

Wessex Foundation School

APPLICATION PACK FOR F2 ABROAD & PROSPECTIVE APPROVAL OF F2 POSTS

CONTENTS

FORMS FOR COMPLETION		
PART A - Application for F2 Abroad		Completed (✓)
1	Application form	<input type="checkbox"/>
2	Personal Statement (300 words)	<input type="checkbox"/>
3	Reference from current F1 Foundation Programme Director	<input type="checkbox"/>
4	Trainee written commitment	<input type="checkbox"/>

PART B - Prospective Approval of F2 equivalent posts		Completed (✓)
5	Host Institution agreement	<input type="checkbox"/>
Please also provide:		Copy provided (✓)
	Copy of offer letter from host institution / HR dept	<input type="checkbox"/>

GUIDANCE & DOCUMENTS		
6	Foundation Programme assessment timeline & guidance	
	5.2 FACD (Foundation Achievement of Competence Document)	
	5.2 FACD Checklist	

Completed forms should be sent to:
<p>Foundation Programme Manager, Wessex Foundation School, Health Education Wessex, Southern House, Otterbourne, Winchester, Hampshire, SO21 2RU</p> <p>Or scanned and emailed to: amelia.isaac@wessex.hee.nhs.uk</p>

WESSEX FOUNDATION SCHOOL

(1)

Application form for
Prospective approval of an F2 programme outside of the UK

Surname:		First name:	
Current Address:			
Mobile or daytime Tel No:		GMC No:	
Email address:			
F1 Trust:			
F1 Programme placements:	1		
	2		
	3		
	4		
Name and address of Hospital at which F2 programme would be held:			

Wessex Foundation School has imposed a limit of **8** on the number of trainees (each year) who can be granted approval to do their F2 year abroad.

Please therefore rank your alternative preferences for the F2 year. If you are not successful in gaining approval for F2 abroad, you will be put forward for your second preference, etc. Any trainee who needs to take part in the main F1-F2 matching process for F2 posts in Wessex will be able to do so.

Alternative options for F2: Please rank each option in order of preference 1 – 4. Please select N/A if you do not wish to consider an option.	
Option 1 - Apply for Time out from the Foundation Programme (TOFP)	
Option 2 - Apply for posts in Wessex as part of the F1-F2 Matching process	
Option 3 - I wish to apply for an F2 placement elsewhere in the UK	
Option 4 – Other	

Signed:		Date:	
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F1 Trainee / Applicant

I confirm my support for the application

Signed & Approved:		Date:	
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Head of Wessex Foundation School

WESSEX FOUNDATION SCHOOL

(2)

Please write a personal statement (max 300 words) outlining the educational value and significance in choosing to do F2 abroad

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(3)

Reference from current
Foundation Programme Director at F1 trust

This reference should comment on the strengths and weaknesses of the candidate as an indicator of his/her suitability for undertaking an F2 programme abroad.

Applicant Details:			
Surname:		First name:	
F1 Trust			

Do you have any concerns regarding the applicant's:-		YES	NO
(a)	Overall clinical competence compared to other doctors at F1 level?	<input type="checkbox"/>	<input type="checkbox"/>
(b)	Awareness and insight into knowing when it is necessary to seek advice?	<input type="checkbox"/>	<input type="checkbox"/>
(c)	Ability to organise and prioritise problems?	<input type="checkbox"/>	<input type="checkbox"/>
(d)	Manual dexterity?	<input type="checkbox"/>	<input type="checkbox"/>
	YES, my concerns relate to.....:		

Do you have any concerns regarding the applicant's:-		YES	NO
(a)	Enthusiasm to take responsibility for their training needs?	<input type="checkbox"/>	<input type="checkbox"/>
(b)	Attendance record	<input type="checkbox"/>	<input type="checkbox"/>
(c)	Completion of work based assessments / E-Portfolio	<input type="checkbox"/>	<input type="checkbox"/>
	YES, my concerns relate to.....:		

Do you have any concerns regarding the applicant's:-		YES	NO
(a)	Resilience - ability to cope with stressful situations?	<input type="checkbox"/>	<input type="checkbox"/>
(b)	Awareness of ethical issues and individual responsibility?	<input type="checkbox"/>	<input type="checkbox"/>
	YES, my concerns relate to.....:		

Do you have any concerns regarding the applicant's:-		YES	NO
(a)	Communication skills (clear, fluent and articulate in communication in English)	<input type="checkbox"/>	<input type="checkbox"/>
(b)	Ability to establish a good rapport with patients/relatives/colleagues, etc?	<input type="checkbox"/>	<input type="checkbox"/>
(c)	Ability to empathise and treat patients in a non-judgemental way?	<input type="checkbox"/>	<input type="checkbox"/>
(d)	Ability to work as a member of a team	<input type="checkbox"/>	<input type="checkbox"/>
YES , my concerns relate to.....:			

Summary (and any further information):

Recommendation for F2 Abroad:	YES
Strongly without reservation	<input type="checkbox"/>
Competent	<input type="checkbox"/>
With some reservation	<input type="checkbox"/>
Do not recommend (please give reasons below)	<input type="checkbox"/>

