

Supporting Transition and Entering Practice (STEP) webinar

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Content relevant for 2026 and timeline updated

Introductions

- Welcome & introductions
 - Dr Tom Yapp – UKFPO Senior Advisor, Foundation School Director (Wales)
 - Dr Alice Carter – Foundation School Director (London)
 - Dr Clare van Hamel – Foundation School Director (Severn)
 - Elaine Colaço – Head of UKFPO
- Webinar will be recorded, and link will be available on UKFPO [website](#)
- We will answer pre-submitted questions at the end of the presentation.

Overview

- What is a STEP form ?
- Who should complete one ?
- When to complete it ?
- How to complete it ?
- Who will it be shared with ?
- What happens next ?

What is STEP ?

- **Supportive** process which aims to help graduates transition into the Foundation Programme and the workplace
- We know that everyone is likely to feel nervous/ anxious as they start the Foundation Programme.
- Opportunity for you to explain previous and ongoing challenges
- Ensures foundation schools and employers have the right information to allow them to **provide appropriate support** and ensure **this is in place in a TIMELY way**

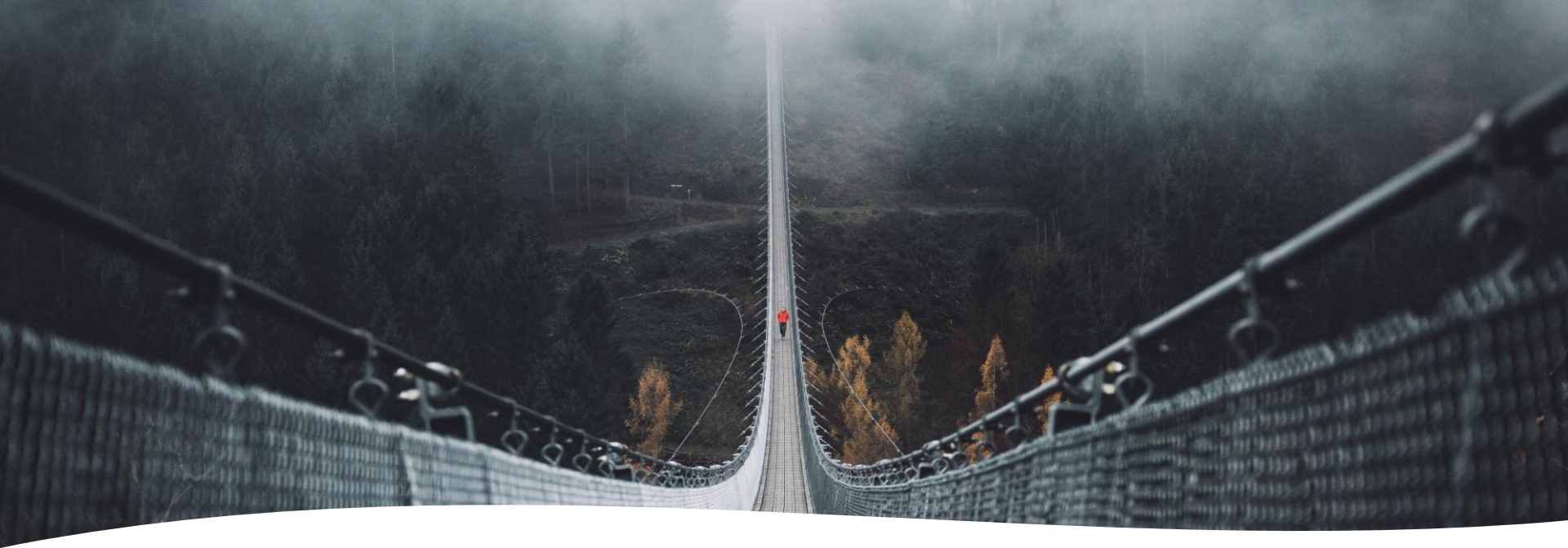
The GMC

‘Organisations must have a process for sharing information between all relevant organisations whenever they identify safety, wellbeing or fitness to practice concerns about a learner, particularly when a learner is progressing to the next stage of training’



Who should complete a STEP form?

- All applicants to the foundation programme must complete a form.
- UK Medical School Students complete the form **online** – your medical school will contact you about the process
- Non-UK/Eligibility applicants complete an **offline Word version** of the form (this includes UK applicants who graduated 2+ years ago) and email this to the allocated foundation school.
- UK graduates who have reapplied to the Foundation Programme and have been renominated by your Medical School ([within the permitted window](#)), should complete the offline Word pro-forma and email it to their allocated foundation school by deadline.
- Completion of the STEP form **does not impact your foundation school allocation** (STEP takes place after allocation).
It is also very unlikely to impact your programme/posts, unless your circumstances require it.



