

## FOUNDATION DOCTORS

### MANDATORY TEACHING QUESTIONS & ANSWERS

#### WHEN & WHERE IS THE MANDATORY TEACHING?

The Foundation curriculum mandatory teachings will take place in the in CMEC (Chichester Medical Education Centre) every other Wednesday afternoon at 2.30 pm – 4.30 pm with one or two exceptions. Please check the Foundation Notice Boards inside and outside of my office in CMEC regularly. It will have each teaching displayed (plus other foundation information that you may find useful).

#### WHAT IS REQUIRED IN THE FOUNDATION PROGRAMME?

You are required on the Foundation Programme to attend a minimum of 70% of these mandatory teaching sessions. Annual leave, sick etc are taken into account with this %.

A reason for non-attendance **must** be given to me as soon as possible **AND MUST BE BEFORE TEACHING**. All of this information has to go onto a central deanery database. If for instance, you are on leave and do not tell me you will be entered on the database as non-attending and it will be noted on the Deanery database that no reason was given.

#### EVALUATION FORMS

You will be given an evaluation form before the teachings and you are expected to complete this after *every* session and bring back to me at the end of teaching. This is one of the ways that we can monitor whether sessions are giving the correct level of teaching. Please make sure that you complete one *every session*, you do not have to put your name on it if you would

rather not. You may make a copy of your feedback in my office after teaching if you wish.

### ARE THE MEETINGS 'BLEEP FREE'?

These mandatory teachings sessions are 'bleep free' so you will be required to leave your bleeps with me in my office during the teaching. If you are on-call then I will come and get you from teaching if necessary. There is *no reason* for a bleep to go into any of the mandatory teachings and no reason will be accepted so please ensure that you leave them with me. Speakers are not very pleased if they start bleeping during their teachings.

### REGISTERS

There will be a register to sign every session. This **MUST** be signed in my office *before* the teaching. If you do not sign it you will be entered onto the KSS Deanery central database as non-attending Registers will **not** be signed retrospectively, so please DO NOT FORGET TO SIGN. Please *do not sign for someone else* even if they are coming in shortly after you. This would be considered a probity issue if you do. You must endeavour to arrive promptly, on time and will be required to enter the time you arrive on the register.

If you have any further questions please come and see me in my office in cmec, phone ext. 2743 or email me at [denise.miles@rws-tr.nhs.uk](mailto:denise.miles@rws-tr.nhs.uk) and I will be happy to help.

Thanks

Denise Miles  
Foundation Administrator