Thames Foundation Schools
Academic Foundation Programme Recruitment

Programmes Commencing
August 2015

TFS Academic Prospectus
ACADEMIC FOUNDATION PROGRAMME RECRUITMENT
Programmes Commencing August 2015

Please click contents below to go to the relevant page

CONTENTS

INTRODUCTION ........................................................................................................ 2
Online application process .................................................................................. 3
THAMES FOUNDATION SCHOOLS ACADEMIC UNIT OF APPLICATION ............. 5
TFS APPLICATION PROCESS ................................................................................. 6
Timeline ................................................................................................................. 6
TFS Person Specification ..................................................................................... 7
Academic Selection .............................................................................................. 7
Scoring Criteria for Academic Selection ............................................................. 8
Additional Information (AFP – Thames Foundation Schools) .......................... 11
Academic Programme Preferences (AFP – Thames Foundation Schools) ... 11
Long Listing ............................................................................................................. 12
Short listing ............................................................................................................. 12
Interviews ................................................................................................................. 13
Interview travel expenses .................................................................................... 14
Matching to Programmes ................................................................................... 15
Application Outcomes ........................................................................................ 15
Cascade Process ..................................................................................................... 15
Feedback ................................................................................................................ 15
Appeals .................................................................................................................. 16
Offer of Employment ............................................................................................ 16
Probit in applications ........................................................................................... 16
GENERAL INFORMATION ...................................................................................... 16
Start Date ................................................................................................................. 16
Pay ......................................................................................................................... 17
Travel & Relocation Expenses ............................................................................ 17
Programme Outcomes ........................................................................................ 17
APPENDIX A – TFS AFP PERSON SPECIFICATION ............................................. 18
APPENDIX B – TFS AFP PROGRAMME INFORMATION (to follow) ...................... 20
APPENDIX C – APPEALS PROCESS AND TFS1 FORM ....................................... 21
APPENDIX D – EXAMPLE OF CLINICAL SCENARIO AND ABSTRACT ............... 26

Date of publication: 6 August 2014 (excluding programme data)
Revisions:
INTRODUCTION

The UK Foundation Programme Office (UKFPO) has published guidance for applicants to the 2015 Academic Foundation Programme (AFP) containing comprehensive details on this year’s application process plus a timeline showing key dates.

Applications to AFP 2015 will be submitted at the same time as Foundation Programme (FP) 2015 applications and will comprise the standard application form, plus supplementary information required by Academic Units of Application (AUoAs). Successful AFP applicants will receive offers from AUoAs in advance of the allocation for FP places. Successful AFP applicants who accept an offer cannot be included in the FP allocation. Unsuccessful AFP applicants, or those who decline all offers, will be included automatically in the FP allocation. The national application process is complete once all applicants have been allocated to a UoA, or when all available places have been filled (please see the UKFPO link below for more detailed information).

Recruitment to AFP 2015 is in two stages:

Part 1 will commence with a standard national application form, plus supplementary information required by AUoAs, which prospective applicants must submit online between 6 October 2014 and 17 October 2014 (by 12 noon).

Applying to the national AFP 2015 recruitment round:

1. Check your eligibility
2. Register and enrol online
3. Complete the generic online application form

Applicants will be issued with a reference number, which is a specific number assigned to each applicant when they enrol on the national online recruitment system.

Please note that late applications will not be accepted under any circumstances. You should submit your application a few days before the deadline to avoid any last minute problems with your internet connection or your local PC.

Part 2 – applicants will undertake a locally-managed short listing and selection process between 20 October 2014 and 16 January 2015.

This document outlines the local process to be used by applicants applying to Academic Foundation Programmes within the Thames Foundation Schools.

For further information on the AFP 2015 application process, please go to the Academic section of the UKFPO website and download the FP/AFP 2015 Applicant’s Handbook.

