F2 Stand-alone Applicant Guidance 2021

England
Northern Ireland
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Wales

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Introduction

The UK Foundation Programme Office are looking to recruit doctors who hold or are eligible for full registration with the General Medical Council (GMC) to work in recognised F2 Stand-alone training programmes as part of the recognised UK Foundation Programme. **Applicants who are <u>not</u> currently working as part of the two-year foundation programme** are invited to apply for F2 level posts across the programme in England, Northern Ireland, Scotland and Wales.

Trainees will have the opportunity to gain experience in a series of placements in a variety of specialties / healthcare settings and will be offered the same educational resource and teaching opportunities as F2 trainees on two-year programmes. They will also have access to the Foundation Learning e-Portfolio.

For information about GMC registration, please refer to appendix 1.

UK Foundation Programme

The UK Foundation Programme is a two-year work-based training programme intended to bridge the gap between medical school and specialty / general practice training. The UK Foundation Programme is a generic training programme intended to equip doctors with the generic skills and professional capabilities to progress to specialty training.

Medical School → Foundation Training → Specialty Training → Consultant

The foundation programme consists of an appropriate balance of placements across different specialties and in different healthcare settings. An example of a typical foundation programme is as follows: -

Year	Rotation 1	Rotation 2	Rotation 3
F1	General Medicine	General Surgery	Anaesthetics
F2	Psychiatry	Geriatrics	Trauma & Orthopaedics

Foundation Year 1

Foundation Year 1 (F1) enables medical graduates to begin to take supervised responsibility for patient care and consolidate the skills that they have learned at medical school.

Foundation Year 2

Foundation Year 2 (F2) doctors remain under clinical supervision (as do all doctors in training) but take on increasing responsibility for patient care. In particular, they begin to make management decisions as part of their progress towards independent practice. F2 doctors further develop their core generic skills and contribute more to the education and training of the wider healthcare workforce e.g. nurses, medical students and less experienced doctors. At the end of F2 they will have begun to demonstrate clinical effectiveness, leadership and the decision-making responsibilities that are essential for hospital and general practice specialty training.

Satisfactory completion of F2 will lead to the award of a Foundation Programme Certificate of Completion (FPCC) which indicates that the foundation doctor is ready to enter a core, specialty or general practice training programme.

UK Foundation Programme Office (UKFPO)

The UK Foundation Programme Office (UKFPO) manages the recruitment process to foundation training, issues guidance on foundation training and promotes the consistent delivery of the foundation programme across the UK. Working with partners, the UKFPO enables sharing of good practice to help raise the standards of training. It is funded by and is accountable to the four UK health departments.

During the stand-alone application process, all communication with the UKFPO should be conducted by email. The team will not be taking telephone enquiries during this busy time. The UKFPO will endeavour to make informed decisions and provide relevant advice based on the information provided in response written queries. Please be advised that where the answer to your query is provided in the published guidance documents, the team will direct you to the relevant resource to obtain the answer to your enquiry.

Please be advised that the UKFPO will not provide a pre-checking service of applications before they are submitted. It is the responsibility of each individual applicant to read the guidance thoroughly and the check through the information provided on the application form before submission.

The UKFPO is a separate body to the General Medical Council (GMC). For complex queries regarding your GMC status or applications for registration with the GMC, you should contact the GMC directly who will be best placed to advise you.

Please be advised that the UKFPO team are not specialists in immigration. The team are obliged to adhere to the rules and regulations around immigration law that are set by the UK Home Office / UK Visas and Immigration. For detailed queries in regard to your immigration / right to work status, please contact the UK Home Office / UK Visa and Immigration directly.

UKFPO Contact Details

Email: helpdesk@foundationprogramme.nhs.uk

Website: www.foundationprogramme.nhs.uk

Foundation Schools

The UK is divided into regions for the purposes of providing education and training across the foundation programme. For each region, there is a foundation school, which provides dedicated support to both applicants and trainees. Each foundation school is responsible for overseeing the education and training of the employing organisations within its geography. There is one foundation school for each of the devolved administrations, i.e. Northern Ireland, Scotland and Wales, and England is divided up into seventeen different areas / foundation schools. There are a total of twenty foundation schools across the UK.

The UKFPO is responsible for the national recruitment process, which includes applications, longlisting, interview and offers processes. The local foundation schools assume responsibility for applicants who are due to commence foundation training once offers have been accepted. Applicants are advised to visit the website of their allocated foundation school to identify the key points of contact. For foundation school contacts please visit: https://foundationprogramme.nhs.uk/contact-us/foundation-schools/

Foundation School Locations

Map of Foundation Schools
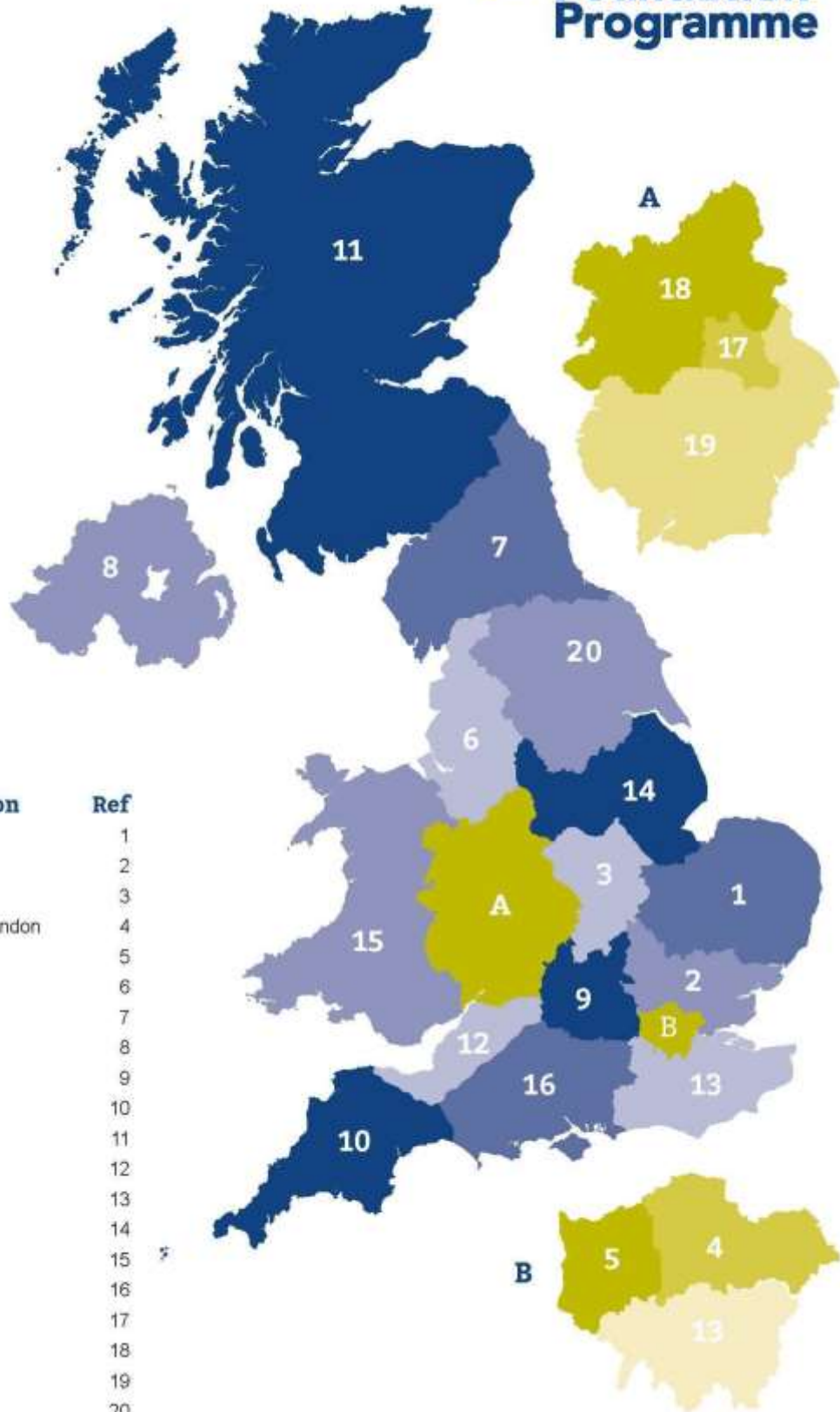
Unit of Application	Ref
East Anglia	1
EBH	2
LNR	3
North Central & East London	4
North West London	5
North West of England	6
Northern	7
Northern Ireland	8
Oxford	9
Peninsula	10
Scotland	11
Severn	12
South Thames	13
Trent	14
Wales	15
Wessex	16
West Midlands Central	17
West Midlands North	18
West Midlands South	19
Yorkshire and Humber	20

