

LocalSwapPolicy

Aim

To provide foundation doctors with the opportunity to swap one or all of their rotations with another foundation doctor within the same Trust.

Policy

This process permits foundation doctors to apply to swap either a single rotation or their whole 1 year programme with another foundation doctor within the same Trust. The Trusts retain the right to veto on a case by case basis. If approved by the Foundation Training Programme Director or Clinical Tutor at the Trust, the application is forwarded to the Foundation School for the Director or Associate Director to ensure that the two resulting programmes remain educationally balanced. Without approval from both the Trust and the Foundation School, the swap cannot take place.

Process

1. Foundation doctors may submit an application to their Trust indicating that they wish to swap all or part of their F1 or F2 programme allocation.
2. The swap must be agreed (on the same form) by both foundation doctors confirming that they wish to change rotations/programmes with each other.
3. The swap must be within the same Trust (to avoid additional employment issues).
4. The swap must be approved by both foundation doctor's Foundation Programme Training Director/Clinical Tutor and, if approved by the Trust, then also by the relevant (F1/F2) STFS Director or Associate Director.
5. Applicants will only be allowed to swap if the resulting programmes remain educationally balanced and will still enable foundation doctors to meet foundation competencies / GMC outcomes. (See below for details of the educational balance rules).

Applications will only be approved if it is possible to achieve this locally.

6. Once F1 foundation doctors have been allocated to their F2 programme, the balance of the entire two-year foundation programme must be taken into account when a swap is being considered.
7. All paperwork must be completed in order to ensure all necessary changes are made to STFS databases and e-Portfolio. Incorrect details could affect GMC Full Registration / FACD submissions.
8. If an application is rejected by the Trust, then no further action can be taken and there is no right of appeal. STFS will not over-rule the local decision to reject.

9. Academic foundation doctors must consult with their academic supervisors before applying for a swap. The construction of the academic programmes may mean that a swap is not possible.
10. Where a foundation doctor wishes to swap the first rotation within their programme, the Foundation School will facilitate communication between other foundation doctors within the same cohort at the relevant Trust. This does not replace any part of the process the application is required to go through.

Educational balance for F1 and F2 allocations

All programmes are designed to be educationally balanced and provide exposure to a range of specialties during the two years. STFS uses the following guidance for educational balance.

Your two year programme should contain no more than:

- 8 months in a surgical specialty
- 8 months in a community specialty
- 4 months in a psychiatry placement

You cannot repeat a community specialty (e.g. G.P., community paediatrics) but it may be possible to repeat one medical, surgical or other sub-specialty, depending on availability of posts.

Timeline

The application form is available on the STFS website throughout the year. Foundation doctors must submit their application for a Local Swap to the Trust at least 8 weeks before the start date of the first rotation that they wish to swap.