Full details are available at http://www.foundationprogramme.nhs.uk/pages/academic-programmes/how-to-apply
Please note: In order to meet the eligibility criteria for an Academic Foundation Programme for 2015 entry, you must either have qualified or are expecting to qualify from a UK medical school between 4 August 2013 and 4 August 2015; or you must complete an online Eligibility application form and submit the required documentation by post to the UKFPO’s Eligibility Office between 14 July 2014 and midday 14 August 2014. See [http://www.foundationprogramme.nhs.uk/pages/medical-students/faqs](http://www.foundationprogramme.nhs.uk/pages/medical-students/faqs) for full details.

**Online application process**

Whether applicants are applying for the Foundation Programme (FP) or the Academic Foundation Programme (AFP), they must complete the same application process during the same two week period. The application form is divided into nine sections: Personal, Qualifications, Clinical Skills, Equal Opportunities, References, Educational Achievements, UoA Preferences, Academic Selection and Declarations. Each section is accessed from a list displayed in the right hand menu on FPAS as follows:

<table>
<thead>
<tr>
<th>Key</th>
<th>Actions required by all applicants applying for a Foundation Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actions required by applicants submitting an application form to the Thames Foundation Schools AUoA</td>
</tr>
</tbody>
</table>

**Personal Details**  
See FP/AFP 2015 Applicant’s Handbook – page 7

**Qualifications**  
See FP/AFP 2015 Applicant’s Handbook – page 8

**Clinical Skills**  
See FP/AFP 2015 Applicant’s Handbook – page 9

**Equal Opportunities**  
See FP/AFP 2015 Applicant’s Handbook – page 9

**References**  
See FP/AFP 2015 Applicant’s Handbook – page 10

**Educational Achievements**  
See FP/AFP 2015 Applicant’s Handbook – page 12

**UoA Preferences**  
See FP/AFP 2015 Applicant’s Handbook – page 17

**Academic Selection**  
Applicants are able to choose a maximum of two AUoAs  
See FP/AFP 2015 Applicant’s Handbook – page 19  
See page 7 below for submitting an academic application to the Thames Foundation Schools AUoA

**Additional Information (AFP – Thames Foundation Schools)**  
See FP/AFP 2015 Applicant’s Handbook – page 20  
See page 11 below for submitting an academic application to the Thames Foundation Schools AUoA

**Academic Programme Preferences (AFP – Thames Foundation Schools)**  
See FP/AFP 2015 Applicant’s Handbook – page 20
See page 11 below for submitting an academic application to the Thames Foundation Schools AUoA

<table>
<thead>
<tr>
<th>Declarations</th>
</tr>
</thead>
<tbody>
<tr>
<td>See FP/AFP 2015 Applicant’s Handbook – page 21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preview Application</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Delete Application</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submit Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>See FP/AFP 2015 Applicant’s Handbook – page 21</td>
</tr>
</tbody>
</table>

FP/ AFP 2015 Applicant’s Handbook is available at http://www.foundationprogramme.nhs.uk/pages/academic-programmes/how-to-apply
THAMES FOUNDATION SCHOOLS ACADEMIC UNIT OF APPLICATION

North Central Thames, North East Thames, North West Thames and South Thames Foundation Schools have joined together to form the Thames Foundation Schools Academic Unit of Application (UoA) for the purpose of recruiting to Academic Foundation Programmes commencing in August 2015.

The Thames Foundation Schools (TFS) are affiliated to six medical schools which together offer a total of 127 Academic Foundation Programmes:

<table>
<thead>
<tr>
<th>Medical School</th>
<th>Foundation School</th>
<th>No. of Programmes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barts and the London School of Medicine &amp; Dentistry (BQML)</td>
<td>NETFS</td>
<td>27</td>
</tr>
<tr>
<td>Brighton and Sussex Medical School (BSMS)</td>
<td>STFS</td>
<td>18</td>
</tr>
<tr>
<td>Imperial College London (IMP)</td>
<td>NWTFS</td>
<td>27</td>
</tr>
<tr>
<td>King’s College London School of Medicine (KCL)</td>
<td>STFS</td>
<td>19</td>
</tr>
<tr>
<td>St George’s University of London (SGUL)</td>
<td>STFS</td>
<td>15</td>
</tr>
<tr>
<td>University College London (UCL)</td>
<td>NCTFS</td>
<td>21</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>127</strong></td>
<td></td>
</tr>
</tbody>
</table>

Information regarding specific programmes is provisional and may be subject to change. Precise details of rotations are subject to service delivery requirements of the NHS and subsequent confirmation by employing Trusts.

