

Horus e-Portfolio Guide

North West Foundation Trainees

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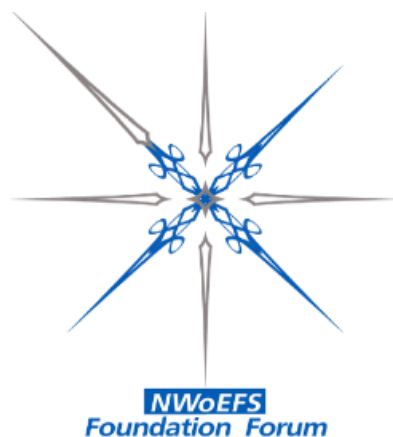
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The purpose of this document is to assist foundation trainees and their supervisors in understanding the updated 2021 UKFPO curriculum and providing an overview for requirements for ARCP. It is not intended to replace any existing resources.

The guide contains general information and minimum standards set out by UKFPO, and there may be local variation in some requirements for ARCP.

Please use this guide in conjunction with specific information given to you by your trust, and if you have any queries please visit the UKFPO website for further information or discuss with your local foundation team.

What is Horus?

Horus e-Portfolio is a digital platform for UK Foundation Trainees to record evidence for personal development and Annual Review of Competency Progression (ARCP).

What is expected from you?

FY1: completion allows full registration and progression to FY2.

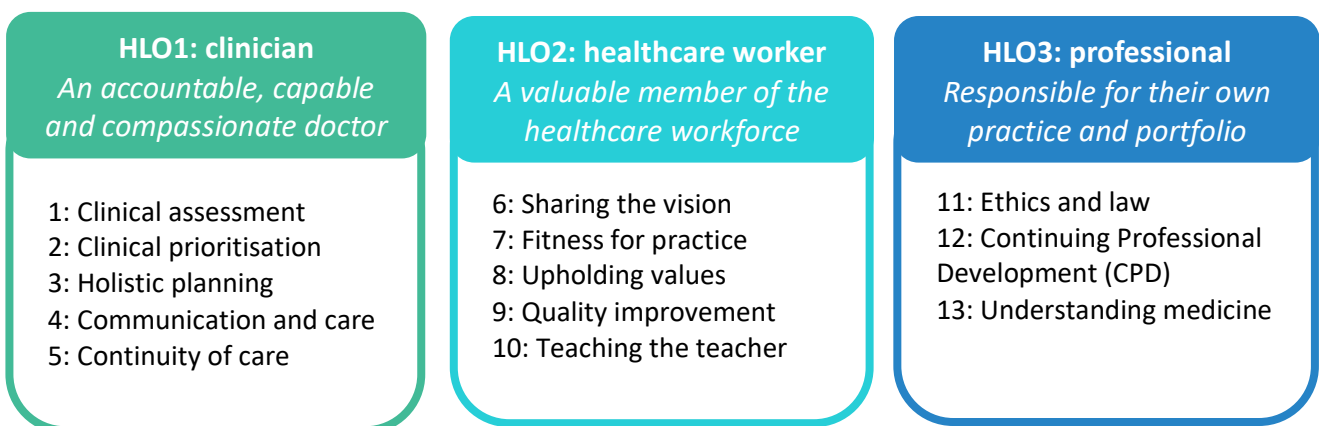
FY2: completion allows award of Foundation Programme Certificate of Completion (FPCC) and access to specialty or GP training.

The UK Foundation Programme Curriculum 2021 states that foundation doctors are expected to “take a proactive approach to learning, creating opportunities to perform and reflect” and that “keeping a good record of professional development activities, reflections and feedback from others is required of doctors at all levels for medical appraisal, demonstrating fitness to practice.”

You are expected to gather evidence, triangulated with feedback from supervisors and colleagues, to demonstrate you have fulfilled the relevant Higher Learning Outcomes (HLOs) below.

Curriculum

Evidence should be collected throughout the year to demonstrate progression in all 13 Foundation Professional capabilities (FPCs), which come under one of the three Higher Level Outcomes (HLOs). Evidence should be linked to the FPCs.



