POLICY FOR SWAPPING FOUNDATION YEAR 2 ROTATIONS

Aim

The Oxford Foundation School (OFS) is developing a flexible approach to swapping Foundation year 2 (F2) rotations. Under this policy Foundation doctors appointed from August 2012 onwards will be able to swap a whole F2 rotation with another foundation doctor, subject to certain guidelines.

Principles

- The onus is on the foundation doctor to find a willing swap partner
- Both doctors will hold OFS rotations
- The agreed swap must be educationally balanced, (over the whole 2 years) and approved by the Foundation School.
- The foundation doctor(s) will have to demonstrate that they are making satisfactory progress in their training and that their e-portfolio is up to date. In order for swap application to be processed you must have completed the following within e-portfolio as at the time of applying and reviewing of swap applications:

<table>
<thead>
<tr>
<th>Assessment/Training/ Meeting Name</th>
<th>Minimum Quantity</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi Source Feedback (TAB)</td>
<td>1</td>
<td>A minimum of two TABs must be completed in your F1 year. Each TAB must have at least 10 assessments, and include your own self TAB to be valid. Please ensure your Educational Supervisor has released your TAB summary to you following your meeting to discuss this with them.</td>
</tr>
<tr>
<td>Direct Observation of Doctor/Patient Encounter</td>
<td>6</td>
<td>Foundation doctors are required to undertake a minimum of nine observed encounters in F1. At least six of the encounters should be recorded using mini-CEX, the remaining three can be either DOPS or mini-CEX</td>
</tr>
<tr>
<td>CBD</td>
<td>4</td>
<td>You should have completed at least two CBDs in any four month period</td>
</tr>
<tr>
<td>Curriculum Outcomes</td>
<td>50%</td>
<td>All curriculum outcomes must be demonstrated in your ePortfolio. Other assessments, such as DOPS, can be linked as evidence of completion.</td>
</tr>
<tr>
<td>Developing the Clinical Teacher</td>
<td>1</td>
<td>You must be assessed on your skill in teaching and/or making a presentation</td>
</tr>
<tr>
<td>ES Reports</td>
<td>2</td>
<td>You must meet your Educational Supervisor at the beginning and end of each placement (the end of placement meeting can be combined with the first meeting for your next placement)</td>
</tr>
<tr>
<td>CS Reports</td>
<td>3</td>
<td>You should be meeting your Clinical Supervisor at the beginning and end of each placement – as a minimum</td>
</tr>
<tr>
<td>Signed Health &amp; Probity Declarations</td>
<td>1 of each</td>
<td>These can be found in your ePortfolio</td>
</tr>
</tbody>
</table>

- The request must be supported by the Educational Supervisor and FTPD, during the F1 year (this may involve two Trusts and two FTPDs if a cross Trust swap is requested, and both FTPDs must give approval)
- Only one swap within the 2 year foundation programme will be considered or allowed per trainee – multiple applications will not be accepted.
- Swaps in F1 - no swaps will be allowed within the F1 programmes.
- Individual placements cannot be swapped – only an entire F2 rotation
Process

1. This process will need to be initiated during F1 training and completed by March 30\(^{th}\) of the year in which the F2 rotation starts
   a. The deadline for submitting an application to the OFS is February 29\(^{th}\) of the year in which the F2 rotation starts

2. The Foundation doctor must register with the OFS Swap Shop Extranet website via http://www.wessoxdeanery.nhs.uk/users/Account/Register. The OFS administrators will approve the registration request and an email will be sent to the Foundation doctor to confirm this.

3. Foundation doctors will then be able to identify and discuss with a colleague a whole programme within F2 that they would like to undertake. Both trainees need to be in agreement with no evidence of coercion.

4. Foundation doctors should note that individual placements within an F2 rotation may not all be based at one acute Trust, and could be community based, in GP, a Mental Health Trust, or in a tertiary centre. The Foundation doctor will need to commit to the full programme and be responsible for ensuring s/he can travel to all places of work within the programme. Foundation doctors must also be aware that not all placements will include banding, and should consider this when discussing a potential swap with a colleague.

5. Foundation doctors must submit an application (see appendix 1) to the FTPD of their F1 employing Trust indicating that they wish to swap a whole F2 rotation and with whom they wish to swap.

6. Both foundation doctors will complete and sign an application form confirming their desire to swap.

7. Applicants will only be allowed to swap if the resulting 2 year programmes remain educationally balanced and enables both foundation doctors to meet foundation competencies / GMC outcomes. The OFS will determine whether the new 2 year programme remains educationally balanced following receipt of a complete application.

8. Trainees will not be allowed to repeat a specialty post in F2 if they have already worked in this area in F1. This does not apply to rotations where there is a large/major specialty repeat such as General Surgery/General Medicine/Geriatric Medicine/Trauma & Orthopaedics. Examples where repeats will not be approved include psychiatry, anaesthetics, paediatrics, O&G.

9. The swap must be approved by the Foundation doctor’s FTPD in the F1 employing Trust.

10. All paperwork must be completed in order to ensure all necessary changes are made to OFS databases and e-portfolio. Incorrect details could affect GMC registration / FACD submissions.