Details of both the Thames Foundation Schools Academic UoA application process and the programmes available are given below and are also available at: [http://www.stfs.org.uk/tfs-academic-foundation-programme-recruitment](http://www.stfs.org.uk/tfs-academic-foundation-programme-recruitment)
# TFS APPLICATION PROCESS

## Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>05 June 2014</td>
<td>Publication of FP 2015 application round information on the UKFPO website including FP2015 Applicant's Handbook and the academic eligibility process and documentation</td>
</tr>
<tr>
<td>26 August 2014</td>
<td>AFP programme details available to view online on the Foundation Programme Application System (FPAS)</td>
</tr>
<tr>
<td>29 September 2014</td>
<td>Applicants to register and confirm on FPAS at <a href="http://www.foundationprogramme.nhs.uk">www.foundationprogramme.nhs.uk</a></td>
</tr>
<tr>
<td>06 October 2014</td>
<td>On-line application process opens for both FP and AFP</td>
</tr>
<tr>
<td>17 October 2014</td>
<td>On-line application process closes at 12.00 noon (BST)</td>
</tr>
<tr>
<td>14 November 2014</td>
<td>Applicants notified of outcome of application to TFS</td>
</tr>
<tr>
<td>17 November 2014</td>
<td>Deadline for applicants invited to interview to book an interview slot (by 12.00 noon)</td>
</tr>
<tr>
<td>26 November 2014</td>
<td>TFS Interviews – (hosted by SGUL)</td>
</tr>
<tr>
<td>28 November 2014</td>
<td>TFS Interviews – (hosted by UCL)</td>
</tr>
<tr>
<td>11 December 2014</td>
<td>TFS Interviews - (hosted by Imperial)</td>
</tr>
<tr>
<td>15 December 2014</td>
<td>TFS Interviews - (hosted by BSMS)</td>
</tr>
<tr>
<td>17 December 2014</td>
<td>TFS Interviews – (hosted by BQML)</td>
</tr>
<tr>
<td>08 January 2015</td>
<td>TFS Interviews – (hosted by KCL)</td>
</tr>
<tr>
<td>21 January 2015</td>
<td>National offer date - applicants notified of outcome of applications by FPAS (from 9am)</td>
</tr>
<tr>
<td>23 January 2015</td>
<td>Deadline for applicants to accept or decline offer(s) (by 12:00 noon)</td>
</tr>
<tr>
<td>28 January 2015</td>
<td>AFP first cascade offers date (from 09.00)</td>
</tr>
<tr>
<td>30 January 2015</td>
<td>Deadline for applicants to accept or decline offer(s) (by 12:00 noon)</td>
</tr>
<tr>
<td>04 February 2015</td>
<td>AFP second cascade offers date (from 09.00)</td>
</tr>
<tr>
<td>06 February 2015</td>
<td>Deadline for applicants to accept or decline offer(s) (by 12:00 noon)</td>
</tr>
<tr>
<td>11 February 2015</td>
<td>AFP third cascade offers date (from 09.00)</td>
</tr>
<tr>
<td>13 February 2015</td>
<td>Deadline for applicants to accept or decline offer(s) (by 12:00)</td>
</tr>
<tr>
<td>16 - 18 February 2015</td>
<td>Final offers made</td>
</tr>
<tr>
<td>19 - 26 February 2015</td>
<td>Submission of appeals regarding academic applications to TFS to be received</td>
</tr>
<tr>
<td>04 March 2015</td>
<td>Applicants informed of their ranking</td>
</tr>
<tr>
<td>05 March 2015</td>
<td>FP primary list allocation</td>
</tr>
<tr>
<td>19 March 2015</td>
<td>Deadline for TFS academic appeals process to have been completed</td>
</tr>
</tbody>
</table>
TFS Person Specification

Applicants for TFS Academic Foundation Programmes will be required to meet the criteria listed in the person specification (see Appendix A).

