

Foundation Doctors' Advisory Board (FDAB) Minutes

Date **2023.05.11, 14:00 – 17:00**
 Venue: **Microsoft Teams**
 Chair: **Raza Naqvi (UKFPO Fellow)**

Attendance	Organisation / Role
Raza Naqvi (RN) – Chair	UKFPO Fellow
Tony Choules (TC)	Operational and Faculty Development Advisor, UKFPO
Elaine Colaco (EC)	National Foundation Programme Manager, UKFPO
James Clark (JC) - Secretariat	Service Support Officer, UKFPO
Kata Várnai (KV)	Senior Project Manager for Education and Support, UKFPO
Kiran Kaur Pradhan (KP)	Senior Service Manager, UKFPO
Sophia Berridge (SB)	Service Manager, UKFPO
Ronan Pilkington (RP)	FY2 Lead Rep, North West
Lily Scourfield (LS)	FY1 Academic Rep, South London
Jamboli Rahmatova (JR)	FY1 Lead Rep, East Midlands (Trent)
Mickaela Nixon (MN)	FY1 Lead Rep, North Central & East London
Kathryn (Kitty) Price (KP)	FY1 Lead Rep, South Yorkshire & Humber
Sulaymaan Al Majid (SM)	FY1 Deputy Rep, Northern
Sooyoung Lee (SL)	FY2 Lead Rep, East Midlands (Trent)
Gabriela Barzyk (GB)	FY1 Lead Rep, South London
Hannah Grimes (HG)	FY2 Lead Rep, Severn
Mei Yi Yee (MY)	FY2 Lead Rep, Scotland (Tayside)
Zoe De Toledo (ZT)	FY2 Lead Rep, Oxford (Thames Valley)
Thomas (Tom) Foord (TF)	FY1 Lead Rep, West Midlands Central
Samuel (Sam) Gubb (SG)	FY2 Deputy Rep, Severn
Taran Chaudhuri (TC)	FY1 Deputy Rep, North West
Connor Brett (CB)	FY2 Lead Rep, North Central & East London
Alice Rolph (AR)	FY1 Lead Rep, South Yorkshire & Humber

Laetitia Jervis (LJ)	FY2 Academic Rep, South Thames (KSS)
Annabel (Annie) Killen (AK)	FY2 Lead Rep, Northern
Michaela Vernon (MV)	FY1 Lead Rep, North West
Sarah Elliot (SE)	FY1 Lead Rep, Wessex
Emily Crehan (EC)	FY2 Lead Rep, Peninsula
Tiberiu Pana (TP)	FY2 Academic Rep, Scotland (North)
Lowri Foster-Davies (LFD)	FY2 Lead Rep, West Midlands
Tasneem Wadee (TW)	FY2 Lead Rep, South Yorkshire & Humber
Matthew Knight (MK)	FY1 Academic Rep, Yorkshire & Humber
George Barker (GB)	FY2 Academic Rep, North Central & East London
Dawnya Behiyat (DB)	FY1 Academic Rep, Essex, Bedfordshire & Hertfordshire
Simran Sehdev (SS)	FY1 Lead Rep, West Midlands South
Alexandra (Libby) Terrieux-Taylor	FY1 Lead Rep, South Thames (KSS)
Apologies	Organisation / Role
Dr Mike Masding (MM)	Co-chair, UKFPO
Jordy (Hiu) Kwong (JK)	FD Rep, Scotland
William Hardie (WH)	FY1 Lead Rep, Yorkshire & Humber South
Patrick Mullan (PM)	FY1 Lead Rep, Northern Ireland
Dr Joshua (Josh) Dale (JD)	FY2 Lead Rep, West Midlands Central
Prabhav Singhal (PS)	FY1 Lead Rep, Yorkshire & Humber South
William Wright (WW)	FY1 Trainee Rep, Essex, Bedfordshire & Hertfordshire
Manahara (Manu) Ratnayake (MR)	FD Rep, Scotland
Kethaki Bhayankaram (KB)	FY1 Academic Rep, East Anglia

Item	Detail	Action(s)
1.0 Introductory Session	RN opened the meeting and requested attendees to take a register.	
2.0 Introductions	RN welcomed the group and thanked them for attending.	