F2 Stand-alone Posts

F2 Stand-alone programmes are one-year fixed-term posts. Applicants must hold or expect to hold full registration with the GMC by the start of the programme in August 2021.

Two-year programmes compared to F2 Stand-alone programmes?

Two-Year Foundation Programme (FP)	Stand-alone Programmes
Provisional registration with the GMC	Full registration with the GMC
Two-year programme allocations	One-year fixed-term posts
FP Curriculum and Reference Guide	FP Curriculum and Reference Guide
Clinical and Educational Supervisor	Clinical and Educational Supervisor
Foundation Programme Certificate of Completion (FPCC) upon satisfactory completion of the F2	Foundation Programme Certificate of Completion (FPCC) upon satisfactory completion of the F2
Access to the online foundation ePortfolio	Access to the online foundation ePortfolio

Foundation schools and employers are not obliged to provide remedial training in the event of unsatisfactory completion of F2 Stand-alone programmes. Foundation schools and employers are not obliged to approve applications for less than full-time training (LTFT) as F2 Stand-alone posts and the funding associated with these posts are fixed term for one year.

What is the process / timeline for recruitment to F2 Stand-alone Programmes?

All applications must be submitted through www.oriel.nhs.uk under the 'foundation' staff group (please refer to appendix 2 for further information on how to access and search for vacancies on Oriel).

Two-Year Foundation Programme (FP)	Stand-alone Programmes
Eligibility Application in July – August 2020	No Eligibility Application
Clinical Assessment in November 2020 (if required)	No Clinical Assessment
Application Form in October 2020	Application Form in January – February 2021
Applicants preference foundation schools as part of the application form	Applicants preference individual programmes as part of the application form
No Long-Listing	Long-Listing in February 2021
Situational Judgment Test (SJT)	No Situational Judgement Test (SJT)
No Interview	Twenty Minute Panel Interview in April 2021
Allocations in March – May 2021	Offers in April – May 2021
Applicants rank available programmes within their allocated foundation school	Not applicable
Programme Commences in July / August 2021	Programme Commences in July / August 2021

Eligibility Criteria

Qualification	Applicants must have a valid medical degree recognised by the General Medical Council (GMC).
ILS / ALS or equivalent	It is desirable for applicants to have valid Immediate Life Support (ILS) certification or equivalent. The expectation will be for trainees to undertake relevant re-certification courses or be able to demonstrate their ability to perform life support at the appropriate level. It is desirable for applicants to hold Advanced Life Support (ALS) or equivalent.
Professional Registration	Applicants must hold or expect to obtain full registration with a licence to practise with the GMC by the start of the UK Foundation Programme 2021. Applicants should be of good standing and fit to practise medicine safely in accordance with the GMC's *Good Medical Practice (2013) *.*
English Language Proficiency	Applicants are required to have demonstrable skills in listening, reading, writing and speaking in English language that enable effective communication in clinical practice with patients and colleagues, as set out in the GMC's Good Medical Practice (2013) *. This can be demonstrated by providing a valid IELTS certificate with a minimum score of 7.5 in **each** domain (speaking, listening, reading and writing), **OR** evidence of completion of OET with a minimum score of 400 in **each** domain (listening, reading, writing and speaking). OET Statement of Results must be dated no more than two years prior to the start of the programme and therefore no earlier than 4th August 2019 **OR**, proof that your primary medical qualification has been undertaken solely in English, that all examinations undertaken were solely in English and that your primary medical qualification has included at least 75% of contact with patients in English, **OR**, evidence of employment as a doctor in an NHS organisation for a minimum of 3 months may be considered satisfactory. Please refer to appendices 4 and 5 for further information).
Right to Work	Applicants must either be a UK national, or otherwise be in a position to demonstrate they have the right to work as a doctor in training in the UK. Applications from doctors who require Tier 2 sponsorship are welcome and will be considered alongside all other applications. *Please be advised that the rules and regulations around acquiring the right to work in the UK are subject to change and UKFPO processes may be adapted in accordance with changes to immigration law.*

*Please note that whenever General Medical Council documents are referenced, it is possible that revised versions will be produced after the UKFPO's information has been published. Therefore, applicants should always refer to the most up-to-date version of these publications.

General Information

Applicants who are currently working as part of the two-year programme or have successfully completed the F2 year and received a Foundation Achievement of Competency Document (FACD) / Foundation Programme Certificate of Completion (FPCC) are **not eligible** to apply for F2 Stand-alone posts.

Current F1 trainees are advised to consider alternate guidance in relation to options for applying for an Inter-Foundation School Transfer (IFST) available on the UKFPO website.

Application Process

Application Window
- Applicants apply to the national F2 Stand-alone vacancy on Oriel
- Applicants preference individual programmes as part of the application form

Long-listing
- Applicants are longlisted in accordance with the F2 Stand-alone Person Specification

Invite to Interview
- Applicants invited to book an interview slot

Interview
- Applicants attend for F2 interview
- Applicants deemed appointable at F2 or not appointable

Offers
- Applicants offered posts in interview score order and in accordance with their preferences
- Applicants accept/decline offers within the 48-hour offer window
- Second offer rounds / upgrade offers

Clearing
- Applicants who did not receive an offer as part of the first two rounds of offers will be considered as part of the clearing process

please be advised that the rules and regulations around immigration are subject to change by the UK Home Office and UKFPO application processes will be adapted in accordance with the law. This may mean that the criteria or the process involved in acquiring or demonstrating your right to work in the UK may change part-way through recruitment and out with pre-existing timelines.

