

Taught Programme Guidance for Foundation Doctors

East of England

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*“Aspiring to
excellence in
Education”*

East of England
**FOUNDATION
SCHOOLS**

East Anglia/Essex, Beds and Herts

Introduction

All Foundation doctors must evidence a minimum of **60 hours** of approved direct teaching, during each year of training.

The approval of teaching, and items included has been derogated to the local Foundation Schools and consists of:

- **30 hours** [core] centrally directed taught programme directly aligned with core foundation training and curriculum
- **30 hours** [non-core] flexible component taught programme which can be determined by trainees, predominantly from within the comprehensive suggested list

This document outlines the approved teaching for the delivered educational programme within EAFS and EBHFS, as well as the responsibility of the trainee to attend and collect evidence of attendance.

Delivering High Quality Education within Foundation

In the East of England, we have two foundation schools, East Anglia and EBH. Both are keen to promote a culture of learning, education and training within their trusts. Our aim is to achieve excellence in educational provision, with a vibrant programme that allows our trainees to flourish. We welcome feedback through the feedback proforma administered by your trust, and also through trainee representatives or foundation training programme directors.

We have taken note of best practice elsewhere, educational research as well as trainee feedback to devise a programme which is interesting, interactive and covers the depth and breadth of the foundation curriculum. More than half of the taught educational programme is trainee determined according to preference, skillset and future career aspirations – this is delivered through the hub sessions and additional options.

We hope our foundation trainees will view the educational programme opportunities as part of a wider continuing professional development that will be life long in a medical career. As such, we expect that the topics of the training sessions attended are broad and balanced across the curriculum including both clinical and professionalism elements.

Our innovative sub-regional hub programme

These are longer block teaching, interactive and often including simulation and direct participation. The clinical sessions teach within the foundation curriculum, but also provide a window into a future career and access to keen trainees and specialists within those areas. As our foundation curriculum includes the building blocks for successful careers, this does include sessions on professionalism, ethics and other non-clinical aspects of modern medicine. Our trainees have predominantly found this to be an excellent resource, and were keen to continue providing this. As always, there will be running improvements made based on feedback and curriculum development.

Trainees are expected to choose different hubs across FY1 and FY2, attending a minimum of 4 clinical and 2 non clinical sessions, across different trusts. Formal study leave application is required for attendance.

General Guidance

The 60 hours taught programme is not the only element of educational activity within your foundation year, and we hope that all trainees will maximise their educational experience and utilise the study leave allowance for further teaching and additional opportunities. Please review the foundation study leave guidance, as there are differences between FY1 and FY2 provision of study leave. Attendance requirements will be pro-rata for trainees LTFT.

