

How to use the Foundation ePortfolio “Summary of Evidence for Satisfactory Completion”.

As part of the pages to support the Foundation Annual review of Competence Progression (ARCP) process a number of new features have recently been released onto the ePortfolio. The “Summary of evidence for satisfactory completion” acts as a central portal of ‘quick links’ to relevant evidence in accordance with the core requirements for satisfactory completion of F1 and F2 (Foundation Programme Reference Guide 2012).

e-Learning
View Evidence

Trainee Name: ██████████
 GMC No: ████████

Listed below are the national minimum requirements for satisfactory completion of the F1 year as laid down by the GMC and set out in the Foundation Programme Curriculum and the Foundation Programme Reference Guide. Your foundation school may have additional requirements that have to be met. Please check with your foundation school for full details.

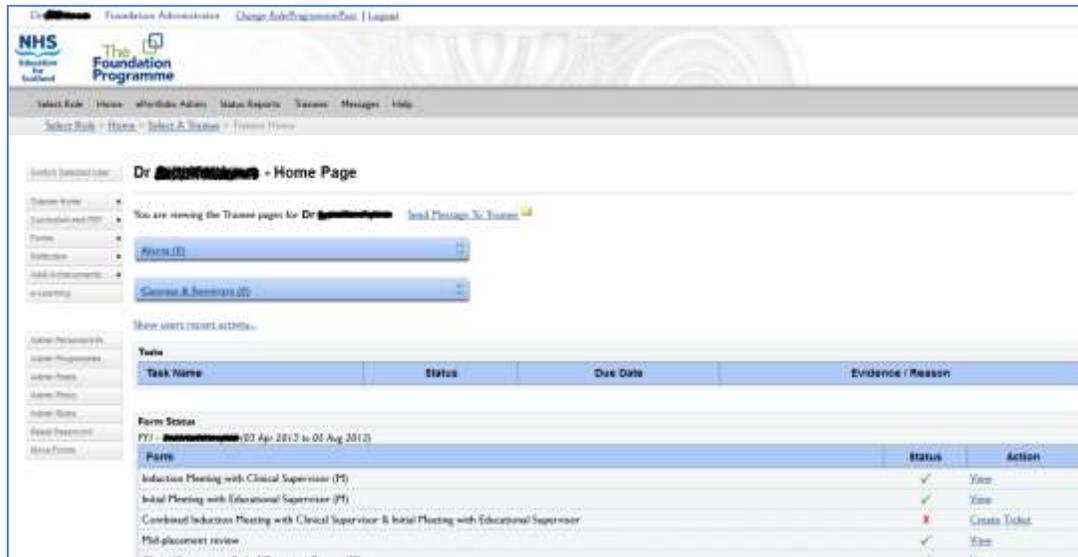
IMPORTANT: The table acts as central portal from where evidence can easily be viewed in accordance with the set national requirements. Linked evidence does NOT indicate that the evidence is satisfactory or that the requirement has been met.

| Requirement | Notes | View evidence |
|--|--|---|
| Provisional registration and a licence to practise with the GMC | To undertake the first year of the Foundation Programme, doctors must be provisionally registered with the GMC and hold a licence to practise. In exceptional circumstances (e.g. refugees), a fully registered doctor with a licence to practise may be appointed to the first year of a Foundation Programme. | |
| Completion of 12 months F1 training (taking account of allowable absence) | The maximum permitted absence from training, other than annual leave, during the F1 year is four weeks (see GMC guidance on sick leave for provisionally registered doctors). | |
| A satisfactory educational supervisor's end of year report | The report should draw upon all required evidence listed below. | Has met requirements |
| Satisfactory educational supervisor's end of placement reports | If the F1 doctor has not satisfactorily completed one placement but has been making good progress in other respects, it may still be appropriate to confirm that the F1 doctor has met the requirements for satisfactory completion of F1. An educational supervisor's end of placement report is not required for the last F1 placement; the educational supervisor's end of year report replaces this. | Excellent Excellent Excellent |
| A satisfactory clinical supervisor's end of placement report for each placement | If the F1 doctor has not satisfactorily completed one placement but has been making good progress in other respects, it may still be appropriate to confirm that the F1 doctor has met the requirements for satisfactory completion of F1. The last end of placement review must be satisfactory. | Exceeds Exceeds Exceeds |
| Satisfactory completion of the required number of assessments | Team assessment of behaviour (TAB) (Minimum of one per year) | 16/01/2013 |
| The minimum requirements are set out in the Curriculum. The deanery/foundation school may set additional requirements. | Core procedures (all 15 GMC mandated procedures) | Completed 15/15 |
| A valid Immediate Life Support (or equivalent) certificate | If the certificate has expired, it may be appropriate to accept evidence that the doctor has booked to attend a refresher course. | |
| Evidence of participation in systems of quality assurance and quality improvement projects | Foundation doctors should take part in systems of quality assurance and quality improvement in their clinical work and training. Completion of GMC national trainee survey. Direct observation of doctor/patient interaction: | |
| Completion of the required number of Supervised Learning Events | <ul style="list-style-type: none"> • Mini CEX • DOPS (minimum of 9 observations per year; at least 6 must be mini-CEX) | 11 miniCEX 8 DOPS |
| The minimum requirements are set out in the Curriculum. The deanery/foundation school may set additional requirements. | Case-based discussion (CBD) (minimum of 6 per year / 2 per placement) | 8 CBD |
| | Developing the clinical teacher (minimum of 1 per year) | 1 |
| An acceptable attendance record at generic foundation teaching sessions | It is recommended that postgraduate centres (or equivalent) provide a record of attendance for each F1 doctor. It has been agreed that an acceptable attendance record should typically be 70%. However, if the F1 doctor has not attended 70% of teaching sessions for good reasons, it may still be appropriate to confirm that the F1 doctor has met the required standard. If there are concerns regarding engagement or if attendance is below 50%, the FTPTD/T should discuss this with the FSD. | |
| Signed probity and health declarations | Separate forms must be signed for each year of foundation training (F1 and F2). This is in addition to the Declaration of Fitness to Practise required by the GMC when applying for full registration. | Conditions of taking up a training post F1 Probity declaration F1 Health declaration F1 |

