

# Pre-Foundation Apprenticeship (PFA) Guide for FY1 doctors

As an FY1/2 doctor, you will be assigned a final year medical student on PFA (Pre-Foundation Apprenticeship) placement for 6 weeks, commencing in April (2 rotations). FY1 doctors are best placed to advise PFA students and contribute to their increased confidence as they transition from student to doctor.

## What is PFA?

Pre-Foundation Apprenticeship (PFA) is a 6-week placement at the end of the academic year that all final year (year 5) medical students undertake before they graduate and become FY1 doctors. There are 2 rotations between April and July.

During the placement, PFA students will initially shadow the team, then later become increasingly involved in the daily tasks on the ward, under supervision of the junior doctors and other ward staff.

## How does PFA differ from 'Ward Shadow' or 'acute block; students'?

Ward shadow and acute block students are not expected to integrate with the clinical team in the same way as PFA students. They shadow Foundation and other doctors to learn through observation and undertake tasks they are assigned.

PFA students are apprentices, progressively assuming the role of the FY1 and working closely with the surrounding clinical team to deliver the care of patients assigned to them.

## What PFA students can do:

The student will be given access to the hospital computer systems and receive training on its use at the start of their placement. This includes the patient electronic notes system and the system(s) for ordering and viewing investigations.

The students *are* allowed to document in the notes, view investigation results, and order bloods and other basic investigations e.g. ECG, lung function tests etc...

Appropriate tasks for PFA to complete are:

- Preparing and documenting ward round notes
- Ordering blood tests and other basic investigations
- Discharge summaries
- Presentation of patients on ward round, or at morning/afternoon board round
- Reviewing unwell patients (A to Es) and reporting back to doctor
- DOPS - e.g. cannulation, venepuncture, arterial blood gases, catheterisation (with supervision)

**These tasks should take place under direct supervision by an FY1 or other member of ward staff who is trained to do the given task. PFA students should receive immediate corrective feedback as they undertake these tasks.**

## What they *cannot* do:

- 1- Order investigations with ionising radiation.
- 2- Prescribe any medication, fluids, or blood products, or other items requiring the signature of a doctor with provisional GMC registration.
- 3- Complete MCCDs (Medical Certificate of Cause of Death) or cremation forms.

## Will they work out-of-hours?

PFA students will be required to undertake 2 shifts out of hours to familiarise themselves with out of hours work and hospital at night. If as the FY1 doctor, you do not have nights as part of your work, the PFA student can join you for your long day shifts, and weekend long days instead. They cannot work more than 36 hours/week. That means they will need time off after an on-call shift.

## Are they expected to complete specific DOPS?

Like yourself, PFA students have to complete a portfolio during their PFA placement. This contains a number of DOPS and reflections, including male and female catheterisation, review of a patient with high NEWS score (with a doctor), blood gases etc. (all within the student doctor E-Portfolio system).

They are also required to reflect on their out-of-hours experience (as above) and they are required to complete a reflection on 2 experiences designed to supplement their safe prescribing teaching:

- 1- TTO: Please ask them to join you when you complete a TTO. Please teach them the process and allow them to suggest how they would do the prescription (they cannot prescribe). Offer corrective feedback as you complete this yourself. The PFA student will need to reflect on this for their portfolio.
- 2- They will be expected to join the ward pharmacist as they complete review of inpatient medication.

## What teaching are they expected to have?

PFA students will have the following teaching during their placement:

- ILS
- Safe prescribing sessions (3 in total).
- Carry the Bleep Simulation
- They are also expected to present the cases they review and receive feedback on their performance on a daily basis.
- Students have (IR(ME)R) radiation safety teaching and other material on CANVAS

## Breakdown of the 6-week PFA placement

**Week 1** - During this week students will have their trust and ward induction, familiarise themselves with the IT systems and the day-to-day care of the patients on the ward. Students are expected to work closely with the FY1 and become familiar with day- to- day tasks.

**Week 2**- At the start of week, 2 students will be expected to take more responsibility for patient care and ward management under the direct supervision of the junior doctor with support from the multi-professional team. They should be expected to be assigned patients which require review and completion of jobs. They can be

gradually given more responsibility as they become familiar with the work. Any jobs they are given should be completed under supervision.

The student will be expected to demonstrate the professional behaviours of a junior doctor. Over this transition week please help your PFA to become established in the normal work of the ward.

- Look through your list and delegate appropriate tasks to your PFA (e.g. preparing notes for the ward round, a draft referral, venepuncture, cannulation,). Encourage them to document during the ward round (follow this up with a review).
- Involve your PFA in tasks in ways that add little extra time. For example, before you go to order a scan, or complete a TTO, invite them to look over your shoulder, and talk them through the steps as you do it. When you get asked by a nurse to review a sick patient, take your PFA student with you to assist.
- Assign them a patient they can follow, for example to theatre or a scan. They will become more familiar with the patient journey and can present this to you along with results of investigations and a possible differential diagnosis.
- Encourage them to present cases they are familiar with on the ward round. This can be a daunting task initially, so offer them guidance on how to do this efficiently.

**Week 3 – 6** - During the remaining 4 weeks of the placement, students will work like F1 doctors under indirect supervision by a designated doctor either F1/ F2, Core trainee grade or above.

They should be assigned their own set of patients to look after and complete the list of jobs for (seeking help where appropriate).

Over these weeks, please ensure your PFA student becomes immersed in the role of the FY1. They are no longer there to assist with jobs, as they would have done earlier in the year. They are there to manage a set of patients, just as you would, undertaking patient assessment, ward rounds, referrals, and all relevant tasks (excluding those reserved for qualified doctors as marked above, in which case they must observe you doing this). They are expected to be present for the full hours of their shift.

### **The take home message:**

Your 5<sup>th</sup> year PFA student will be with you for 6 weeks.

As FY1s you are best positioned to help them gain experience that will increase their confidence when they become FY1s in August.

Please make them feel welcome and progressively involve them in managing the patients in the ward.

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