Foundation Schools

- Conceptual organisations
- Organise and deliver training of Foundation Doctors
- Coordinate with NHS Trusts / health boards and LEPs (local education providers)
- Maintain links with medical school(s)
- Offer support to doctors in a range of settings

Role of each organisation in relation to STEP

UKFPO

Facilitates STEP process and the online form, provides guidance to medical schools, foundation schools and applicants.

Foundation School

Foundation School Director (FSD)

- Receives & reviews all STEP forms for incoming F1 doctors.
- They will pass the form on to your Foundation Training Programme Director (FTPD) and Medical Education team.
- There is a box you can tick on the form if happy you are for the FSD to contact you before you start F1. If you ticked this box, they may contact you once they receive your form to discuss who, apart from the FTPD and Medical Education team, may be best placed to receive this information, bearing in mind the principle that it should only be shared with those who have a real need to be informed .

Role of each organisation in relation to STEP continued.....

Employer (NHS Trust / Health board / LEP)

Foundation Training Programme Director (FTPD) & Medical Education Team

They look after foundation training in your allocated trust/health board/LEP. They may feel that your Educational Supervisor, who is responsible for educational development and progress, needs to see the contents of your form and will discuss this with you. The contents of your form will only be shared with your Educational Supervisor or anyone else, with your consent.

Medical Staffing & Occupational Health

In some cases, information may need to be shared with these departments at your allocated employer as they have legal duties that the information will help them to fulfil. E.g. they have a legal duty to consider making reasonable adjustments for employees. This will only be done with your consent.

Who will the information be shared with ?



The foundation school will receive the information and be able to review it



The foundation school will share relevant information with the allocated trust FTPD



Information only shared further if it is felt to be necessary to support the doctor in training - permission sought from the applicant to share.

The STEP form

- The form has four sections: Health, Welfare, Personal Performance and Skills, Professionalism
- Once completed, the forms is reviewed by the nominated medical school staff member(s) to ensure the relevant information has been given.

STEP Guidance

- Guidance about the process and completing the form is on the UKFPO website:
<https://foundationprogramme.nhs.uk/resources/supporting-transition-and-entering-practice-step/>

Supporting Trainees Entering Practice (STEP)

STEP

All applicants to the Foundation Programme are encouraged to make full use of the Supporting Trainees Entering Practice process by completing the relevant form. This process is intended to support the transition from undergraduate medical education to postgraduate training and employment as a doctor.

The STEP form is completed in advance of the start of the programme to allow Foundation Schools and employers time to identify suitable adjustments, if necessary, and prepare for the arrival of doctors by ensuring appropriate support mechanisms are in place.

The information on these pages is for all UK and international medical graduates and replaces the guidance which was previously available in a PDF document. Queries about the process should be emailed to helpdesk@foundationprogramme.nhs.uk

What is STEP?

Information about why the process is in place

The STEP process

Information for UK and Eligibility applicants

What to declare?

Health, welfare, personal performance, professionalism

My STEP form

Who receives a copy of my form and what happens next

Timelines / Deadlines

Important dates for form submission and the process

Case studies

Examples and and case studies.....Coming soon

What information should I declare?

The STEP form is split into four main sections

You may not have anything to add in a particular section, but you should take care when completing the form to ensure that you don't miss anything that would be useful for your receiving foundation school to know about.

Health

Declaring health/disability information to identify if reasonable adjustments should be implemented

Welfare

Declaring information about other issues and support you may require

Personal performance & skills

Declaring information about additional educational support or reasonable adjustments you may need

Professional

Declaring formal FTP & investigation outcomes to identify supportive interventions required

Timeline 2026

<https://foundationprogramme.nhs.uk/resources/supporting-transition-and-entering-practice-step/step-timeline-and-deadlines/>

What	When
Online STEP form available for use (UK medical schools only)	Mon 2 March
Word version of the form available for use (Eligibility applicants)	
UK medical schools liaise with their students about the STEP process and completing the form.	March onwards
UK medical schools review forms. Each form is signed and approved by medical school team	March – May
Deadline for medical schools to have approved & submitted all forms on the online portal	Fri 8 May
Foundation School Director's (FSDs) in each foundation school review the STEP forms for their incoming F1 doctors	May – June
Foundation schools liaise with employers to ensure that any reasonable adjustments that an applicant requires can be put in place for the start of the training programme.	May – July

Supporting Trainees Entering Practice (STEP) Form for FP 2024

This form should only be completed by allocated applicants who applied through the UKFPO's eligibility process, or who have been accepted for an Inter-Foundation School Transfer since completing the online STEP form.

