

Wessex Foundation School

F2 Abroad Guidance

BACKGROUND

According to the UK Foundation Programme “Reference Guide” (2010), it is possible that clinical work/training undertaken outside the UK could meet the requirements of F2 training in the UK.

The Reference Guide states that: “*Prospective approval must be granted if the training outside of the UK is to count towards the requirements for satisfactory completion of the Foundation Programme. It is the foundation doctor’s responsibility to arrange a suitable placement and confirm that the unit has agreed to provide training, assessment and support in accordance with the requirements for satisfactory completion of the Foundation Programme*”.

PROCESS

- **The Wessex Foundation School and Health Education Wessex will only consider applications for F2 abroad in New Zealand and South Africa. The Foundation School will not be able to approve applications for F2 abroad in other countries.**
- The Wessex Foundation School will only consider applications to acquire F2 competences outside the UK in New Zealand and South Africa from Wessex Foundation School F1 trainees.
- Wessex Foundation School has imposed a limit of 8 trainees (each year) who can be granted prospective approval of their F2 programme abroad.
- Applications from Wessex Foundation School trainees to undertake F2 outside the UK will only be considered if supported by the Trust Foundation Programme Director.
- In order to complete a training programme outside the UK, both the individual and the proposed posts require approval. The trainee/applicant is responsible for arranging the placement outside the UK which will deliver training in the F2 competences required.
- The proposed training programme must be **prospectively** agreed by the Head of Wessex Foundation School, along with the Foundation Programme Manager prior to the trainee taking up the placement, and must represent a balanced programme.
- The employing organisation outside the UK which has agreed to deliver Foundation training will need to agree to the following:
 - To provide appropriate Educational and Clinical supervision for the FY2 trainee in line with the level expected in the UK
 - To use the current version of the Foundation programme curriculum

- To provide education and training appropriate to FY2 doctors
- To assess the trainee in accordance with the documentation required by the Foundation Programme via the online NHS e-Portfolio system.
- The Foundation School cannot approve posts outside the UK in the same way as posts in the UK, and the acquisition of information about the quality and appropriateness of posts outside the UK for Foundation Training presents a particular challenge. Therefore the Head of the Foundation School (or appropriate representative) will need to agree the proposed arrangements prospectively
- The trainee will not receive payment for study leave during their F2 Year Abroad as they will not be working for a Wessex Trust.

PROCESS FOR PROSPECTIVE APPROVAL

The F1 doctor must notify the Head of the Foundation School as soon as possible of his/her wish to undertake F2 outside the UK. This should be done by discussion and completion of the “**F2 abroad application pack**” available from the Foundation School website. Part A of the application pack should be submitted to the Wessex Foundation School at least 6 months ahead of the start of F2. Our local deadline is in January of each year. For exact dates and deadlines applicants need to refer to the timeline on the foundation school website.

The F2 abroad application pack includes:

Part A

1. Application form
2. Personal statement
3. Reference from current F1 Trust Foundation Programme Director
4. Trainee written commitment

Part B

5. Host Institution agreement
6. A copy of the offer letter from the host institution should also be provided by the applicant

Information about the placement and the individual posts must be provided on the Host Institution agreement form (Part B). The form should be completed by the overseas Foundation Programme Director or Director of Medical Education (or equivalent). The form will include the name and contact details of the allocated Educational Supervisor who will be responsible for overseeing the training, assessment and support for the F2 doctor, and also the Clinical Supervisor for each post.

The Foundation School will arrange for the Educational and Clinical Supervisors to be set up on the NHS e-Portfolio so that they can oversee the assessment process, and submit reports online.

