

## Peninsula Foundation School Committee Minutes

Date 10<sup>th</sup> November 2025 13:00

via MS Teams

Present:			Apologies:		
Angela Cottrell	AC	Foundation School Director, Peninsula Foundation School	Ray Sheridan		Director of Medical Education RDUH East
Suzanne Maddock	SM	Foundation School Manager Peninsula Foundation School	Neil Walker		Joint Foundation Programme Director FY2
Bill Wylie	BW	Lay Representative	Celice McDermott		DME Cornwall Partnership Trust
Hannah Richardson	HR	Education Programme Officer Peninsula Foundation School	Caroline Rawlings		Medical Education Manager RDUH - WEST
Amanda Turner	AT	Foundation Programme Coordinator Torbay	Jacqui Rees-Lee		Director of Medical Education Torbay
Matthew Metherell	MM	Foundation Programme Administrator Cornwall	Laura Bennett		Foundation Lead for Psychiatry
Clare van Hamel	CvH	Deputy Dean, Foundation Programme	Sarah Ansell		Primary & Community Care Workforce Dean
Helen Darke	HD	Foundation Programme Coordinator RDUH - East	Aya Hammad		F1 Sustainability Fellow
Rachel Todd	RT	Foundation Programme Director F2 Cornwall	Gurucharan Dua		Foundation Programme Director Torbay F2
Rachel Garlick	RG	Medical Education Manager UHP			
Holly Graham	HG	F2 Sustainability Fellow			
Tanmayee Rajguru	TR	Foundation Programme Coordinator UHP			
Joanna Lacey	JL	Foundation Programme Coordinator RDUH - West			
Mike Forster	MF	Foundation Programme Director UHP			
Nichola Dommett	ND	Foundation Programme Administrator Torbay			
Samantha Meyer	SMe	Head of Medical Education Torbay			
Jeremy White	JW	Medical Education Manager Torbay			
Johanna Gilbert	JG	Senior Manager of Medical Education Cornwall			
Annette Rickard	AR	Director of Medical Education Plymouth			
Charlotte Drewett	CD	F2 Education Fellow			
Nina Bossa	NB	Medical Education Manager Exeter			

**1. Apologies & Welcome**

**2. Previous minutes**

National foundation Doctors Presentation Day - the TPDS have shared that this year there's been a record number of submissions, which is brilliant.

PIA Rankings with the UKFPO – the UKFPO have advised that following feedback from last year, instead of sending the rankings to everybody, applicants are able to individually ask for their ranking and they will provide it for them.

Less Than Full Time (LTFT)/ Out of Synch Foundation Doctors ARCP Timeline Guidance has now been published on the website <https://foundation.peninsuladeanery.nhs.uk/about-us/end-of-year-process/sign-off/> .

**3. Foundation Fellows Matters**

- Requesting career planning programme/regional teaching, more information for deadlines and specific specialities.

AR agreed importance of career planning and transitioning from Foundation to Specialty. Suggested opportunity for career workshops and presentations e.g. how to make yourself look more competitive for your applications. Important topic and agree it should be pushed forward at each level for our foundation doctors. How can we retain our FDs in the South West? Happy for CD and HG to push forwards their ideas of teaching/careers days and to come back to us for support.

CvH supports this. Agreed these sessions should be across the SW on 'Teams' to provide opportunity as well as a mixture across all Trusts in the SW.

SM mentioned previously have done lunchtime webinars e.g. 30 mins on specific topics on careers advice, something we could look to restart?

HG said many people are applying for clinical fellows however they require a good CV which many don't have. Suggested as part of the career teaching to have CV writing tips etc. It was also suggested that some of the F1 weekly teaching sessions post ARCP could include CV writing/career tips. AC agreed this would be a good idea.

- Reports that some Foundation Doctors are struggling to get study leave as can only take it on 'normal days', especially medical rotas. Also, some FDs are struggling to get funding for study leave especially when having to travel to another trust. It was asked whether early reimbursement of course/activity fees had filtered down to trusts yet. AC confirmed expenses for travel would be retrospective, as you wouldn't prospectively pay for travel beforehand. AC mentioned she will link up with the Truro team to find out more about any issues here.

JG confirmed travel on study leave expenses are paid in advance through the expenses system before 4<sup>th</sup> of the month in time for payroll. CvH said if residents are unable to get study leave due to rotas they should complete educational exception reports so it becomes a clear concern to the trusts.

CD asked it would be possible for an extra taster week to be authorised due to PIA meaning FDs may not get the experience in the specialities they want to. AC stated that Study leave is contractual so we cant increase study leave overall. Around half of study days are taken for regional teaching so there are around 15 days for other days which can be used for tasters in other specialities if you wish.

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MF suggested for ACCS applicants a day in ITU, a day in Anaesthetics and a few days in ED as taster weeks in preparation for applying for specialty training would be beneficial

SM stated Peninsula Foundation School are currently recruiting for a fellow to support with the taster offer and SM/AC will suggest whoever is appointed discuss this with MF once in the role.

**4. Psychiatry Update/Matters** – LB sent apologies so no update

**5. Foundation School Director Update**

- More F1 applications than last year. Placeholder process will be the same as last year.

SFP posts - had a meeting last month with good representation from our academic supervisors.

Study leave funding brought up nationally, it was found trusts only fund local tasters unless there is exceptional circumstances as to why the FD should go to other Trusts. AC has asked FPDs to complete a spreadsheet to confirm in which specialities they offer tasters locally.

F1s in post not performing at F1 level, there are national discussions in progress as each foundation school has a different approach to supporting these Residents. AC very keen to ensure that the Peninsula Foundation School are offering a similar experience and similar support to doctors elsewhere in the country.

