



Dear Colleague

F1 INDUCTION AND SHADOWING ARRANGEMENTS

Summary

1. This DL advises NHSScotland employers of the arrangements to be applied by NHS Boards in relation to the Foundation Year One (F1) Doctors mandatory Induction / Shadowing arrangements for the annual intake. The arrangements have been developed in liaison with NHS Board Heads of Medical Staffing, Directors of Medical Education, the Scottish Foundation School, NHS Education for Scotland and BMA (Scotland).

Induction / Shadowing Programme Period

2. NHS Boards will establish appropriate local arrangements for the effective Induction / Shadowing of new F1 junior medical staff annually from July / August. The time will be divided between a (classroom) Induction Programme and clinical based Shadowing of current F1 medical staff and their clinical teams. A minimum of 2 full working days of the standard Induction / Shadowing programme period should be spent in shadowing.

3. Guidance on the core content and approach to Induction / Shadowing has been developed by Directors of Medical Education and this is attached as an Annex to this DL. The three elements of induction/shadowing week are;

- NHS Board mandatory employee induction,
- NES Foundation School training programme induction,
- Induction to first post local workplace environment eg wards.

Remuneration

4. F1 doctors will be remunerated in full for all mandatory programmed Induction / Shadowing immediately prior to commencing the full contractual role on the basis of the national F1 basic salary with no payment of a Banding Supplement.

DL (2024) 13

10 May 2024

Addresses

For action

Chief Executives,
Directors of Finance,
Directors of Human
Resources
NHS Boards and
Special Health Boards

For information

Members, Scottish
Partnership Forum (SPF)
Members, Scottish Terms
and Conditions Committee
(STAC)
Members, Scottish
Workforce and Governance
Committee (SWAG)
Management Steering
Group (MSG)

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Contract Start Date and Associated Matters

5. For the annual F1 intake the contract start date will be the date on which the Induction / Shadowing begins with the new F1s being remunerated for attendance at the local mandatory Induction / Shadowing Programmes.
6. The contract start date for the standard 4 minimum days will usually be the Thursday preceding the F1's date of taking up full duties and responsibilities. This date can be earlier by local arrangement.
7. Contracts of Employment will clearly indicate that the new F1's will have no entitlement to payment of a Banding Supplement until they take up the full contractual role expected of an F1. Rotational dates will be detailed in an appropriate DL.
8. Paragraph 121 of the Terms and Conditions Medical and Dental Staff Scotland (2002) Handbook will apply in relation to the establishment of the incremental date for the new F1s, i.e. the date from which the new F1s are remunerated.
[https://www.scot.nhs.uk/sehd/pcs/PCS2003\(DD\)02terms.pdf](https://www.scot.nhs.uk/sehd/pcs/PCS2003(DD)02terms.pdf)
9. It should be noted that the incremental date for F1 medical staff is re-set on appointment as an F2.

GMC Registration

10. Through planned timeous communication with the new F1 medical staff they will be informed that GMC Provisional Registration is required for the mandatory Induction / Shadowing programme. They will also be reminded of the significance of making timeous application to the General Medical Council for Provisional Registration to achieve this.

Right to Work in the UK – Visa Applications

11. Through planned timeous communication with the new F1 medical staff they will be informed that having the right to work in the UK is required for the mandatory Induction / Shadowing programme period. Any F1's who require a visa in order to be eligible to work in the UK, will also be reminded of the significance of making a timeous application to the Home Office – UK Visa & Immigration, to achieve this.

Compulsory Pre-Employment Checks

12. Compulsory Pre-Employment Checks for PVG and Occupational Health will require to be satisfied prior to the Induction / Shadowing period (whether for the standard or additional voluntary period) and on the corresponding date in future years.
13. Mutual obligations on this will be reinforced through effective communication with the new F1 junior medical staff. This forms part of the agreement within the Code of Practice.
14. NHS Boards will inform Disclosure Scotland and their local Occupational Health Services in relation to the earlier dates of peak demand.

Supervision of the New F1s

15. The status of the new F1 medical staff during Induction / Shadowing is that they are on supernumerary attachment to the clinical team without allocation of any clinical responsibilities. Given that shadowing F1's have a provisional license to practice they can legally prescribe. However, they should only do so under appropriate supervision during their shadowing period.

16. The new F1s will not be included on rotas and will not work unsupervised during either Induction / Shadowing period.

Accommodation

17. It is recognised that in some NHS Boards the provision of accommodation for the new F1 medical staff may be problematic due to levels / double demand.

18. The new F1s will be notified of this in advance and where necessary will be supported in making local short term alternative arrangements, in accordance with the recruiting NHS Board's local policy.

