

## Foundation ePortfolio – Actions to be completed during each 4 month post

(Refer to NES user guides for step by step instructions)

Item number	Type	Item	Time Frame	Mandatory or Recommended	Action			
					Foundation Doctor	Assessor	Clinical Supervisor	Educational Supervisor
1		Welcome Pack	Start of F1 year	M	Activate and Log in			
2	Profile	Personal Details	Throughout the year	M	Keep up to date			
3	Reflective Practice	Self Appraisal form	Start of each post	M	Complete			Review
4		Personal Development Plan	Start of each post	M	Complete			Review
6	Meeting / Form	Initial Meeting with Education Supervisor	Start of each post	M	Arrange			Complete
7		Induction Meeting with Clinical Supervisor	Start of each post	M	Arrange		Complete	
8		Educational Agreements / Probity and Health Declarations	Start of each year	M	Sign			Review
9	Reflective Practice	Careers Management	During each post	M	Complete			Review
10	Assessment	2 x Cbd minimum	During each post	M	Arrange	Complete		Review
11		3 x Direct observation of doctor/patient encounter • of which a minimum 2 x Mini-CEX	During each post	M	Arrange	Complete		Review
12		1 x TAB	1 TAB assessment demonstrating no concerns to be completed during the year	M	Arrange by issuing 15 tickets	Complete		Review
13		1 x Self-TAB			Complete			
14		Core Procedures (F1 only)	Throughout the year	M	Complete	Complete	Review	Review
15		At least 1 x Developing the clinical teacher	During the year	M	Complete	Complete		Review
16	Assessment	Target Timeline	During each post	R	Review			Review
17	Evidence	Absences	During each post	R	Complete			Review
18	Evidence	Certificates	During each post	R	Complete and upload			Review and countersign
19	Evidence	Personal Library	During each post	R	Complete			Review
20	Evidence	Foundation Curriculum	During each post	M	Complete			Complete
21	Evidence	Educational Logs / Additional Achievements	During each post	R	Complete			Review
22	Meeting / Form	Tasters	After every taster undertaken	M	Complete			Review
23	Meeting / Form	1 x Clinical Leadership	January onwards	R	Complete			Review
24	Meeting / Form	Mid-placement review	During each post	R	Arrange		Complete	Complete (if not done by CS)
25	Meeting / Form	Mid-year review of progress	About half-way through the year	R	Arrange			Complete
26	Assessment	Attention Items	During each post	M				Review
27	Reflective Practice	Self-appraisal of learning	Towards end of each post	M	Complete			Review
28	Assessment	Review and release of TAB Summary	Towards end of each post	M	Read upon Release			Review, release and give feedback
29	Meeting / Form	Clinical Supervisor's Report	Towards end of each post	M	Arrange		Complete (meeting recommended)	Review
30	Meeting / Form	End of placement review	Towards end of each post	M	Arrange			Complete

### NOTES

- See separate guidance for End of Year sign-off arrangements (<http://www.stfs.org.uk/doctor/sign-off>)
- Number of assignments per post will vary if Foundation Doctors are completing 3 or 6 month posts. However, the minimum number of assessments as detailed above must be completed within the training year. Enough assessments must be completed within each post, of any length, to suitably inform and satisfy the educational supervisor at the end of placement review meeting.