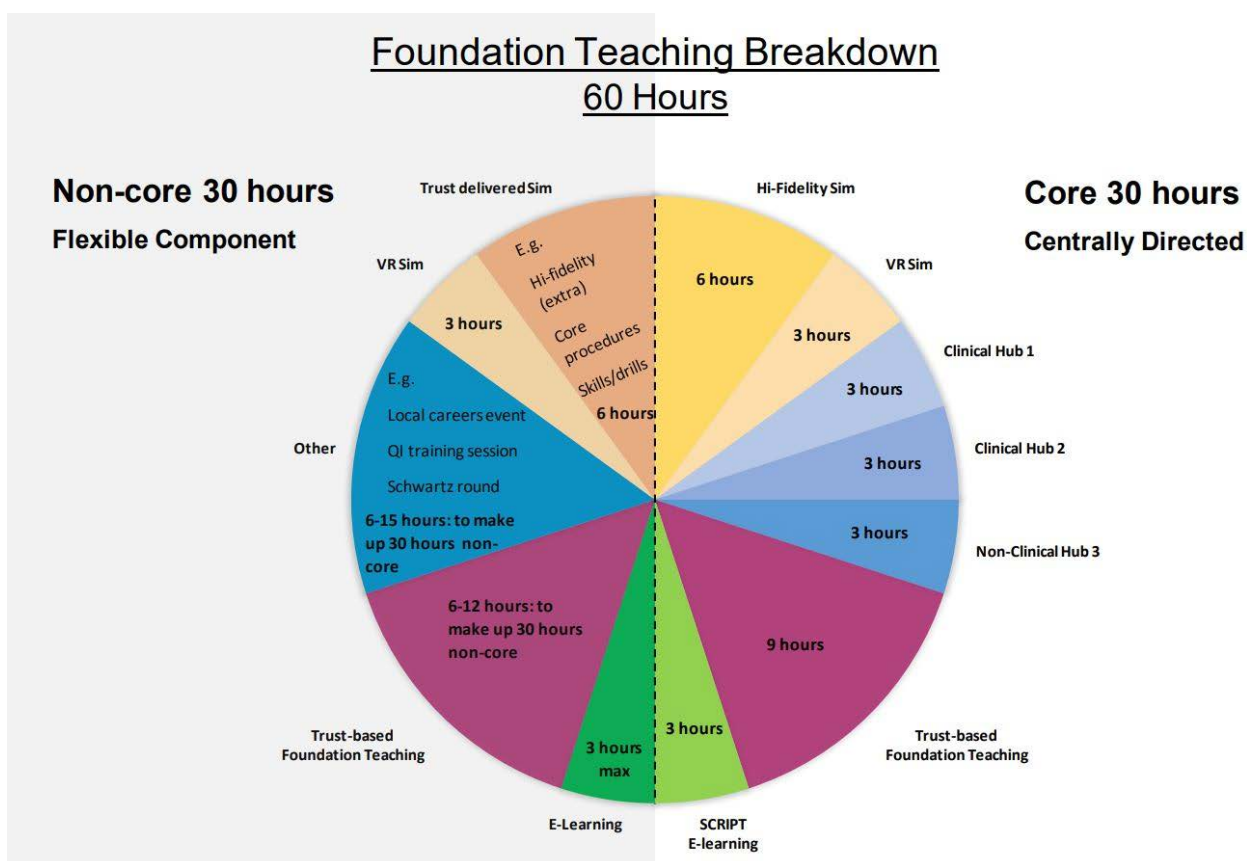
Difficulties attending the mandatory 60 hours or study leave should be escalated to local FTPD and guardians of safe working in the first instance, and the foundation trainee representatives and area deputy FSD as required.

Trainees should upload into their e-portfolio all their certificates/evidence of the mandatory 60 hours, a template has been provided as a summary document for educational supervisors.

<https://suppothorus.hee.nhs.uk/media/1101/course-seminar-other-learning-attended.pdf>

An inability to attend the delivered educational programme due to service pressures requires an exception report to the guardian of safe working.

A visual breakdown of core/non-core hours can be viewed below:



Centrally Directed Taught Programme [core]

30 hours of teaching are mandated, from the centrally directed options below:

<p><u>Trust Delivered/Generic Teaching:</u></p>	<ul style="list-style-type: none"> • This must be 'bleep free'. • Weekly education may be aggregated to release half or whole days for generic teaching. • Should be mapped across the curriculum. • The trust will monitor attendance. • Please exception report if unable to leave the clinical area to attend. 	<p>9 hours</p>
<p><u>HEE EoE delivered Hub days:</u></p>	<ul style="list-style-type: none"> • Three regional 'Hub' sessions must include: <ul style="list-style-type: none"> - either one full day clinical or two half day clinical - one half day non-clinical • Certificates will be provided and should be uploaded to e-portfolio. • Attendance at three sessions is non-negotiable. • Non-attendance will be recorded on e-portfolio unless there are exceptional circumstances. It is considered unprofessional behaviour and potentially a probity issue to book and not attend sessions. • Planning and booking is organised through your Foundation Team and their local process 	<p>9 hours</p>
<p><u>SIM activity:</u></p> <p>All foundation doctors must complete 3 Simulation sessions per year, made up of core and non-core.</p>	<ul style="list-style-type: none"> • One of these sessions is the hi-fidelity sim within the HEE EoE funded SIM allocation and is mandatory. Hi-fidelity simulation also enables learning about human factors, teamwork and prioritisation skills. [this may be delivered as one whole day or 2 half days] • This activity is organised and allocated by the local Foundation Team. • Certificates will be provided and should be uploaded to e-portfolio • Non-attendance to HEE EoE sim events will be notified to your local administrator to be uploaded onto e-portfolio 	<p>6 hours</p>
<p><u>VR SIM sessions:</u></p>	<ul style="list-style-type: none"> • There are 10 modules available to choose from and a minimum of 5 must be completed • For each completed module a screen shot should be uploaded to your e-portfolio evidence folder. • This counts as a half session of the 3 mandated SIM sessions 	<p>3 hours</p>
<p><u>SCRIPT half day</u></p>	<ul style="list-style-type: none"> • A minimum of six modules to be completed. • SCRIPT evidence should be uploaded. Completion is non-negotiable • This aims to support early prescribing in the workplace. • There is also a special module section available for those sitting the PSA 	<p>3 hours</p>

