

**TAB DATES ON FOUNDATION ePORTFOLIO FOR FY1 AND FY2 2011-12**

<b>Placement 1 - The majority of trainees will be expected to complete TAB during Placement 1</b>	
Opens:	Monday 17 October 2011
Closes:	Tuesday 6 December 2011
<b>Placement 2</b>	
Opens:	Monday 20 February 2012
Closes:	Tuesday 3 April 2012
<b>Placement 3</b>	
Opens:	Monday 7 May 2012
Closes:	Thursday 31 May 2012

**Guidance:**

- Foundation doctors are required to complete 1 satisfactory TAB set in both FY1 and FY2 – for the majority this will be done during Placement 1.
  - **A satisfactory TAB round is one that demonstrates no concerns, has 10 or more appropriate returns and 1 self-TAB.**
- Foundation doctors should nominate at least 15 assessors per TAB round. A minimum of 10 returns are required. Recommended mix of assessors is as follows:
  - 2-8 doctors more senior than F2, including at least one consultant or GP principal
  - 2-6 senior nurses (band 5 or above)
  - 2-4 allied health professionals
  - 2-4 other team members including ward clerks, secretaries and auxiliary staff
- Foundation doctors will nominate assessors for TAB via the ticket system on ePortfolio.
- Foundation doctors must also complete a self-TAB for each round.
- Foundation doctors **cannot** assess each other.
- Foundation doctors should complete their TAB by 6 December 2011. TAB should only be completed during placements 2 and/or 3 if the educational supervisor requires the foundation doctor to complete another TAB due to unsatisfactory results in previous placement(s), or if the foundation doctor's previous posts did not allow for TAB completion during placement 1 (e.g. foundation doctors whose first placement was in the community with a lack of suitable assessors).
- Nominated TAB assessors will **NOT** be able to submit a TAB assessment after the closing date of each TAB round. Foundation doctors are responsible for chasing up non-responsive nominated assessors.
- The foundation doctor's educational supervisor must release the TAB Summary to the foundation doctor once the round closes so that feedback can be discussed during the end of placement final review meeting.
  - Please note that a released TAB summary is not automatically valid. The criteria for a valid TAB (listed above) must all have been met.