

# F1 Evidence Checklist for ARCP

Adapted from the Foundation Programme Reference Guide (2017)

[www.foundationprogramme.nhs.uk/sites/default/files/2018-07/Reference%20Guide.pdf](http://www.foundationprogramme.nhs.uk/sites/default/files/2018-07/Reference%20Guide.pdf)

Additional ePortfolio support can be found on the HORUS support site with video tutorials

<https://supporthorus.hee.nhs.uk/video-tutorials/foundation-doctors/>

Additional HEE YH Foundation Schools requirements specified in Table 2

Trainee Name:	GMC Number:
Trust:	

Key: Clinical Supervisor (CS), Educational Supervisor (ES)

**Table 1: Foundation Programme Reference Guide (2017) Requirements**

No	Requirement	HEE YH Evidence Required	(✓)
1	<b>Provisional registration and a licence to practise with the GMC</b> To undertake the first year of the foundation programme doctors must be provisionally registered with the GMC and hold a licence to practise.	No action for trainees	
2	<b>Completion of 12 months F1 training (taking account of allowable absence)</b> The maximum permitted absence from training, other than annual leave, is 20 days within each 12-month period of the foundation programme.	Recorded absences on Form R on HORUS	
3	<b>A satisfactory educational supervisor's end of year report</b> To include confirmation that the F1 doctor has satisfactorily completed F1 outcomes against the 20 Foundation professional capabilities with ES having rated the 4 sections as "fully met".	Completed ES End of Year Report	
4	<b>Satisfactory educational supervisor's end of placement reports</b> An educational end of placement report is not required for the last F1 placement. The educational supervisor's end of year report replaces this.	Completed ES End of Placement Report 1 & 2	

No	Requirement	HEE YH Evidence Required	(✓)
5	<p><b>Satisfactory clinical supervisor's end of placement reports</b></p> <p>A clinical supervisor's end of placement report is required for all F1 placements.</p> <p>All clinical supervisors' end of placement reports must be completed before the doctor's F1 Annual Review of Competence Progression (ARCP).</p>	Completed CS End of Placement Report 1, 2 & 3	
6	<p><b>Satisfactory completion of all Foundation Programme (FP) Curriculum outcomes</b></p> <p>The F1 doctor should provide evidence that they have met the foundation professional capabilities, recorded in the ePortfolio.</p>	Sufficient evidence must be linked to the FP Curriculum on HORUS  <b>NOTE:</b> Self-reflection is not considered sufficient evidence	
7	<p><b>Satisfactory completion of the required number of assessments.</b></p> <ul style="list-style-type: none"> <li>▪ 1 Team assessment of behaviour (TAB)</li> <li>▪ 15 GMC mandated Core procedures</li> </ul>	HEE YH recommends:  <u>Team assessment of behaviour (TAB)</u> <ul style="list-style-type: none"> <li>▪ Send <b>15</b> requests to assessors</li> <li>▪ Minimum of <b>10</b> assessors completed the TAB</li> <li>▪ Minimum of <b>4</b> senior assessors (consultants, trained GPs or senior nurses)</li> </ul> <u>Observations of procedures</u> <ul style="list-style-type: none"> <li>▪ All <b>15</b> Core Procedures</li> <li>▪ Assessors should include doctor in higher specialty training, specialist nurse, pharmacist or senior allied health professional</li> </ul>	
8	<p><b>Successful completion of the Prescribing Safety Assessment (PSA)</b></p> <p>F1 doctors must provide evidence that they have passed the PSA within the last 2 years.</p>	Certificate uploaded to HORUS	
9	<p><b>A valid Immediate Life Support (or equivalent) certificate</b></p>	Certificate uploaded to HORUS using <i>Mandatory Certificate form</i>	
10	<p><b>Evidence of participation in systems of quality assurance and quality improvement projects</b></p> <ul style="list-style-type: none"> <li>▪ GMC National Training Survey</li> <li>▪ HEE YH Trainee Survey</li> </ul>	Evidence uploaded to HORUS using the <i>Quality Improvement (QI) form</i>  Ensure that you give the forms a clear title to describe the evidence	

<p><b>11</b></p>	<p><b>Completion of the required number of Supervised Learning Events.</b></p> <ul style="list-style-type: none"> <li>▪ Minimum of <b>9</b> direct observation of doctor/patient interactions (Mini-CEX or DOPS), at least <b>6</b> must be a Mini-CEX</li> <li>▪ Minimum of <b>6</b> Case-Based Discussions, <b>2</b> per placement</li> <li>▪ Minimum of <b>1</b> Developing the Clinical Teacher</li> </ul>	<p>Minimum of <b>3</b> observations per placement</p> <p>Minimum <b>50%</b> from ST3 and above</p>	
<p><b>12</b></p>	<p><b>An acceptable attendance record at generic foundation teaching sessions</b></p> <p>An acceptable attendance record should be <b>70%</b>.</p> <p>F1 doctors have protected time for generic foundation teaching sessions.</p> <p>This should not be confused with the HEE YH F1 Regional Training Days.</p>	<p>Foundation Administrators confirm % attendance at generic foundation teaching sessions</p>	
<p><b>13</b></p>	<p><b>Signed probity health declarations on the HORUS system</b></p>	<p>Electronically sign declarations when you first sign in to HORUS</p>	

**Table 2: HEE YH Foundation School Additional Best Practice Evidence**

No	Additional	Evidence	(✓)
<p><b>14</b></p>	<p><b>Educational supervisor initial meeting form</b></p> <p>Required at the start of the training year.</p>	<p>Completed ES initial meeting form</p>	
<p><b>15</b></p>	<p><b>Initial clinical supervisor meeting form</b></p> <p>Required for each F1 placement. In placement 1 this may be replaced by the ES initial meeting form if ES is the CS.</p>	<p>Completed CS initial meeting form for placements (1), 2 &amp; 3</p>	
<p><b>16</b></p>	<p><b>A minimum of 18 reflections</b></p> <p>Mandatory reflections:</p> <ul style="list-style-type: none"> <li>▪ Each Regional Training Day</li> <li>▪ Careers</li> <li>▪ Complaints/serious incidents (if applicable)</li> </ul>	<p><b>18</b> reflections across F1 year</p>	
<p><b>17</b></p>	<p><b>Completion of 10 SCRIPT modules with a minimum 70% pass rate.</b></p> <p><b>5</b> mandatory modules:</p> <ul style="list-style-type: none"> <li>▪ Drug Allergy and Anaphylaxis</li> <li>▪ Poisoning</li> <li>▪ Cardiac Arrest</li> <li>▪ Fluids</li> <li>▪ Diabetic Emergencies</li> </ul> <p><b>5</b> other modules selected with ES/CS advice.</p>	<p>Certificates uploaded to HORUS using <i>Mandatory Certificate form</i></p>	

18	<b>Regional Training Days Attendance</b> HEE YH requires <b>100%</b> attendance. A copy of the programme can be found on the HEE YH website.	Certificates uploaded to HORUS using <i>Mandatory Certificate form</i>	
19	<b>Form R (MANDATORY)</b>	Completed Form R on HORUS	