Flexible Component Taught Programme [non-core]

30 hours of teaching are mandated, from the flexible component options detailed below:

<p><u>Trust Delivered/Generic Teaching/Grand Round:</u></p>	<ul style="list-style-type: none"> • This must be 'bleep free' • Weekly education may be aggregated to release half or whole days for generic teaching, the trust will monitor attendance. • Please exception report if unable to leave the clinical area to attend. 	<p>9 hours recommended</p>
<p><u>Additional SIM activity:</u></p> <p>All foundation doctors must complete 3 Simulation sessions per year, made up of core and non-core.</p>	<p>This can be made up of:</p> <ul style="list-style-type: none"> • Additional hub attendance • Additional generic training attendance • Additional VR simulation activity • [VR 5 modules 3 hours] • This may be additional hi-fidelity simulation; procedural clinical skills lab training; a modular sim based session. • Core procedure clinical skills [3 hours] • Additional simulation activity. The trust should arrange a further half day session per trainee using their SLA/placement fee funding. 	<p>9 hours recommended minimum</p> <p>The activity should not be double counted.</p>
<p><u>E-learning:</u></p>	<ul style="list-style-type: none"> • Leadership modules • Genomics 'MOOC' with future learn • Other relevant e-learning agreed with ES 	<p>3 hours maximum</p>
<p><u>Other learning opportunities:</u></p>	<p>The additional time should be broadly balanced and pre-approved by the educational supervisor.</p> <p>The activity should be named and submitted to e-portfolio with certification or evidence of attendance.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Departmental teaching approved prospectively by educational supervisor • Events linked to academic foundation programme requirements • QI formal training session [once] • Risk management or critical incident debrief or discussion meeting [once, with a linked reflection] • Schwartz round [once, with a linked reflection] • Formal locally organised careers event [once, with linked reflection] • Formal locally organised ethics session [once, with linked reflection] • Formal locally organised leadership session [once, with linked reflection] 	<p>9 hours recommended</p>

Trust Delivered/Generic Teaching

We have kept the bulk of the taught programme within local trusts to allow easy access for our trainees, and expect most trainees portfolio to evidence a minimum of 9 hours to fulfil the 'core' requirement and recommend around 9 recommended additional hours to fulfil the 'non-core' requirement. .

This element refers to broad areas with both clinical and non-clinical elements, it remains the backbone of the delivered educational programme due to trainee and trust considerations, as well as utilising local educational expertise.

Locally delivered teaching gives opportunity for trainees to recognise and approach experts and enthusiastic educators in fields other than their own rotations.

Hub days

Each trainee will have 3 x 1/2 hub days (3 hours each) as part of their generic training in both FY1 and FY2 and will be encouraged to sign up in the professional practice week, or at least within the first few weeks of their training. Two of half day sessions (or 1x full day session) should be clinical and the other should relate to professionalism or non-clinical.

The EoE has been divided into 4 'patches': EAFS West, EAFS East, EBH West and EBH East, with a central site: Victoria House, Fulbourn, Cambridge, CB21 5XB.

Each foundation doctor is mandated to attend two clinical and one non-clinical events in their own patch/central site. Choice of hub site within that patch, can be chosen by the trainee. There are a variety of clinical and non-clinical opportunities to choose from.

