

HEE East of England Foundation Programme Advisory Group

Terms of Reference

Remit

The Health Education England, East of England (HEE EoE) Foundation Programme Advisory Group is a forum of expert panel members whose purpose is to ensure oversight of complex Foundation trainee cases in order to ensure appropriate management and continued progression.

The panel will provide a resource for discussing and analysing Foundation trainee cases based on the facts received from the Medical Education Centre and Foundation Training Programme Directors (FTPDs). In addition, this may include disclosure of information during a PSU review meeting (adhering to the PSU confidentiality statement), and or information received from an external source, including but not limited to the Employer, Hospital Trust, General Medical Council (GMC) and UK Foundation Programme Office (UKFPO).

The Advisory Group will use learning and themes arising from case management in order to improve processes and reflect on support provided. The group will take responsibility for the on-going management of these cases (where applicable) or liaise with the appropriate Trust for ongoing management.

HEE EoE will obtain trainee information from the individual Trusts. This may include, but not limited to; engagement with the training programme, employment matters, difficulties with exams, significant life events, clinical performance etc. It is the responsibility of both HEE EoE and the Trust to highlight any trainees who are of particular concern and who may require additional input and support from the HEE EoE PSU Team or Trust.

The Foundation Programme Advisory Group will ensure that HEE EoE continues to provide appropriate training and resources for the Faculty of Educators, in order to support the school.

In this Advisory Group 'appropriate support' is defined as "support which aims to promote the individuals own wellbeing and safety, whilst ensuring that patient or trainee safety is not compromised". In certain circumstances, where the Foundation Programme Advisory Group believe patient or trainee safety is compromised, the Responsible Officer / Dean will be informed.

Chair

The Foundation Programme Advisory Group will be chaired by the Deputy Dean for Education & Performance. In their absence an alternative deputy will be required to chair the meeting.

Membership

- Deputy Dean for Education and Performance (Kate Read)
- Assessment & Revalidation Manager (Susan Woodroffe)
- Assessment & Revalidation Officer (Hayley Foskett)
- Account Manager – Foundation Training Programme (Mark Bullock)
- Programmes Co-ordinator (Hannah Foskett)
- Professional Support Unit Manager (Katie Bradshaw)
- Professional Support Unit Non-Clinical Case Manager x2 (Rebecca Winchester / Michaela Wee)

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Scope
<ul style="list-style-type: none">• Review and discuss Foundation trainee cases in relation to information received via the Medical Education Centre/Trust.• Review and discuss any GMC cases which require additional management and input from the Advisory Group.• Review and discuss any cases which involve Trust investigation and or probity issues.• Review and discuss all trainees named in the monthly Exception Exit Reports, reporting Fitness to Practice information on Foundation trainees in training to HEE EoE in order to decide whether a PSU referral should be made.• Provide direction and actions to address concerns and or support required.• Review the information received to ascertain any patterns in behaviour, Trust or programme.• Review the information received to ascertain if any onward referral to the Professional Support Unit would be beneficial.• Provide advice and guidance to the Faculty of Educators in the context of supporting individuals with training concerns.
Agenda
The agenda will be circulated one week prior to the meeting, with the opportunity to add to this prior to a finalised version.
Recording and Reporting
The meetings will be recorded by the Account Manager who will produce the discussion points and action log and circulate for approval by the group. <ol style="list-style-type: none">1. Report process to, and be held accountable by, the Postgraduate Dean.2. To communicate findings & plans to the group to provide learning opportunities.
Confidentiality
The Foundation Programme Advisory Group members are bound by confidentiality and the requirements of the General Data Protection Regulations (GDPR). Upon entering the Training Programme, each trainee confirms their understanding that their training journey may be shared where applicable.
Quorum
75% of membership. There should be at least one representative from the Foundation Programme, Assessment & Revalidation, Programmes and the PSU.
Meetings
The Foundation Programme Advisory Group intends to meet on a monthly basis. The meetings will be held at 2-4 Victoria House, Capital Park, Fulbourn, Cambridge, CB21 5XB.
Review
Terms of Reference to be reviewed every two years, with any ad hoc changes in the interim period.