In addition to meeting the criteria laid out in the UKFPO FP/AFP 2015 person specification applicants applying to TFS will also be required to demonstrate the following desirable criteria:

The applicant must provide evidence of consistent high academic achievement, for example:
- 1st class honours for a BSc
- Distinction, merits or equivalent throughout undergraduate medical programme
- Peer reviewed publication/s

Thames Foundation Schools also require applicants to be able to demonstrate they have the following academic attributes. This will be tested via the application form and during interview.
- An understanding of the principles of ethical medical research
- An understanding of the importance of effective teaching

Academic Selection

Applicants are able to choose a maximum of two AUoAs
See FP/AFP 2015 Applicant’s Handbook – page 19
See specific details below for submitting an academic application to the Thames Foundation Schools AUoA

Applicants will be required to enter details of supplementary information they wish to record in the Academic Selection. This will include further degrees and additional educational achievements i.e. peer reviewed publications, presentations and educational prizes.

Applicants may be asked to submit evidence of their additional educational achievements as part of the TFS recruitment process. Submitted evidence must clearly demonstrate what the achievement is, what it was awarded for and from whom it was given. Applicants are encouraged to ensure that evidence of achievements are up to date and available for them to supply to TFS if requested.

Applicants are reminded that when completing the Academic Selection of the application form the information they include about further degrees and additional educational achievements should be over and beyond the information they have already recorded in the Educational Achievements section (i.e. the information should not be duplicated).
Scoring Criteria for Academic Selection
Supplementary information will be scored by TFS using the following local scoring criteria:-

A  Further Degrees  Score 0 - 5
Please note that further degrees will be scored by TFS using the same criteria as defined by the UKFPO in the FP/AFP 2015 Applicant’s Handbook.

Please note that if you are also applying to another AUoA their scoring criteria for this section may be different to TFS.

<table>
<thead>
<tr>
<th>Points (max - 5)</th>
<th>Degree Category</th>
</tr>
</thead>
</table>
| 0               | • Primary Medical Qualification only  
                  • 3rd class BMedSci awarded at University of Nottingham |
| 1               | • 3rd class honours degree  
                  • Unclassified honours degree  
                  • 2.2 class BMedSci awarded at University of Nottingham |
| 2               | • 2.2 class honours degree  
                  • 2.1 class BMedSci awarded at University of Nottingham |
| 3               | • 2.1 honours degree  
                  • 1st class BMedSci awarded at University of Nottingham |
| 4               | • Postgraduate Masters degree  
                  • 1st class honours degree  
                  • Bachelor of Dental Surgery (BDS)  
                  • Bachelor Veterinary Medicine (B Vet Med) |
| 5               | • Doctoral degree (PhD, DPhil, etc) |

Notes:
- The BMedSci honours degree awarded by the University of Nottingham is integrated during the five-year BMBS and is therefore awarded fewer points.
- Honours degrees are any type of undergraduate honours degrees with a classification e.g. BSc, BEng.
- Honours MA degrees, including those from some Scottish Universities, are undergraduate degrees and therefore classed as honours degrees, not Masters degrees.
- Some undergraduate degrees are called Masters degrees, e.g. MPharm, MEng, but these are undergraduate honours degrees, not Masters degrees.
- Honours degrees from Oxford and Cambridge can be converted to a Masters degree after a period of time, but these do not require a further year of study and are therefore classed as honours degrees and not Masters degrees.
- Some international medical schools (e.g. the USA) award an ‘MD’ or similar as part of their basic medical qualifications. This qualification does not attract any additional points in this section.
Points for a postgraduate Masters degree can only be awarded where the degree represents a further year of study taken in addition to an undergraduate degree (whether as an intercalation or other), and there is an entry requirement of a previous degree or equivalent.