Guidance for completing this form is available via the UKFPO website:
<https://foundationprogramme.nhs.uk/resources/supporting-trainees-entering-practice-step/>

Before completing your STEP form, please tick this box to confirm you have read the STEP guidance on the UKFPO website *	☐
Please tick this box if you are completing a second form as you have been approved for an Inter-Foundation School Transfer (IFST)	☐

First name: *	Click or tap here to enter text.								
Last name: *	Click or tap here to enter text.								
Email address *	Click or tap here to enter text.								
Oriel PIN *	Click or tap here to enter text.								
GMC number *	Click or tap here to enter text.								
Allocated Foundation School (Please select only one) *									
East of England	☐	Northern	☐	Peninsula	☐	Wessex	☐	West Midlands South	☐
Kent, Surrey & Sussex (KSS)	☐	North West of England	☐	Scotland	☐	Wales	☐	Yorkshire & Humber	☐
Leicestershire, Northamptonshire & Rutland (LNR)	☐	Northern Ireland	☐	Severn	☐	West Midlands Central	☐	Malta	☐
London	☐	Oxford	☐	Trent	☐	West Midlands North	☐		
Are you a Defence Deanery applicant? *	☐ Yes ☐ No								
Allocated Employer/Trust (if known):	Click or tap here to enter text.								

Name of graduating medical school *	Click or tap here to enter text.
Country of study:	Click or tap here to enter text.
Medical school start date: (Please give as month and year: mm/yyyy) *	Click or tap here to enter text.
Date (or expected date) of graduation: (Please give as month and year: mm/yyyy) *	Click or tap here to enter text.

Section 1: Health

You need to declare if you have a health condition or disability that has had a significant impact on your studies at medical school or meant that you require reasonable adjustments. You do not need to tell foundation schools the condition that you have but they must be clear about the impact it has had. This includes whether you will need to attend regular follow up or hospital appointments once you start F1. More guidance on what should be declared, including examples, is available in the STEP applicant guidance on the [UKFPO website](#).

If you provide any information in this section, please ensure that you also make a corresponding declaration on your Occupational Health form which will be sent separately to you by your employer.

During your medical school training, have you experienced any of the following:

I have, or have had, a health condition(s) which required me to change one or more aspects of my medical education and training, to enable me to work safely with patients or to continue my training. *	Yes ☐	No ☐
I have, or have had, a health condition(s) which has resulted in an interruption to, or breaks in my medical studies, including retaking any part of my course or assessments/exams, or requires regular follow up/hospital appointments *	Yes ☐	No ☐
I have, or have had, a health condition(s), which has resulted in the use of reasonable adjustments *	Yes ☐	No ☐

If you have selected 'yes' for any of the above, please provide more details in the box below. You do not need to declare the specific health condition or disability that you have if you do not want to but you must explain how it has impacted your ability to study. (MAX word limit 250)

Click or tap here to enter text.

I have a Student Health passport *	Yes ☐	No ☐
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Section 2: Welfare

I have, or have had, personal circumstances that have affected my ability to study and train that I would like to share with my foundation school.	Yes ☐	No ☐
Examples of personal circumstances may include – family bereavement, caring responsibilities or any personal circumstances that do not fit the requirements in the health section. *		

If you have selected 'yes', please provide more details in the box below. You do not need to declare the specific health condition or disability that you have if you do not want to, but you must explain how it has impacted your ability to study. (MAX word limit 250)

Click or tap here to enter text.

Section 3: Personal Performance and Skills

Have you had any reasonable adjustments made or received any additional educational support at medical school to help you meet educational outcomes that may need to be continued into foundation training?	Yes ☐	No ☐
E.g. provision of auxiliary aid to help you carry out clinical procedures, support with time management, support with communications skills *		

If you have selected 'yes', please provide details: (MAX word limit 250)

Click or tap here to enter text.

Have you passed the Prescribing Safety Assessment (PSA)?	Yes ☐	No ☐
If yes, date passed:	Click or tap here to enter text.	

If you have not passed the PSA yet, you will be supported to sit the assessment in your F1 year. Providing this information here will help your allocated foundation school to support you. If you have not passed the PSA yet but you are due to sit it soon please also select "No". (You will be able to update your allocated foundation school with your result before you start in post).

Section 4: Professionalism

Whilst at medical school, have you received a written warning or sanction following an investigation into your professional behaviour or fitness to practise? *	Yes ☐	No ☐
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If you have selected 'yes', please provide details: (MAX word limit 250)

Click or tap here to enter text.

