

STFS F1 AND F2 PROGRAMME VACANCY POLICY (2016-17)

Foundation doctors are usually allocated to Foundation Schools and 2 year foundation programmes via UKFPO national recruitment. Some programmes subsequently become available after these allocation processes have taken place due to natural attrition. 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 Trusts and how foundation doctors will be allocated to vacant programmes.

1. STFS Management of vacancies

- 1.1 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 for recruitment.
- 1.2 STFS will notify the relevant Trust of any vacancies that arise within 3 working days of confirmation of the vacancy. Trusts should also notify STFS of any local vacancies that arise due to local resignations within 3 working days.
- 1.3 Once a trainee formally resigns from an employer they are removed from their training programme. Trusts must notify STFS immediately that they become aware of any trainee planning to resign so that appropriate information and advice can be given before the trainee formally resigns. It is essential that trainees are aware of the implications of resignation but also that they are provided with details of potential options to support them e.g. LTFT, time out, etc.
- 1.4 Vacancies will not be released back to Trusts until the Foundation School Managers have confirmed that the vacancy cannot be filled from the STFS or national vacancy waiting list. Trusts must not advertise any foundation vacancies for recruitment, either as a LAS or LAT appointment (including those for less than 12 months) until advised that they may do so by STFS.
- 1.5 Any F1 or F2 vacancies that occur will first be filled from the local or national waiting list in accordance with the process set out below.

2. Allocation to vacancies from the STFS waiting list

Foundation doctors on the waiting list will be allocated to vacancies in the following order of priority:

- a. **Current STFS foundation doctors with approved special circumstances**
i.e. those doctors on the STFS waiting list with special circumstances approval for re-allocation to a suitable Trust.
- b. **Current STFS foundation doctors with confirmed eligibility to continue training Less Than Full Time (LTFT) into a second year**
Foundation doctors will be allocated to vacant programmes suitable for reduced sessions/slot share. NB where possible allocations are made via the standard F2 Allocation process
- c. **Current STFS foundation doctors with specific educational requirements, including remediation**
Placement of these foundation doctors will be managed by the STFS Director/Associate Directors in consultation with the appropriate DME/FTPD before the allocation is confirmed.
- d. **Current STFS foundation doctors returning to the programme following an authorised absence**
These foundation doctors 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. Applications will be allocated to suitable programmes based on the information provided on the IFST application form and in the order of the date of receipt of their completed IFST application and supporting documentation. If approved IFST applications exceed the number of vacancies, 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).

f. National F1 or regional F2 waiting list applicants

3. STFS allocation to vacancies process

- 3.1 STFS managers will review programme vacancies on a weekly basis.
- 3.2 When there are vacancies available to offer, a list of vacancies will be sent to foundation doctors on the waiting list. Foundation doctors will be required to rank all current available programmes in order of preference.
- 3.3 Foundation doctors will be asked to return their preferences by a specified date and within 1 week of issue of the vacancy list.
- 3.4 Allocation to programme will be made based on ranked preferences and the doctors' original FPAS application scores.
- 3.5 For those doctors with approved Special Circumstances, priority will be given to allocation to programmes in a suitable geographic location in line with their special circumstances approval.

4. Unfilled programmes - vacancies released for national/regional recruitment

STFS will release unfilled foundation programme vacancies to HEE national (F1) or regional (F2) recruitment teams.

F1 vacancies

- 4.1 F1 vacancies for recruitment from August 2016 will be included in the national HEE recruitment round managed by HEE North Western.
- 4.2 The appointed applicants are expected to start in post on 28 July 2016 and:
 - will have full GMC registration
 - will receive clinical supervision to protect patient safety
 - will follow a training pathway for the duration of the F1 year and have access to educational opportunities within the Trust, including attendance at teaching sessions
 - will complete the STFS Registration Form and a Transfer of Information form
 - will participate in the portfolio
 - will not gain an F1CC (previously the AF1C document) as they will already have full GMC registration.
- 4.3 Assuming satisfactory performance during the F1 year these doctors will then progress into the F2 year of the programme as normal in August 2017. They will be eligible to gain an FPCC (previously FACD document) in 2018 in sync with their F2 cohort however they are not required to complete 12 months of F1 training in order to progress to F2 as they already will have full GMC registration.
- 4.4 All applicants must have full GMC registration in place before they can take up a vacant F1 programme offer. It has been approved by HEE that applicants gaining Full registration after the July start date (but within the first couple of months) will be granted the opportunity to start their programme in October 2016.

F2 vacancies

- 4.5 F2 vacancies will be included in the HEE regional pan-Thames foundation schools recruitment round for Locum Appointment for Training (LAT) managed by the London and South East recruitment team.
- 4.6 The applicants will be appointed to one-year fixed term F2 Locum Appointment for Training (LAT) programmes and will be expected to commence in post on 3 August 2016 and:
 - will be allocated to a foundation school
 - will have access to the same educational opportunities and assessments as those following 2-year

Foundation Programmes, including eligibility to apply for LTFT training however they would remain fixed term and so would not be entitled to an extension of the programme to complete their F2 training.

- will complete the STFS Registration Form and a Transfer of Information
- F2 LAT appointments will have no entitlement to any extension beyond the period of the fixed term appointment (or provision of remediation).

STFS will advise Trusts of allocations to vacancies and forward relevant recruitment information via an update of the allocations data on SharePoint

4.7 F1 and F2 vacancies released to Trusts for recruitment after completion of national/geographic recruitment rounds:

- Applicants appointed to vacancies by trusts may only be appointed as Locum Appointments for Service (LAS) and with STFS approval.
- Please note that appointments should be for 4 month fixed term unless STFS confirms that the post may be recruited to for 8 or 12 months, and only extended with prior approval from 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 Trust including attendance at teaching sessions
- **LAS appointments will not be registered as a foundation doctor with STFS. They will not be linked to a foundation school, registered on e-portfolio, entitled to any extension of training (or provision of remediation) and will not be eligible to apply for LTFT training.**

5. Notification of appointment vacancies to Trusts

- 5.1 STFS will produce regular vacancy and allocation updates to Trusts on a monthly basis, increased to fortnightly updates in June and weekly updates in July (if required). Updates will be issued to the Medical Staffing contacts (usually the MSM) and cc'd to the FP Administrator and MEM.
- 5.2 Vacancies will be released to Trusts for local recruitment as soon as possible, usually within 3 days of notification to STFS.
- 5.3 Trusts will be notified of STFS allocations to vacancies via an e-mail sent to the FP Administrator and cc'd to the MSM and the MEM. This will include the details of the allocated doctor, their programme number and specialty and who they are replacing, if applicable.
- 5.4 STFS will update the allocation details in Intrepid and e-Portfolio.

6. Notification of appointment to vacancies for Foundation Doctors

- 6.1 Waiting list categories a, b, c and d: an e-mail will then be sent to foundation doctors to confirm their programme allocation.
- 6.2 Waiting list category e: an e mail will be sent to IFST applicants, cc'd to current FSD & FSM by **31st May 2016** to either confirm their allocation to an STFS programme or to inform IFST applicants that insufficient F1/F2 vacancies are available. IFSTs who have not been allocated will be given further advice on their options regarding next steps.

7. Notification to STFS of Trust appointments to vacancies - F1 or F2 LAS

- 7.1 Trusts will notify STFS of any local appointments within 10 working days.
 - F1 appointments please notify F1allocations@stfs.org.uk
 - F2 appointments please notify F2allocations@stfs.org.uk