

## Foundation Programme Doctors on Placements Overseas. A quick reference guide for Educational and Clinical Supervisors.

### Overview

- On arrival/induction to the hospital, the trainee will be notified of their Clinical and Educational Supervisor. The Foundation Doctor (FD) should then contact the NETFS to inform the administrator of the Educational Supervisors name and e mail address. Forward details to [netfs@qmul.ac.uk](mailto:netfs@qmul.ac.uk) The NETFS administrator will give the FD and Educational Supervisors details to HcAT (assessment centre)
- HcAT will mail the FD and Educational Supervisor with details of how to access the site/access assessment forms. A password will be forwarded to the trainee and Educational Supervisor by HcAT **not the NETFS.**
- The password can then be used to view trainee details such as completed assessments and download assessment forms (FD)
- The Educational Supervisor is overall responsible for assessment activities and/or collection of assessment outcomes of the educational programme (MMC 2007) The Educational Supervisor is lead for ensuring that where a FD needs to strengthen skills, a development and review plan is in place. If a trainee fails to complete assessments at the appropriate time, it is the Educational Supervisors responsibility to contact the trainee and investigate. The Foundation School provides written advice on management of FDs who fail to engage with the assessment process.
- The Clinical Supervisor will usually be the Consultant that a FD is directly responsible to for their clinical work. The Clinical Supervisor is responsible for monitoring, supporting and assessing the Foundation Doctors day to day clinical and professional work. The clinical supervisor is the foundation doctors manager.
- The Educational and Clinical Supervisor will work in close partnership , establishing a system for communication.

### Work based assessments

- The FD is required to complete a series of work-based assessments at regular intervals throughout the year. This will include a minimum of:-
- 6 x Directly Observed Procedural Skill (DOPs)
- 6 x Mini –Clinical Encounter Exercise (mini-CEX)
- 6 x Case-Based Discussion (CbD)
- Feedback is part of the assessment process and should be included in the work-based assessments. FDs should expect a minimum of 5 minutes feedback from the assessor.
- 2 rounds of Mini-Electronic Peer Assessment Tool. (Min-ePAT)
- If the trainee does not receive sufficient feedback from the 1<sup>st</sup> and 2<sup>nd</sup> round of Mini ePAT please contact the administrator at NETFS for advice on Supervisor led assessment.

- The Foundation Doctor is advised to complete 2 of each assessment during each 4/12 placement. FDs can submit assessments on line, although responsibility for inputting on to the computer lies with the clinical assessor. If necessary, the FD can download paper copies of assessment forms (not CbD) using their HcAT accounts. Send completed forms directly to:-  
HcAT,  
Advanced data services Ltd.  
ADS House  
77 Dunn Street,  
Glasgow,  
G403PA  
United Kingdom
- A copy of all completed assessments should be kept by the FD.
- For information and advice about assessments please visit, HcAT at [www.HcAt.nhs.uk](http://www.HcAt.nhs.uk)
- All clinical assessors will need to register with HcAT. Please refer to 'quick guide to online assessments' (attached)
- Assessors cannot submit assessments for trainees on line without an assessor account/password.

Final submission date for paper assessments is **19<sup>th</sup> May 2008**. The deadline for submission of online assessments is **9<sup>th</sup> June 2008**

### Summary of Timetable and documents required

(Ref the Foundation Learning Portfolio/Curriculum available at [www.mmc.nhs.uk/key documents](http://www.mmc.nhs.uk/key_documents) )

Foundation year Time line	Foundation doctor (FD)	Educational Supervisor (ES) and FD
<b>First week in placement.</b>	<ul style="list-style-type: none"> <li>• Read through curriculum and complete self-appraisal (section 1)</li> <li>• Educational supervisor contacted by FD for 1 hour appointment</li> <li>• Read through section 3 &amp; 6 reflective practice/additional evidence</li> </ul>	<ul style="list-style-type: none"> <li>• Educational agreement signed (section 1)</li> <li>• Summary of educational review completed</li> <li>• Review of personal development plan and self review by ES (section 1) Induction meeting form completed by ES or Clinical Supervisor</li> </ul>
	<ul style="list-style-type: none"> <li>• Continue reflective practice</li> <li>• Gathering evidence for competency assessment</li> </ul>	
	<ul style="list-style-type: none"> <li>• FD to arrange to see ES</li> </ul>	<ul style="list-style-type: none"> <li>• Portfolio reviewed</li> </ul>

<b>Midpoint of 1st placement</b>		<ul style="list-style-type: none"> <li>• Assessments reviewed development plan amended if indicated.</li> <li>• Midpoint review form completed</li> </ul>
	<ul style="list-style-type: none"> <li>• Continue reflective practice and gathering evidence for competency assessments</li> </ul>	
<b>Final week in placement (end of 4 – 6 month placement)</b>	<ul style="list-style-type: none"> <li>• End of self-evaluation of training</li> <li>• Reflective summary (section 1)</li> </ul>	<ul style="list-style-type: none"> <li>• Progress reviewed</li> <li>• Final placement review form completed (2/52 before end of placement)</li> <li>• Clinical Supervisor to complete feedback report (section 7 portfolio)</li> </ul>
<b>Mid year review</b>	<ul style="list-style-type: none"> <li>• Complete Self assessment of competence (section 4)</li> </ul>	<ul style="list-style-type: none"> <li>• Portfolio reviewed, progress discussed.</li> <li>• Mid year review of progress form completed</li> </ul>
<b>Completion of year</b>	<ul style="list-style-type: none"> <li>• Reflective summary (section 1 &amp;3)</li> <li>• Additional evidence (section 6)</li> </ul>	F1 competency or FACD form completed