

## STFS F1 AND F2 PROGRAMME VACANCY POLICY 2011

**(Applies to KSS Deanery LEPs only; London Deanery issues separate guidance)**

*Foundation doctors are usually be allocated Foundation Schools and programmes via national recruitment i.e. via the Foundation Programme Application System (FPAS). Some programmes subsequently become available after these allocation processes have taken place (for reasons such as finals failure, withdrawal of applicants, non sign off, maternity leave, etc).*

This document sets out the process for managing F1 and F2 programme vacancies that arise subsequent to the STFS internal F1 and F2 allocation processes, including how information will be disseminated to LEPs and how trainees will be allocated to vacant programmes.

### 1. STFS Management of vacancies

- 1.1 STFS will notify the relevant LEP of any vacancies that arise within 3 working days of confirmation of the vacancy.
- 1.2 LEPs should also notify STFS of any vacancies that arise due to resignations within 3 working days.
- 1.3 Please note that a foundation applicant/ foundation doctor is required to complete an STFS withdrawal form to confirm their withdrawal from foundation training in writing before any vacancy is released.
- 1.4 LEPs must not advertise foundation vacancies for recruitment until advised that they may do so by STFS.
- 1.5 The STFS Tooting office will advise on F1 vacancies and the STFS Brighton office will advise on F2 vacancies.
- 1.6 STFS vacancies will first be filled from the waiting list in accordance with the process set out below.
- 1.7 Vacancies will not be released back to LEPs until the Foundation School Managers have confirmed that the vacancy cannot be filled from the STFS vacancy waiting list.

### 2. Allocation to vacancies from the waiting list

Trainees on the waiting list will be allocated to vacancies in the following order of priority. Allocation may take place as vacancies arise for trainees in categories **a, b, c and d**.

- a. Current STFS trainees with approved late special circumstances**  
(i.e. Special Circumstances approved after the main allocation rounds).
- b. Current STFS trainees with confirmed eligibility to train Less Than Full Time (LTFT)**  
Trainees will be allocated to vacant programmes suitable for reduced sessions/slot share.

**c. Current STFS trainees with specific educational requirements**

Placement of these trainees will be managed by the STFS Director/Associate Directors in consultation with the appropriate DME/FTPD before the allocation is confirmed.

**d. Current STFS trainees returning to the programme following an authorised absence**

These trainees will be allocated on the basis of their original FPAS application score and ranking of available vacancies as set out at item 3 below.

**e. Provisionally approved Inter-Foundation School Transfer applicants**

These applicants are eligible for allocation to programmes subject to capacity. If approved IFST applications exceed the number of vacancies, applications will be allocated in the order of the date of receipt of their completed application and supporting documentation. Allocations will be made on the basis of the applicant's original FPAS application score and ranked preferences of the available vacancies (see item 3 below).

### 3. STFS Allocation Process

- 3.1 Allocation may take place as vacancies arise for trainees in categories **a, b, c and d**.
- 3.2 A list of vacancies will be sent to trainees who will be required to rank all current available programmes in order of preference.
- 3.3 Trainees will be asked to return their preferences by a specified date.
- 3.4 Allocation to programme will be made based on ranked preferences, and using the original FPAS application score. Trainees with approved Special Circumstances will be given priority.

### 4. Vacancies released to LEPs for local recruitment

LEPs will be responsible for recruiting to any vacant foundation programmes in accordance with the guidance below:

- 4.1 F1 vacancies released to LEPs for recruitment from August 2011 (12 month appointments):

In the event that the UK Foundation Programme Office (UKFPO) reserve list process does not fill all F1 vacancies, the UKFPO has issued guidance for these to be managed as follows:

- Appointments for One-year fixed-term Locum Appointment for Service (LAS)
- Only applicants holding **Full GMC Registration** are eligible to apply
- Those appointed will receive clinical supervision to protect patient safety and have access to educational opportunities within the LEP including attendance at teaching sessions
- Those appointed are **not** in an approved training post and therefore **will not** be linked to a foundation school, **will not** be registered on e-portfolio, or entitled to remedial training and will **not** be eligible to apply for allocation to a linked F2 programme.
- Applicants must declare whether they were required to undertake the clinical assessment organised by the UKFPO and provide written evidence of their result. **Those who did not pass will not be eligible for appointment.**

LEPs must advertise vacancies externally and may wish to consider advertising vacancies via [jobs.nhs.uk](http://jobs.nhs.uk), [careers.bmj.com](http://careers.bmj.com) as well as their local website.