THE PLACEMENT ITSELF

Prospective approval of a placement outside the UK for foundation training will require the hospital to provide evidence that:

1. It delivers high quality training programmes for doctors at a similar stage of experience

2. It can deliver the Foundation curriculum at the appropriate level (www.foundationprogramme.nhs.uk)
3. It will provide appropriate clinical and educational supervision
4. It will provide a named educational supervisor/trainer who will provide supervision/mentorship for the doctor and ensure that the doctor is able to complete the necessary assessments in line with the national curriculum and the NHS e-Portfolio.
5. It will provide the doctor with access to career advice and support
6. Programmes that will be considered for approval must comprise a total of 12 months. These programmes should include:
 - Posts in two or three different specialties which must consist of either 2 x six month posts or 3 x four month posts
 - It is the responsibility of the trainee to ensure that they complete a community-based placement (such as General Practice, Psychiatry, Public Health or Community Paediatrics) during their Foundation Programme (*if the trainee has not had a community based post in their FY1 year, then approval will not be given under any circumstances unless a community-based post abroad is proposed*)
 - As per usual Foundation Programme practice, trainees are expected to arrange a rotation with a broad range of specialties (in particular, no more than 2 medical or 2 surgical specialties will be permitted over the 2 years of the Foundation Programme)
 - In all cases, the Head of Wessex Foundation School (or appropriate representative) has absolute discretion to approve (or otherwise) posts/rotations
 - Opportunities to achieve and demonstrate the outcomes necessary for satisfactory completion.
7. Whilst in the placement, the doctor must participate in a formal teaching programme that covers the topics outlined in the Foundation curriculum.
8. The doctor must undertake a supervised audit project (F2).
9. A record must be kept of all annual, sickness and study leave. This should be forwarded to the Foundation School Director.
10. Clinical and Educational reports on the Doctor's progress should be agreed with the doctor and submitted on the e-Portfolio for each post.
11. The Foundation School Director must be notified if there are any significant educational or training concerns.

FOUNDATION DOCTOR'S COMMITMENT WHILST IN A PLACEMENT OUTSIDE THE UK

The doctor seeking approval for a foundation placement outside the UK must agree:

- To complete all sections of their online e-Portfolio for Foundation trainees
- To undertake all assessments and SLEs and complete all requirements prior to their ARCP review

- To follow the Foundation curriculum
- To keep in contact with their Foundation School

The doctor must obtain written evidence or by use of the e-portfolio that:

- The competencies have been achieved
- They have attended regular educational meetings with the Clinical and Educational supervisors
- They have completed 360° appraisal (TAB) and other assessments
- They have attended teaching sessions and/or any other educational activities.
- The trainee should also be assessed in accordance with documentation required by the overseas programme.
- The curriculum has been delivered.

The trainee needs to be aware that sometimes between appointment to a placement overseas and taking up the post (as well as during the placement itself) fundamental changes – such as to the clinical content of the post, the consultants and educational supervisors, the rota worked, the educational component, even the hospital involved – can occur. It is the responsibility of the trainee to notify any such changes as soon as possible to the Head of the Foundation School. Failure to do so may lead to an adverse ARCP outcome & an extension to training.

PROCESS ON COMPLETION OF PLACEMENT

At the end of the year the trainee must:

- Ensure that their e-Portfolio is completed and that the necessary numbers of assessments, SLEs and reports have been submitted. Clinical Supervisor reports must be submitted for each post.
- Liaise with the Foundation School about arranging an appropriate date for their ARCP review. ARCPs are usually held a few weeks before the end of the F2 training year. The ARCP will be carried out remotely on the e-Portfolio. The Foundation School will form a panel to undertake the ARCP.
- Ensure completion of the UKFPO F2 Career Destination survey as per national requirements (a link to the survey will be emailed to all F2 doctors).
- It is the trainee's responsibility to stay in contact with the Foundation School over the year, and towards the end of the training year get in touch to make arrangements for their F2 ARCP. F2 doctors who are abroad will be included in emails and group correspondence from the Foundation School about ARCP and foundation programme assessment.

Although a placement outside the UK may have prospective approval, the Foundation School and Deanery cannot be responsible if any aspect of the programme is deficient in such a way that the trainee is unable to complete the necessary experience to allow them to successfully complete F2 and be signed off.

N.B There is no process for managing trainees undertaking foundation programmes outside the UK who do not complete the year satisfactorily. Any trainee not being 'signed up' by the Foundation School will have to undertake an F2 placement on return to the UK and apply in open competition for such a post.



Guidance reviewed and updated October 2015