National Recruitment Timeline

Date(s)	Recruitment Activity
Monday 4th January – Monday 1st February 2021. The application period closes at 12:00 noon (GMT) on Monday 1st February.	Application window on Oriel. Late applications will not be considered under any circumstances.
By Friday 12th February 2021	Central longlisting to be completed
Monday 22nd February 2021	Longlisting outcomes released to applicants
Thursday 25th – Thursday 1st April 2021	Applicants to book interview slots on Oriel. Applicants will be required to book a video interview
Tuesday 13th April, Wednesday 14th – Thursday 15th April 2021	Interviews. Applicants will attend a 20-minute panel interview (remotely through video functionality) using national scoring criteria
Monday 19th April 2021	Interview outcomes released to applicants
Tuesday 27th April – Tuesday 4th May 2021. The preferencing window closes at 12:00 noon (GMT).	Preferencing window. Applicants should rank all programmes they wish to be considered for in the 'preference' column and any they would not accept offers for in the 'not wanted' column'
Wednesday 5th – Friday 7th May 2021	First round of offers (48-hours for applicants to respond)
Wednesday 12th – Friday 14th May 2021	Second offers round (48-hours for applicants to respond)
Monday 17th May 2021	Information released to employing organisations
Monday 17th May – Thursday 3rd June 2021	References collected through Oriel
Wednesday 19th May (09:00) – Monday 24th May 2021 (12:00)	Clearing round preferencing (for any additional posts)
Wednesday 26th – Friday 28th May 2021	First Clearing Offers (48-hours for applicants to respond)
Wednesday 2nd – Friday 4th June 2021	Second round of clearing offers
Monday 7th June 2021	Information released to employing organisations
Monday 7th June – Friday 29th June 2021	Reference collected through Oriel for those applicants who accepted offers during clearing
May 2021	Applicants must apply for full registration with the General Medical Council (GMC)
July / August 2021	Foundation Programme commences

*There will be no further opportunity for applicants to amend preference choices once applications close.

Applications

Online Application System (Oriel)

All applications should be submitted through the Oriel (national online application system). Applicants can access Oriel via https://www.oriel.nhs.uk. Applicants are advised to start their applications early to allow sufficient time to complete the necessary sections of the application form and to gather evidence in support of their application.

All applicants must first register an account on Oriel before applying to a particular vacancy. Applicants for the Foundation Programme must register under the **'Foundation'** staff group by selecting the 'UK Foundation Programme' logo icon on the homepage. Once you have registered, you apply to the programme by searching for "F2 stand alone" programme in "vacancies".

Personal information provided on the registration pages will be copied across to each application form.

The Oriel applicant portal is compatible with Internet Explorer 11, Safari 7+, Google Chrome 30+, Firefox 24+ and Edge. Applicants are advised to use one of these browsers when using the website and preferably the most up to date version of that browser. Please note that the system is **not compatible** with Internet Explorer 7 – 10.

If at any point you find yourself getting stuck in a 'loop' or if there appears to be an error on the system, please try to access the site from a different web browser, for example, Google Chrome, or deleting your internet browser history in the first instance. For technical queries please contact the technical helpdesk via support@hicom.co.uk.

Applicants are advised not to use mobile phone or smartphone devices when completing their application forms.

Application Form

The online application form for F2 Stand-alone programmes consists of 10 sections.

Personal

This section of the form will only be used for employment purposes and will not be considered when scoring your application. If your application is successful, the details in this section will be passed to your employer.

The information you will be asked to provide includes: -

➢ Your personal contact details, e.g. name, address, telephone numbers, etc.

➢ Details of any disabilities or health issues you would want your employer to know about for them to make reasonable adjustments for your employment and training.

Please note you will be able to amend your contact details through your dashboard on Oriel once your application form has been submitted.

Eligibility

You will indicate your GMC registration status and provide details of your right to work in the UK, along with your current immigration status. This part of the form will only be used for employment purposes. If your application is successful, the details will be passed to your employer.

You must indicate your nationality (country pertaining to your nationality) and answer the relevant questions around your right to work in the UK. You will also be asked to provide details of your current immigration status (personal status).

Fitness

You will be asked to provide details of any unspent and spent convictions, investigations and / or warnings into fitness to practice. In this section, the GMC has provided guidance that states that you do not have to declare any road traffic offences where you have accepted the option of paying a fixed penalty notice. All other Fixed Penalty Notices must be declared.

If you have any queries on this section please contact the Disclosure and Barring Service (DBS) helpdesk via customerservices@dbs.gsi.gov.uk or +44 (0)870 909 0811, or for Scotland, Disclosure Scotland info@disclosurescotland.co.uk or 03000 2000 40 (if calling outside of the UK 0044 141 427 2284).

References

In this section you will be asked to provide the names and contact details of your referees. References will be sought via Oriel once offers have been accepted. Make sure that you ask your referees if they are happy to provide a reference before completing this section and ask that they provide you with an email address that they access regularly. Each form takes approximately **five minutes** to complete.

Applicant referees will be sent reference requests by email through Oriel on Monday 17th May 2021. For applicants who accept offers during clearing, reference requests will be sent on Monday 7th June 2021.

Competences

In this section, you will be asked to provide details of your core competences in accordance with the person specification, namely your primary medical qualification.

Employment

In this section you will be asked to list all medical employment from your current / most recent employment history detailing back to graduation from medical school.

Evidence

There is an opportunity in this section to provide details of any additional undergraduate and / or postgraduate qualifications you have obtained and information about training courses you have attended.

Supporting

You will be able to include any information about achievements outside of medicine and details about any publications or prizes you might have obtained in this section. You will also have the opportunity to provide information about your practical experiences of audit, research and teaching.

Preferences

Applicants will be asked to rank all available programmes once the interviews have been completed. This page of the application form will be left intentionally blank.

Declarations

This section includes several declarations that you are required to confirm you have read and understood. Oriel will prevent you from submitting your application form until all the relevant sections have been completed. Once your application has been submitted, it **cannot be changed**. Applicants will receive an email from Oriel confirming that their application form has been submitted successfully. This will also be displayed on your Oriel dashboard, which you may also wish to take a screen shot of confirming submission.

General Information

Applicants are advised not to leave the submission of their applications close to the deadline to avoid any last-minute problems with internet connections and / or local computer networks. **Late applications and partially completed applications that have not been submitted will not be accepted.**

Technical assistance is available Monday to Friday, 8:00am to 5:00pm (BST) via email only to support@hicom.co.uk.

When applicants select 'submit', the page will change on Oriel to state that the application has been submitted. Applicants will only be able to edit contact details and referee details from this point onwards. No further changes to the application form will be permitted once the application has been submitted.

Communications

Applicants are advised to check their e-mail and Oriel accounts regularly throughout the application process. Applicants will be prompted via e-mail to check their account for information at relevant times throughout the process. However, we cannot guarantee delivery and therefore it is important that you check the site on a regular basis and especially at key times in the timeline. E-mails sent via Oriel are also stored in Oriel accounts. Applicants can amend / change their email address through the "Update Contact Details" option on Oriel.

Application statuses are live in Oriel. At relevant points throughout the process applicants' statuses will be updated, for example, following the process of longlisting and to inform applicants of their interview outcome. Applicants will need to log in to their Oriel account to respond to any offers received during the national offers process.

Please note we strongly advise that applicants **DO NOT USE HOTMAIL** email accounts as they regularly block emails from NHS servers. This means that applicants may not receive important messages about their application. Applicants are advised to regularly check junk mail folders in case any emails are incorrectly filtered as junk / spam.

For general queries, applicants are advised to contact the UKFPO by emailing helpdesk@foundationprogramme.nhs.uk

Long-listing

The UKFPO will carry out a central process of longlisting in accordance with the eligibility. The national person specification for F2 programmes is provided in the appendices (appendix 3).