You can map (i.e. link):

- A maximum of 10 portfolio items (e.g. SLEs) to each of the FPCs – recommended 2-5 per FPC
- Each portfolio item can be cross-mapped to a maximum of 3 FPCs

For more information regarding curriculum visit:

<https://foundationprogramme.nhs.uk/curriculum/>

TIP: Try to familiarise yourself with the FPCs at the start of each placement. Think about what evidence you may be able to obtain for each, and tailor your portfolio entries to demonstrate you are meeting all the requirements

Mandatory forms

Supervised Learning Events (SLEs)

These are assessment-based and require feedback from a relevant senior clinician. Some can be signed off from FY2 doctors, while others need more seniority. They are best for HLO1 and some FPCs in HLO2.

As per the new curriculum, there is no minimum requirement, however you must demonstrate you have sufficient evidence to map your 13 FPCs. Aim to provide a mix of different SLE types.

TIP: Advice from UKFPO is to have minimum of 15-20 SLEs over the year to show curriculum coverage

Name	Details
Mini-Clinical Evaluation Exercise (Mini-CEX)	Observed clinical interaction (e.g. history, examination) <i>Can be signed off by core trainees and above</i>
Direct Observation of Procedural Skills (DOPS)	Observed procedure (e.g. venepuncture, suturing) <i>Can be signed off by core trainees and above</i>
Case-based Discussions (CBDs)	Case presentation and discussion with senior doctors <i>Only signed off by SpR and above</i>
Learning Encounter and Reflection Note (LEARN)	CBD + reflection <i>Can be signed off by any member of the MDT</i>
Developing the Clinical Teacher (DCT)	Feedback for observed teaching session
LEADER – Clinical leadership	Feedback for leadership roles

There are various other forms available – take some time to familiarise yourself with different forms which may be useful to use throughout the year, and the most appropriate way to document a clinical or education experience you have had.

PLEASE NOTE: in some Trusts there is an expectation to have a certain number of ‘Reflection’ forms in each placement, please check with your Trusts to see what their requirement is.

Who should complete the forms?

They should usually be supervising consultants, GPs, FY2 doctors and above, experienced nurses (band 5 or above) or allied health professional colleagues, with details for specific ones in the table above.

Foundation doctors must have at least one SLE undertaken by a consultant or GP per placement. In addition, the named educational or clinical supervisor should also perform an SLE.

Team Assessment of Behaviour (TAB) and Placement Supervision Group (PSG)

One TAB and one PSG is required to complete the year – ideally in Placement 1 or 2.

	TAB	PSG
Who needs to complete this form?	Foundation Trainee	Clinical Supervisor
What is the purpose?	Feedback regarding professional behaviour from the MDT for the end of placement	Feedback regarding clinical performance from the MDT for the end of placement
How many needed per year?	One per year	
Who can be included in a TAB/PSG?	Doctors more senior than FY2, at least one consultant, nurses, pharmacists, and other members of the MDT	
How many responses needed?	Minimum 10 responses. These need to include at least 2 consultants/GPs, 1 doctor more senior than FY2, 2 nurses, and 2 allied health professionals.	No minimum number required – advised to have at least 3
Results from forms	A summary report should be released by the ES to trainee at the end of the placement	

While the PSG participants should be organised by the clinical supervisor, the TAB requires the foundation doctor to be proactive in selecting a variety of healthcare professionals who they have worked with (and ensuring the minimum numbers of each type are met as detailed in the above table e.g. 2 consultants). You are also responsible for chasing responses.

