

FP Operational and Training Guides 2019
(prev. Reference Guide
2016)

Key Changes for 2019

In 2019, it was decided that the reference guide should be broken down into two guides; the Foundation Operational Guide has been developed to aid delivery and management of Foundation Training by UK Foundation Schools and accompanies the Guide for Foundation Training in the UK (aligned to the Gold Guide [V7]) to replace the Reference Guide. We have endeavoured to structure the Guide for Foundation Training as closely as possible to the Gold Guide to make it easier to use for our many colleagues who work across foundation and specialty/GP training. The key changes to this edition of the FP Reference Guide (now Operational Guide and Guide for Foundation Training) are:

Structure - The Reference Guide has now been separated into two documents with the Guide for Foundation Training aligned to the Gold Guide and the Operational Guide including components specific to foundation.

Special Circumstances - In order to ensure the special circumstance process is applied equally across all regions during allocation, special circumstances will be managed centrally by the UKFPO.

Transfer of Information (ToI) to Supporting Trainees Entering Practice (STEP) - The TOI process has been replaced by STEP to better support the transition of medical students from medical school to foundation training, as well as to assist in the transition between F1 and F2.

Inter-Foundation School Transfer (IFST) - F1 doctors will no longer be eligible to apply for F2 Stand-alone positions. For applicants and trainees whose circumstances have changed since the point of allocation, there will be the option to apply for an IFST based on certain criteria.. This process will be managed centrally by the UKFPO.

Reflective Practice – Information about reflective practice and the importance of reflective practice being evidenced in the foundation e-portfolio has been added.

Time Out of Foundation Training – OOP has been updated to align with the Gold Guide. It includes information on the importance of keeping in touch with HEE, NES, the HEIW or NIMDTA, eligibility for OOP and placement upon return from OOP. Additional information has been published on time Out of Programme for Approved Clinical Training (OOPT), time Out of Programme for Research (OOPR), and time Out of Programme for a Career Break (OOPC).

ARCP – ARCP has been updated and includes more information on the purpose and process of ARCP and information on assessment and evidence, the educational supervisors end of placement report, ARCP for trainees undertaking OOPR, and notification of ARCP Outcomes. A new outcome for ARCP has been published as well as additional outcome information. Updates also include; pausing training, quality assurance, the role of the postgraduate dean in ARCP, and ARCP for academic training programmes.