Immediate Life Support (ILS)

Applicants will be expected to demonstrate that they have ILS, ALS or equivalent by the start of the programme. Applicants who have not already completed ILS should discuss this with their allocated foundation school and employing organisation once offers have been made.

English Language Proficiency

Applicants will be required to demonstrate satisfactory evidence of English language proficiency at the time of application. Please refer to appendix 4 for further information.

The criteria includes the option to provide evidence of a minimum of three months paid employment as a clinician in the NHS. This experience must be demonstrable at the time of application. Applicants will be required to provide a consultant testimony on the proforma provided (please refer to appendix 5). This evidence needs to be uploaded as part of the application form.

Qualification and Professional Registration

Applicants are not required to be fully registered with the GMC at the time of application. Applicants are expected to be eligible for full registration with the GMC by the start of the programme in August 2021. In order to obtain full registration, you may be required to undertake PLAB (please refer to the GMC requirements for applications for registration). Applicants who are required to undertake PLAB must have passed PLAB 1 at the time of application (please refer to appendix 1 for further information).

Other Information

Applicants who have successfully completed the F2 year and have received a Foundation Achievement of Competency Document (FACD) / Foundation Programme Certificate of Completion (FPCC) are not eligible to apply for these posts.

Applicants who have previously resigned or relinquished a foundation training post will be required to complete a **reapplication form** and upload this form to their online application on Oriel. The reapplication form must be signed by the Foundation School Director for the foundation school to which you were previously allocated. The reapplication from can be found on the UKFPO website.

Current F1 Trainees

If you are currently working in an F1 post as part of the recognised two-year foundation programme, you are not eligible to apply for F2 Stand-alone programmes through this process.

Current F1 trainees who wish to move to a different F2 programme are advised to consider the guidance on Inter-Foundation School Transfers (IFST), which intends to provide a mechanism for trainees who request to move on the grounds of special circumstances. Trainees are also advised to review the internal F2 transfer process. Information in regard to both processes is available on the UKFPO website.

When am I required to demonstrate each of the criteria?

Person Specification Criteria	Required By
GMC Registration and a Licence to Practise	Start of the Programme in July / August
Pass Confirmation of PLAB part 1 (if required)	At the point of application
English Language Proficiency*	Evidence submitted as part of the application form
ILS or equivalent**	Start of the Programme in August 2021
Reapplication to Foundation Training (if required)	Submitted as part of the application form

*If you do not have ILS or equivalent at the point at which you accept an offer. You are advised to discuss this with your foundation school and / or employing organisation at the earliest opportunity. Your employer might be able to arrange for you to undertake ILS shortly after you commence in post.

**This includes providing evidence of a minimum of 3 months employment in the NHS. Employment carried out after the close of the application window will not be considered.

All applicants must be available to commence in post at the start of the programme. Employing organisations are not obliged to honour training offers in the event of a delayed start date for any reason and may withdraw your offer.

Interviews

All eligible applicants will be required to attend an interview as part of the recruitment process. Applicants must attend an interview to be considered for appointment to an F2 Stand-alone programme. All interviews will be conducted virtually using video technology.

For requests for reasonable adjustments for interviews, please contact the team via helpdesk@foundationprogramme.nhs.uk

Applicants are not required to undertake a Clinical Assessment or Situational Judgement Test (SJT) as part of the selection process to F2 Stand-alone programmes.

Booking Interviews

Longlisted applicants will be invited to attend a panel interview through Oriel. Applicants will be able to choose an interview date and time slot online from Thursday 25th – Thursday 1st April 2021. Interview places will be allocated on a first come first served basis depending on interview capacity.

Applicants will be required to book a video interview. For information about how to book an interview slot on Oriel, please refer to appendix 6.

Interview Date and Venue

Interviews will be held on Tuesday 13th April, Wednesday 14th, Thursday 15th April 2021.

Applicants will be expected to arrive / be available online **30 minutes** before their booked interview time for registration and identification checking purposes.

Applicants will be asked to provide proof of identification prior to the scheduled interview date and will also be expected to display this on screen on the day of the interview.

Interview Format and Panel

Each interview will be scheduled for a duration of 20 minutes. Applicants will be asked a number of questions including a clinical scenario.

Interview panels will consist of at least 2 panel members who are familiar with the curriculum and assessments of the UK Foundation Programme. At least one panel member will be a clinician.

All applicants should ensure their device is working prior to the interview and is working correctly. Applicants are also advised not to use a MacBook for the video interviews. On the interview day, please ensure you are available via email incase the panel need to contact you.

Interview Outcomes

Interview outcomes will be released to applicants on Monday 19th April 2021 through Oriel. Applicants will be advised if they were successful or unsuccessful on this date. Offers will be made at a later stage once the preferencing window has closed.

All applicants will receive a breakdown of their scores for each interview question and detailed feedback from the panel. There will be no opportunity to appeal the outcome of the interview. Applicants will not be personally advised of their ranking via email.

Applicants who are not considered appointable at F2 level may be considered for Stand-alone positions at F1 level in the event of undersubscription to the two-year Foundation Programme.

Preferencing

The preferencing window will open on Tuesday 27th April 2021. The preferencing window opens at 09:00 (GMT) and will close at midday on Tuesday 4th May 2021. Please see appendix 7 for details on how to rank programmes.

Applicants are strongly advised not to use mobile phones when preferencing programmes.

Programmes will be listed in the 'no preference' column. You will have the option to drag and drop programmes into the 'preference' column in the order you wish to be considered for the programmes. If you do not want to be considered for any of the programmes, you should drag and drop them into the 'not wanted' column. You will be considered for any programmes remaining in the 'no preference' column at random if higher scoring applicants are offered those programmes listed in the 'preference' column.

Applicants will not be required to preference all programmes, however applicants who have ranked programmes in the 'preference' column will be allocated first during the offers process.

Applicants are advised to list programmes you would not want to accept offers for in the 'not wanted' column. If all of the programmes you rank in the 'preference' column are offered to higher scoring applicants, your application will then be included as part of the clearing process. If you receive an offer for a post you do not want and you decline this offer, your application will **not** be included in the clearing offers.

There will be no further opportunity for applicants to rank programme preferences or to amend preferences in Oriel once the deadline for applications has been reached.

Applicants who do not preference during this time will be randomly matched to programmes in rank order secondary to applicants who actively ranked programmes in the 'preference' column.

Offers

Offers will be made on pre-determined dates through the Oriel system. There will also be a clearing process conducted later in the timeline. Applicants are advised to familiarise themselves with the offers schedule to avoid missing key deadlines to respond to offers made.

It is important to note that the NHS is a constantly changing system and even after offers have been made for a particular programme, there will be situations when placements within that programme may change because of service redesign, working time directive regulations or national directives (UK-wide).

Offers Process

All applicants will be given a unique rank based on their interview score. Applicants will receive offers based on a meritocratic algorithm whereby the highest scoring applicant will be matched to their highest programme preference choice available. The system will attempt to match applicants to their highest choice in the first instance and work through the list of preferences in rank order.

Applicants will be given 48-hours to respond to their offer. If an applicant misses the deadline to either accept or decline their offer, the offer will expire and will automatically be declined. No further offers will be made.

