

SEVERN FOUNDATION SCHOOL
Evidence required to sign off Foundation Achievement of Competency Document

Trainee Name		Trust	
Item	Details		J/X
1.	12 months F2 experience	Expected to be completed	
2.	Record of non-statutory Leave (incl sick/maternity leave etc)	Meets requirements*	
3.	Attendance at formal teaching sessions (incl mandatory F2 Regional Teaching sessions)	Satisfactory	
4.	Has the trainee completed the SLEs/assessments required by this Foundation School?	Direct Observations of Doctor/Patient Encounters (9 minimum – 6 Mini CEX minimum)	
		CBD (6 minimum)	
		TAB (1 satis round minimum)	
5.	Curriculum Competency	Satisfactory demonstration of curriculum outcomes	
6.	Involvement in Clinical Audit/Quality Improvement		
7.	Developing the Clinical Teacher	Completed	
8.	Probity and Health Declarations	Completed	
9.	Record of In Programme Progress (RIPP)	Completed	
10.	Careers Management Reflection	Completed	
11.	Valid Advanced Life Support (or equivalent) certificate		
12.	Equality and Diversity Training	Completed	
13.	GMC Trainee Survey receipt		
14.	UKFPO Career Destination Survey	Completed	
15.	Placement 1		
	Induction form	Completed	
	Initial Meeting form	Completed	
	Clinical Supervisor end of placement report	Satisfactory	
	Educational Supervisor end of placement report	Satisfactory**	
16.	Placement 2		
	Induction form	Completed	
	Initial Meeting form	Completed	
	Clinical Supervisor end of placement report	Satisfactory	
	Educational Supervisor end of placement report	Satisfactory**	
17.	Placement 3		
	Induction form	Completed	
	Initial Meeting form	Completed	
	Clinical Supervisor end of placement report	Satisfactory	
	Educational Supervisor end of placement/year report	Satisfactory**	

*The maximum permitted non-statutory leave during the F2 year is 20 days ([GMC Position Statement](#)).

**Evidence for this includes documentation within the e-Portfolio that, in addition to the SLEs/workplace-based assessments, Clinical Practice has been observed and audited throughout all clinical placements and is deemed satisfactory for this level of training, where ‘satisfactory’ means that the trainee is safe to work with patients.

In order for supervisors and panels to assess whether the F2 has met the necessary outcomes, the trainee is required to present sufficient documented evidence in order for reasonable and accurate assessments to be made by the supervisor/panel. **The signatory (usually the trainee’s Educational Supervisor) certifies that they have reviewed the trainee’s e-Portfolio and seen all of the necessary evidence/documentation required for sign-off.**