

# NETFS

North East Thames Foundation School

## A WELCOME LETTER TO THE NEW FY1S

Dear FY1 colleagues,

Welcome to the NETFS. I hope by now the initial shock of working life has passed and most at least are beginning to settle down with greater self confidence. The year ahead is an important one and on completion you will gain full registration with the GMC that provides certification that you are competent to practise medicine independently. As you may know in many parts of Europe the equivalent year to the FY1 is still supervised by the medical school in medical school linked hospitals and is an unpaid apprenticeship year. Within the UK your graduating medical school is still responsible for FY1 sign off jointly with the Foundation School so do keep your medical school informed of your contact details e.g. current e mail.

We too will use e mail as a contact method so it is vital that you keep us supplied with your e mail address. We recommend that you either register for a lifelong NHS e mail address that you can obtain via your NHS Trust or you use doctors net. We will send out information as required from time to time particularly to inform you of important events like the application for FY2 posts and the process needed for full registration next year. In addition you must provide HCAT with an email address as they too will wish to contact you from time to time. So don't forget we need an up to date e mail address and you need to check it regularly. Its worthwhile checking our web site for updates from time to time too that is [www.netfs.org.uk](http://www.netfs.org.uk).

Perhaps the biggest change that takes place in your professional development this year is the requirement to take personal responsibility for your learning and progression to FY2. You will need to meet with your educational supervisor regularly and to discuss progress and get feedback from your assessments. It is your responsibility to arrange these meetings and to arrange the assessments. If you fail to do this you risk not being signed off for F1 and may have to repeat part or the whole year. We do not accept excuses such as 'no-one told me' or 'I didn't get the email'. It is your duty to ensure you arrange all the FY requirements as detailed in your portfolio and in the framework document available on the MMC web site.

Finally we too have responsibilities and that is to ensure that you receive good quality training. If you have concerns about the quality of training you should first discuss this within your employing Trust e.g. clinical supervisor, educational supervisor, training programme director. If the problem is not addressed locally then you should get in touch with us and we will do our best to help. From time to time we will also arrange visits to Trusts to check on quality issues your input into these is appreciated. If we send you surveys please complete these too they are all designed to improve your experience in the next year.

We do understand how stressful this year can be and if you need help and support it is available from your supervisors or from the NETFS. We all hope very much that you will have a manageable and enjoyable year.

Prof. Mike Roberts and the team at NETFS     Sept 2007

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## WELCOME NEWSLETTER SEPT 2007

### ABOUT US

As you are aware you are now members of NETFS. The school is here to support you with your education and learning throughout your Foundation Programme. NETFS covers a large geographical area and spreads across two different deaneries.

Our role is to co-ordinate your local foundation training programmes. We operate from a base in Whitechapel which unfortunately is not set up as a drop in centre. To make ourselves more accessible for queries and problems from all parts of the region and country we operate much of our work via the internet or email.

[WWW.NETFS.ORG.UK](http://WWW.NETFS.ORG.UK)

### GENERIC SKILLS TEACHING

Within your hospital you will have a teaching programme for generic and core skills. Ok so it is not as sexy as learning about "polytrauma" but generic skills are so important.

Ask the public. They want you to be the best diagnostician but they also want you to possess all the generic skills to keep them safe and to make them feel valued and well cared for.

### CONTACT US

Please check out the website first.

Please let us know of any change of address or Email.

[Enquiries@netfs.org.uk](mailto:Enquiries@netfs.org.uk)

### FOUNDATION SCHOOL FACTS

- FY1s are provisionally registered with the GMC who regulate your professionalism, fitness to practice etc
- FY1s education standards are set and regulated by the GMC Education Committee
- FY1s parent medical school is also involved with FY1s
- FY2s are GMC registered . The GMC regulate your professionalism, fitness to practice etc
- FY2s Education is regulated by PMETB (Post Graduate Medical Education and Training Board)

### THE ASSESSMENTS, APPRAISALS & YOUR PORTFOLIO: Some advice

Wow! You will get taught, assessed, given feedback appraised and then keep a huge lot of evidence about yourself and your skills as a doctor. What could be better!!

We all hate exams and assessments but have you ever looked back and thought, 'Well having an exam made me revise, and passing the assessment gave me more confidence or having feedback made me realise what I know and what I don't know?'

The foundation assessments are there to provide you with some structure and help formalise your education. They also help identify any areas for self development.

We are all new with portfolios but you should be proud of your portfolios. It's a hard thing to say but many junior doctors have similar experiences etc. A conscientious trainee can use their portfolio to separate themselves from the crowd. To show evidence of their standards and their achievements. Who would you rather employ, someone who says they are good or someone who has a portfolio full of others saying what they can do and how good they are with patients??

So if you want to be a GP / Surgeon / Physician or whatever then you are going to want a portfolio brimming with procedures and cases relevant to future career aims as well as evidence of the Generic stuff like your time management skills and communication with patient skills.

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## Top Tips For Foundation Year doctors

### Who is who

**Clinical Supervisor** -The consultant you work with on a day to day basis.

**Educational Supervisor** – The Consultant / Other who you meet with on occasion to discuss your portfolio and your development.

**Training Programme Director** – The Consultant who oversees the local training programme.

**MMC Administrator**- Different in different hospitals but normally the person in the education centre who helps administer assessments and paperwork.