If an applicant receives an offer, they will not receive any further offers in subsequent rounds, unless they

have opted to receive upgraded offers, which will automatically take effect following acceptance of the initial offer (please refer to the next section of this guidance for more detailed information about offers upgrades).

If an applicant declines an offer, they will not receive any further offers.

Upgrade Offers

Applicants have the option to 'opt in' for upgrade offers, which means that if a higher ranked preference choice becomes available in the second round, the offer will be upgraded, i.e. in the event that a higher-ranking applicant chooses to decline their offer during the previous round of offers.

Applicants **must accept their initial offer** if they wish to be considered for upgrade offers. For example, an applicant is offered their 8th preference choice, but really would like one of their top four preferences. The applicant should accept the offer for their 8th preference and wait to see if their offer is upgraded in subsequent rounds.

Upgrades will be applied automatically between each round of offers. Applicants will not have the option to accept or decline an upgraded offer. **Upgraded offers cannot be reverted back to the initial offer or a previous upgrade as the programmes will have been offered to other applicants as part of the renewal process.**

Applicants can choose to 'opt out' of the upgrade process at any point until the matching process has been run (please refer to the offers timeline for deadline dates and times for when it is permissible to opt in and out of the upgrade process). For example, if an applicant is allocated their 10th preference initially, the applicant should accept the offer. In the second round of offers, the applicant's offer is upgraded as a slot had become available in their 5th choice. The applicant is happy with their 5th choice and therefore decides to opt out of any further upgrades.

Offers Dates / Schedule

Date(s)	Recruitment Activity
Wednesday 5th May 2021	Initial round of offers
Friday 7th May 2021	Deadline for applicants to accept or decline their offers
Wednesday 12th May 2021	Second round of offers
	Offers upgrade. Applicants who received and accepted an offer during the initial offers round who have chosen to opt in for upgrades will receive an automatic upgrade in the event that a higher choice programme preference has become available. New offers will be made to applicants who didn't rank highly enough to be included in the first offers round
Friday 14th May 2021	Deadline for applicants who received an offer during the second round of offers to accept or decline their offers
Wednesday 26th – Friday 28th May 2021	Clearing Offers (48-hours for applicants to respond)
Wednesday 2nd – Friday 4th June 2021	Second round of clearing offers (48-hours for applicants to respond)
Monday 8th June 2020	All offers information released to employing organisations

Please note that applicants will be required to demonstrate that they have the right to work in the UK by the start of programme in July / August 2021.

Clearing

It is likely that vacancies will arise after the national offers rounds for F2 stand-alone recruitment.

Appointable applicants who do not receive an offer during the initial offers period may receive offers at this time. Offers will be made with effect from Wednesday 19th May 2021 with a further round of offers depending on the number of places available.

Applicants will have **48-hours to respond to offers** from the time at which the offer was made. Applicants must either accept or decline their offer, or their offer will expire and will automatically be declined.

Applicants who have accepted or declined offers during the first two offers round will not receive further offers during the clearing round.

References

The UKFPO will initiate the process of obtaining employment references as part of the necessary pre-employment checks required under the NHS Employment Check Standards.

Applicants are asked to provide contact details for referees as part of the application form. We advise that email addresses are double checked with referees prior to entry on to Oriel to ensure there are no discrepancies. Referees need to use the exact email addresses that you enter on Oriel or they will not be able to register and complete your reference. Applicants can change referee details online even after you submit your application until the reference period is closed, or until the referee has submitted a reference; whichever comes first.

Referees will be sent an email on Monday 17th May 2021 asking them to register and complete an online reference form by Thursday 3rd June 2021.

For applicants who accept offers during the clearing round, the online reference window will open from Monday 7th June and will close on Friday 29th June 2021.

References are collected on behalf of employers as part of pre-employment check processes and have no bearing on applications to the programme. Offers of employment are subject to satisfactory references. A contract of employment will not be issued until satisfactory references have been received.

If references are not received by the deadline, your employing organisation will contact you before you start work to arrange for missing reference(s) to be provided. Please bear in mind that you are responsible for ensuring that your reference is provided before you start work as a foundation doctor.

Helping your referees

If your referee has forgotten or lost their password, they should go to https://www.oriel.nhs.uk/web and click on the "forgotten password" function. They will be emailed a link to follow to reset their password. If referees are still having trouble, they are advised to contact the Oriel technical helpdesk to resolve the issue (support@hicom.co.uk). There is no contact telephone number for the Oriel helpdesk.

Notification to Employers

Details of final offers accepted will be communicated with employing organisations by no later than Monday 17th May 2021 for those who receive offers during the first two rounds of offers.

Employers will be notified of any offers accepted during the clearing process by Monday 7th June 2021.

Any unfilled places will be released to employers for local recruitment to Locum Appointments to Service (LAS) posts. All service posts will be advised on the NHS Jobs website.

Applicant Withdrawals

Applicants must notify the UKFPO of the intention to withdraw from the recruitment process at the earliest convenience. Applicants should email the helpdesk (helpdesk@foundationprogramme.nhs.uk) requesting for their application to be withdrawn on Oriel. Applicants must provide their Oriel PIN number in the email to ensure the correct application is withdrawn.

Applicants who do not wish to be considered in the clearing process should notify the UKFPO by no later than Friday 14th May 2021 to allow applicants who still wish to be considered for offers the opportunity to take up a post.

Complaints

The recruitment and selection process to stand-alone foundation training programmes aims to incorporate methods that are consistent and fair, transparent and free from discrimination. The UKFPO endeavour to respond to the wishes and aspirations of healthcare professionals accessing our recruitment services. However, it is recognised that on occasion our service may fall short of expectations.

Complaints will be considered in relation to national processes only, i.e. processes that are managed centrally by the UKFPO. For recruitment and selection to stand-alone programmes, the UKFPO is responsible for the application, longlisting, interviews and offers processes.

All complaints should be submitted in writing to the UKFPO by emailing helpdesk@foundationprogramme.nhs.uk.

Complaints regarding changes to programmes, pre-employment and induction activities should be directed to the foundation school and / or employing organisation.

For further information, please refer to the national complaints policy and procedures 2021, which is available on the UKFPO website.

Useful Links

Do you need to take the Professional and Linguistics Assessment Board (PLAB) test? (see appendix 1 for more information)
http://www.gmc-uk.org/doctors/plab.asp

How to apply for registration and licencing with the GMC (see appendix 1 for more information)

http://www.gmc-uk.org/doctors/applications.asp

e-Learning for Health

https://foundationprogramme.nhs.uk/curriculum/e-learning-for-healthcare/

Interview Expenses

https://foundationprogramme.nhs.uk/programmes/f2-stand-alone/f2-stand-alone-documents/

National Insurance Number (NI)

Your UK National Insurance number is a unique personal number allocated to you that is used to identify you to HM Revenue & Customs and the Department of Work and Pensions.

It ensures the Government correctly records any contributions you are entitled to. Your National Insurance contributions go towards the UK social security and the state pension system.

Everyone who works in any capacity in the UK will need to register for a national insurance number. When you arrive in the UK, you can apply for an NI number by calling 0345 600 0643 or by making an appointment at your local Job Centre Plus.

