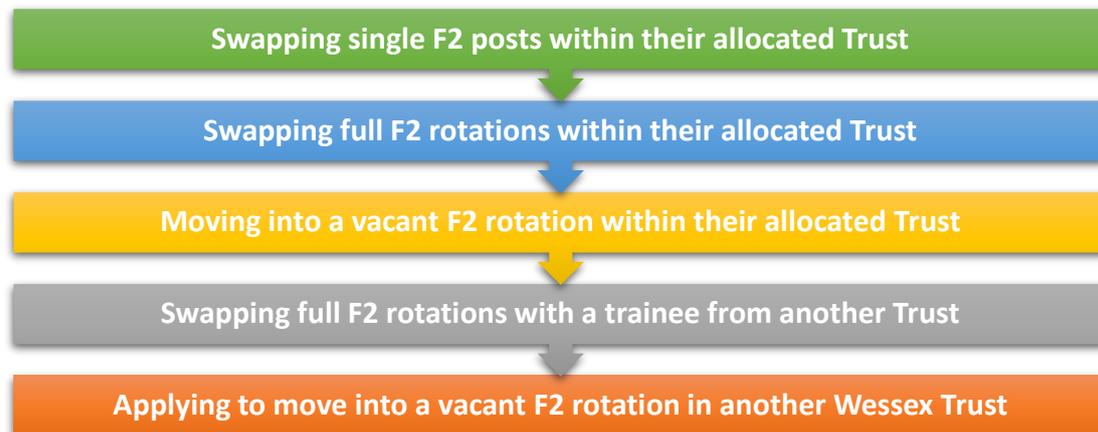


# Wessex Foundation School

## F2 Swap Process

### Policy and Timeline 2019-20

Wessex Foundation School recognises that a Foundation doctor's personal circumstances or career ambitions may change after their initial Foundation Programme application. This policy outlines a process whereby Wessex F1 doctors who have been appointed to a two-year Foundation training programme can apply to change their allocated F2 rotation, where possible, by either:



## Policy

- 1) To be fair to all, there is a strict timeline and late applications will not be considered **under any circumstances**.

For your application to be considered, trainees must be (in the opinion of your Foundation Programme Training Director) on track to successfully complete your F1 training year.

- 2) It is only possible to swap F2 posts/rotations as part of the formal Foundation School process and within the published application window (please refer to the attached timeline). Private swaps and swaps arranged outside of the application window are not permitted.
- 3) The Foundation School considers balanced 2-year training programmes to contain the following elements and all F2 rotations must meet this criterion:
  - a) A community placement must be completed in either the F1 or F2 year
    - For example, GP, Psychiatry or Public Health

- b) A specialty must not be repeated across the F1 and F2 years except for medical or surgical sub-specialties (where it is a different sub-specialty)
  - For example, a trainee cannot do Paediatrics in both F1 & in F2
- c) Medical and surgical sub-specialties cannot be repeated across F1 and F2
  - For example, a trainee could do posts in Cardiology and Elderly Care, but not two Cardiology posts

**SWAPS (OF SINGLE POSTS OR ROTATIONS) WILL ONLY BE ALLOWED IF THEY MEET THE ABOVE CRITERIA FOR ENSURING A BALANCED FOUNDATION PROGRAMME.**

- 4) Swaps between Foundation Schools are not possible via this process. A separate Inter-Foundation School Transfer (IFST) process governs moves between Foundation schools. Details of this process and the application window and deadlines can be found on the UKFPO website: <http://www.foundationprogramme.nhs.uk/content/resource-bank>

We expect the availability of vacancies for IFST to be limited, so we would encourage trainees to use the Wessex Foundation School swaps process to change their Foundation posts in the first instance. If there are extenuating circumstances where an IFST might apply, trainees should discuss this with their Foundation Programme Director first.

- 5) You cannot swap into or out of the Academic Foundation Programme
- 6) In the event of two or more doctors requesting to swap into the same post or rotation, the combined SJT/EPM score generated as part of the FP application process will be used for ranking, with the highest scorer being successful.
- 7) All applications will be considered by a panel at your employing Trust and/or at the Foundation School, which will ensure that the swap does not disadvantage any Foundation doctor or result in an unbalanced rotation.
- 8) Trainees who have been appointed to a stand-alone F1 programme (and not to a 2-year programme) cannot take part in the swap process because they have not been guaranteed an F2 rotation.
- 9) Trainees who are out of programme (e.g. statutory leave or approved time out of training) will be unable to take part in the swap process because they are unlikely to still be allocated to their original F2 rotation for the training year which begins in August. These doctors will be slotted back into programme on their return to training, and Foundation Programme Directors will need to take their individual training needs and circumstances into account to ensure they have a suitable F2 programme to return to.
- 10) Military trainees are unable to take part in the swap process because their training programmes are managed separately by the Defence Deanery and not by the Wessex Foundation School (HEE).

