

Action plan for Health Education England Wessex

2018-19 quality assurance cycle of the HEE Wessex and Kassel School of Medicine Foundation Year One

Programme

Requirements and recommendations

General
Medical
Council

QA Code	Type	Description	Due Date	Action taken by organisation since the visit (if applicable)	Further action planned by organisation	Lead by
	Requirement	KSM must make sure that foundation trainees are not expected to work beyond their competence.	28/02/2020	<p>The importance of working within the competencies of each F1 trainee has been emphasized in supervisor teaching and in department meetings over the last few weeks. In reaction to this requirement, the FTPD has already attended several clinical department meetings and informed them about F1s in general (if it is a new department inside F1) and also about the possibilities/restrictions of working inside the F1's competencies. The FY-Team is in close and regular contact with all departments and F1s to recognise early problems in this area.</p> <p>FY-Team has already presented information to neurosurgery, general surgery, pulmonology.</p>	KSM will ensure that in future all relevant parties still have this requirement in mind.	FY-Team, Especially Klaus Weber (FTPD), Human Resources

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	Requirement	GNH must make sure that rotas are designed so that trainees always have a suitable rest period during and after prolonged periods of work.	28/02/2020	Several departments, for example paediatrics, have implemented a new shift module. The FY-Team have emphasised at every opportunity that F1s have their own contact in the HR Department. New placements/departments are informed about this topic and are asked to implement or adapt rotas if necessary.	KSM will collect information about rotas and rest periods.	FY-Team, Especially Klaus Weber (FTPD), Human Resources
	Recommendation	HEE Wessex should clarify the role of foundation trainees at GNH to help all staff understand the role and competency of F1 trainees. The difference between foundation trainees and assistant doctors should be made clear to all.	28/08/2020	All heads of departments and supervisors are being informed about the role of F1s (via written information and personally in meetings). The Foundation Reader has been expanded and updated. New departments were informed personally by the FY-Team about the role of F1s during their Supervisor course in June 2019. Preliminary feedback from new F1 cohort (2019-2020) is that this information is reaching the departments.	Supervisors will inform their colleagues in the department about the role of F1s. F1s will be encouraged to discuss their status with other doctors at GNH. In every 2-month-meeting, this topic will be on the agenda.	Klaus Weber (FTPD) in cooperation with Heads of Department
	Recommendation	HEE Wessex should give trainees access to the e-learning for Health NHS modules specifically designed for the Foundation Programme.	28/08/2020	All F1s in 2019/20 now have access to e-LfH (all accounts have been created and the logins have been sent to them). The initial feedback indicates this has been a success. This Recommendation can now be closed.	Recommendation closed.	HEE WFS

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	Recommendation	The KSM management team should review the structure and resources of the education management team, including succession planning.	28/08/2020	The KSM Team organigram has been updated. The FY-Team has gained additional support via an assistant to the KSM-Team (volunteer). Now the FY-Team includes Foundation Year Director, Foundation Year Coordinator, Team Leader (KSM Lead Administration) and Responsible Person HR Department. The FY Team is supported by Pastoral Support Team (5 people) and the KSM volunteer/assistant supports the FY Coordinator.	The FY-Team is looking for a deputy to the FTPD – currently, the FY coordinator acts as deputy in case of absences of the Programme Director.	KSM-Team Lead and FTPD (Klaus Weber)
	Recommendation	HEE Wessex should consider making the Foundation programme curriculum reader more specific in regards to the procedures trainees are expected and allowed to perform. They should also consider involving more trainee input further when developing the content of the reader.	28/08/2020	The new reader for F1s has been updated and now offers more information regarding the formalities (work permission, provisional registration, full registration, ARCP, new forms, etc.). In addition to this, procedures trainees are expected to perform have been updated in the reader and in the introduction day within the Shadowing Days.	If necessary, further information will be provided in the reader – currently all required information has been delivered in the reader.	FY-Team: Klaus Weber (FTPD) and Funda Bösel (FYC)

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	Recommendation	HEE Wessex should think actively about how clinical governance and educational governance could be formally integrated so that best practice and common standards could be shared across departments.	28/08/2020	The FY-Team is in close contact with all heads of department in implementing and improving a good educational and clinical governance. Best practices are shared by our superordinate GNH quality department.	This recommendation is a long-term topic. KSM will evaluate in the future and measures will be deduced.	Klaus Weber (FTPD) and FY (KSM)-Team Lead
	Recommendation	The Foundation Programme team should work towards a common understanding and experience of responsibility for patient care based on a team approach.	28/08/2020	The clinics at GNH Holding AG have around 5000 employees – within the clinics different departments and professional groups work together interdisciplinary and inter professionally.	The foundation programme will stress the importance of patient care based on a team approach.	FY-Team