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Inter-Foundation School Transfers (IFSTs) 2024

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England
Northern Ireland
Scotland
Wales

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**UK Foundation
Programme**

March 2024

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Introduction

The purpose of this guide is to provide information about how applicants and current foundation doctors can apply to transfer from one foundation school to another via an inter-foundation school transfer (IFST).

The IFST process has been designed to support transfers in cases where individual circumstances have changed **since the point of initial application/allocation** to a 2-year foundation programme.

The process allows F1 doctors who are working as part of a two-year programme to apply for a transfer to take effect from the start of their F2 year, and for applicants who are applying to the foundation programme to apply for a transfer to take effect from the start of their F1 year in August. It is recognised that situations will arise outside of this process, therefore the option to apply for a transfer due to exceptional circumstances throughout the course of the training programme will continue to be available.

General Principles

- 1) The application for an inter-foundation school transfer is based on the premise that the applicant is no longer able to manage their training and their health or caring responsibilities in their allocated or current location.
- 2) Applicants **must** have had a change in circumstances **since the point of initial application/allocation** to a 2-year foundation programme to be eligible for a transfer. The change in circumstances must meet one of the nationally agreed criteria.
- 3) An approved transfer can only take place if there is a vacancy in the receiving foundation school. Approval of an application does not guarantee a specific programme or employer within the receiving foundation school because it is dependent upon a vacancy arising.
- 4) The criteria for applying for a transfer between foundation schools are based on the criteria for applying for pre-allocation to a particular foundation school as part of the national foundation application process.
- 5) Applicants **must** provide proof of address, which is in their name, and this must be for a home that falls within the boundaries of the requested foundation school region.
- 6) Applications cannot be based on expected or anticipated future events. This includes applications based solely on pregnancy.
- 7) Transfers will normally take place either before the start of foundation training (F1) or at the start of the F2 year.

- 8) Applicants can only list one “receiving” foundation school, and this is the school where an approved application will be sent. Where two or more appropriate foundation schools have adjoining geographical borders, and either of them would be suitable to meet the applicant’s needs, it will be up to those schools to discuss and advise the applicant which is the most appropriate.
- 9) Applications must be submitted to the current allocated foundation school by the national deadline which can be found in the published [IFST timeline](#).
- 10) A national review panel will consider all IFST applications. The process will be managed by the UKFPO, and application outcomes will be issued to applicants on the date stated within the [timeline](#).
- 11) The only IFST applications that will be assessed outside of the national application window will be those that are due to truly exceptional circumstances. Applications submitted outside of the national timeline/process need to be managed between individual foundation schools and approval of an application under exceptional circumstances must be agreed between the Foundation School Directors at the originating and receiving foundation schools.

Am I Eligible?

Applicants who have not yet started the foundation programme

- You **must** have had a change in circumstances **since the point of initial application** to a 2-year foundation programme to be eligible for a transfer. You must be able to demonstrate in your application that a significant change in personal circumstances has occurred that could not have been foreseen at the time of national application to the foundation programme.
- Applicants who previously applied for pre-allocation to a foundation school within the same recruitment round, and had their application rejected by the national review panel are not eligible to apply for an IFST transfer under the same set of circumstances. However, if the circumstances are now different and therefore have changed since the pre-allocation application was submitted, then an IFST application can be considered.

Current Foundation doctors in training (F1 or F2)

- Applications for a transfer to another foundation school from a foundation doctor will only be considered if their circumstances have changed since **commencing** their foundation training.

- Foundation doctors who have already submitted an IFST application and have had it rejected within the same training year are not eligible to submit another IFST application for the same set of circumstances.
- Current foundation doctors should note that approval of an IFST application is subject to being in receipt of a satisfactory ARCP Outcome 1. Other outcomes will not be accepted, except in exceptional circumstances and this will usually only apply to applications which are considered outside of the national process and timeframes.
- Current foundation doctors cannot apply for an IFST if they are currently on long-term sick leave from their foundation programme.