## Process

There are four stages to this process

1. Information transfer between Trusts and the Foundation School
2. Trust-based post and rotation swaps
3. Wessex wide rotation swaps between Trusts
4. Application process for vacant rotations in other Trusts

### Information transfer between Trusts and the Foundation School

#### **Foundation Programme Director (FPD)/Trust responsibilities:**

- Identify any F1 trainees who are unlikely to obtain outcome 1 at their end of year ARCP and who therefore won't be due to start F2 training in August and inform the Foundation School.
- Identify any F1 trainees who would be eligible for and are likely to apply for an Inter-Foundation School Transfer (IFST) via the national process.

#### **Foundation School responsibilities:**

- Trainees who are linked to a different Trust for F2 (as per their original allocation) will be able to take part in the post and rotation swap process in that Trust – the Foundation School will share their email address with the FPD and Foundation Programme Coordinator in the trainee's F2 Trust.

### Trust-based post and rotation swaps

In the first stage of this process, Foundation doctors will have the opportunity to swap posts and rotations within the Trust where they will be working for their F2 year. This process will be managed by the Foundation Programme Director(s) and Foundation Programme Coordinator at the Trust. This will take place within a published timeframe, as per the Foundation School timeline.

- Trusts will publish and circulate a list of vacant F2 rotations/placements to the F1 doctors who are due to undertake their F2 year in that Trust
- Within individual trusts, eligible Foundation doctors can apply to swap either individual F2 placements, or whole (12 month) F2 rotations with each other. This includes applying to swap into an empty F2 rotation. (Please note, trainees can only swap into the entire vacant rotation – they cannot apply for just one or two of the individual placements).
- All applicants MUST complete an application form; where Foundation trainees wish to swap either a single placement or a whole rotation, BOTH applicants must complete a form each
- Where, as a result of the suggested changes the Foundation doctor would have a 2-year Foundation programme that would not meet the criteria in point 3 of this policy, requests will be refused
- If more than one Foundation trainee wishes to move to a vacant rotation within the Trust, the combined SJT/EPM score generated as part of the FP application process will be used for

ranking the trainees, with the highest scorer being successful

- Trusts will convene a panel (consisting of the FPD and at least one other member of the Foundation team) to assess all applications
- Trusts will inform applicants of the result of their swap application by the published deadline
- Trusts will inform the Foundation School of:
  - Foundation doctors who have changed rotations (either individual placements or 1-year F2 rotations)
  - Vacant F2 rotations at the end of the process

### Wessex wide rotation swaps between Trusts (trainee led)

This part of the process must be organised by Foundation trainees. The Foundation School is unable to assist trainees with the process of finding another foundation doctor with whom to swap.

Where two trainees in different Trusts wish to swap their whole F2 programme with each other, the following process applies:

[Please note that we do not allow swapping of individual placements between trainees in different Trusts]

- The F2 programme swap must be agreed by both trainees, who must both complete applications forms and submit these by the deadline
- The forms must be approved by their own Foundation Programme Director to confirm that they are on course to successfully complete F1 on time
- Both application forms must be submitted to [foundation.wx@hee.nhs.uk](mailto:foundation.wx@hee.nhs.uk) by the published deadline. Late applications will not be considered under any circumstances.
- The Foundation School will convene a panel (consisting of a Head of Foundation School, a Foundation Programme Director and Foundation School Manager) to assess all applications and confirm application outcomes to trainees via email.
- Where, as a result of the suggested changes a Foundation doctor would have a 2-year Foundation programme that would not meet the criteria in point 3 of this policy, their application will be refused

### Applying to move into vacancies in other Trusts

This process will be managed by the Foundation School using an online application form.

- The Foundation School will publish a list of all vacant F2 programmes within Wessex to all eligible F1 trainees. This will be circulated via email on the published date. A link to the online application form will also be provided.

- An eligible Foundation trainee can apply for up to 3 vacant programmes, using the online application form.
- Foundation trainees must submit their application form by the published deadline. Late applications will not be accepted.
- The School will convene a panel (consisting of the Head of Foundation School, the Foundation School Manager and a Foundation Programme Director) to assess the applications
- Where, as a result of the suggested changes a Foundation doctor would have a 2-year Foundation programme that would not meet the criteria in point 3 of this policy, their application will be refused
- If more than one trainee wishes to move to a vacant programme, the combined SJT/EPM score generated as part of the FP application process will be used for ranking the trainees, with the highest scorer being successful
- The Foundation School will inform applicants whether their application has been successful or not on the published date(s)

## **Exceptional circumstances**

Applications which do not adhere to this policy will only be considered in cases where exceptional circumstances can be demonstrated. This does not include personal or lifestyle choices and is usually limited to health-related issues. Formal occupational health advice is taken into consideration by the Head of Wessex Foundation School before making any changes to allocations on a case by case basis.

## **Appeals Process**

A Foundation trainee will have the right to lodge an appeal wherever he or she is able to demonstrate that the actions of the Foundation School have not followed the swaps procedure as outlined in this document.