Simulation Training and VR

We have a mixture of simulation options in our training programme to enhance your learning. HEE EoE provides a day of hi-fidelity simulation, and trusts provide core skills training, as well as other simulation opportunities. Each trainee must have 3 days of simulation-based training per year, made up of Virtual Reality (VR) simulation, trust based clinical procedures sessions, hub events and hi-fidelity simulation.

We are excited to be incorporating virtual reality simulation training into the EoE, the first foundation schools to commit on a large scale in the four nations. This can be utilized alone, or with others for additional peer feedback.

E-learning and Script

We are keen for trainees to have a blended learning experience. However, since this is a taught programme, we have limited the hours of e-learning counted for the mandatory taught programme to 6 hours [10%] aligned with the recommendation from the Foundation School Directors group.

This is made up of 3 hours e-learning using SCRIPT, to support preparation for the prescribing skills exam. A further 3 hours can be chosen from the guidance above, from the flexible component.

There is additional study leave time, however, given for foundation specific e-learning modules aligned with the curriculum.

Taught Programme Exclusions

1. ALS is not part of the taught programme, and the hours are not counted towards the minimum 60. However, it is part of the additional allowance within the study leave guidance. It is recommended this is completed during FY1, but can be completed during FY2.
2. Foundation specific e-learning modules are not part of the taught programme, and the hours are not counted towards the minimum of 60. However, they are mandatory and part of the additional allowance within the study leave guidance, time should be given for completion.
3. Taster sessions are not part of the generic taught programme, and the hours are not counted towards the minimum of 60. They are part of the additional allowance within the study leave guidance.
4. Non-HEE EoE courses and conferences, further guidance is available in the foundation study leave guidance.
5. Trust mandatory updates. These are considered to be work and should not be deducted from study leave allocation.

Taught Programme for the purposes of ARCP

This is aligned with the foundation study leave guidance which states trainees must meet a minimum of 60 hours delivered programme annually.

Where a trainee has been unable to meet the minimum requirements, or is predicting they are unable to meet the requirements, it is suggested that an early meeting with their FTPD is held to discuss the reasons behind this difficulty and any extenuating circumstances.

You may be required to spend further training time in the appropriate year if the minimum hours have not been completed.

Claiming for teaching hours that you have not attended is a serious probity issue and will lead to formal notification to the Foundation School.

Trainees with specific needs:

For trainees with specific needs that preclude or inhibit travel, or require adjustments to training sessions, all trusts provide hub days, so please notify your administrator early in the academic year to have a place at the appropriate hub location.

Reasonable adjustments will be made where appropriate to provide individualised flexibility, please speak to your administrator at the earliest opportunity.

Educational Supervisor Review of Attendance

It is anticipated that at the initial Educational Supervisor review, the planned attendance of the taught programme elements will be discussed and will be part of the PDP developed.

Hub and Sim training should be booked and planned well in advance to have the best opportunities as spaces at each event are limited.

It is anticipated that each trainee will attend a minimum of 20 hours of taught programme per 4 month rotation or pro-rata. This will be submitted to e-portfolio in a timely manner and will be reviewed by the Educational Supervisor in the end of placement review.

Covid-19 Adjustments

Please ask the FTPD and look at the centralised webpages for regular updates.

We expect all the core mandatory 30 hours to be attended live. Your FTPD will set local guidance on face to face vs remote access in accordance with local conditions.

The non-core mandatory should be a mix of recorded and live to achieve a balance. There is a preference for live access wherever possible. Your FTPD will set local guidance on live vs recorded in accordance with local conditions.

Peer to peer training will predominantly be non-mandatory training, though very valuable. However, a proportion may count for a percentage of the non-core mandatory, but should not be greater than 10% of your total taught programme.

East of England and local adjustments

This is the East of England guidance, and we anticipate all our trusts adopt the general principles. In particular, what is considered as the centrally directed, core taught programme. There is an opportunity for trusts to provide additional local resources.

Useful links:

HEE EoE Study Leave guidance for all trainees can be found here:

https://heeo.ee.nhs.uk/Study_Leave

Full guidance on the taught programme, simulation (including VR), e-learning (including SCRIPT) and foundation specific study leave can be found here:

<https://heeo.ee.nhs.uk/foundation/training-programme-foundation/taught-programmestudy-leave-foundation>