

# FOUNDATION DOCTORS

## MANDATORY ASSESSMENT & MEETINGS INFORMATION

### WHO CAN COMPLETE EACH TYPE OF ASSESSMENT?

Assessment	Eligible to assess
DOPs	Experienced SpR's, Specialist Associates/Staff Grades, Consultants, Nurses, GP's and any allied professional who has experience in this procedure
Mini-CEX	Experienced SpR's, Specialist Associates/Staff Grades, Consultants or GP's
CbD's	Experienced SpR's, Specialist Associates/Staff Grades, Consultants or GP's
Min-ePAT	Any doctor, nurse or allied healthcare professional (Your current supervising consultant must be one of them)

### HOW MANY ASSESSMENTS HAVE TO BE COMPLETED EACH YEAR?

Trainees are expected to complete a *minimum* of 6 x CbD's, 6 x DOPS and 6 x mini-CEX and undergo a mini-PAT twice each year. This is a MINIMUM total of 20 assessments. If they are not all completed you will **not be signed off** at the end of your year training. All assessments are completed online into your e-portfolio. You will need to generate a ticket for your nominated assessor. How this is done is in your e-portfolio guide which you can find when you access your account under the help heading. E-portfolio training will be given to the F1's.

## **WHO IS *NOT* EXLIGIBLE TO COMPLETE ASSESSMENTS?**

F1 and F2 doctors may not assess other foundation doctors on CbD, DOPS and mini-CEX assessments. They may, however, complete min-ePAT.

**You must endeavour not use the same assessor twice** for any one type of assessment. (You may use the same assessor to do one DOP's, one Mini-CEX, one CbD and one Mini-PAT if you wish but only one of each assessment).

## **WHAT OTHER THINGS SHOULD I BEAR IN MIND IN TERMS OF CbD's, DOP's AND mini-CEX?**

It is important to complete the assessments at regular intervals throughout the year and cover all your rotations. You must complete two assessments each month from Sept-May. You must however ensure that you have a minimum of 10 assessments completed by 2<sup>nd</sup> week of January and 12 by the end of January. You should vary the procedure/patient and the chosen assessor each time.

All of the assessments you complete I will be entering onto the KSS Deanery database. I shall also be keeping South Thames Foundation School up to date with how many assessments are being completed.

FY1 doctors may not be able to rank their F2 programmes unless they have completed 10 assessments by mid January.

### **Min-ePAT**

The mini-pat must be completed twice yearly. You will be informed of the Round dates.

You should nominate up to 12 assessors to do a mini-pat for you via the ticket route on your e-portfolio.

## **MEETINGS**

Please make sure that you have all of your meetings and appraisals with your educational and clinical supervisors. The programme is trainee lead so it is up to you to arrange these meetings.

Only Educational Supervisors are able to access your account so when having a meeting with your clinical supervisors you will need to create a 'ticket' for them to complete an initial meeting form with you. If you have any problems completing these forms then please refer to your e-portfolio guidelines handbook or contact me.

You only need to complete one Educational Agreement for the year and this is to be with your Educational Supervisor at your first meeting.

Please make sure that when you have the induction and end of placement meetings with your educational supervisor that it is electronically 'signed' by both of you.

Again I will notify the deanery when these meetings have taken place by entering them onto the deanery database.

All of the assessment and meeting information is in the foundation curriculum which you can access at [www.foundationprogramme.nhs.uk](http://www.foundationprogramme.nhs.uk) (You should download a copy of the foundation curriculum if you do not already have it.)

**PLEASE REMEMBER THAT IT IS *YOUR* RESPONSIBILITY TO SEE THAT THESE MEETINGS ARE ARRANGED AND THAT ALL OF YOUR ASSESSMENTS ARE COMPLETED REGULARLY (MINIMUM FOR THE YEAR IS 20)  
6 x DOP's, 6 x Mini-CEX, 6 CbD's and 2 Mini-PAT's**

**If you need anymore clarification please do not hesitate to contact me.**

**Thanks**

**Denise Miles**

Foundation Administrator