and complete an exception report so your concerns can be actioned.
4. How do I apply for study leave?
 - a. Please follow the study leave guidance at www.eastmidlandsdeanery.nhs.uk
5. How much study leave funding can I apply for?
 - a. F2 doctors in the East Midlands can apply for £300 of guaranteed funding towards courses.
6. Does personal study leave count towards my CPD hours?
 - a. No, we do not permit Foundation doctors to apply for personal study leave

RM Powell
Amended 1 August 2019