11. If an application is rejected by the ES/FTPD then no further action can be taken. There is no right of appeal and the OFS will not over-rule a local decision to reject.

12. Foundation doctors may only submit one application to swap and may not subsequently submit an additional application to swap placements.

13. Academic foundation doctors can only apply to swap F2 rotations within the academic programme.
Please note:

1. Educational approval has been given by the GMC to the rotation to which you have been allocated. Changes to the rotation that are not authorised by the Deanery will not carry educational approval.

2. For selection into specialty training after F2, it is important that you show evidence of F2 competencies as well as suitability for and commitment to that specialty. Selection panels are aware that many trainees will not have had their most preferred rotations, or opportunity to practice in a particular specialty. What they will be looking for is evidence of your commitment to that specialty e.g. through tasters, audit, reading, attending careers events etc, and transferable skills from other specialties and your personal achievements.

Exceptional Circumstances

Exceptional and unanticipated circumstances may arise during the course of foundation training and a swap/change of programme may be requested. If you feel you have exceptional circumstances, please contact us directly and your circumstances will be reviewed by the Foundation School Director and relevant FTPD on an individual basis.

- If you have known special circumstances which specifically limit your ability to undertake certain programmes then this will have been accommodated at the time of allocation to programmes for F1
- If special circumstances, as defined by this national process, arise subsequent to the national recruitment process, these may provide exceptional circumstances for which a change of F2 rotation may be agreed. Alternatively, such circumstances may support a request for an inter-foundation school transfer.

Exceptional Circumstances to request a swap/change during Foundation training (F1 or F2):

- These should be unanticipated, and a change in circumstances would need to be demonstrated and evidenced.

Criteria which may support a swap/change of rotation include:

1. Unanticipated personal circumstances such as bereavement, serious illness in yourself or a first degree relative.

   N.B. Swaps to reorganise childcare, financial or living arrangements will not be supported unless there are additional, unanticipated factors involved.

2. Specific educational and training requirements, supported by your educational supervisor and FTPD in the Trust. This would reflect identified and very specific learning needs, and affects only a small minority of trainees. The Foundation School Director would be closely involved in working with both the trainee and the trainer to meet these needs.

If you think you have exceptional circumstances and wish to request a swap/change of F2 rotation please contact your Trust FTPD in the first instance.

You will be required to provide a statement, and evidence where appropriate, of your exceptional circumstances before it will be considered by the Foundation School.

Dr Anne Edwards MA FRCP
Foundation School Director
APPENDIX 1 – Application to Swap Foundation Year 2 Rotation

NOTE: Both applicants must complete one of these forms and ensure it is fully signed by you, your Educational Supervisor and Local FTPD before submitting to the Foundation School.

Applicant (Please read the policy carefully before completing this form)

Trainee Surname: ___________________________ Trainee Forename: ___________________________

Email Address: ___________________________ Telephone Number: ___________________________

Are you on the Academic Foundation Programme? YES / NO (academic applicants may only swap within the Academic Foundation Programme)

Current F1 Rotation – 2012-2013

<table>
<thead>
<tr>
<th>Placement 1</th>
<th>Placement 2</th>
<th>Placement 3</th>
<th>Placement 4 (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trust Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specialty</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Allocated F2 Rotation – 2013-2014

<table>
<thead>
<tr>
<th>Placement 1</th>
<th>Placement 2</th>
<th>Placement 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trust Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specialty</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Proposed F2 Rotation – 2013-2014

Trainee Name (currently in post): ___________________________

<table>
<thead>
<tr>
<th>Placement 1</th>
<th>Placement 2</th>
<th>Placement 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trust Name</td>
<td></td>
<td></td>
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<tr>
<td>Specialty</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I confirm that:
1. I agree and commit in full to the new F2 rotation and will ensure that I can travel to all places of work
2. my ePortfolio is up to date
3. my Educational Supervisor supports my application and has signed below to confirm this

Trainee Signature: ___________________________ Date: ___________________________

Ed Sup Signature: ___________________________ Ed Sup Print Name: ___________________________

Trust Use Only

FTPD Name: ___________________________ Date Application Received: ___________________________

Email Address: ___________________________

Please ensure the following checks are completed:

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES/NO</td>
<td></td>
</tr>
</tbody>
</table>

Does the proposed F2 rotation avoid repetition with the F1 rotation? YES/NO

Is the trainee’s ePortfolio up to date? YES/NO

Is the trainee making satisfactory progress? YES/NO

Application Outcome

Swap Approved? YES/NO

FTPD Signature: ___________________________ Date: ___________________________

OFS swap policy
Version 2
May 2012
**APPENDIX 1 – Application to Swap Foundation Year 2 Rotation**

**OFS Use Only**

Date Full Application Received:

Application Reviewed By:

Please ensure the following checks are completed:

| Has the form been completed in full and correctly? | YES/NO |
| Does the proposed F2 rotation avoid repetition with the F1 rotation? | YES/NO |
| Does the proposed F2 rotation ensure an educationally balanced two year programme? | YES/NO |

**Application Outcome**

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Comments (mandatory if swap denied)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swap Approved?</td>
<td>YES/NO</td>
</tr>
</tbody>
</table>

FSD Signature: 

Date: 

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OFS swap policy
Version 2
May 2012