Item	Detail	Action(s)
	<p>Attendees were reminded to feedback on this meeting to their local FSD. FDAB minutes will also be circulated to FSDs.</p> <p>ACTION: Feedback FDAB meeting summary to local FSD.</p>	<p>FDAB Reps</p>
<p>3.0 UKFPO Update - TC</p>	<p><u>Upcoming events:</u></p> <ul style="list-style-type: none"> • MDRS COPMED Careers Conference Friday 7 July. https://foundationprogramme.nhs.uk/your-career-our-future-annual-medical-dental-careers-conference/ • National SFP Conference Saturday 17 June. https://foundationprogramme.nhs.uk/june-2023-national-sfp-conference/ <p><u>Follow ups from previous meetings</u></p> <ul style="list-style-type: none"> • UKFPO Fellows interviews for FP2023-24 have been completed – excellent applications received. The selection process will be completed by the end of May. • Follow up from discussion at the previous meeting: When transferring between F1 and F2, FDs should not be on call the night before, and if so, are not expected to move and work the following day. <p>ACTION: Share a typical example of an on call policy with FDAB members to discuss with local foundation leads, if necessary.</p> <p><u>Proposed stochastic allocation of FP applicants</u></p> <ul style="list-style-type: none"> • The preliminary FP allocation process stakeholder engagement outcome report has been written up and is awaiting government review. The report will be published towards the end of May/beginning of June. 	<p>TC</p>

Item	Detail	Action(s)
	<ul style="list-style-type: none"> Engagement closed February, over 14,000 responses (UK and international medical students, FDs, foundation schools, universities, BMA, MSC, trusts, organisations representing both UK and international candidates). Information on statistical modelling undertaken is on the UKFPO website: https://foundationprogramme.nhs.uk/what-is-being-looked-at/, including the webinar for reference. 	
4.0 ARCPs	<ul style="list-style-type: none"> Some Foundation Schools will be setting a cut off (around 30 May) to lock down the e-portfolio, other schools may work differently. F1s usually have their ARCP first to allow time to receive their full GMC registration status, F2s have their ARCP after. ARCP requirements are on the UKFPO website: https://foundationprogramme.nhs.uk/curriculum/arcp/ FDs should check the requirements (available in the e-portfolio) are completed, otherwise an outcome 5 will be received, and further information will be required. FDs should go to their relevant programme directors with issues in the first instance, if issues persist support from Reps can be provided. Time off for industrial action is included within the 20-days allowable absence from foundation training. If this is exceeded FDs will receive an individual review of their progress; the time requirement is more rigid in F1. Time off for industrial action must be documented within the Form R. 	
5.0 FDAB Business meeting	<p><u>Minutes of the last meeting/matters arising:</u></p> <ul style="list-style-type: none"> Discussed at previous meeting that London reps are gathering feedback from reps about swaps processes at their schools (if there are any) to help inform the development of a swaps process for the new pan-London foundation school (launching August 2023). Specific focus on F2 swaps. <p>ACTION: Feedback by end of July regarding the facilitation of F2 swaps in local Foundation School to MN (m.nixon1@nhs.net).</p> <p><u>Exception reporting:</u></p>	FDAB Reps

