

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/>

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	<p>Provisional registration and a licence to practise with the GMC</p> <p>To undertake the first year of the foundation programme doctors must be provisionally registered with the GMC and hold a licence to practise.</p>	No action for trainees	
2	<p>Completion of 12 months F1 training (taking account of allowable absence)</p> <p>The maximum permitted absence from training, other than annual leave, is 20 days within each 12-month period of the foundation programme.</p>	Recorded absences on Form R on HORUS	
3	<p>A satisfactory educational supervisor's end of year report</p> <p>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".</p>	Completed ES End of Year Report	
4	<p>Satisfactory educational supervisor's end of placement reports</p> <p>An educational end of placement report is not required for the last F1 placement. The educational supervisor's end of year report replaces this.</p>	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>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 <i>Mandatory Certificate form</i></p>	

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