Wessex Foundation School

F2 Abroad Policy

Policy and guidance on undertaking the F2 training year in New Zealand or Australia.

BACKGROUND

According to the UK Foundation Programme “Reference Guide” (2010), it is possible that clinical work/training undertaken outside the UK could meet the requirements of F2 training in the UK.

The Reference Guide states that: “Prospective approval must be granted if the training outside of the UK is to count towards the requirements for satisfactory completion of the Foundation Programme. It is the foundation doctor’s responsibility to arrange a suitable placement and confirm that the unit has agreed to provide training, assessment and support in accordance with the requirements for satisfactory completion of the Foundation Programme”.

POLICY

- As of 2012 the Wessex Foundation School will only consider applications for F2 abroad in New Zealand or Australia. The Foundation School will not be able to approve applications for F2 abroad in other countries.

- The Wessex Foundation School will consider applications to acquire F2 competences outside the UK in New Zealand or Australia from Wessex Foundation School F1 trainees.

- Applications from Wessex Foundation School trainees to undertake F2 outside the UK will only be considered if supported by the Trust Foundation Programme Director.

- In order to complete a training programme outside the UK, both the individual and the proposed post require approval. The trainee/applicant is responsible for arranging the placement outside the UK which will deliver training in the F2 competences required.

- The proposed training programme must be prospectively agreed by the Foundation School prior to the trainee taking up the placement.

- The unit outside the UK which has agreed to deliver the training will need to agree to use the competency-based assessment programme and to assess the trainee in accordance with the documentation required by that programme (currently the E-Portfolio).

- The Foundation School will need to agree the proposed arrangements prospectively.

- The Foundation School cannot approve posts outside the UK in the same way as approval is given to posts in the UK and the acquisition of information about the quality and appropriateness of posts outside the UK for Foundation Training presents a particular challenge.
**PROCESS FOR PROSPECTIVE APPROVAL**

The F1 doctor must notify the Foundation School Director as soon as possible of his/her wish to undertake F2 outside the UK. This should be done by discussion and completion of “**F2 abroad application pack**” available from the Foundation School website. The application should be submitted by the published deadline, in line with the **F1-F2 matching process**. The application deadline will be published on the foundation school website and circulated to all F1 trainees via email.

**The F2 abroad application pack includes:**
1. Application form
2. Personal statement
3. Reference from current F1 Trust Foundation Programme Director
4. Trainee written commitment
5. Host Institution agreement
6. A copy of the offer letter from the host institution should also be provided by the applicant

Information about the placement and the individual posts must be provided on the Host Institution agreement form. The form should be completed by the overseas Foundation Programme Director or Director of Medical Education (or equivalent). The form will include the name and contact details of the allocated Educational Supervisor who will be responsible for overseeing the training, assessment and support for the F2 doctor, and also the Clinical Supervisor for each post.

The Foundation School will arrange for the Educational and Clinical Supervisors to be set up on the E-Portfolio so that they can oversee the assessment process, and submit reports online.

**THE PLACEMENT ITSELF**

Prospective approval of a placement outside the UK for foundation training will require the hospital to provide evidence that:

1. It delivers high quality training programmes for doctors at a similar stage of experience
2. It can deliver the Foundation curriculum at the appropriate level ([www.foundationprogramme.nhs.uk](http://www.foundationprogramme.nhs.uk))
3. It will provide appropriate clinical and educational supervision
4. It will provide a named educational supervisor/trainer who will provide supervision/mentorship for the doctor and ensure that the doctor is able to complete the necessary assessments in line with the national curriculum and the E-Portfolio.
5. It will provide the doctor with access to career advice and support
6. Programmes that will be considered for approval must comprise a total of 12 months. These programmes should include:
   - Posts in two or three specialties.
   - Opportunities to achieve and demonstrate the outcomes necessary for satisfactory completion.
7. Whilst in the placement, the doctor must participate in a formal teaching programme that covers the topics outlined in the Foundation curriculum.

8. The doctor must undertake a supervised audit project (F2).

9. A record must be kept of all annual, sickness and study leave. This should be forwarded to the Foundation School Director.

10. A report on the Doctor’s progress should be agreed with the doctor and sent back to the Foundation School Director at agreed intervals (e.g. 4 monthly if the placements are for 4 months). (EPORTFOLIO)

11. The Foundation School Director must be notified if there are any significant educational or training concerns.

FOUNDATION DOCTOR’S COMMITMENT WHILST IN A PLACEMENT OUTSIDE THE UK

The doctor seeking approval for a foundation placement outside the UK must agree:

- To complete all sections of their online E-portfolio for Foundation trainees
- To undertake all assessments
- To follow the Foundation curriculum
- To keep in contact with their Foundation School Director

The doctor must obtain written evidence or by use of the e-portfolio that:

- The competencies have been achieved
- They have attended regular educational meetings with the Clinical and Educational supervisors
- They have completed 360º appraisal (TAB) and other assessments
- They have attended teaching sessions and/or any other educational activities.
- The trainee should also be assessed in accordance with documentation required by the overseas programme.
- The curriculum has been delivered.

The trainee needs to be aware that sometimes between appointment to a placement overseas and taking up the post (as well as during the placement itself) fundamental changes – such as to the clinical content of the post, the consultants and educational supervisors, the rota worked, the educational component, even the hospital involved – can occur. It is the responsibility of the trainee to notify any such changes as soon as possible to the Foundation School Director. Failure to do so may threaten the successful completion of the placement.
PROCESS ON COMPLETION OF PLACEMENT

At the end of the year the trainee must:

- Arrange for the 5.2 FACD form (Foundation Achievement of Competence Document) to be completed by the Educational Supervisor (or Director of Medical Education or equivalent). The trainee must also sign the form themselves, and then send the original form to the Foundation School for sign-off by the Head of Foundation School.

- Ensure that their E-Portfolio is completed and that the necessary number of assessments has been submitted. Clinical Supervisor reports must be submitted for each post. (Please refer to the document “Assessment Guidance & Timeline” for further info).

- It is the trainee’s responsibility to make contact with the Foundation School towards the end of the training year and make arrangements to have their F2 year signed off.

Although a placement outside the UK may have prospective approval, the Foundation School and Deanery cannot be responsible if any aspect of the programme is deficient in such a way that the trainee is unable to complete the necessary experience to allow them to successfully complete F2 and be signed off.

N.B There is no process for managing trainees undertaking foundation programmes outside the UK who do not complete the year satisfactorily. Any trainee not being ‘signed up’ by the Foundation School will have to undertake an F2 placement on return to the UK and apply in open competition for such a post.

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