All applicants

- Your change in circumstances must meet one of the [nationally agreed criteria](#).
- If your application to transfer is approved, it is expected that you will be able to take up a new foundation school placement with the new employing organisation within the national timeframes and start your programme in August. It will not be possible to defer a transfer start date unless there are statutory reasons for doing so and that reason is due to circumstances that have occurred since applying for the IFST.
- All applicants are asked to disclose if they are currently the subject of a grievance, General Medical Council (GMC), criminal or any other investigation. If you indicate that you are subject to any of the above, you are required to provide additional information through the Fitness to Practice (FTP) disclosure to support your application (appendix 2). Failure to disclose this information could result in the withdrawal of an application from the process.
- Your IFST application will not be considered by the national panel unless all of the supporting evidence required for the criterion has been provided by the national application deadline.
- The national IFST review panel will not contact applicants or supporting signatories for additional/supplementary information. The application process requires that this is all submitted by the national application deadline.

Before Applying

Applicants who believe that they meet one or more of the criteria are **strongly advised to discuss their circumstances with their medical school or foundation school before completing the inter-foundation school transfer (IFST) application form**. The purpose of this discussion would be to help set a realistic expectation for potential applicants and to explain the necessary forms and supporting documents to be supplied.

Having discussed alternative support arrangements with the foundation school and considered all options available to you, you should make an informed decision about whether you still wish to apply for a transfer. If you do decide to apply for a transfer, you **must** inform your Foundation School of this decision.

- Foundation doctors should discuss their transfer application with their Educational Supervisor or Foundation Training Programme Director (FTPD) and/or Foundation School Manager if you are already in a foundation training programme.
- Medical students/applicants should discuss their transfer application with their medical school pastoral support tutor and the Foundation School Director and/or Foundation School Manager from the allocated foundation school, as soon as possible after allocation to a foundation school has taken place.
- It is important to understand that whilst foundation schools will do their best to accommodate specific location requests for approved transfers, they may not be able to offer a place in the location requested due to the availability of vacancies within the foundation school.
- It is useful to understand all of the geographical areas within the foundation school to which you would like to be transferred to and the training locations within it. A list of geographical areas for each foundation school can be found on the UKFPO [website](#).
- Applicants **should not** contact a potential receiving foundation school directly to ask if there are vacancies.

Process Overview

Applicant experiences a significant and unforeseen change in personal circumstances since their application to the two-year programme / commencing foundation training



Applicant discusses their situation with pastoral support at the medical school / Educational Supervisor / Foundation Training Programme Director to consider all possible options. If the most appropriate option is to apply for a transfer, applicant must discuss this further with the current / allocated foundation school / Foundation Training Programme Director (FTPD) or Foundation School Director (FSD)



Applicant to review the eligibility criteria to apply for a transfer and if satisfied they fulfil the criteria, complete the supporting documents listed in the criteria descriptions, and seek endorsement from appropriate signatories



Submit an application form with supporting documents relating to the criterion to your current/allocated foundation school, within the national application window. Foundation school submits applications to national IFST panel.



National IFST panel to consider all applications for IFST to determine whether applicants meet the IFST criteria. Foundation schools will try to identify a suitable vacant programme for approved applicants.

National IFST Application Timeline

IFST applications for F1 and F2 programmes (beginning August 2024)	
Date(s)	Activity
Thursday 7 March 2024	IFST application submission window opens
Thursday 21 March 2024 (12:00 midday GMT)	Application window closes for all IFST applications
Wednesday 10 – Friday 12 April 2024	National IFST review panel takes place to review IFST applications
Tuesday 23 April 2024	Applicants notified of IFST application outcome
Tuesday 23 – Monday 29 April 2024 (12:00 midday BST)	IFST national appeals window
Wednesday 8 May 2024	National appeal panel consider IFST application appeals
Monday 13 May 2024	Appeal outcomes issued to applicants and foundation schools notified
August 2024	New rotations commence

The only IFST applications that will be assessed outside of the national application window will be those that are due to truly exceptional circumstances. Applications submitted outside of the national timeline and process need to be managed between individual foundation schools and approval of an application under exceptional circumstances must be agreed between the Foundation School Directors at the originating and receiving foundation schools.