For more details on TABs and PSGs visit:

<https://foundationprogramme.nhs.uk/curriculum/assessments/>

TIP: While the minimum requirements is one, multiple TABs/PSGs can be requested a year. If you were not able to obtain sufficient responses in placement 1 or 2, you may request another one in the 3rd rotation

TIP: When chasing responses (which can take a while to gather, so start the process early!) you can send “reminders” via Horus which will send an automatically generated email to the individual

HEE e-learning for Health Care (e-LfH)

e-LfH is a Health Education England (HEE) initiative that provides e-learning programmes and modules in a variety of clinical and skills-based topics. There are some excellent resources that will supplement the core teaching, and can be linked to your portfolio to address some FPCs. In particular, some of the ones in HLO2 and HLO3 can be challenging to come across in a clinical setting.

You can also use up to 6 hours of this to count towards non-core learning in the Personal Learning Log.



You can map any HEe e-LfH courses that appear in your Horus account that meet the following:

- You have marked as "complete" in HEe e-LFH
- You completed in more than 5 minutes

Summary Narrative

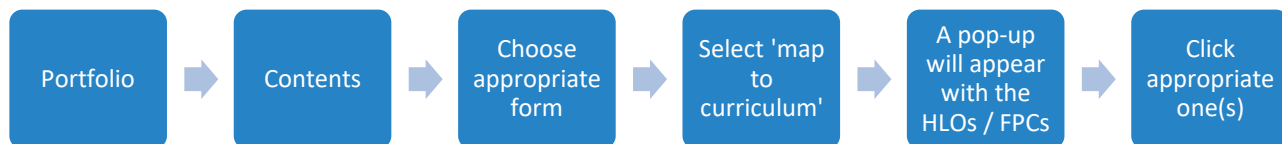
This is a new component to the 2021 updated curriculum. It was introduced to encourage reflective practise and move away from the traditional 'tick-box' style assessments. This is also the reason why there is no longer a minimum number of SLEs required for each placement.

What is it?	Formative reflection (300 words maximum) on each of the 3 HLOs
Why do we have it?	A form of written reflection that is currently required for non-training grades to prepare for their annual appraisal – this is included as a reflective practice and prepares the FD for future requirements. It can also be used to map to FPCs if you have less SLEs in certain domains
When to complete?	Start in placement 1 and update during subsequent placements
What to include?	You should comment on achievements and how they apply to the HLOs. You can also describe where you have shown improvement which shows insight into your personal development as a doctor. Use this to inform the assessors what you have learnt, why you have chosen the evidence you have, and highlight any careers you might be interested in

The Academy of Medical Royal Colleges/COPMeD publication “**Reflective practice toolkit**” describes the principles for effective reflective practice, and includes a number of templates and examples. For more information: <https://foundationprogramme.nhs.uk/resources/reflection/>

Curriculum mapping

How to map:



How to check mapping:



Foundation doctors can map:

- a maximum of 10 portfolio items to a foundation professional capability (FPC)
- each portfolio item to a maximum of 3 FPCs

TIP: 'Checking mapping' is often the best way to visualise which FPCs are / are not being met so far

More information on mapping can be found here:

<https://supporthorus.hee.nhs.uk/faqs/the-curriculum/#1572>

Rating the Curriculum Mapping and Summary Narrative

Educational supervisors (ES) are expected to go through and rate the HLOs + summary narratives at the end of the year. Usually this is done throughout the year at each end of placement meeting.

This provides a way for ES to confirm that you have sufficiently mapped your portfolio. This will be considered by the ARCP panel.

You should ensure this is done in advance of the ARCP, ideally with enough time to address any elements missing as highlighted by your ES.

Annual Review of Competency Progression (ARCP)