The Foundation Programme Curriculum 2016

To access the online curriculum please use the first link below: -

https://foundationprogramme.nhs.uk/curriculum/

For the pdf version of the curriculum, please use the following link: -
https://foundationprogramme.nhs.uk/wp-content/uploads/sites/2/2019/11/FP_Curriculum_2016_V2-1_0.pdf

Operational Reference Guide 2016

https://foundationprogramme.nhs.uk/wp-content/uploads/sites/2/2019/11/Operational-Guide-8.11.19.pdf

Registration with the General Medical Council (GMC)

The GMC work to protect patient safety and improve medical education and practice across the UK by setting standards for students and doctors. The GMC work with doctors, employers, educators and patients to achieve and exceed high standards of care and take action when they are not met.

As part of this role, The GMC:

➢ decide which doctors are qualified to work in the UK

➢ oversee UK medical education and training

➢ set the standards doctors need to follow throughout their careers

➢ where necessary, take action to prevent a doctor from putting the safety of patients, or the public's confidence in doctors, at risk.

To practise medicine in the UK you need to hold registration with a licence to practise. Holding a licence allows you to, for example, prescribe medicine and treat patients.

There are different ways to apply for GMC registration with a licence to practise in the UK. It depends on your nationality, qualification and experience. This tool will identify the correct application for you and will give you guidance on the steps you need to take.

https://www.gmc-uk.org/registration-and-licensing/join-the-register/registration-applications/application-registration

When you know which application is right for you, you'll need to use GMC Online to make your application. The guidance will help to make sure you make the correct application and give us all the information we need. By doing this, we'll be able to process your application more efficiently.

If you would like to apply to join the UK medical register you will need to:

➢ check you are eligible

➢ complete an application

➢ pay a fee

➢ provide the required evidence

➢ attend an identity check.

The exact requirements are different for every type of registration application. There is specific guidance depending on your personal circumstances and which type of application you are eligible for.

You can find this guidance by using the GMC's registration application finder.

Professional and Linguistics Assessments Board (PLAB)

The Professional and Linguistic Assessments Board test, or the PLAB test, helps us to make sure doctors who qualified abroad have the right knowledge and skills to practise medicine in the UK. There are two parts to the PLAB test.

APPENDIX 1

Do you need to take the PLAB test?

If you graduated from a medical school outside of the UK, European Economic Area (EEA) or Switzerland, you'll probably need to take the PLAB test. The PLAB test will check that you know and can do the same as a doctor starting the second year of their Foundation Programme training in the UK.

What does the PLAB test involve?

There are two parts to the test. Part 1 is a written multiple-choice exam, with 180 single best answer questions. Part 2 is a practical objective structured clinical exam, known as an OSCE. You'll need to pass both parts before you can apply for registration with a licence to practise medicine in the UK.

What do you need before you can take PLAB?

Before you can take the PLAB test, you'll need to set up a GMC Online account and show us that your medical qualification and knowledge of English are acceptable. Once you've done that, you can book your place on part 1 of the PLAB test.

PLAB part 1

PLAB 1 is a written exam made up of 180 multiple choice questions which you must answer within three hours. Each starts with a short scenario followed by a question. You need to choose the right answer out of the five possible answers given. You can sit part 1 in a number of countries, as well as in the UK. Have a look at the available locations and dates when you log in to GMC Online.

Find out more about PLAB 1

In order to be eligible for F2 Stand-alone Foundation Programmes, you must have passed PLAB part 1 at the time of submitting your application form on Oriel. If you have not passed PLAB part 1 at this time, there will not be sufficient time for you to take PLAB part 2 and to apply for registration with a licence to practise by the start of the programme.

PLAB part 2

PLAB 2 is an objective structured clinical exam. It's made up of 18 scenarios, each lasting eight minutes and aims to reflect real life settings including a mock consultation or an acute ward. Part 2 tests run throughout the year at the clinical assessment centre.

Find out more about PLAB 2

What happens after you've passed PLAB 1 and PLAB 2?

Once you've passed both parts, you can apply for GMC registration with a licence to practise. Your application must be approved within two years of passing part 2 of the test. Once we approve your application and you gain registration you can work as a doctor in the UK.

APPENDIX 2

Accessing Oriel

All applicants need to apply to the national vacancy through Oriel which can be accessed via https://www.oriel.nhs.uk.

Applicants must select the **Foundation** staff group by clicking on the UK Foundation Programme Office logo from the landing page on Oriel. Applicants will not be able to access the application forms for the UK Foundation Programme by selecting the **Medical and Dental Specialties** staff group. The image below shows where to select the 'foundation' staff group from the landing page on Oriel: -
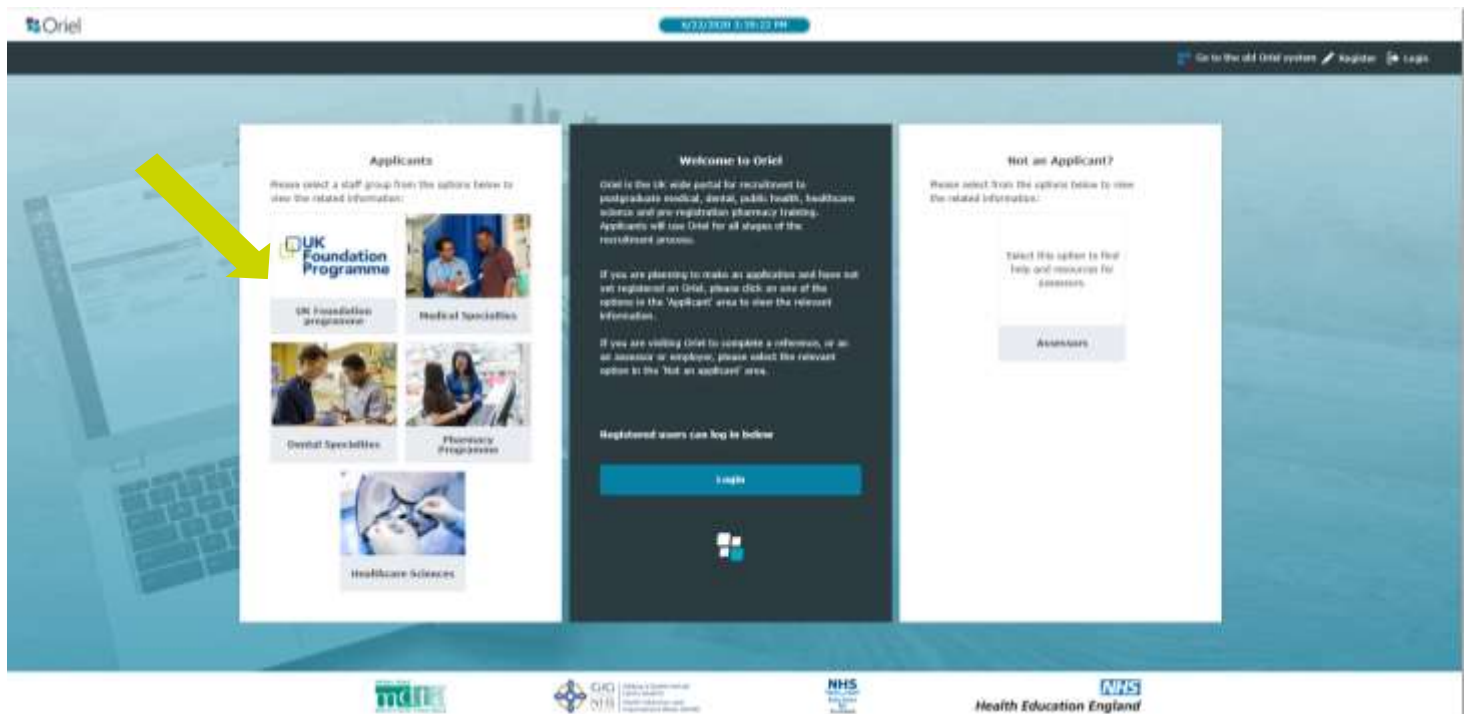
How to change staff group on Oriel

Applicants who have previously registered on the system under the **Medical and Dental Specialties** staff group can either register again with a different email address or change the staff group associated with your existing account.