Criteria

The inter-foundation school transfer (IFST) process has been developed to support applicants and current foundation doctors who have had an unforeseen and significant change in circumstances since their initial application to the Foundation Programme or during the two-year training programme.

The significant change in circumstances should fall under one of the nationally agreed criteria:

- 1) Parent or legal guardian
- 2) Primary carer
- 3) Medical condition or disability
- 4) Unique circumstances

Where individuals meet more than one criterion, the onus is on the applicant to decide which one they apply under, as this chosen criterion will be the one that the application is reviewed under, by the national panel. All applications must include supporting evidence specific to the criterion the applicant is applying under (see below).

Criterion 1 – Parent or legal guardian

You are a parent or legal guardian of a child or children under the age of 18 at the start of the training year who reside(s) primarily with you and for whom you have significant caring responsibilities, and your circumstances have changed since submitting your original application or commencing your foundation training.

- You must describe how your circumstances have changed and why you need to move to meet your parental responsibilities
- If the sole criterion is that you (or your partner) has become pregnant since submitting your Foundation Programme application or since commencing your foundation training, this will not be regarded as a reason for an inter-foundation school transfer
- 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.
- It is expected that the foundation school requested for the transfer will be the foundation school that you and your child(ren) live local to. Your proof of address must be for a home that falls within the boundaries of the requested foundation school.

You are **required to supply the following mandatory supporting evidence:**

- IFST application form for Criterion 1 – Parental or legal guardian
 - Copy of the birth certificate(s) of the child(ren). A birth certificate must be provided for each child listed in the application form.
 - For legal guardians, a copy of the legal document that confirms your status for the child(ren) named in the birth certificate(s)
- Supporting statement from a professional who can confirm that they know you and has **a professional working relationship with both the child(ren) and yourself** and can confirm that you have a significant caring responsibility for a child or children under 18. The form for this statement is included within the IFST application form. The signatory must:
 - be over the age of 18
 - have a relevant professional working relationship with the applicant and their child(ren) e.g. Midwife, GP/Doctor, Headteacher, Social Worker, nursery or pre-school manager/team leader
 - not be related to the applicant by birth or marriage
 - not be in a personal relationship with the applicant
 - not live at the same address as the applicant.
- Proof of address must be provided which is in **your name**, and this must be for a home that falls within the boundaries of the requested foundation school region (see appendix 1 for a list of acceptable documents).

Criterion 2 – Primary Carer

You are the primary carer for someone who is disabled (as defined by the Equality Act 2010) and your circumstances have changed since submitting your original Foundation Programme application or commencing your foundation training.

- An applicant is eligible for this criterion if they are the primary carer for somebody. This person would normally be a 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 you have the role of primary carer. You must explain why alternative carers cannot be arranged.
- 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 because you are not the “primary” carer.
- You provide care over the course of a typical week and not just at weekends (that is, your caring responsibilities require you to be in the requested region on a constant basis.
- It is expected that you and the person who you care for in this category will remain at your current address(es), and the application for IFST will be to the foundation school local to

that address. If this is not the case, relevant evidence must be supplied as to why caring arrangements could not continue as present.

- You are required to provide a care plan to explain how you will combine the responsibilities of foundation doctor and primary carer, and that you have fully considered local support and resources.

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, and that the impairment 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 / is likely to last for at least 12 months
- *normal day-to-day activities* include everyday things like eating, washing, walking, and shopping

People who have had a disability in the past that meets 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.

Some conditions, such as a tendency to set fires or addictions to non-prescribed substances, are specifically excluded.

