

Supporting New Foundation Programme Directors in the North West

Sharing Best Practice Foundation Conference

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- Professor Paul Baker
- Enhance the support available to FPDs when stepping into the role.
- Proposed Induction Handbook
- Consultation with newly appointed FPDs
 - Explored what would have helped them when first in post? And what they need now?
 - Gathered feedback on other FPDs' suggestions and ideas, shared developing handbook

- Consultation with:
 - Experienced FPDs (today and by email)
 - FPAs
 - NHS England (NW) team
- Share aspects of the Induction Handbook
 - Missing? not needed? doesn't work? needs tweaking?
 - What useful tips and insights would you share?

Useful Tips and Insights

- In discussion with newly appointed FPDs and Associate FPDs within the Region.
- Suggestions only.
- Examples:
 - Set up (or join) a Whatsapp group for the Foundation Programme Team in your trust, including the previous FPD.
 - Join the NW FPD Whatsapp group.
 - Attend the once a year Sharing Best Practice Event hosted by the Foundation School as it is a great way to meet other FPDs in the region.
 - Ensure there is a clear division of responsibilities between the FP team, so everyone knows who should be applying to what emails (and therefore avoids duplication of effort, time and thinking!).
 - Ask the Foundation Programme Administration Team if they hold a list of education supervisors, clinical supervisors, and speciality tutors in your trust.

Checklist

- Suggested by new FPDs during consultations
- Based on the NHS England FPD Job Description
- The suggested timings of activities in the checklist are a guide

Within the first month	Activity	To Do	Done
1.	Have you met with the Foundation Programme Administration team i.e. Foundation Programme Manager/Officer/Administrator?		
1.	Have you informed NHS England of your appointment? The role of FPD is a joint post between the NHS Trust and NHS England.		
Within three months	Activity	To Do	Done
1.	<ul style="list-style-type: none"> • Do you know the content of the induction process for the Trust for F1s? • Have you checked if an induction process exists for each post? • Does each induction process highlight NHS Values? 		

Recommended Resources

- Focused on those highly relevant to FPDs rather than generic roles in medical education

Attend...	To Do	Done
Foundation Programme Sharing Events... ...in order to keep up to date with current best practice in adult learning techniques. Med Ed Leaders Med Ed Leaders		
Developing Excellence in Medical Education Conference. Typically held in Manchester. https://www.demec.org.uk/	Read...	To Do
	UK FPO Foundation Programme Curriculum Curriculum - UK Foundation Programme	
	HEE (NW) Senior Educators Induction Slide pack: https://www.nwpgmd.nhs.uk/resources/senior-educators-induction or email: facultydevelopment.nw@hee.nhs.uk for a copy of the powerpoint slides (>500 slides)	

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Access...	To Do	Done	
<p>E-learning for health: www.e-lfh.org.uk/</p> <p>Has modules relating to education and supervision such as training for clinical and education supervisors of foundation doctors.</p>			
	<p>Join...</p> <p>Medical Education Leaders (Previously known as National Association for Clinical Teachers) https://mededleaders.co.uk/</p> <p>Membership subscription is covered by postgraduate budget.</p>	<p>To Do</p>	<p>Done</p>

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- Job Descriptions and Person Specifications
 - North West of England Foundation School Foundation Programme Director Job Description and Person Specification
 - Example of Associate FPD Job Description also included
 - Organisational structures for the Foundation Programme Team e.g.
 - Split years (2 people): Doctor A - FPD for Yr 1; Doctor B - FPD for Yr 2
 - Cohort-linked: Doctor A - FPD for Yr 1 (first year in post) and FPD for Yr 2 (second year in post); Doctor B - FPD for Yr 2 (first year in post) and FPD for Yr 1 (second year in post)
 - Split responsibility (2 people): Doctor A - FP Director; Doctor B - FP Deputy Director

Outgoing FPD Handover Template

- Based on suggestions from recently appointed FPDs.
- Been informed by FPD Job Description.
- Outgoing FPD shares any significant matters with the incoming FPD
- Aids smooth the transition for all involved.
- Act as a focus for initial meetings with clinical and administration colleagues involved in the Foundation Programme.

Aspect of JD	Any Outstanding / Ongoing Matters	Key People to Contact	Any Recommendations / Plans Discussed / Proposed Next Steps
Programme Organisation			
Quality Management			
Recruitment			
Assessment			
Trainee Support			
Trainer Support			

Next Steps

- Feedback from FPDs across the Region
 - Please do get in touch with your feedback
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- Consultation with FPAs