#### 4.2 F2 vacancies released to LEPs for recruitment from August 2011 (12 month appointments only):

Vacancies will be released for recruitment as a **12 month Locum Appointment for Training (LAT)** ( for vacancies commencing August 2011):

- These should be advertised as a “One-Year Fixed Term Foundation Training Programme - Locum Appointment for Training (LAT)” and indicate it is at an F2 level.
- For LAT appointments the composition of interview panels will be in line with local recruitment procedures, however, the panel must comprise a minimum of 3 people of which one must be a Foundation Training Programme Director (or Director of Medical Education) and one an HR representative.
- For 12 month LAT appointments, applicants must be appointed and commence their programmes **by no later than 31st August 2011**. Failure to do so will result in their not being eligible to undertake a Fixed Term Foundation Training Programme (LAT).
- Successful applicants will become an STFS trainee and will have access to the same educational opportunities and assessments as those following 2-year Foundation Programmes but will have no entitlement to any extension beyond the period of the fixed term appointment (including the provision of remediation).
- LEPs must advertise vacancies externally and may wish to consider advertising vacancies via jobs.nhs.uk, careers.bmj.com as well as their local website

#### 4.3 F2 vacancies released to LEPs for recruitment from 1st September 2011:

- Applicants appointed to vacancies after 31 August 2011 may only be appointed as Locum Appointments for Service (LAS). **LAS appointments will not be registered with STFS.**
- These should be advertised as a “Fixed term Locum Appointment for Service (LAS)”
- Only applicants holding Full GMC Registration are eligible to apply
- Those appointed will have access to educational opportunities within the LEP including attendance at teaching sessions
- Those appointed will not be linked to a foundation school, registered on e-portfolio, entitled to extension of training or provision of remediation.

### 5. Notification of vacancies to LEPs

5.1 STFS will produce regular vacancy and allocation updates to LEPs on a monthly basis, increased to fortnightly updates in June and weekly updates in July. Vacancies will be released to LEPs for local recruitment as soon as possible.

5.2 LEPs will be notified of STFS allocations to vacancies via an e-mail sent to the nominated LEP individual. This will include the details of the allocated trainee, their programme number and content and who they are replacing, if applicable.

5.3 STFS will update the allocation details in Intrepid and e-Portfolio

### 6. Notification of vacancies to trainees

6.1 Waiting list categories a, b, c and d: an e-mail will be sent to trainees by **30 June** to confirm their programme allocation.

6.2 Waiting list category e: an e mail will be sent to IFST applicants by **30 June** (subject to all UKFPO ‘reserve list’ F1 allocations being completed) to either confirm their allocation to an STFS programme or to inform IFST applicants that insufficient F1/F2 vacancies are available.

## 7. Notification of appointments by LEPs to STFS

- 7.1 LEPs will notify STFS of any local appointments (F1 LAS or F2 LAT/LAS) within 10 working days.
- 7.2 LEPs will arrange for an STFS Registration Form and Transfer of Information form to be completed by the successful applicant and returned to STFS by no later than Friday 9 September 2011.
- F1 appointments notify F1 allocations at Tooting office ([F1allocations@stfs.org.uk](mailto:F1allocations@stfs.org.uk))
  - F2 appointments notify F2 allocations at Brighton office ([F2allocations@stfs.org.uk](mailto:F2allocations@stfs.org.uk))
- 7.2 Trainees appointed to F2 12 month LAT appointments who satisfactorily complete the required number of assessments and necessary time requirements will be issued with an F2 Attainment of Competency document at the end of the year.
- 7.3 Applicants who fail to complete the programme requirements will receive a statement of those competencies that have been achieved from the local foundation training programme director.
- 7.4 Any applicant appointed to an F1 one year fixed term LAS post who subsequently wishes to undertake an F2 programme must apply in open competition for an F2 fixed term stand alone post - they are not automatically entitled to an F2 programme within STFS.