You are **required to supply the following mandatory supporting evidence:**

- IFST application form for Criterion 2 – Primary Carer Responsibilities
- A care plan which details the care arrangements and explains how the responsibility of working as a foundation doctor and as the primary carer will be combined and managed (can be written by you or a relevant health or care provider). The care plan can either be written in your application form, or attached as an additional document.
- Supporting statement (the form for this statement is included within the IFST application form) from the general practitioner or social worker of the person being cared for, which confirms your role as primary carer and explains the level of care you currently provide.
- Proof of address must be provided which is in **your name**, and this must be for a home that falls within the boundaries of the requested foundation school region (see appendix 1 for a list of acceptable documents).

Criterion 3 – Medical Condition or disability

You have a medical condition (physical or mental health) or disability for which on-going follow up for the condition in the specified location is an absolute requirement and your circumstances have changed since submitting your original application or commencing your foundation training.

- You must describe how your circumstances have changed and why you need to move to a different foundation school region. You must present clear arguments as to why follow up arrangements and treatment can't continue as it presently does.
- As you already have this medical condition or disability, it is expected that you will need to remain at your current address, and application for IFST will be to the foundation school local to that address.
- If the request for IFST is not for the foundation school local to your current address, relevant evidence must be supplied as to why follow up arrangements could not continue as present. The requirement is to provide information as to where your treatment needs to take place. The supporting evidence needs to be clear and explicit.
- Please note that attending outpatient appointments infrequently e.g., every 3 or 6 months can be accommodated within Foundation training and does not require an inter-foundation school transfer. Applicants who have requested an IFST for this reason are likely to have their application rejected.

You are required to supply the following mandatory supporting evidence:

- IFST application form for Criterion 3 – Medical Condition or disability
- A supporting statement (the form for this statement is included within the IFST application form) by the current medical specialist treating/managing the condition in which they are required to:
 - describe the current medical condition (physical or mental health) or disability
 - describe the nature of the on-going treatment
 - describe the frequency of the on-going treatment
 - explain why the follow up **must** be delivered in a specific location rather than by other treatment centres in the UK. The clinician **must** state that it is essential for treatment or medical follow-up to be accessed in a specific location, and explain the reasons for this.
- Proof of address must be provided which is in **your name**, and this must be for a home that falls within the boundaries of the requested foundation school region (see appendix 1 for a list of acceptable documents).
- Optional: a report from an Occupational Health physician (This can be submitted in addition to the written report from the current medical specialist treating the condition).

Criterion 4 – Unique Circumstances

If you consider that there are unique circumstances that require you to be in a particular location whilst you undertake your foundation programme, and your circumstances have changed since submitting your original application or commencing your foundation training, you can use this criterion to submit your IFST application.

- This criterion must only be used by applicants who **have truly unique and extraordinary circumstances**.
- It **must not** be used for circumstances for which evidence is not available to meet the requirements for criteria 1, 2 and 3.
- Caring responsibilities that do not meet the requirements of criterion 2 (primary carer) are not considered to be unique circumstances, and therefore should not be submitted under criterion 4 as they are likely to be rejected.
- Examples of other circumstances that would not be considered under this category have been provided in appendix 3.

Applications which relate to medical conditions (both physical and mental health) and disability must be submitted under criterion 3 and not under criterion 4

You are required to supply the following mandatory supporting evidence:

- IFST application form for Criterion 4 – Unique Circumstances
- Statement (the form for this statement is included within the IFST application form) by an individual who holds a professional role and is in a position of authority in relation to the request that:
 - describes the current unique situation
 - explains why foundation training can only be carried out in a specific location rather than in another location in the UK
- Proof of address must be provided which is in **your name**, and this must be for a home that falls within the boundaries of the requested foundation school region (see appendix 1 for a list of acceptable documents).

