

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

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

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

HEE YH Foundation Schools Additional Best Practice Evidence 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	Provisional registration and a licence to practise with the GMC 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	Completion of 12 months F1 training (taking account of allowable absence) 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	A satisfactory educational supervisor's end of year report 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	Satisfactory educational supervisor's end of placement reports 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>Satisfactory clinical supervisor's end of placement reports</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>Satisfactory completion of all Foundation Programme (FP) Curriculum outcomes</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 NOTE: Self-reflection is not considered sufficient evidence	
7	<p>Satisfactory completion of the required number of assessments.</p> <ul style="list-style-type: none"> ▪ 1 Team assessment of behaviour (TAB) ▪ 15 GMC mandated Core procedures 	HEE YH recommends: <u>Team assessment of behaviour (TAB)</u> <ul style="list-style-type: none"> ▪ Send 15 requests to assessors ▪ Minimum of 10 assessors completed the TAB ▪ Minimum of 4 senior assessors (consultants, trained GPs or senior nurses) <u>Observations of procedures</u> <ul style="list-style-type: none"> ▪ All 15 Core Procedures ▪ Assessors should include doctor in higher specialty training, specialist nurse, pharmacist or senior allied health professional 	
8	<p>Successful completion of the Prescribing Safety Assessment (PSA)</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>A valid Immediate Life Support (or equivalent) certificate</p>	Certificate uploaded to HORUS using <i>Mandatory Certificate form</i>	
10	<p>Evidence of participation in systems of quality assurance and quality improvement projects</p> <ul style="list-style-type: none"> ▪ GMC National Training Survey ▪ HEE YH Trainee Survey 	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>11</p>	<p>Completion of the required number of Supervised Learning Events.</p> <ul style="list-style-type: none"> ▪ Minimum of 9 direct observation of doctor/patient interactions (Mini-CEX or DOPS), at least 6 must be a Mini-CEX ▪ Minimum of 6 Case-Based Discussions, 2 per placement ▪ Minimum of 1 Developing the Clinical Teacher 	<p>Minimum of 3 observations per placement</p> <p>Minimum 50% from ST3 and above</p>	
<p>12</p>	<p>An acceptable attendance record at generic foundation teaching sessions</p> <p>An acceptable attendance record should be 70%.</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>13</p>	<p>Signed probity health declarations on the HORUS system</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>14</p>	<p>Educational supervisor initial meeting form</p> <p>Required at the start of the training year.</p>	<p>Completed ES initial meeting form</p>	
<p>15</p>	<p>Initial clinical supervisor meeting form</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 & 3</p>	
<p>16</p>	<p>A minimum of 18 reflections</p> <p>Mandatory reflections:</p> <ul style="list-style-type: none"> ▪ Each Regional Training Day ▪ Careers ▪ Complaints/serious incidents (if applicable) 	<p>18 reflections across F1 year</p>	
<p>17</p>	<p>Placement Supervision Group (PSG) feedback</p> <p>Required for each F1 placement.</p> <p>If you are concerned there are insufficient senior healthcare professionals for your placement please discuss this with your ES.</p>	<p>Completed PSG feedback for placements 1, 2 & 3.</p>	

<p>18</p>	<p>Completion of 10 SCRIPT modules with a minimum 70% pass rate.</p> <p>5 mandatory modules:</p> <ul style="list-style-type: none"> ▪ Drug Allergy and Anaphylaxis ▪ Poisoning ▪ Cardiac Arrest ▪ Fluids ▪ Diabetic Emergencies <p>5 other modules selected with ES/CS advice.</p>	<p>Certificates uploaded to HORUS using “course/seminar/other learning attended” form</p>	
<p>19</p>	<p>Regional Training Days Attendance</p> <p>HEE YH advises 100% attendance.</p> <p>A copy of the programme can be found on the HEE YH website.</p>	<p>Certificates uploaded to HORUS using “course/seminar/other learning attended” form</p>	
<p>20</p>	<p>Form R (MANDATORY)</p>	<p>Completed Form R on HORUS</p>	