

Trainee Name:			
ITEM	NOTE	X/✓	
1	12 months full time (or equivalent) F1 experience in approved posts.	<ul style="list-style-type: none"> Must hold Provisional GMC Registration Must complete 12 months WTE 	
2	Completion of Form R, relevant probity/health declarations and Record of Absences <i>All Time Out of Training (TOOT)</i> e.g. <i>Compassionate Leave, Parental Leave, Sickness Absence, Jury Service, Industrial Action and any other statutory reason should be recorded on the form R (absence must not exceed 365 days on any Form R).</i>	<ul style="list-style-type: none"> Form R must be completed every 12 months -required for revalidation purposes. The maximum permitted absence from training, other than annual leave, is 20 days (when the doctor would normally be at work) within each 12-month (WTE) period of the foundation programme. Where a doctor's absence goes above 20 days, this will trigger a review of whether they need to have an extra period of training (see GMC position statement on absences from training in the foundation programme – June 2013). Foundation school director (or nominated deputy should form part of ARCP panel) 	
3	A satisfactory Educational Supervisor's end of year report	<p>The report should draw upon all required evidence listed below.</p> <ul style="list-style-type: none"> If the FD has not satisfactorily completed one placement but has been making good progress in other respects, it may still be appropriate to confirm that the FD has met the requirements for progression. 	
4	Satisfactory Educational Supervisors end of placement reports	<ul style="list-style-type: none"> 1 ES end of placement report for all FD placements EXCEPT for the last FD placement at each level of training. 	
5	Clinical Supervisor reports	<ul style="list-style-type: none"> A clinical supervisor's end of placement report for ALL placements. At least one CSR in each level of training must make use of PSG feedback. All the clinical supervisor's end of placement reports must be completed before the doctors Annual Review of Competence Progression (ARCP). Final CS Report must be satisfactory. 	
6	Team Assessment of behaviour (TAB)	<ul style="list-style-type: none"> Minimum 1 satisfactory TAB. 	
7	Satisfactory placement Supervision group report (PSG)	<ul style="list-style-type: none"> Minimum 1 completed PSG. 	
8	Satisfactory completion of all FP Curriculum outcomes	<p>The FD should provide evidence that they have met all the 13 foundation professional capabilities (FPCs), recorded in the e-portfolio. Specific linking requirements required include:</p> <ul style="list-style-type: none"> ALS (iLS if unable to do ALS) certificate linked to FPC2 PSA certificate - F1 must provide evidence of passing the PSA within two years prior to entry to the programme or on completion of the programme. Evidence of QI activity linked to FPC9 Evidence of delivering a teaching session linked to FC10 <p>Please refer to Foundation School curriculum evidence document 2024 for full advice Maximum of 10 pieces of evidence per FPC Each piece of evidence can be mapped to a maximum of 3 FPCs</p>	
9	Satisfactory Engagement with the Programme	<ul style="list-style-type: none"> Completed Personal learning log - The FD must have logged a minimum of 60 hours total teaching consisting of a minimum 30 hours Core (Pro rata for LTFT trainees). Attendance at foundation simulation sessions (core teaching) A completed Summary Narrative for each of the 3 HLOs demonstrating how the FD has achieved curriculum outcomes. A contemporaneously developed portfolio. Engagement with feedback on the training programme. Evidence of regular reflection. 	
10	Study leave record	<ul style="list-style-type: none"> Study leave record form (to record ALS if applicable and any borrowed SL from F2). 	

Recorded on Horus

Upload evidence in Horus section extra-curricular achievement