How to apply

- Download and complete the IFST application form which is available on the UKFPO website and submit this with your supporting documentation **via email** to your **current/allocated foundation school** within the [national IFST application window](#).
- **There is a separate IFST application form for each of the four criterion and these can be found within the IFST section of the [Resources page](#) of the UKFPO website**
- **You should ensure that you use the correct form for the criterion that you will be applying under**
- **Contact details for foundation schools can be found on the UKFPO [website](#)**
- **Your application must be submitted to your current/allocated Foundation School and not to the requested foundation school or the UKFPO**
- It is your responsibility to submit the correct information and supporting documents and to ensure that all sections of the form are completed at the time of application and by the deadline specified in the national timeline.
- For the application process to remain consistent and fair, the transfer process must operate in accordance with the published timescales. **Late applications will not be accepted under any circumstances.**
- You are only permitted to apply under **one** of the four criteria.
- Information provided at the application stage, including information supplied in additional supporting documents, should be completed to the best of your knowledge. If it subsequently transpires that any of the information provided is false or misleading, or that relevant information has been withheld, particularly information regarding eligibility and fitness to practice, your application may be rejected, or a transfer withdrawn. It may also be appropriate to report any such incidents to the General Medical Council (GMC).
- IFST applications will be collated by each foundation school in accordance with the national timeline. All applications will then be shared with the UKFPO and reviewed by the national IFST review panel.
- Successful applicants will then be placed in new locations in time for the start of the training year, provided that vacancies exist in the requested foundation school.

Supporting Documents

Depending on the criterion under which you are applying, further supporting documents will also be required as mandatory pieces of evidence, at the point of submission. Please refer to the criteria descriptions for details of the mandatory evidence required under each criterion.

- It is your responsibility to ensure that you submit a complete application, with the required supporting statement(s) and any required pieces of evidence at the time of application.
- You are advised to check that you have correctly completed and included all mandatory documents for the criterion you are applying under, along with your application form.
- Any application that is not completed to the required standard and does not include the correct supporting documents or evidence will be rejected

Appropriate Signatories

Supporting statements/documents must be signed by an appropriate signatory as outlined for each of the different criterion. Alternative signatories will not be accepted as they will be considered unsuitable.

It is expected that all evidence and supporting documentation for an applicant is recent and therefore evidences the **recent** change in circumstances.

All supporting statements and documents therefore must be dated and signed as follows:

- **Applicants who have not yet begun the foundation programme**
 - Evidence, statements and signatures must be dated **after** the start of the application period for the foundation programme (i.e. on or after 4 October 2023 for FP2024)
- **Current foundation doctors (either in F1 or F2)**
 - Evidence, statements and signatures must be dated **after** commencement of the foundation programme. (i.e. on or after the August start date).

Any supporting evidence that has been provided which is dated earlier will not be accepted by the IFST review panel.

Visas and sponsorship

Applicants who require a Skilled Worker visa and wish to transfer to a different nation to the one they are currently allocated to, will need to contact the visa sponsorship team for that nation to discuss the timeframes and process involved for sponsorship. The timeframes for the visa application process must also be considered.

Doctors who already hold a Skilled Worker visa for one nation and are therefore sponsored by that national sponsorship team, cannot use that visa in another nation.

- For example, if you are currently sponsored by the NHS England (formerly HEE) National Overseas Sponsorship team you cannot use this sponsorship and visa for a training programme in Scotland. You will require a new CoS (certificate of sponsorship) and a new visa.
- If you apply for an IFST and your application is successful (and you have been allocated a programme in the new foundation school) you would need to notify your current sponsorship team for England/Scotland/Wales/Northern Ireland and let them know about your change in location.
- Doctors who already hold a Skilled Worker visa for one nation can use the same CoS and visa to remain working in that nation but **must notify the sponsorship team** if they successfully transfer to a new Foundation School and new employing organisation. The details of the sponsorship will need to be updated with the new employment and training details.
- Contact details for the sponsorship teams in each of the four nations can be found on this [webpage](#)

National review panel

A national IFST review panel will consider all IFST applications. The panel will comprise of senior members of the UKFPO, an independent Foundation School Director, Foundation School Manager, and foundation doctor representative.

The purpose of the review panel is to determine if the applicants meet the requirements for a transfer in accordance with the national IFST criteria. Applicants will be advised of the outcome of their application in line with the national timeline.