If you graduated over a year ago, please provide information about what you have been doing since graduating. This is help identify any additional support (for example, extended shadowing) you may need.

Click or tap here to enter text.

Applicant Declaration

Remember: Completion of the STEP form DOES NOT replace the need to specifically report any fitness to practise issues to the GMC or health issues to your employer/HR/Occupational Health department(s). These must be made via separate declarations. Please contact your allocated Foundation School if you would like advice/support with this.

I confirm that all information provided is accurate.				
Signed: *	Click or tap here to enter text.		Date: *	Click or tap here to enter text.
I agree that information in this form may be used for anonymised statistical purposes *		Yes ☐	No ☐	
I agree that information in Section 1 can be shared with Occupation Health without further discussion with me and that copies of my Occupational Health records from my training institution can be disclosed to the Occupation Health service in my employing NHS Trust *		Yes ☐	No ☐	
If you have answered 'yes' to any sections in the form, do you consent to your Foundation School Director (FSD) contacting you to discuss the form if necessary. Note that if required to support you, your allocated foundation school is entitled to contact you. Please ensure you provide an up-to-date email address on this form.		Yes ☐	No ☐	
Please ensure you have completed the form to the best of your knowledge		Yes ☐	No ☐	

Medical School Declaration

Name of graduate/student: *	Click or tap here to enter text.
Comments or additional information about issues directly relating to patient safety and/or the provision of reasonable adjustments (Occupational Health can also feed in comments if that would be helpful and the student agrees):	
Click or tap here to enter text.	
On behalf of the medical school, I endorse the accuracy of the information provided in this form.	
Name *	Click or tap here to enter text.
Signed: *	Click or tap here to enter text.
Job title: *	Click or tap here to enter text.

Date: *	Click or tap here to enter text.
Email address: *	Click or tap here to enter text.

Data Protection and the information you have provided

Medical schools, foundation schools and employers are bound by the General Data Protection Regulation and the Data Protection Act 2018, and therefore they must store personal information about you in a secure way. They must also take steps to ensure that your information is not used for any other purpose other than the one which it was intended for. There are also rules about how long information can be stored by organisations. Therefore, all copies of your STEP form will be destroyed once you complete the Foundation Programme.

Medical schools and Foundation Schools are relying on Article 6(1)(e) of the GDPR to process these data. This section of the regulations provides a lawful basis for processing where it is "necessary for the performance of a task carried out in the public interest". The two pieces of primary legislation relevant in these circumstances for processing under Article 6(1)(e) are "The Medical Act 1983" and "The Equality Act 2010".

Examples

An incoming doctor needing hearing loops in areas they will be working

Doctors who have ongoing health appointments; liaising with their employers about how this can be managed within their work schedules

Plans to work less than full time (LTFT) and discuss between the department and the doctor how best to deliver this

Anxious doctors put in touch with their future foundation faculty to ensure they know who will be offering support

What STEP does not do

- Completion of the STEP form does not replace the need to report any fitness to practice issues to the GMC or to inform the employing organisations/Local Education Provider's (LEP) HR or Occupational Health departments of any health issues.
- Doesn't guarantee all requested adjustments or timeframes for adjustments to be made/put in place
- Doesn't guarantee adjustments to allocated placements/rotations
- Less than full time training (LTFT) has a separate application process. Some of the same staff will be involved – info will be on Deanery websites. Foundation School teams can point applicants towards this
- Information given by student/medical school in a **pre-allocation form** doesn't always get passed to the Trust. Sometimes it might get passed onto the FTPD. Important to put same info on STEP form.

Examples

If you don't tell
'us' we cannot
plan support
options in
readiness for
your transition



Case 1

- UK medical graduate
- Known ADHD and dyslexia
- Moving away from family support (Dr's choice)

Following receipt of STEP form

- ACCESS to work – laptop and software
- Workload reviewed
- FTPD and FSD support meetings

Case 2

- International Medical Graduate
- Known health issues at medical school
- Repeated year 1 and year 4
- Reluctant to share information. STEP form not completed.

- Deferred start due to mental health reasons
- Started in trust – struggled with post 1
- OH referral made, took a few months, advised reasonable adjustments, supported but further periods off work.
- Extension time required to complete F1.

Case Example

Pre-recorded account of an F1 doctor's experience of using the STEP process

- Current F1 doctor, James, from the London Foundation School



Don't be afraid to ask questions. Don't be afraid to ask for help when you need it. I do that every day. Asking for help isn't a sign of weakness, it's a sign of strength. It shows you have the courage to admit when you don't know something, and to learn something new.

— Barack Obama —

AZ QUOTES

Email foundation.step@nhs.net with all STEP queries