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	<ul style="list-style-type: none"> • There have been issues with those opting for the payment option but receiving this as TOIL when they have worked over their hours. This is down to employer discretion and resource on the ground – not a UKFPO matter. • FDs should contact their guardian of safe working to explore local employer policy. • During first placement ES and CS are usually the same person. Point raised on whether exception reports can go to someone else other than the ES who signs the FD off, to encourage FDs to exception report (being explored already in Y&H foundation school). • Concerns surrounding exception reporting not being completed due to expectations of professionalism, lack of knowledge surrounding how to complete exception reports, and not having a log in. • Concerns raised that exception reports take too long to fill in, recommendation is to feed this back to relevant employer to encourage the implementation of changes. <p><u>Tasters:</u></p> <ul style="list-style-type: none"> • FDs are usually expected to complete tasters in their school’s geographic area. However, it may be possible to arrange tasters beyond this if FDs are interested in experiencing a specialty that is not available in their locality. <p><u>Specialty applications:</u></p> <ul style="list-style-type: none"> • TC took FDAB suggestion to limit the number of specialty applications an individual can submit to the national specialty recruitment review meeting. Improvements are planned for the autumn 2023 recruitment rounds; however, no plans as of now to limit specialty applications. • Concern raised regarding the increasing ratios of applicants to vacancies. TC advised that published application ratios are a very high-level representation of a complex landscape and the number of vacancies for doctors in training continues to increase. • TC discussion with FSDs highlighted difficulties incorporating theatre experience during surgical placements into the curriculum. This is a generic foundation curriculum and specialty-specific 	

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	<p>requirements are not appropriate. Conclusion that guidance can be introduced around the organisation of placements to ensure the important areas of a specialty are covered.</p> <p><u>Rotations when transitioning from F1 to F2:</u></p> <ul style="list-style-type: none"> • FDs should follow the Working Time Directive guidance, which also applies to those leaving F2 to start specialty training. • FDs should notify their placement of their induction date/time to ensure they are able to attend this, or to enable the induction to be re-scheduled if required. • FDs to speak to their FPTD if experiencing difficulties with rotation. <p><u>Recruitment and training statistics and reporting:</u></p> <ul style="list-style-type: none"> • FSD Committee discussed re-starting the careers destination survey (stopped during the pandemic). • The GMC website features the overall number (67%) of F2s who leave training for at least one year, which reduces after five years, with 90% returning to training. • The UKFPO Annual Stats and Facts Recruitment Reports for the past two years are being produced – delays due to the pandemic. The format of future reports is being reviewed. <p><u>Increasing diversity in SFP:</u></p> <ul style="list-style-type: none"> • Progress update requested (introduced at November 2022 FDAB meeting by guest speaker Paul Baker, FSD and UKFP SFP lead). <ul style="list-style-type: none"> ○ Each Specialised Unit of Application has to produce their own selection process and evidence that this meets the EDI requirements to the SFP delivery board, who then sign off on the process. • Request for FDAB to be kept informed of UKFPO projects <ul style="list-style-type: none"> ○ UKFPO intend to bring more such information to FDAB meetings in the future – this process was interrupted by the pandemic. This will include UKFP Fellows presenting on their projects. 	

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	<p><u>Self-development time (SDT):</u></p> <ul style="list-style-type: none"> Note that SDT is in place in England only (information on NHSE website). Advice requested on where SDT should be taking place – some employers require FDs to take this on site, others allow this to take place from home. SDT is counted and paid as work so Trusts will make this decision based on staff availability and locality of the placement. Where FDs undertake their SDT is an employment issue as opposed to a training issue. SDT itself is a training issue and all FDs in England are entitled to it. 	
<p>6.0 Date & time of next meeting</p>	<p>This was the final meeting of the training year. All members thanked for their involvement in FDAB.</p> <p>02 November 2023 Teams (online)</p>	

List of actions

Action	Action owner
<p>Feedback FDAB meeting summary to local FSD. [FDAB1 – not new action]</p>	<p>FDAB Reps</p>
<p>Share a typical example of an on call policy with FDAB members to discuss with local foundation leads, if necessary.</p>	<p>TC</p>
<p>Feedback by end of July regarding the facilitation of F2 swaps in local Foundation School to MN (m.nixon1@nhs.net). [Added to FDAB4 from previous meeting - not new action]</p>	<p>FDAB Reps</p>