To change the staff group on your existing account, you will need to go to the profile area (the small person icon in the top right corner of the screen and expand the 'Account Info' section. You will then need to click on the 'edit' button which will enable you to select 'Standalone Foundation' from the list of staff groups. When you save this change, you will see the abbreviation 'SAFND' on your profile in 'Account Info'.
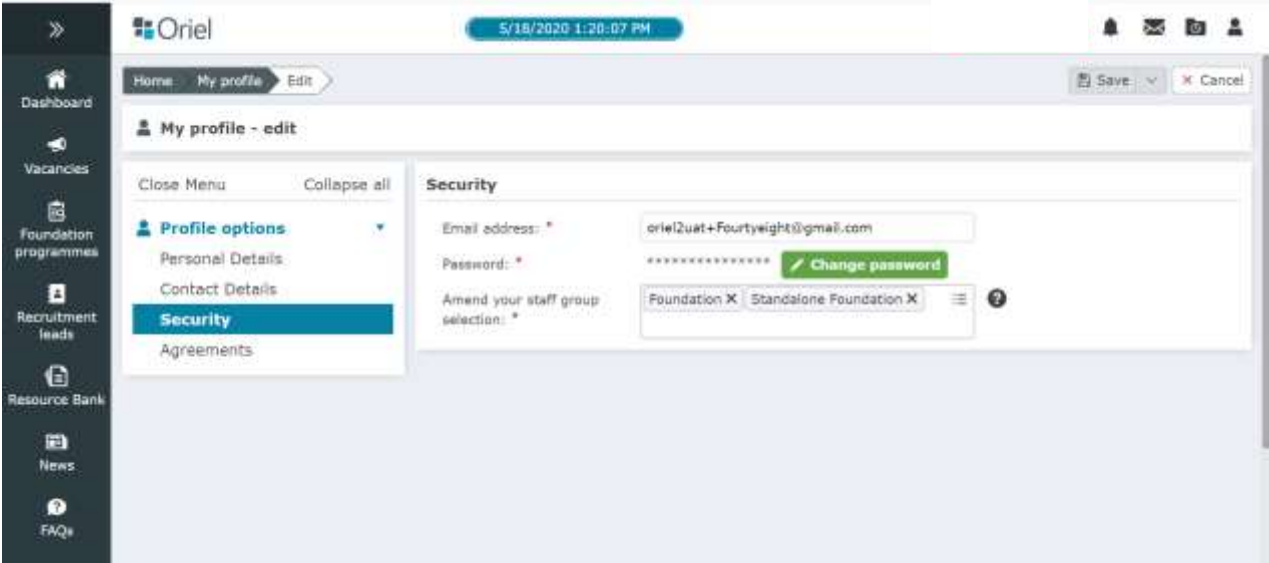
Searching Vacancies on Oriel

1. Click on the UK Foundation Programme logo / staff group.

2. Select 'Vacancies' from the toolbar across the top of the screen.

3. Select 'Standalone Foundation' from the drop-down menu entitled 'I am applying to:' You may need to untick 'Foundation' as an option as this will generate search results for the two-year programme for provisionally registered doctors.

4. Vacancies will appear in the results box for you to select. Click the status box to the right of the vacancy listed.

5. Once you have selected the F2 Stand-alone vacancy, you will be directed to the advert information and once the vacancy is open, you will be able to apply by accessing the application form through this next screen.

APPENDIX 3

F2 Person Specification

All applications will be longlisted in accordance with the national person specification for F2 programmes. Some of the criteria will also be considered during the interview.

Applicants are advised to familiarise themselves with the complete guidance document to ensure they meet the requirements of the person specification at the relevant milestones in the application process. Please refer to the table on page 25 for a summary of when you are required to demonstrate you have met each of the criteria outlined in the person specification.

FACTORS		CRITERIA	MEANS OF ASSESSMENT	
			Eligibility Checking (Longlisting)	Interview
Qualifications	Essential	The applicant must have achieved a primary medical qualification recognised by the General Medical Council (GMC).	X	
		The applicant must hold or expect to hold full registration and a licence to practise with the GMC by the start of the programme.	X	
		Valid ILS certificate or equivalent[1] by the start of the programme.	X	
		The applicant must not be working as part of a two-year foundation programme, i.e. current F1 trainees, or have already successfully completed an F2 year and received a Foundation Programme Certificate of Completion (FPCC) or equivalent or expect to do so by the start of the programme.	X	
		Appropriate right to work as a doctor in training in the UK by the start of the 2020 foundation programme.	X	
		If the applicant has been removed or resigned from foundation training, the *Reapplication to foundation training* form signed by the Foundation School Director of the Foundation School where previous training took place will be required.	X	
	Desirable	*The applicant has attained additional relevant qualifications e.g. ALS, ALERT.*	X	
		The applicant has no more than 24 months postgraduate clinical experience in the UK.	X	
		The applicant will have practised continuously as a doctor for the last 12 months. If not, evidence of maintaining clinical knowledge and skills must be provided.	X	X
		The applicant will have attained relevant additional postgraduate academic qualifications e.g. a degree.	X	

Clinical Knowledge & Skills	**Essential**	The applicant must be of good standing and fit to practise medicine safely in accordance with GMC's *Good Medical Practice (2014)* domains: • Knowledge, skills and performance • Safety and quality • Communication, partnership and teamwork • Maintaining trust		X
		The applicant must demonstrate an understanding of the outcomes of the Foundation Programme Curriculum (2016).		X
		The applicant must be familiar with requirements as set out in Promoting excellence: standards for medical education and training (2016) including the relevant core skills.		X
	Desirable	*Clinical employment in the NHS.*	X	X
		Clinical experience in any public health service.	X	
		Evidence of Continuing Professional Development (CPD).		X
		Knowledge and experience of UK health systems, practices and values and awareness of current issues in the NHS.		X
		Computer literate.	X	
		Understands the importance and impact of information systems in health care.		X
		Participation in clinical audit.		X
		Experience of working in teams.		X
Language & Communication Skills	**Essential**	The applicant must have demonstrable skills in listening, reading, writing and speaking in English that enable effective communication about medical topics with patients and colleagues, as set out in the GMC's *Good Medical Practice (2014)*.	X	X
		Primary medical qualification undertaken solely in English including all examinations undertaken solely in English and that the primary medical qualification included at least 75% of contact with patients in English. *NB: See list of institutions from which the GMC will not accept evidence of English language proficiency http://www.gmc-uk.org/doctors/registration_applications/23567.asp*	X	
		OR		
		A valid IELTS certificate with a minimum score of 7.5 in each domain (speaking, listening, reading and writing). *NB: IELTS is valid for 2 years and the above scores must be achieved in one sitting.*	X	
		OR		
		➢ *Evidence of completion of OET with a minimum score of 400 in **each** domain (listening, reading, writing and speaking). OET Statement of Results must be dated no more than two years prior to the start of the programme.*	X	

			OR		
			A minimum of 3 months paid employment as a doctor in the NHS.	X	

Attributes	Essential	The applicant must demonstrate: an understanding of the importance of the patient as the central focus of care; the ability to prioritise tasks and information appropriately; an understanding of the importance of working effectively with others; the ability to communicate effectively with both colleagues and patients; initiative and the ability to deal effectively with pressure and/or challenge an understanding of the principles of equality and diversity.		X
Fitness to practise		*The applicant must achieve the relevant clearance for criminal record checks at the appropriate level subject to prevailing UK legislation.*	X	

[1] *Acceptable ILS equivalent certificates:*

1. Advanced Cardiac Life Support (ACLS) – valid for 4 years

2. Advanced Life Support (ALS) – valid for 4 years.

NB. ILS is valid for 1 year.