Communications

19. It is recognised that early and effective ongoing communication with the new F1 medical staff is important and will assist greatly in personal and organisational preparations to deliver the most positive experience and benefits from the mandatory Induction / Shadowing Programme.

20. The new F1s will be informed in advance by NHS Boards full details of the local F1 induction/shadowing programme. In setting out the full details of the induction/shadowing programme NHS Boards will make clear the start date of the mandatory induction and shadowing programme, and the full mandatory period which F1s will therefore be required to attend. Any elements covered under annex 1 section 4 below, shall be completed on mandatory days. Where completion of online modules, etc are part of the programme, adequate timing must be built into the induction period.

21. Once trainees are allocated Scotland as their Foundation school, early communication is actioned from the Scottish Foundation School email address – SFAS@nes.scot.nhs.uk. Any information regarding posts and rotations is on the Scotland Deanery website. They are signposted to this from SFAS. <https://www.scotlanddeanery.nhs.scot/trainee-information/scottish-foundation-school/welcome-to-the-scottish-foundation-school/>

Action

22. NHS Boards and Special Health Boards are required to:

- a) apply the agreed arrangements;
- b) ensure that all relevant staff are aware of the new arrangements; and
- c) employers are asked to make their own arrangements for making copies of this DL which is available on the SHOW website at: <https://www.publications.scot.nhs.uk/>

Enquiries

23. Employees should direct their personal enquiries to their employing Board or Foundation School team.

Yours sincerely



GILLIAN RUSSELL
Director of Health Workforce

ANNEX 1

INDUCTION AND SHADOWING FOR NEW FOUNDATION DOCTORS IN YEAR 1

1. INTRODUCTION

1.1 Promoting excellence: Standards for Medical Education and Training (July 2015 para R1.13) states that F1's have an induction in preparation for each placement that clearly sets out the requirement for appropriate induction and specific guidance that they must have suitable direct supervision.

1.2 From 2013 the Management Steering Group, representing NHS Employers in Scotland, has agreed that all NHS Boards will offer a minimum four days paid induction and shadowing to all new Foundation doctors in this and subsequent years.

1.3 Boards should refer to the guidance in Practical Skills and Procedures; GMC publication from April 2019, about expected competencies for graduates. https://www.gmc-uk.org/-/media/documents/practical-skills-and-procedures-a4_pdf-78058950.pdf

1.4 This paper sets out guidance on the intended learning outcomes and suggested content of the shadowing period.

2. CONTENT TO BE INCLUDED:

Familiarisation

2.1 The shadowing and induction programme should be set at a level that assumes the doctors will be completely new to the hospital(s) concerned and to the area.

Induction

2.2 This component needs to address the areas of induction that are essential to undertake shadowing and then fulfil responsibilities of an F1 doctor by the first Wednesday of August.

Shadowing

2.3 Shadowing should allow the new doctor to become familiar with the environment and working pattern of those in the ward, department or practice in which they will be working. This requires sufficient time working directly with the relevant F1 doctor over the course of a shift or shifts. It is recommended that shadowing should be for full days or shifts.

Outcome

2.4 The new F1 doctor should, on first day of their first job, be familiar with their environment and the work that will be expected of them. They should be able to describe their responsibilities in ensuring safe and effective patient care and know where to turn for supervision and support. They should also be aware of any further expectations for induction that will be required during the early weeks of their employment.

2.5 The Foundation doctor is required to undertake statutory and mandatory training as detailed by their lead employer and local employer. The timing of these training requirements will be set by the employer. Some requirements including IT and passwords must be completed prior to starting the post and some are required early in the post. Details to be decided by the lead employer and communicated to the Foundation doctor.

3. PRINCIPLES IN SETTING THE CONTENT FOR PROGRAMME

3.1 Foundation doctors should participate in the induction / shadowing programme arranged by the Board in which they will be undertaking their first foundation programme placement from the first Wednesday in August each year.

3.2 The content of the induction programme for F1 doctors in Scotland should be agreed within each Health Board with Director of Medical Education taking a lead in approving the structure and content of the programme.

3.3 The induction and shadowing programme should comprise of a minimum four working days which will be paid and be mandatory for all F1 doctors. The programme should be divided between a (classroom) Induction Programme and shadowing of current F1 Medical Staff and their clinical teams. A minimum of 2 full working days of the programme period should be spent in shadowing. Where local mandatory shadowing and induction programmes take place over more than the minimum four working days, NHS Boards will make appropriate local arrangements to ensure that F1s are remunerated in full for all working days of the mandatory programmed induction/shadowing.

