

# Foundation Turas Portfolio Timeline for each placement/post (4 months)

## Access to Turas Portfolio

- Familiarisation with curriculum and ARCP requirements
- Before meeting supervisors create Personal Development Plan (PDP)

Beginning of post (access to Turas one week prior to start)

## Add and create activities in your Portfolio \*

During the course of each placement/post – complete SLEs, create links to FPCs, attend Core and Non-Core Learning, initiate TAB.  
 QI: take an active part in processes to improved the quality of care.  
 Continue to review and update Summary Narrative.

Months 1-4 or 5-8 or 9-12

## End of training Year - prepare for Annual Review of Competence Progression (ARCP)

- Ensure Prescribing Safety Assessment (PSA) Certificate is uploaded
- Prepare & Review Portfolio ahead of submission deadline 31<sup>st</sup> May
- Complete and submit any outstanding Absence forms
- ARCP desktop and/or face to face Zoom meeting
- ES will complete End of Year report – 5 days in advance of ARCP

Start F1 or F2 Training

Within first 1 to 3 weeks

### Initial meeting with Clinical & Educational Supervisor (CS/ES)

- Remind Supervisor to create Placement Supervision Group (PSG): ideally completed in Placement 2 of each training year
- Discuss TAB creation: Preferably to be completed in Placement 1

Mid post / end of post meeting

Review PDP, summary narrative so far, and development need

Complete F1 or F2 Training Year

**F1 only** – apply for full GMC Registration if you receive an ARCP Outcome 1

### Activities \*

- SLEs - Supervised Learning Events. Minimum Clinical Evaluation Exercise (Mini-CEX), Case Based Discussion (CBD), Direct Observation of Procedural Skills (DOPS), Developing the Clinical Teacher (DCT) Forms, LEARN & LEADER Forms
- Reflections should be completed throughout your training year including summary narrative for each HLO
- Personal Learning Log – minimum of 60 hours of teaching during 12 months (30 Core and 30 non-core)
- TAB - Team Assessment of Behaviour – complete either in post 1 or post 2 of each training year
- PSG – Placement Supervision Group - complete either in post 1 or post 2 of each training year
- NTS – GMC National Trainee Survey – complete once per year, as evidence of programme feedback

Link these to the 13 FPCs - Foundation Professional Capabilities  
 The 13 FPCs make up the 3 Higher Learning Outcomes (HLOs)  
 Write the Summary Narrative (one entry per HLO) maximum 300 words per HLO by the time of the ARCP