APPENDIX 4

English Language Proficiency – criteria explained

All applicants are required to have demonstrable skills in listening, reading, writing and speaking in English language that enable effective communication in clinical practice with patients and colleagues, as set out in the GMC's *Good Medical Practice (2013)**.

*Please note that it is possible that revised versions of GMC publications will be produced after the UKFPO's guidance has been published. Applicants should always refer to the most recent version of these publications.

There are four options for applicants to provide evidence of English language proficiency: -

1) Was your primary medical qualification undertaken solely in English?

   The first option is for applicants to provide proof that your primary medical qualification has been undertaken solely in English, that all examinations undertaken were solely in English and that your primary medical qualification has included at least 75% of contact with patients in English.

   The General Medical Council (GMC) maintains a list of institutions from which they will **not** accept evidence of English language proficiency. If your medical school is listed by the GMC, you will be required to provided additional proof of English language proficiency (see options 2 and 3 below).

   The UKFPO will not accept your primary medical qualification as evidence of English language proficiency if your medical school is listed by the GMC. The list of institutions that the GMC will not accept evidence of English language proficiency from can be found here: - http://www.gmc-uk.org/doctors/registration_applications/23567.asp

2) Valid IELTS

   This can be demonstrated by providing a valid IELTS certificate with a minimum score of 7.5 in **each** domain (speaking, listening, reading and writing). Please note that scores must have been obtained in one sitting. IELTS certificates must be dated no more than two years prior to the start of the programme and therefore no earlier than **5th August 2019**.

   Applicants will be asked to provide the Test Report Form (TRF) number from a valid IELTS certificate.

   Please note the requirements for satisfactory IELTS are set at a higher level than the requirements for the GMC. Applicants with GMC registration will still be required to meet the English language requirement for entry to foundation training.

   The UKFPO recommends applicants to take their IELTS test as soon as possible to allow enough time to submit the IELTS evidence during the application window. Please note that if there is a delay to IELTS results due to quality checks, for example, the window will not be extended. Evidence of IELTS will not be accepted following the close of the application window.

3) Valid OET

   Evidence of completion of OET with a minimum score of 400 in each domain (listening, reading, writing and speaking). OET Statement of Results must be dated no more than two years prior to the start of the programme and therefore no earlier than 5th August 2019.

4) Have you worked as a doctor in the NHS? - Consultant Testimony

   Applicants who have worked in the NHS in paid employment as a doctor for a minimum of 3 months

4

can submit a consultant testimony. Please refer to appendix 5 for a template.

Consultant testimonies will be accepted for work in both general practice and hospital settings. Please be advised that this evidence will **not** be accepted if it relates to employment on an ad hoc locum basis.

APPENDIX 5

English Language Proficiency – Consultant Testimony Proforma

Applicant Details *(applicants to complete their own personal information below)*

Forename(s)	Surname
GMC Number	**Signed**

Employment History

Post / Role (1)	Employing Organisation
Contract Type / Duration (e.g. Fixed-term 6 months)	**Hours Worked**
Start Date	**End Date**

Post / Role (2)	Employing Organisation
Contract Type / Duration (e.g. Fixed-term 6 months)	**Hours Worked**
Start Date	**End Date**

Consultant Supervisor *(Consultant Supervisor to sign to confirm that the applicant has worked as a doctor in the NHS for a minimum of 3 months)*

Name	Employing Organisation
Signature	**Date**

APPENDIX 6

How to book an interview slot on Oriel

To book an interview slot on Oriel, once you have logged into the system, you will need to select the 'interviews' tab from your dashboard.
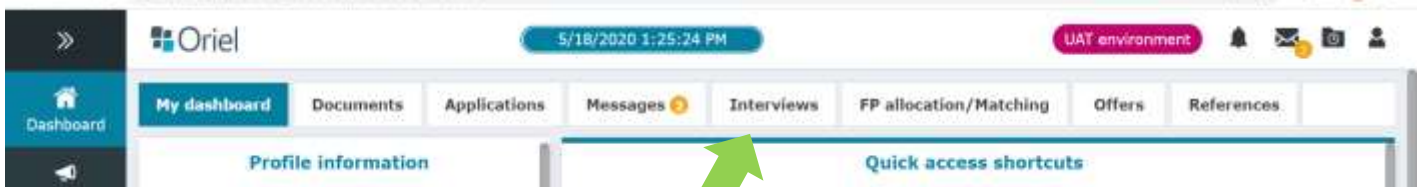
You will be presented with the interview dates and times available to you.

Once you have selected the type of interview and the date you wish to attend, you will be able to choose a time that is suitable for you.

APPENDIX 7

How to rank programme preferences on Oriel

Once the preferencing window has opened, you will be able to rank all available programmes in order of preference by clicking on the 'applications' tab from your dashboard on Oriel.
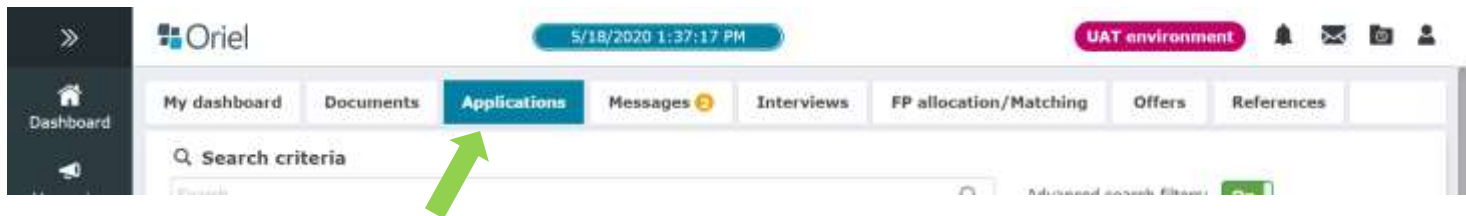
Once you have clicked on the 'applications' tab, you will be presented with your stand-alone application form. Click into your application form.

You will need to navigate to the preferences page of your application form (page 9 of 10). You will then be able to drag and drop individual programmes into one of the three columns and in order of preference. You can also download the preferences in an Excel compatible file.

Programmes which you actively wish to be considered for should be listed in the 'preference' column in rank order.

You could receive offers for programmes listed in the 'no preference' column'.

Please be advised that you will **not** be considered for or receive offers for any programmes listed in the 'not wanted' column.