4. SUGGESTED CONTENT OF INDUCTION

4.1 The induction section of the programme will vary between Health Boards but is likely to contain most or all of the following:-

- Fire safety
- Personal Well-Being <http://www.scotlanddeanery.nhs.scot/trainee-information/thriving-in-medicine/>
- Management of Risk / Incident reporting
- Communication / Handover/ Hospital at Night
- Use of Laboratories and Radiology
- Infection Prevention & Control and Anti-Microbial guidelines
- Safe prescribing
- Blood Transfusion
- Do Not Attempt CPR / Death in Hospital / Anticipatory Care Planning
- Simulation training / managing medical emergencies
- IT security and induction on local IT systems and Information Guidance
- Annual, Maternity, Paternity Leave
- Remuneration
- Occupational Health and Safety
- Data Protection / Information Governance
- Raising Concerns
- Sickness Absence
- Social Media Policy
- How to use a bleep or equivalent system
- Adult Support & Protection
- Child Protection
- Equality & Diversity
- Manual Handling
- Resuscitation
- Violence & Aggression

4.2 Additional basic level training can be delivered through online systems (e.g. learnPro) during the early weeks of first placement e.g. Adult Support and Protection, Child Protection, Prevention and Management of Violence and Aggression, Manual Handling, Equality and Diversity, Safer use of insulin.

4.3 Boards are encouraged to include education resources on shift work, health and wellbeing in induction as well as including signposting of relevant resources on trainee health and wellbeing. Link to thriving in medicine on the Scotland deanery website. <http://www.scotlanddeanery.nhs.scot/trainee-information/thriving-in-medicine/>

4.4 Boards are encouraged to direct their F1's to <https://hub.nes.digital/lead-employer-arrangements/in-employment-information/wellness/>. Here they will find useful links to seek further information on financial wellbeing, alongside physical and mental health and wellbeing related support, as well as training. There are also links to additional support that may be available locally via each Health Board.

4.5 The expectation is that all newly qualified doctors (including International Medical Graduates) will have reached the standards in "Outcome for Graduates". [outcomes-for-graduates-2020_pdf-84622587.pdf \(gmc-uk.org\)](https://www.gmc-uk.org/outcomes-for-graduates-2020-pdf-84622587.pdf)

New to working in Scotland - <https://www.scotlanddeanery.nhs.scot/trainee-information/new-to-working-in-scotland/>

IMG pages - <https://www.scotlanddeanery.nhs.scot/trainee-information/international-medical-graduates-imgs/>

5. IMPLEMENTATION

5.1 Directors of Medical Education will agree arrangements for mandatory attendance at induction and shadowing programmes with HR leads in each Board. They will also liaise with Foundation Programme Directors and/or Foundation leads within Boards to ensure the content of the induction and shadowing programme meets clinical requirements.

ANNEX 2

The undernoted guidance is for use by Medical Staffing / HR colleagues in the wording of offer letters and contracts of employment to Foundation Year 1 appointments:

1. MANDATORY INDUCTION / SHADOWING ARRANGEMENTS

1.1 Purpose

You are required to participate in a mandatory XX days / of Induction / Shadowing. Remuneration for attendance at this programme will commence on dd/mm/yyyy. The purpose of this programme is to ensure that on commencement of your Foundation Year 1 (F1) post on dd/mm/yyyy you are able to:

- Demonstrate that you are familiar with the working environment for your F1 post;
- Understand your responsibilities for safe and effective patient care, including how to seek supervision;
- Demonstrate familiarity with the relevant IT systems and procedures in your area of work; and
- Understand the responsibilities and limitations of your F1 post.

During the mandatory Induction / Shadowing period you will be attached, on a supernumerary basis, to a clinical team. You will not have any clinical responsibilities or undertake any unsupervised work.

1.2 Pay Arrangements

Remuneration for attendance at the Induction / Shadowing programme will commence dd/mm/yyyy. You will be paid on the basic pay point of the F1 salary scale currently, £XX,XXX per annum. You will not receive any banding supplement during the Induction / Shadowing programme.

1.3 Other provisions

All terms and conditions of the contract will apply and accrue during the period of attendance at the mandatory Induction / Shadowing programme.

2. POST INDUCTION / SHADOWING PERIOD PAY ARRANGEMENTS

2.1 Pay Scale/Point

You will be paid on the Foundation Year 1 payscale.

Your base salary will be £XX,XXX per annum, paid monthly and will progress by annual increments in accordance with the current, nationally agreed, salary scale for your grade. These rates are subject to amendment from time to time.

2.2 Incremental Date

Your incremental date will be dd/mm/yyyy.