This document will detail how this page can be used to support the ARCP review process. This example is from the point of view of a foundation administrator viewing a trainee's ePortfolio, but the pages work the same if viewed by supervisors, trainees or a programme director.

How to use the summary page:

- 1) Log in or select your trainee as usual. You should see the trainee home page.

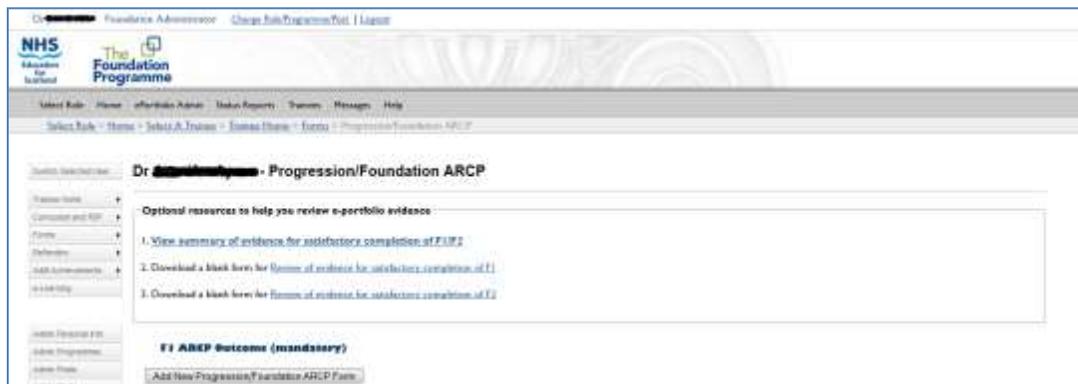


The screenshot shows the NHS Foundation Programme interface. The main content area is titled "Dr. [Name] - Home Page". It includes a sidebar with navigation options like "Home", "Tasks", "Messages", and "Help". The main content area displays a table of tasks with columns for "Task Name", "Status", "Due Date", and "Evidence / Reason". Below the tasks is a "Form Status" section with a table of forms.

| Task Name | Status | Due Date | Evidence / Reason |
|---|--------|----------|-------------------|
| Induction Meeting with Clinical Supervisor (F1) | ✓ | | Yes |
| Initial Meeting with Educational Supervisor (F1) | ✓ | | Yes |
| Combined Induction Meeting with Clinical Supervisor & Initial Meeting with Educational Supervisor | ✗ | | Create Ticket |
| Mid-placement review | ✓ | | Yes |

| Form | Status | Action |
|---|--------|---------------|
| Induction Meeting with Clinical Supervisor (F1) | ✓ | Yes |
| Initial Meeting with Educational Supervisor (F1) | ✓ | Yes |
| Combined Induction Meeting with Clinical Supervisor & Initial Meeting with Educational Supervisor | ✗ | Create Ticket |
| Mid-placement review | ✓ | Yes |

- 2) Use the menus to navigate to the "Trainee home > Forms > progression ARCP" page



The screenshot shows the NHS Foundation Programme interface. The main content area is titled "Dr. [Name] - Progression/Foundation ARCP". It includes a sidebar with navigation options like "Home", "Tasks", "Messages", and "Help". The main content area displays a list of optional resources to help review e-portfolio evidence and a section for "F1 ABEP Outcome (mandatory)".

Optional resources to help you review e-portfolio evidence

1. View summary of evidence for satisfactory completion of F1/F2
2. Download a blank form for Summary of evidence for satisfactory completion of F1
3. Download a blank form for Summary of evidence for satisfactory completion of F2

F1 ABEP Outcome (mandatory)

[Add New Progression/ Foundation ARCP Page](#)

- 3) Click the “[View summary of evidence for satisfactory completion of F1/F2](#)” link. This can be seen in a box marked “Optional resources to review your e-portfolio evidence.”



- 4) Select “F1” or “F2” to show evidence from either the Foundation trainee’s FY1 year or FY2 year. The summary page will pull through all data for that training grade.

View Evidence

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- 5) You will see a list of all the sign off requirements for satisfactory completion of the year. Some of these requirements pertain to evidence that is not held on the ePortfolio, for example the requirement that a trainee **Completes 12 months of F1 training without exceeding the maximum allowable leave period**. In this case the summary page cannot provide any evidence on this requirement, so the 'View evidence' column will remain blank.

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| A satisfactory educational supervisor's end of year report | | |

- 6) However if the requirement does pertain to evidence held in the ePortfolio it will be pulled through and summarised in this page. For example the requirement to have **A satisfactory educational supervisor's end of year report** will pull through that report if one is present for the training year. The page even summarises if on that report the person filling it rated the trainee as 'Met requirements' or 'Did not meet requirements' to make it quicker to review the evidence.

| | | |
|---|---|---|
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- 7) There is also an embedded link to the form in the summary page, so clicking on the 'magnifying glass icon' will cause the form to open in a pop-up page so the details can be reviewed immediately.

