

LNR and Trent Foundation Schools

F1 Educational Contract 2019-20

This educational contract is between Health Education England - East Midlands and Dr _____ and is supplementary to the conditions of taking up a training post agreement on Intrepid and the ePortfolio. I understand and agree to engage fully with the foundation training programme and agree to the following undertakings.

Induction Modules: I will complete Foundation Training E-Learning for Health Induction modules by the 31st August.

E-Communications: I will check my nominated primary email account on a minimum of a weekly basis to ensure I read communications from the Foundation School regularly.

Supervised Learning Events (SLEs): As a minimum I will complete the following number of SLEs during the F1 year. I understand that the SLEs must be spread across all three placements.

	Minimum Number	
	Per Placement	Per Year
Case Based Discussions	2	6
Developing the Clinical Teacher	-	1
Direct observation of doctor/patient encounter (DOPS and mini-CEX)	3 (2 must be mini-CEX)	9 (6 must be mini-CEX)

Assessments of Progress: During the F1 year I will engage with the educational process to ensure the following assessments of progress are recorded using the ePortfolio system.

	Placement		
	1 st	2 nd	3 rd
A Core Procedure Log, <i>requirement for full GMC registration</i>	✓		
Clinical Supervisors End of Placement Report	✓	✓	✓
Educational Supervisor's Initial Meeting Report	✓	✓	✓
Educational Supervisor's End of Placement Report	✓	✓	
Educational Supervisor's End of Year Report			✓
Team Assessment of Behaviour rounds including self-TAB	✓	✓	

Supervisor Meetings: I will meet with my Educational Supervisor and Clinical Supervisor on a regular basis during each rotation, as a minimum I will meet with my Educational and Clinical Supervisor at the beginning and end of each rotation. I will ensure these meetings are recorded in my ePortfolio.

F1 to F2 Transfer of Information: I will complete and submit the Transfer of Information (TOI) form at the end of my F1 year. I understand that the information within this form is to enable appropriate support to be put in place for my F2 year.

Absence: I understand that the maximum permitted absence, not including annual leave, during the F1 year is 20 working days. Absence exceeding this level will necessitate a formal review of my training and may require me to spend additional time in the F1 programme and delay progression to F2.

Trainee Surveys: I will participate and evidence in my ePortfolio completion of the national GMC Trainee Survey and all 3 East Midlands Foundation Schools end of placement surveys. I understand that if I do not complete these surveys it may result in an unsatisfactory ARCP outcome.

Revalidation: I will ensure my Foundation Training Programme Director (FTPD) is informed of any Serious Untoward Incidents (SUIs) in which I am involved. I will complete Form R, prior to my ARCP, to inform my future revalidation.

Foundation Skills Programme: I will attend the mandatory F1 Acute Simulation training day, ILS course, Careers training day and End of Life Care training day. I understand that it is my responsibility to attend and complete the above courses having followed my employing Trust's rules for booking study leave using the Leave Manager system (CSL), and then booking a place on the courses directly with the course provider. I understand that if I do not attend or I cancel my place on a course without giving 6 weeks' notice I will be expected to complete this training at another time and that where relevant I will bear the financial cost of this. The financial cost of failing to attend these courses is £200 for the F1 Acute Simulation training day and £50 for the End of Life Care training day. The ILS course will be charged as per your employing hospital's course fee. Failure to pay these fees will be viewed as non-compliance with regulations under the GMC definition of probity and as such this may result in an unsatisfactory outcome. Further details are provided in the study leave policy.

Safe Prescribing: If I have not passed the PSA within two years of the start of my F1 training I will undertake remediation packages on the SCRIPT eLearning tool which are mandated by the Foundation School until I have passed the PSA. I understand that I must pass the Prescribing Safety Assessment (PSA) before the end of my F1 training year in order to progress to the F2 training programme.

F1 Hospital Teaching Programme and CPD: I will attend at least 30 hours of Trust based protected teaching sessions for Foundation Year 1 doctors and evidence an additional 30 hours CPD in line with the Guidance for Continuing Professional Development in the LNR and Trent Foundation Schools.

Information sharing: I understand that information about my progress in F1 and F2 Foundation training will be shared with relevant parties, including specialty training educators.

Final Declaration: I understand that I will need to evidence all of the above by the date of my F1 ARCP panel and that failure to achieve all of the above will result in me receiving an unsatisfactory ARCP outcome and may mean I will not receive recommendation for full registration with the GMC. I understand that this may delay my progression to the F2 year until August 2019.

Trainee Name:	
Trainee Signature:	Date:

Please return to your Trust based Foundation Programme Co-ordinator.