**Foundation School Director** – Professor Roberts. The head of NETFS. Liaises with trusts, deaneries, GMC, PMETB and medical schools

### Mini - Cex

Mini Clinical Evaluation Exercise.

It might seem strange but it is really easy for time to go by and then to realise that no-one has watched you in clinic or watched you examine a patient. Why not at the end of a ward round or during a consultation ask some one to come watch and assess your history or examination skills. The more feedback the better you become!!! As an Example do want to be a palliative care physician?? Why not make sure someone has assessed you breaking bad news. This would look great in your portfolio.

You want to be the best don't you?? The minimum is 6 in a year.

### Case Based Discussion

You get to discuss how your clerkings and how your patient management is progressing. Discuss details around a case. Excellent one on one training time with your assessor. The minimum is six in a year

### MSF /Mini Pat /360 Assessments

What do others think about you? The majority of trainees love finding out what others think about you. Many are concerned that they lack certain skills. Mini Pats often help trainees to realise that their fears are unfounded. If there is a problem you can not change it unless you know about the problem in the first place!! Don't forget 2 a year

### DOPS

Directly observed procedural skills. This assessment should be undertaken when you feel competent at a skill. Medical school Teaches you the basics, DOPS assesses development of competency and maintenance.

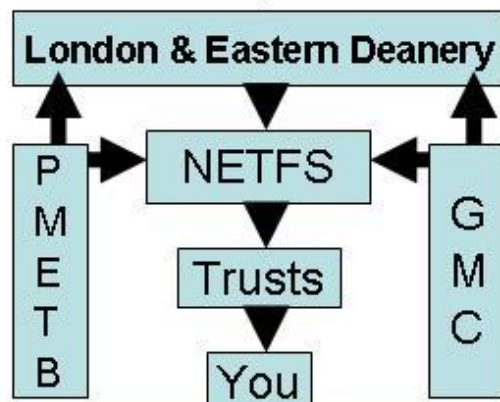
Examples: A FY on a gastroenterology ward who has been supervised undertaking a paracentesis a few times decides that they can do the procedure unaided and gets an assessor to watch them undertake the procedure unaided.

A keen trainee will learn from being assessed and do over the minimum assessments. They will want to demonstrate all the measured skills such as the communication skills surrounding undertaking a procedure as well as the procedure itself. A minimum of six a year

### ONLINE ASSESSMENTS

The assessments are collated by HCAT, Health Care assessment and training. [www.hcat.nhs.uk](http://www.hcat.nhs.uk)

### Government



### Get a lifelong .NHS email

Why not apply for a lifelong .NHS email. Speak to your trust to arrange or see our website. You will not have problems getting communications from NETFS or important emails ending in your spam box

## HOW TO SUCCEED

The year ahead is an important one and on completion you will gain full registration with the GMC that provides certification that you are competent to practise medicine independently.

Perhaps the biggest change that takes place in your professional development this year is the requirement to take personal responsibility for your learning and progression to FY2.

- You** will need to meet with your educational supervisor regularly and to discuss progress and get feedback from your assessments.

### HOW TO FAIL FY1

If you fail to meet with your educational supervisor, get feedback and act upon that feedback then you risk not being signed off for F1 and may have to repeat part or the whole year. We do not accept excuses such as 'no-one told me' or 'I didn't get the email'. It is your duty to ensure you arrange all the FY requirements as detailed in your portfolio and in the framework document available on the MMC web site. If you are facing problems arranging these meetings please contact your Training Programme Director as early as possible. (It is best to do this in writing as you then have a copy as evidence).

### HOW TO GET SIGNED OFF

As you may know in many parts of Europe the equivalent year to the FY1 is still supervised by the medical school in medical school linked hospitals and is an unpaid apprenticeship year.

Within the UK the medical school you graduated from is still responsible for FY1 sign off **jointly** with the Foundation School so do keep your medical school informed of your contact details e.g. current e mail.

**REMEMBER NETFS IS YOUR FOUNDATION SCHOOL  
NOT YOUR MEDICAL SCHOOL**

## HOW TO STAY INFORMED

NETFS will send out information as required from time to time particularly to inform you of important events like the application for FY2 posts and the process needed for full registration next year. We will also inform you via our website [WWW.NETFS.ORG.UK](http://WWW.NETFS.ORG.UK)

Please check the website and your emails on a regular basis. It is vital that you keep us supplied with your e mail address. *(We recommend that you either register for a lifelong NHS e mail address that you can obtain via your NHS Trust or you use "Doctors.Net")*. If you change your email address please let us & Your medical school & HCAT know of any. You can let us know via a form on our website.

## HOW TO GIVE US FEEDBACK

NETFS have responsibilities to you. We ensure that you receive good quality training. If you have concerns about the quality of training you should first discuss this within your employing Trust e.g. clinical supervisor, educational supervisor, training programme director. If the problem is not addressed locally then you should get in touch with us and we will do our best to help. From time to time we will also arrange visits to Trusts to check on quality issues your input into these is appreciated. If we send you surveys please complete these too they are all designed to improve your experience in the next year.

We do understand how stressful this year can be and if you need help and support it is available from your supervisors or from the NETFS. We all hope very much that you will have a manageable and enjoyable year.