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| **F1 Sign Off Checklist 2022-2023- NEW 2021 Curriculum**  Trainee Name: | Trust: | GMC Number: |

**Evidence:** On portfolio review, the following should all be present in order to be able to award an Outcome 1 through the ARCP process.

The FTPD should return the completed Checklist of Evidence to the Medical Education Department/Postgraduate Centre who will be responsible for collating these. These will be sent to HEE EoE assessment team for review. Releasing the F1C will only occur following check.

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|  | NATIONAL CRITERIA: THESE MUST ALL BE EVIDENCED | Educational supervisor signature required |
| 1 | Completion of the **‘Foundation Form R’** as part of the ARCP/Revalidation process. This form should be available for the panel to consider at the time of the ARCP review. This item does not fall under the educational aspect for F1 completion but must be available for the ARCP panel to view |  |
| 2 | Signed **probity and health declarations** relating to the F1 year. |  |
| 3 | Prescribing skills assessment [**PSA**] passed within last 2 years prior to entry to the programme or on completion of the programme– This must be uploaded to eportfolio |  |
| 4 | Evidence ofunderstanding of /or participation in audit and quality improvement projects |  |
| 5 | Evidence ofparticipating in teaching – may utilise the developing the clinical teacher assessment |  |
| 6 | Evidence of competence in advanced life support eg ALS or other equivalent course |  |
| 7 | Completed absence record on e-portfolio showing less than 20 days out of training [not including study leave or annual leave but including statutory leave] **If absence is over 20 days trainee will require a central FSD ARCP.** |  |
| 8 | A satisfactory Clinical Supervisor End of Placement report is required for **ALL** placements. At least one CSR in each level of training must make use of the PSG feedback. |  |
| 9 | A satisfactory Educational Supervisor End of Placement report form for the first two placements in their F1 year |  |
| 10 | A satisfactory Educational Supervisor End of year report form for their F1 year- If trainee has not satisfactorily completed one placement but has been making good progress in other respects, it may still appear appropriate to confirm the FD has met the requirements for progression- **please seek guidance from the FSD.** |  |
| 11 | 1 TAB |  |
| 12 | 1 PSG |  |
| 13 | Satisfactory completion of all curriculum outcomes   * linking with evidence to demonstrate how competences have been acquired including SLEs, TAB, PSG, reflection, CS and ES reports * countersigned by ES.   NB there is no minimum SLE requirement but 12-20 would be expected |  |
| 14 | A summary narrative for each of the 3 HLOs |  |
| 12 | Attendance record for[**60 hour taught programme**](https://heeoe.hee.nhs.uk/foundation/faculty-and-stakeholders-info). 30 hours core and 30 hours non core. |  |

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|  | LOCAL CRITERIA EAFS and EBHFS: |  |
| 13 | Completion of F1 Exit Questionnaire – screenshot to e-portfolio |  |
| 14 | Completion of careers support form on e-portfolio |  |
| 15 | Completion of 6 mandatory modules in SCRIPT – screenshot to portfolio |  |
| 16 | Completion of minimum 10 VR scenarios – screenshot to portfolio |  |
| 17 | Desirable: Participated in regional or national non mandatory trainee surveys QA [minimum one out of national induction, NETS, UKFPO surveys, Foundation school feedback requests] |  |
| 18 | Application submitted to the GMC for Full Registration and License to Practice. |  |

Educational Supervisor Name Date

FTPD Name **(Please Print)**

Signature Date