If you wish to lodge an appeal, please follow these steps:

- a) Submit your appeal in writing to [foundation.WX@hee.nhs.uk](mailto:foundation.WX@hee.nhs.uk) This should be done within 5 working days of being notified of the decision that is being appealed.
- b) Appeals will be reviewed by a panel of three people and will include a Head of Wessex Foundation School and two individuals from within Health Education England Wessex who are external to the Foundation School team.
- c) You will be notified of the decision of the panel in writing. Their decision is final.
- d) If you wish to withdraw an appeal, this may be done in writing to [foundation.WX@hee.nhs.uk](mailto:foundation.WX@hee.nhs.uk) at any stage of the process.

# Timeline

## F2 Swap Process 2019-20

Activity	Dates	Responsible
<b>Information transfer between Trusts and the Foundation School</b>		
Identify any F1 trainees who are unlikely to obtain outcome 1 at their end of year ARCP	11 November – 31 January	Foundation Programme Director/Trust
Identify any F1 trainees who would be eligible for and are likely to apply for an Inter-Foundation School Transfer (IFST) (National IFST application window is 2-19 March)		Foundation School
Foundation School share the email addresses of trainees who are due to undertake F2 in another Trust with the FPD and Foundation Programme Coordinator so that they can take part in the Trust swap process	11 – 15 November	
<b>Trust-based post and rotation swaps</b>		
Trusts publish and circulate a list of vacant F2 rotations to the F1 doctors who are due to undertake their F2 year in that Trust and the swap application form and policy.	18 - 25 November	Foundation Programme Director/Trust
Application window & deadline for F1 doctors to apply to swap either individual F2 placements or whole (12 month) F2 rotations. This includes applying to swap into an empty F2 rotation. FPDs to email their F1 trainees and let them know that the application window has opened.  Application forms to be submitted to FPD/FP Coordinator within the Trust	2 December – 24 January  <b>Deadline 24 January</b>	Foundation Programme Director/Trust  F1 doctors
Foundation Programme Directors/Trusts to convene a panel to consider all applications	27 January - 7 February	Foundation Programme Director/Trust
Deadline for Foundation Programme Directors/Trusts to inform F1 trainees of the result of their swap application	14 February	Foundation Programme Director/Trust
Deadline for Foundation Programme Directors/Trusts to inform the Foundation School of trainees who have changed F2 rotations and confirm vacant F2 rotations	14 February	Foundation Programme Director/Trust

Wessex wide rotation swaps between Trusts		
<p>F1 doctors who wish to swap F2 programmes with each other complete application form and submit it to the Foundation School by the deadline. Signed application forms must be emailed to <a href="mailto:foundation.wx@hee.nhs.uk">foundation.wx@hee.nhs.uk</a></p> <p>Foundation School to convene a panel to assess applications and confirm results to applicants</p>	<p>17 February - 6 March</p> <p><b>Deadline 6 March</b></p> <p>9 March</p>	<p>F1 doctors</p> <p>Foundation School</p>
Application process for F2 abroad and Time Out of Programme		
<p>F1 doctors who wish to apply to undertake F2 abroad or Time Out of Programme submit applications (part A) to the Foundation School</p> <p>Please refer to the guidance and application forms on the Foundation School webpages:</p> <p><b>F2 Abroad</b>  <a href="http://www.wessexdeanery.nhs.uk/foundation_school/f2_abroad_1.aspx">http://www.wessexdeanery.nhs.uk/foundation_school/f2_abroad_1.aspx</a></p> <p><b>Time Out</b>  <a href="http://www.wessexdeanery.nhs.uk/foundation_school/processes_and_guidance/time_out_of_foundation.aspx">http://www.wessexdeanery.nhs.uk/foundation_school/processes_and_guidance/time_out_of_foundation.aspx</a></p>	<p>6 January – 14 February</p>	<p>F1 doctors</p>
Application process for vacant rotations in other Trusts		
<p>Foundation School circulates via email a list of all vacant F2 programmes within Wessex to all eligible F1 trainees and the link to the online application form</p> <p>F1 doctors submit online application forms to the Foundation School</p> <p>Foundation School to convene a panel to assess applications and confirm results to applicants</p>	<p>9 March</p> <p>9 - 25 March</p> <p><b>Deadline 25 March</b></p> <p>25 - 30 March</p>	<p>Foundation School</p> <p>F1 doctors</p> <p>Foundation School</p>
National recruitment to vacancies / Changes to F2 rotations confirmed		
<p>Remaining vacant F2 programmes to be confirmed for national Inter-Foundation School Transfer process and national F2 stand-alone recruitment</p> <p>All changes to F2 rotations that have arisen due to Trust swaps and appointment to vacancies, confirmed to Foundation Programme Directors/Medical HR. Vacancies confirmed.</p>	<p>31<sup>st</sup> March – mid April</p> <p>31<sup>st</sup> March – mid April</p>	<p>Wessex Foundation School</p>