Wessex Foundation School
Trust Swap Shop Policy

Wessex Foundation School offers a F2 Swap process for trainees who wish to arrange to swap their allocated F2 Trust starting the following August. This is offered by e-mail to all existing F1 trainees within Wessex FS who are eligible to apply.

The policy 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. The Swap process is not open to trainees in academic foundation programmes. It is also not open to trainees working less than full time because these posts require special consideration.

The process takes place as part of the F1-F2 matching process. F1 trainees will be contacted in December and notified of the process. Applications for a Trust Swap will need to be submitted in March. Trainees should refer to the published timeline for this process.

Please note: the swap process only allows trainees to swap their F2 Trust location. 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.

Important information for trainees who wish to take part in this process:
Please be aware that by completing and returning the swap process spreadsheet, you are giving permission for certain details (your name, email address, current Trust and allocated F2 Trust) to be circulated amongst the other F1 trainees partaking in this process. As this is a trainee led process, it is necessary for trainees to be able to contact each other via email.

Process

Stage 1:
• The Foundation School will send an e-mail to all F1 trainees, who are eligible to take part in the Swap process and ask them to complete an attached spreadsheet. The trainee need only complete and return the spreadsheet if they are interested in applying for a swap. The correctly filled in spreadsheet must be e-mailed back to the foundation school by the published deadline. (wessexfs.enquiries@wessexdeanery.nhs.uk)

• No requests will be considered after the deadline and only correctly filled in spreadsheets will be accepted.

Stage 2:
• The Foundation School will collate the information received on the returned spreadsheets and will create a master spreadsheet. This will contain the name, email address, current Trust and allocated F2 Trust of all F1 trainees who wish to arrange a swap. The spreadsheet will be circulated between these F1 doctors.
• All participants will need to liaise with each other in and contact the Wessex Foundation School to inform about the agreed swaps only. If you both agree then you **both must** email the School by the deadline to confirm the swap.

**Stage 3:**
• The School will confirm swaps with the parties by e-mail and inform the relevant Trusts. This will take place before the Trusts begin the process of allocating F2 rotations.

**Please note:**

• This is a trainee led process.

• It is the responsibility of each individual trainee to complete the spreadsheet by the published deadline and then make attempts to contact other trainees via email in the given timeframe.

• By providing their email address in the spreadsheet a trainee is giving permission to the Foundation School to share that email address with other F1 trainees taking part in the process.

• The Foundation School is not able to assist individual trainees in arranging a swap, by attempting to contact other trainees by email or phone. It is the aim of the school that the Swap process does not impose an administrative burden on the Foundation School team.

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