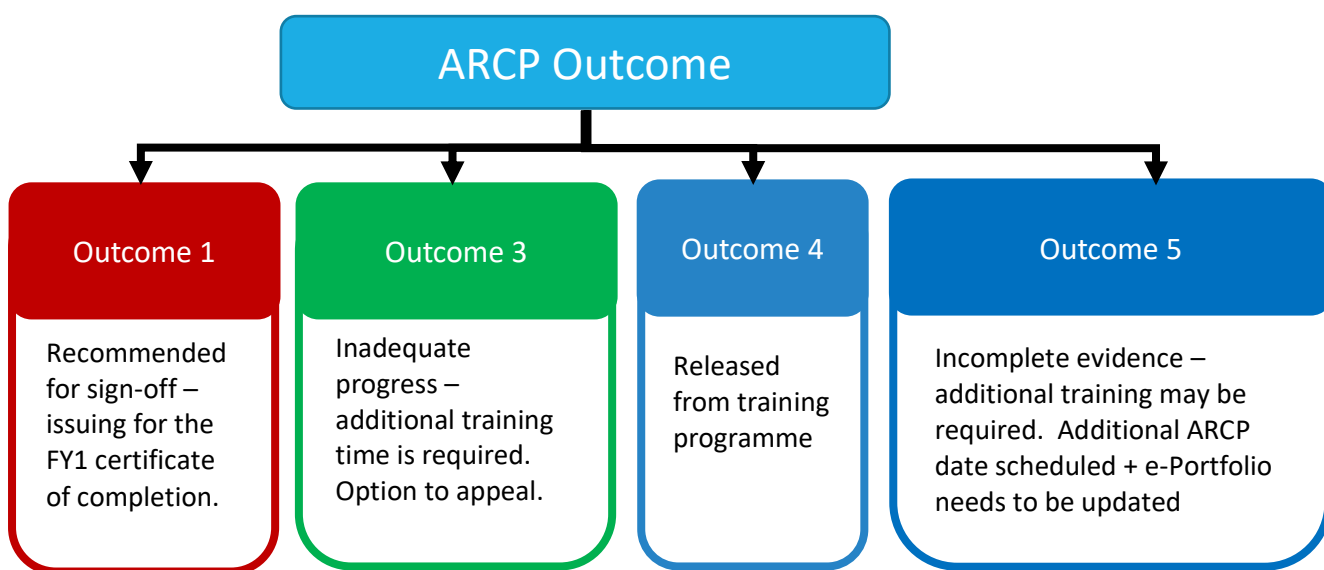
The ARCP is a review of all the evidence regarding a foundation doctor's performance over a year of practice. This is a decision regarding whether the Foundation Doctor has met or exceeded the minimum requirement for satisfactory completion of FY1.

It will involve:

- End of Year Report from their Educational Supervisor (satisfactory)
- ARCP panel review – review of portfolio and any concerns raised during the year

Outcomes for ARCP

Most Foundation Trainees will have outcome 1 (satisfactory) or 5 (additional evidence required, with time allocated to make up missing portfolio elements). You will be notified of your outcome and must acknowledge receipt of it. Outcomes 3 and 4 will require individual review.



To check that you have met the requirement for ARCP (see Appendix for full list):



Supervision

Throughout the year you will have one Educational Supervisor (ES) who remains the same throughout the year, and a different Clinical Supervisor (CS) for each rotation.

Educational Supervisor (ES)	Clinical Supervisor (CS)
Responsible for your overall progression through one or more training years	Responsible for training within a specific placement
Guides professional/personal development and monitors progress against the 3HLOs	Should guide development within an individual placement
Pastoral support and point of contact to raising concerns	Must meet at the start and the end of a placement in order to complete the relevant forms for ARCP and to monitor progress
Should meet at the start of the year and end of every placement (in order to provide an 'End of Placement Report') to monitor progress towards outcomes	Point of contact to raise any issues/educational needs within a placement

How to find your supervisor details on e-Portfolio:



If there are any issues with ES/CS (e.g. unresponsive to emails/unable to set up a meeting), please raise these issues early on to your local Post-Grad Medical Education Team.

Self-Development Time (SDT)

Every FY1 is entitled to 2 hours of self-development/portfolio time each week.

This may be taken as a regular weekly slot, or combined for half/full days. This will vary between trusts and placements. If this time is not being allocated, it is appropriate to raise this to supervisors and exception report.

Self-development time should be used for:

- CS and ES meetings
- Updating portfolio
- Preparing and delivering teaching
- Quality improvement projects
- Audits
- Career development
- E-Learning

Personal Learning Log

Record of learning and curriculum coverage.