Name of Foundation Programme Director:	
Signature:
Date :	___ / ___ / ___

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(4)

**Trainee written commitment for completion
of a satisfactory F2 programme abroad**

I agree to the following:

- To complete my online e-portfolio: www.nhseportfolios.org
- To provide the Foundation School with the names and job titles of my Educational and Clinical Supervisors and their email addresses so that they can be set up on the E-Portfolio.
- To undertake all assessments required with the use of the e-portfolio (*see assessment guidance & timeline*).
- To follow the Foundation Programme Curriculum: www.foundationprogramme.nhs.uk
- To keep in regular contact with the Wessex Foundation School

I will obtain evidence that:

- The F2 competencies have been achieved
- I have attended regular educational meetings with the clinical and educational supervisors
- I have completed a Multisource feedback assessment (eg.TAB).
- I have attended teaching sessions and/or any other educational activities. I understand that I will also be assessed in accordance with documentation required by the overseas programme.
- The curriculum has been delivered

During each post I will have a meeting with my clinical supervisor. This will serve the purpose of completing the supervisor's report. I will record these meetings in my UK Foundation Portfolio / e-portfolio; ensure they complete the necessary end of post review form in the e-portfolio. I accept that keeping the portfolio up to date and ensuring its completion is my responsibility.

I am aware that sometimes fundamental changes can occur in the period between appointment to a placement overseas and taking up the post (as well as during the placement itself). It is my responsibility to notify any such changes as soon as possible to the Foundation School Director. I understand that failure to do so may threaten the successful completion of the placement.

Signed:		Date:	
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F1 Trainee / Applicant

WESSEX FOUNDATION SCHOOL
APPLICATION FOR APPROVAL OF F2 POST OUTSIDE THE UK
(5)

AGREEMENT BY HOST INSTITUTION

This form should be completed by the overseas Foundation Training Director or Educational Supervisor (or equivalent) at the hospital where you will be working.

Name of Applicant:	
Name of Hospital:	
Full address of hospital:	

ALLOCATED ROTATION / PROGRAMME

POST 1

Specialty:			
Start date: (dd/mm/yyyy)		End date: (dd/mm/yyyy)	
Educational / Clinical Supervisor:			

POST 2

Specialty:			
Start date: (dd/mm/yyyy)		End date: (dd/mm/yyyy)	
Educational / Clinical Supervisor:			

POST 3

Specialty:			
Start date: (dd/mm/yyyy)		End date: (dd/mm/yyyy)	
Educational / Clinical Supervisor:			

POST 4

Specialty:			
Start date: (dd/mm/yyyy)		End date: (dd/mm/yyyy)	
Educational / Clinical Supervisor:			

- I confirm that I have read the Foundation School guidance on acquiring F2 competencies outside the of UK
http://www.wessexdeanery.nhs.uk/foundation_school/f2_abroad.aspx
- I confirm that I am aware of the content of the UK Foundation Programme Curriculum.
See the 2012 Curriculum available to view online:
<http://www.foundationprogramme.nhs.uk/pages/home/keydocs>
- I confirm that the placements above will deliver the F2 curriculum
<http://www.foundationprogramme.nhs.uk/pages/home/keydocs>
- I confirm that I will arrange for the required assessments and reports to be completed on the e-portfolio.
See the Assessment Guidance available on the UKFPO website:
<http://www.foundationprogramme.nhs.uk/pages/trainers/assessment-guidance>
- I confirm that I will carry out a mid point and end of year review for the trainee.
http://www.wessexdeanery.nhs.uk/foundation_school/f2_sign-off.aspx

Name: (Block capitals)			
Position / Title:			
Signed :		Date (dd/mm/yyyy)	
Email:			
Telephone No:			

Please send this form to:

Foundation Programme Manager, Wessex Foundation School, Health Education Wessex
Southern House, Otterbourne, Winchester, SO21 2RU

Or email to: amelia.isaac@wessex.hee.nhs.uk

WESSEX FOUNDATION SCHOOL

(6)

Foundation Programme ARCP & Assessment

ARCP Review

With effect from July 2012, every foundation doctor (regardless of training status) should be subject to an Annual Review of Competence Progression. Foundation doctors who have been approved to undertake their F2 year abroad will also be required to have an ARCP at the end of their F2 year. This will be carried out remotely on the e-portfolio. The Foundation School will form a panel to undertake the ARCP, and a mutually convenient will be arranged with the F2 doctor. The annual review should take place towards the end of the F1/F2 training year. For information on the ARCP process, please refer to the UKFPO 2013 ARCP Guide available online:

<http://www.foundationprogramme.nhs.uk/pages/foundation-doctors/training-and-assessment/fpcurriculum2012>

Overview of the ARCP process:

1. At the beginning of F1/F2 and at the start of each placement, every foundation doctor (in collaboration with their supervisor) should create a PDP to identify placement specific and career objectives
2. Throughout F1/F2: regularly reviewing the curriculum and requirements for satisfactory completion of F1/F2 will help identify progress and any gaps/evidence required to meet all outcomes at year end. Gathering of evidence and utilising the e-portfolio on a continuous basis is vital to aid a smooth ARCP review. This includes timely submission of End of Placement assessments by the educational and clinical supervisors.
3. Towards the end of the F1/F2 year: an agreed deanery/foundation school ARCP timetable should be published. The FTPD/T, acting on behalf of the deanery/foundation school, should establish an ARCP panel and make clear the local arrangements to receive the necessary documentation from foundation doctors. This means that at least six week notice must be given of the submission date, so the foundation doctor can check their e-portfolio, and the educational supervisors can meet with the foundation doctor and complete the required structured reports (including the educational supervisor's end of year report, the enhanced Form R etc.).
4. At the end of F1/F2: An ARCP panel is convened. The panel may benefit from prior administrative support and being issued/utilising tools such as 'checklists' and other tools to benchmark the e-portfolio evidence against the requirements for satisfactory sign-off. The ARCP review is conducted and outcome recorded by means of the FTPD/T (Chair of the panel) completing an 'F1/F2 ARCP Outcome Report Form' within the e-portfolio. (Please note: more than one ARCP review may be required, however there should only be one ARCP outcome form per ARCP review)
5. Following the ARCP review: The foundation doctor must be informed of the ARCP outcome and must sign the ARCP outcome report within 10 days of the panel meeting.
6. Depending on the ARCP outcome assigned, different actions will be required. Foundation schools will need to consider the following scenarios/actions and account for these within the ARCP timetable:
 - Time to allow a meeting with the foundation doctor to fully discuss an extension to FP training
 - Scheduling of further ARCP review dates (e.g. for those who presented incomplete evidence and will be subject to another review)
 - Further ARCP review dates for those doctors who train LTFT, are out of phase or are not actively undertaking the programme at time of the 'annual' ARCP review.
 - The time and process to manage ARCP outcome appeals
 - Process and time for FSD (for F1) and PG Dean/other authorised signatory (for F2) to review the

Assessments, SLEs & Requirements for Successful Completion of F2

F2 doctors must have completed the following by the date of their ARCP review.

On the date of the ARCP review, the panel will review the following evidence referring to the eportfolio and other records:

- Health and probity declarations (these are currently part of eportfolio)
- Learning plans & PDPs
- Evidence of experience & reflection
- Evidence of assessment, evaluation and feedback:
 - Completion of minimum number of SLEs
 - 9 x mini-CEX / DOPs (at least 6 of these must be mini-CEX)
 - 6 x CBDs completed
 - 1 x TAB completed & satisfactory
- Developing the clinical teacher (minimum of 1)
- Audit – evidence that F2 has had full active involvement with at least 1 quality improvement project
- Clinical Supervisor reports for all completed posts/placements
- Educational Supervisor End of Year report & other Educational Supervisor End of Placement reports
- A summary of attendance at FP teaching
- Record of trainee absences through ill-health or other reason
- Completion of ALS course (or equivalent)
- Completion of the Enhanced Form R
- Completion of UKFPO F2 Career Destination survey

SLE, Assessment and Report Requirements



F1 & F2
Assessment & SLI



Overview of
meetings & report

Checklist of evidence required for F2 ARCP & sign-off

Item	F2 doctor name:		Yes	No
	Trust:			
1	12 months F2 training		Expected to be completed	
2	Record of non-statutory Leave (includes sick/maternity leave etc. but excluding study leave)		Meets GMC requirements	
3	Completed ALS or equivalent course		Meets GMC requirements	
4	Satisfactory attendance at formal educational programme		Meets requirements in FP Curriculum	
5	Post 1	Clinical Supervisors End of Placement Report	Completed / Satisfactory	
5a		Educational Supervisor End of Placement Report	Completed / Satisfactory	
6	Post 2	Clinical Supervisors End of Placement Report	Completed / Satisfactory	
6a		Educational Supervisor End of Placement Report	Completed / Satisfactory	
7	Post 3	Clinical Supervisors End of Placement Report	Completed / Satisfactory	
7a		Educational Supervisor <u>End of Year</u> Report	Completed / Satisfactory	
8	Has the trainee completed the Supervised Learning Events required by this Foundation School/Deanery?		9 Mini-CEX / DOPS (Minimum 6 mini-CEX)	
9			6 CBD completed	
10			TAB completed - One in first placement (optional repetition)	
11	Is the E-Portfolio up-to-date?		Personal development plan	
			Links to the FP Curriculum	
			Reflective practice	
			Audit – evidence that F2 has managed, analysed and presented minimum of 1 quality improvement project and has used the results to improve patient care	
			Developing the clinical teacher (minimum of 1 per year)	
12	E-Portfolio Declarations and Agreements complete incl. Health and Probity		Completed	
13	Has the GMC Survey been completed?			
14	Has the Enhanced Form R been completed?		Completed	
15	Has the UKFPO F2 Destination Survey been completed?		Completed	