Wessex Foundation School

SPECIAL CIRCUMSTANCES FOR ALLOCATION TO AN F2 PROGRAMME

GUIDANCE NOTES AND PROCESS

A small number of F1 doctors have significant special circumstances and as a consequence it is desirable to allocate them F2 training within a specific geographic location where possible. Such doctors, provided they meet one of the following nationally agreed criteria, will be allocated to an appropriate F2 programme within Wessex Foundation School.

You can only apply for special circumstances based only on your current situation.

These guidance notes describe the arrangements for applications for allocation to an F2 programme on the grounds of special circumstances.

Criterion

Wessex can only consider applications from F1 doctors for allocation on the grounds of special circumstances if they can demonstrate that they meet at least one of the following criteria:

- **Criterion 1:** You are a parent or legal guardian of a child or children under the age of 18, who reside primarily with you and for whom you have significant caring responsibilities.

- **Criterion 2:** The applicant is the primary carer for someone who is disabled (as defined by the Disability Discrimination Act 2005) (expected to be a partner, sibling or parent).

- **Criterion 3:** The applicant has a medical condition or disability for which ongoing follow up for the condition in the specified location is an absolute requirement.

Supporting evidence is required and is mandatory for all applicants. This is detailed in the relevant appendices.

Applicants should note that even if their application is approved, pre-allocation to a particular Trust is only possible if a vacancy exists within that Trust.

Application Process

1. F1 doctors who have reasons for applying for allocation to a specific geographic location for their F2 year should discuss the matter with their Educational Supervisor or Foundation Programme Director in the first instance. The purpose of this discussion would be to help potential applicants be realistic and clarify for them exactly what the Foundation School would expect to see in the submitted documentation, in order to be able to make an informed decision.

2. If the F1 doctor believes they meet at least one of the special circumstances criteria, they should complete the Wessex Foundation School Special Circumstances application form. The form can be downloaded from the
Wessex Foundation School website:

3. Applicants must submit their application form, together with the necessary supporting documentation as set out in the appendices, by post to: Wessex Foundation School, Southern House, Otterbourne, Winchester, SO21 2RU.

This should be sent by appropriate secure means to ensure safe delivery.

Alternatively, the signed application form and supporting documents can be emailed to: amelia.isaac@wessex.hee.nhs.uk

**The criteria & evidence required**

In order to be considered for pre-allocation to a particular trust for F2 on the grounds of special circumstances, applicants must meet one or more of the following criteria:

**Criterion 1:**
You are a parent or legal guardian of a child or children under the age of 18, who reside primarily with you and for whom you have significant caring responsibilities.

- If your sole criterion is that you (or your partner) are currently pregnant, you will not be regarded as eligible for pre-allocation on the grounds of special circumstances under this criterion.

- It is expected that the address that you and your child(ren) reside at, will be local to the Trust that you are applying to be pre-allocated to.

- If you and the child(ren) do not normally reside together, this should be referred to on the application form, and information supplied as to why the caring responsibilities remain equally significant.

**Supporting evidence required**

- Copy of birth certificate(s) of the child(ren).

- For legal guardians, a copy of the legal document that confirms your status for the child named in the birth certificate.

- Statement confirming that you have significant caring responsibilities for the child(ren) from an appropriate professional who you would normally have known for at least six months.
Criterion 2:
You are the primary carer for someone who is disabled (as defined by the Equality Act 2010).

Definition of 'disability' under the Equality Act 2010
The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. For the purposes of the Act:-

- substantial means more than minor or trivial.
- long-term means that the effect of the impairment has lasted or is likely to last for at least 12 months.
- normal day-to-day activities include things like eating, washing, walking and going shopping.

Some conditions, such as addictions to non-prescribed substances, are specifically excluded.

People who have had a disability in the past that meet this definition are also covered by the scope of the Act. There are additional provisions relating to people with progressive conditions. People with HIV, cancer and multiple sclerosis are protected by the Act from the point of diagnosis. People with visual impairments are automatically deemed to be disabled.

- For you to meet this criterion, you must be the primary carer for this person, who would normally be your partner, sibling or parent.
- If the person you are caring for is not your partner, sibling or parent, you will have to explain clearly and present a strong case as to why and how you have the role of primary carer for this person.
- If you provide care for a person as part of a group of carers, e.g. a family, you are not eligible to apply under this criterion.
- It is expected that you and the person who you care for in this category will reside at an address(es) local to the Trust you are applying to be pre-allocated to.
- You will be required to complete a care plan to demonstrate how you will combine the responsibilities of a foundation doctor and primary carer, and that you have fully considered local support and resources.

Supporting evidence required
You will be required to supply the following supporting evidence:-

- Statement from GP/Social Services professional that you have known for normally at least six months confirming your role as primary carer for this person
- Care plan.
**Criterion 3:**

The applicant has a medical condition or disability for which ongoing follow up for the condition in the specified location is an absolute requirement.

- As you already have this medical condition, it is expected that you will remain at your current address, and application for pre-allocation will be to the Trust local to that address.

- If the request for pre-allocation is not for the Trust local to your current address, relevant evidence must be supplied as to why follow up arrangements could not continue as present.

**You will be required to supply the following supporting evidence:**

- A report, by the current medical specialist treating your condition or Occupational Health physician, in which they will be required to:
  - describe the current medical condition or disability
  - describe the nature of the ongoing treatment and frequency
  - explain why the follow up must be delivered in a specific location rather than by other treatment centres in the UK