If an application is approved, a copy of the application form and supporting documentation will be forwarded to the requested foundation school which will work to identify a suitable programme to allocate to the successful IFST applicant.

If the panel does not approve an application for an inter-foundation school transfer, the applicant will be notified of the reason(s) why the application has not been approved.

Applicants will be advised of the national appeal process and the date by which an appeal must be submitted. Applicants can submit an appeal if they believe that processes or procedures have not been followed, or there is evidence of unfairness in how the process has been implemented, and the objectivity of decisions is called into question.

Approved transfers

The requested foundation school will seek to place all applicants who have been approved for a transfer following the national IFST review panels.

- In the event that there are more applicants approved for a transfer to a particular school than there are available places, applicants will be placed on a waiting list in case a place becomes available in time for the start of the F1 or F2 year.
- Applicants will remain the responsibility of their current foundation school until a programme in the receiving foundation school has been confirmed.

Applicants are advised that it might not be possible for a transfer to take place if there are no places available in the receiving foundation school.

Applicants are applying for an IFST due to changes in their circumstance which make it impossible to manage their training and their circumstances in their current allocated location. It is therefore expected that an applicant will take up any programme offered to them by the receiving school.

If an applicant decides not to take up the offered programme, the IFST application will be terminated, and the applicant will be expected to stay in their current foundation school.

Applicants **must** provide notice to their current/allocated employing organisation once a transfer has been finalised and they have been allocated to a new programme and employing organisation. Prior to this, foundation doctors should let their current employer and Foundation Programme Director know that they are applying for a transfer and awaiting the outcome.

Less Than Full-Time (LTFT) Training

An applicant's less than full-time (LTFT) status cannot be guaranteed and an application to work LTFT will need to be submitted to the new foundation school and employer.

A foundation doctor who is currently working LTFT will still be considered for a transfer to a full-time vacancy should one arise. The foundation doctor will be expected to follow local procedures and fulfil the requirements necessary to work LTFT in the receiving foundation school. This will require submitting a new application for LTFT.

Exceptional Circumstances

The national process for managing inter-foundation school transfers (IFSTs) has been introduced to provide a consistent, robust, and transparent process for allowing foundation doctors to transfer between programmes across the United Kingdom (UK).

Where possible, we would encourage foundation doctors to utilise this process and follow the national timelines for fairness and continuity across the community of applicants and foundation doctors. However, in cases where unforeseen situations occur outside of the national timeline, applications will be accepted and managed by foundation schools as the need arises. This is to ensure there is a flexible support mechanism in place for applicants/foundation doctors in exceptional circumstances.

It is acknowledged that applicants' personal circumstances may change after the closing date for applications for IFST. Inter-foundation school transfers (IFST) will take place only if both foundation schools agree that the applicant needs to transfer because of a change in their circumstances, which meets the nationally agreed criteria; and there is a place available in the receiving foundation school.

There may also be circumstances where foundation doctors need to transfer foundation schools at short notice and due to exceptional circumstances.

Applications will still need to be submitted using the national application forms and guidance and applicants will be required to demonstrate they meet the necessary criteria and present the supporting evidence for the criterion they are applying under.

Decisions around transfer allocations will be made by the Foundation School Directors.

Applications will still be dependent on a vacancy being available at the receiving foundation school regardless of the circumstances.

Appeals Process

The appeals process for IFST application outcomes will be managed in accordance with the UKFPO national appeals process and timeline. These details can be found in the Appeals section of the [Resources webpage](#) of the UKFPO website.

The UKFPO will convene a national appeals panel which will include senior members of the UKFPO team, an independent Foundation School Director, Foundation School Manager, and foundation doctor representative. The national appeals panel will convene to review all appeals received.

In the event that an appeal is upheld, the UKFPO will take the appropriate steps to try and find an appropriate training place with the requested foundation school in line with the initial request for transfer.