- Shortly due to appoint senior foundation fellows as discussed above, and interviews to be mid-December.

- GP placement allocation – currently GP F2 placements are managed by the Peninsula foundation school from trust level, not GP school level. It has been muted this may be done in a different way, due to decrease in available placements for specialty GP training. AC would like to gather local input as to how this process should be managed, taking into account the FD local circumstances e.g. if the doctor drives, where they should be best located based on occupational health reports.

MF – concerns re doctors being allocated to practice when they can't drive, or where they are registered as a patient. Those two issues have come up in the past. AT agreed – nice for the doctors to have some input into which practice they are put in to. AT emails all F2s and ask them to give information such as do they drive, where are they based etc, first come first served but AT tries to accommodate to the practice they request. Supplies local information such as bus routes. RT also agrees – sends out all placements for F2s to rank and choose. Every year all of the doctors choose the practices nearest to the local hospital. HD – same process as other trusts above, always get the practices ranked higher the ones closer to the centre of the city.

CvH mentioned this process is already happening in Severn so the GP school are wanting allocation to be done centrally and the same across the whole of the SW.

HG echoed the value of having control over GP placement choices. JL in agreement with all other points above.

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## 6. Foundation School Update

As AC mentioned, F1 applications up this year compared to last year. Some clinical assessments taking place this month and PLAB results due in December so we should have more of an idea after this on application numbers.

Deadline for Exeter and Plymouth medical schools to nominate is 3<sup>rd</sup> December 2025, please if any of FSC are involved in this process then ask medical schools to forward on to Suzanne as soon as possible.

F2 standalone process applications open early 2026, the Peninsula is not putting any standalone posts into the pot as no Peninsula posts are available - these will be kept for extensions.

Medical students have now submitted their applications and ranked their schools. 116 out of 403 ranked the Peninsula as 1<sup>st</sup> choice and 65 as 2<sup>nd</sup> choice.

Welcome event confirmed as **5<sup>th</sup> March 2026**, allocation day will be end of February. For the first year, the Peninsula will be using groups. We will be able to confirm individual Trust cohort – TBC mid-march.

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Welcome event will be the same format as last year. 1 FPD from each trust to attend a Q&A, timings TBC. We require pre-recorded presentations as we did last year, or we can reuse last years. Trust updates on the futures site should be done also – HR to email out to Trusts.

Swaps and TOOT applications now open. Deadline 7<sup>th</sup> January 2026. Main points re swaps process:-

- Can apply for a swap of location
- Can apply to swap one placement of their existing allocated F2 as long as the rotation remains balanced
- Special circumstances does not guarantee a swap
- Head of schools decision is final
- TOOT must be on track for an O/C 1 for approval and should not be used to manage health conditions
- If TOOT agreed, the F2 programme goes into the swaps process therefore cannot be reversed – no guarantee of the same trust on return to school

ES feedback – all in agreement for survey to be reduced but keep the free text in as it is valuable feedback for supervisors. HR and SM to update ready for next year.

Regional ARCP panel pilot – aim to save faculty time, admin burden and ensure gold guide timings are met, whilst ensuring consistency across the school. Pilot to be run February/March 2026. Reminder to please complete the survey so we can arrange dates.

Panel to aim to have FPD and FSD (Ange) but future panels could explore ES's and FPDs.

No comments from the attendees. From the responses we have received, we have enough to hold a panel date so likely this will be our pilot.

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Ideally going forwards we could have one Feb/March then Oct/November.

BW raised that the work behind the scenes will be a lot to review all portfolios before the panel date. RT raised that they know their doctors really well and know their concerns, the ones out of sync usually need more support and her concern is that if there are panels done by people who don't know the doctor, it's difficult for them to know the back story. AC and CvH said there should be some consistency though this new pilot by having external panellists as the process should be reviewing the evidence. Other schools conduct all their ARCP panels centrally and don't include anyone who is part of the FDs training.

Regional teaching guidance being updated. It is now only recommended that 4 days regional teaching, rather than *must be*.

Because GP learning sets are not available to all foundation doctors, it cannot be classed as core teaching. However, if one of the learning set topics listed in the curriculum is to do with a core learning topic, it can be counted as core.

New guidance on the website on how to set up Maxcourse accounts. F1s are not allowed to use maxcourse and their bookings will be cancelled if they are found to be accessing it.

Regional teaching should not be booked all within one placement, should be spread across the year.

ILS/ALS/resuscitation courses are excluded from counting towards the curriculum requirement of 60 teaching hours.

F2 in GP guide – SM checked the annual leave time, travel time and study leave time within the policy. No response from attendees so presume this is all correct to publish with the new GP guide. SM to action.

### 7. AOB

Any problems with F1 placements for August 2026 start please let Suzanne know ASAP. Christmas deadline

Next TPD drop in session Monday 12<sup>th</sup> November.

### 8. Future meetings

(exact timings to be confirmed):

- **Thursday February 5th 2026 – Joint SW Foundation Schools All day Taunton – SW House**
- **Thursday 7th May 2026 FSC & Pre ARCP 09:00 – 13:00**
- **Thursday 17th September 2026 FSC 13:30 – 16:30**
- **Tuesday 15th December 2026 FSC 13:30 - 16:30**

**Actions for Review:**

Agenda Item	FSC Member	Action	By When
3	CD/HG	New teaching on career planning – CD and HG to drive this forwards. SM and HR to support if/where required	Update at next FSC
6	HR	ES Feedback Survey to be shortened following agreement from the FSC attendees	Survey due to be circulated next year.