This process is valid for F1 doctors commencing 2 year Foundation Programmes in the Wessex Foundation School. The process applies only to foundation doctors who are guaranteed a 2 year training programme, and does not apply to doctors who have been appointed to stand-alone F1 training posts.

**Background**

F1 trainees are allocated via the national UKFPO application system to 2 year Foundation Programmes in Wessex. The majority of F1 programmes are linked to a specific Trust for F2 with the majority of trainees remaining in the same Trust for F2. Some programmes are linked to another named Trust in Wessex for F2. And for a small group of trainees, the Trust/location of the F2 programme remains unspecified. For this group of trainees a matching process is carried out during the F1 year to determine the F2 Trust location.

The three types of 2 year linked Foundation Programmes within Wessex are as follows:

1. The location of the F1 and F2 programme is the same. The named F2 Trust is the same as the F1 Trust. e.g. FY1 - Southampton Programme 02 - linked to FY2 in Southampton.

2. The locations of the F1 & F2 programmes are different. The named F2 Trust is different from the F1 Trust. e.g. FY1 - Southampton Programme 19 - linked to FY2 in Jersey.

3. The location of the F2 programme is unspecified. (The F2 Trust is not known until the F1-F2 matching process takes place). For this group of trainees a matching process is carried out during the F1 year to determine the F2 Trust location. e.g. FY1 - Southampton Programme 04 - linked to FY2 in Wessex.

**Principles /Process**

- The F1-F2 matching process takes place when F1 doctors are midway through the F1 year. Information is sent out to F1 doctors in December and the process takes place between January-March.

- Trainees are not able to change the Trust that they are allocated to for F2, unless they are: (a) eligible for pre-allocation due to special circumstances or, (b) secure themselves a swap through the Trust swap process.

- F1 trainees who wish to apply for pre-allocation to a Trust for F2 must meet the criteria for “Special Circumstances for F2”. The trainee should complete the application form available on our website and submit it to the Foundation School by the published deadline.

- F1 trainees will have the opportunity to apply for a swap for the location of their F2 year within the Wessex Foundation School. The Swap Process will take place once the following application processes are complete: Matching process for trainees for whom F2 location is unspecified / F2 Abroad/ Time Out / Special Circumstances.
Please note: the Swap Process only allows trainees to swap their F2 Trust location – trainees will then be entered into the local rotations matching process. It is not a process for swapping actual F2 rotations or specific posts. The Swap Process takes place prior to the allocation of F2 rotations.

Swaps into Portsmouth: Those wishing to swap into Portsmouth must be aware that Portsmouth run a 2 year fixed programme, so the swap will be into a confirmed rotation – trainees can only accept this if they will not be repeating jobs completed in F1 and the new rotation continues to provide a balanced overall programme. The Foundation Head of School will need to approve the swaps.

- A matching process will be carried out for F1 trainees allocated to programmes where the location of F2 is unspecified. This will be managed by the Foundation School. The Foundation School will collate a list of all F2 vacancies across Wessex. Trainees will be asked to rank these vacancies in order of preference and will be invited to attend a selection process (interview). This will involve a portfolio review. Trainees will be matched to vacancies based on interview score and preference. F1 trainees who need to take part in the process will be contacted via email in December.

Matching to F2 rotations & posts

- Once the F1-F2 matching process is complete, the Wessex Foundation School will inform Trusts of their pool of F2 trainees. By this point, all applications for F2 Abroad, Time Out and Special Circumstances will be processed and applicants notified of the outcome. The Trust Swap Process will also be complete. Trusts will be notified of any approved swaps.

- The process of allocating F1 trainees to F2 rotations and posts is managed by the individual Trusts.

- Each Trust should have a fair and transparent policy for this allocation process. Trainees may be required to complete a preference form ranking their preferred F2 rotations within their allocated Trust; trainees may also be required to attend a Trust e-portfolio review. Contacts in the Medical Personnel/HR and Education Centre teams will liaise with trainees allocated to the Trust for F2.

- In order to ensure a balanced Foundation Programme, trainees should not repeat posts in F2 that they have already undertaken in F1. The F2 rotation should contain posts of a different specialty (or sub-specialty for medicine and surgery) from those in the F1 rotation. Repeat posts will only be undertaken with the agreement of the Foundation Programme Director.
Matching Timetable (exact dates to be confirmed each year)

December
- F1 trainees will be emailed by the Foundation School and reminded of the F1-F2 Matching Process and options for F2.
- The matching timeline will be published along with process information and application deadlines for F2 abroad, Time Out, Special Circumstances and the Trust Swap Process.
- Interview date is published for February. F1 trainees with an “unspecified” F2 location are notified of the interview date.

January
- The Foundation School considers applications for F2 Abroad, Time Out and Special Circumstances. Applicants who have applied for one of these options are notified of the outcome.
- The Foundation School collates a list of F2 vacancies across Wessex.
- Applicants who have been approved for pre-allocation based on Special Circumstances are allocated to Trusts.

February
- F1 trainees with an “unspecified” F2 location are asked to rank F2 vacancies within Wessex and are invited to attend an interview. Trainees will be matched to vacancies based on interview score and preference.

February-March
- The Foundation School will email all F1 trainees who are eligible to take part in a Trust Swap. Process information and the Swap deadline will be published.
- N.B. It is likely that the application period for Trust Swaps will be tight. (Please refer to the Trust Swap policy).
- Trainees are informed of approved Swaps.
- Trusts are informed of all outcomes of F1-F2 matching process and of the pool of F1 trainees allocated to the Trust for F2.

End of March onwards
- Trusts carry out matching to F2 rotations.
- Trusts carry out local recruitment to any remaining F2 vacancies.

This process and document is due for review August 2014