Applicants are advised that the principles of the IFST process will still apply, and that all transfers are dependent on availability of training places in the receiving foundation school.

Approval of an appeal for an inter-foundation school transfer does not guarantee a specific programme or locality within the receiving foundation school.

Contact Information

Inter-foundation school transfer enquiries: please contact your current / allocated foundation school in the first instance. Contact list can be found [here](#).

General enquiries: helpdesk@foundationprogramme.nhs.uk

Website: www.foundationprogramme.nhs.uk

Twitter: @UKFPO

Appendices

APPENDIX 1 – Acceptable evidence for proof of current address

The UKFPO will accept the following documents as proof of address which must be in the applicant's name:

- Utility bill (gas, electric, water, satellite television, landline phone bill) issued within the last three months
- Local authority council tax bill for the current council tax year
- Current UK driving licence
- Bank, Building Society or Credit Union statement or passbook dated within the last three months
- Original mortgage statement from a recognised lender issued for the last full year
- Solicitors letter within the last three months confirming recent house purchase or land registry confirmation of address
- Council or housing association rent card or tenancy agreement for the current year
- Benefit book or original notification letter from Benefits Agency
- HMRC self-assessment letters or tax demand dated within the current financial year
- Electoral Register entry or NHS Medical card or letter of confirmation from GP's practice of registration with the surgery

Documents we will not accept include, but are not limited to:

- Mobile phone bills
- Credit card statements

APPENDIX 2 – Fitness to Practice (FTP) Disclosure

An applicant's current/allocated foundation school is required to inform a receiving foundation school of any applicant who has a positive fitness to practice declaration. This is to ensure the

foundation school is aware of the circumstances and can provide additional support or adjustments for the doctor during their training programme.

Applicants who have not yet started the foundation programme

Applicants should declare any fitness to practice issues to their allocated foundation school, by sending an email directly to the Foundation School Director and/or Foundation School Manager. This information should also be provided on your STEP form. Information about the STEP process can be found on the UKFPO [website](#).

Current Foundation doctors in training (F1 or F2)

Foundation doctors should declare any fitness to practice issues to their allocated foundation school, by sending an email directly to the Foundation School Director and/or Foundation School Manager. This information should also be provided in your Form R on your ePortfolio.

Foundation schools may decide to reject an application for an inbound IFST due to a positive fitness to practice declaration. Decisions will be made on a case-by-case basis.

The sharing of information between foundation schools will be done so in accordance with GDPR (General Data Protection Regulation) rules. Information regarding fitness to practice issues will be shared with relevant parties at the receiving foundation school on a need-to-know basis only.

APPENDIX 3 – Examples of Unique Circumstances

Athlete

An applicant who is an athlete who is supported on a national programme. The requirements would be to remain in a particular location to continue their training. The application would need to be signed by the national coach/manager and evidence as to why the applicant needs to transfer to the location requested and not remain in their allocated/current location would need to be provided, as an athlete may be able to train at any club. For example, it would be acceptable if the application is part of a national training programme and the rest of the team are based in one location.

Armed Forces Commitments

An applicant who is a member of the armed force reserves. The applicant intended to continue with this commitment whilst undertaking foundation training. The applicant therefore needs to access military training during the week and at weekends. The application would need to be signed by the commanding officer and evidence as to why the applicant needs to transfer to the location requested and not remain in their allocated/current location would need to be provided.

Adapted House

An applicant who has a long-term disability which does not impact on their ability to work as a foundation doctor, and who would not request to transfer on the basis of health grounds, who lives in a house that has been fully adapted to support their needs. The application would need to be signed by a professional from a housing department, social worker or medical practitioner, and there would need to be evidence that for this arrangement to be replicated elsewhere would be unreasonable.

The list below provides examples of circumstances that would not be considered unique.

Relationships

- Long-term relationships
- Marriage
- Civil partnerships
- Common-law partnerships

Housing

- Home ownership
- Existing or future accommodation/housing arrangements (unless the reason is considered to be unique such as the example provide above)