- Requirements: 30 hours 'core' teaching (should be regularly timetabled foundation teaching) and 30 hours 'non-core' teaching.
- Self-development time can be used towards non-core teaching
- e-LfH (e-learning) can also be used as 'non-core' learning – max of 6 hours

Appendix 1: ARCP Checklist for FY1 – 2021 Curriculum

These must be completed prior to the ARCP Review.

<https://foundationprogramme.nhs.uk/curriculum/arcp/>



Requirement	Further information	Check
Provisional registration and a licence to practice with the GMC		
Completion of 12 months' training	Maximum permitted absence is 20 days/year (excluding annual leave)	
A Satisfactory Educational Supervisor's End of Year Report	Report should draw upon all evidence available in the portfolio (in lieu of End of Placement Report in Placement 3)	
Satisfactory Educational Supervisor's End of placement report (ESR) x2	Required for end of Placement 1 and 2. Last placement of FY1 should be ED's End of Year Report	
Satisfactory Clinical Supervisor's End of placement report (CSR) x3	Required at the end of ALL placements. 1x CSR requires evidence from Placement Supervision Group (PSG)	
Satisfactory Team Assessment of Behaviour (TAB)	Minimum 1x per year of training	
Satisfactory Placement Supervision Group report (PSG)	Minimum 1x per year of training.	
Satisfactory completion of all curriculum outcomes	Evidenced all 13 HLOs via curriculum mapping	
Satisfactory engagement with the programme	Personal learning log of core/non-core teaching/and other learning Reflection including summary narrative Contemporaneously developed portfolio Engagement with feedback on training programme Completion of relevant probity/health declarations including Form R/SOAR or equivalent	
Successful completion of the Prescribing Safety Assessment (PSA)	Passed PSA within two years prior to entry to the programme or on completion of the programme.	
Evidence of completion of additional requirements set by HEE/NES/NIMDTA/HEIW and approved by UKFP Board	May not be applicable to all trainees	

Appendix 2: Checklist for Foundation Year 1 Doctors



For each 4 month placement:



Induction meeting with clinical supervisor (+ Personal development plan)



Satisfactory clinical supervisor (CS) end of placement report



Satisfactory Educational supervisor (ES) end of placement report



1x PSG and 1x TAB (if not already completed)



You may be required to have a certain number of reflections



End-of-Year Checklist



2-5 pieces of evidence mapped to each FPC



Evidence of participation in Quality Improvement or Audit



Satisfactory Educational supervisor (ES) end of year report



1x PSG and 1x TAB



Form R



Completed Personal Learning Log (at least 30 core and 30 non-core hours)



3x summary narratives for each HLO – reviewed and deemed satisfactory by ES



Completion of 12 months FY1 training (accounting for allowable absence)

Appendix 3: Other Common FAQs

PSG has been set up but not released, how do I do it?	Once you have enough responses (three minimum) your clinical supervisor can release the summary. You must have three responses.
How many PSG do I need a year?	One for your FY1 year and one for your FY2 year.
I am missing a supervisor/s and cannot allocate them – how do I do it?	You have to ask your local administrator to do this.
When will we receive our ARCP outcomes?	Every year they typically are held in June. There are multiple panels held over a number of weeks.
Can I know the date of my ARCP Panel?	No – this is to ensure fairness for both yourself and others. Panels are allocated in this way to prevent supervisors appraising their own doctors and to prevent people wanting to swap dates or move panels. For this reason, the dates remain confidential.
TAB – how many do I need a year?	Just one TAB per year - for your FY1 year you need one and for your FY2 year you need one.
How do I edit / delete something I have uploaded?	Contact your local administrator and they will revert to draft for you to amend or delete.

A lot of dedication and time has gone into making this guide. We would be grateful if you could take two minutes to fill out this feedback form regarding the Portfolio Guide.

<https://forms.gle/eLixeyVrUpsSMPy46>