If you have undertaken an exchange programme of study as part of a degree course or are a graduate from an overseas university where they provide Grade Point Average (GPA) points – the following procedure must be used:

You must take the cumulative (i.e. all years) grade point average (GPA) and calculate the equivalent degree level and select the most appropriate. The evidence you provide MUST show the cumulative GPA and specify on what scale your degree was scored, otherwise you will be awarded zero points.

For a 4-point scale:
- a GPA of 3.6 – 4 should be scored as equivalent to a 1st class degree;
- a GPA of 3 or more but less than 3.6 is a 2.1;
- a GPA of 2 or more but less than 3 is a 2.2; and
- a GPA of 1 or more but less than 2 is a 3rd class degree.

For a 5-point scale:
- a GPA of 4.4 – 5 should be scored as equivalent to a 1st class degree;
- a GPA of less than 4.4 but 3.8 or more is a 2.1;
- a GPA of less than 3.8 but 3 or more is a 2.2; and
- a GPA of 2.9 or lower is a 3rd class degree.

If the scale is not a 4- or 5-point scale, then you must get your score officially calculated. The UKFPO is unable to provide a list of companies/websites that can do this for you. It is your responsibility to locate a suitable company/website. As evidence, you will need to upload your degree certificate and transcript, plus the official document showing its UK classification equivalent.

B Additional Educational Achievements Score: 0 – 15

Please note the TFS scoring criteria is different from that defined by the UKFPO in the FP/AFP 2015 Applicant’s Handbook. Please read details below carefully.

Please note that if you are also applying to another AUoA their scoring criteria for this section may be different to TFS.

<table>
<thead>
<tr>
<th>Points for each</th>
<th>Scoring Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Original research paper published in a peer-reviewed journal</td>
</tr>
<tr>
<td>1</td>
<td>Oral or poster presentation at a national or international conference</td>
</tr>
</tbody>
</table>

**Maximum of 10 points available in total**

Case study
Adam listed 1 original research paper, 2 oral presentations and 3 poster presentations on his application form. He received a total of 7 points made up as follows:
1 x research paper = 2 points (2 points for each)
Notes:

1. **Publications**
   - The publication must be peer reviewed.
   - TFS will only award points for peer reviewed papers with a PubMed ID (PMID). Please note the PUBMedID field is mandatory for TFS applications.
   - Publications which are ‘in press’ will count if the journal has an NLM unique ID number – these are available at [http://www.nlm.nih.gov/bsd/aim.html](http://www.nlm.nih.gov/bsd/aim.html).

   **Case study**
   Charlie had a research paper published in the student BMJ. No points were awarded as this is not a peer reviewed journal and the paper did not have a PMID number.

2. **Presentations**
   - The oral or poster presentation must be given at a national or international conference organised by a recognised medical, professional or educational body. Conferences organised by the BMA, students and/or trainees and their organisations will not count.
   - National means that the level of organisation is Scotland, England, Wales, Northern Ireland or another country.
   - The poster or oral presentation must describe the applicant’s academic work.
   - The applicant must be a named author on the presentation.
   - The presentation must have been accepted or taken place before the close of the application period (17 October 2014).
   - Local presentations given as part of the applicants degree course or as extra curricular activities do not count.
   - NB: If an applicant has submitted the same presentation (i.e. same title) to more than one conference the presentation shall be awarded only 1 point in total.

   **Case Study**
   Jessica had given a poster presentation to the British Association of Plastic Reconstructive & Aesthetic Surgery Scientific meeting. 1 point was awarded.

**Distinctions, Merits and/or Scientific/Medical first prize**

<table>
<thead>
<tr>
<th>Points for each</th>
<th>Scoring Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Distinctions, Merits and/or Scientific/Medical first prize;</td>
</tr>
<tr>
<td></td>
<td>- at undergraduate/medical school (pertaining to applicant’s medical education)</td>
</tr>
<tr>
<td></td>
<td>- national or international level</td>
</tr>
</tbody>
</table>

Maximum of 5 points available in total
Notes

3 Distinctions, Merits and/or Scientific/Medical Prizes

- Distinctions and merits must have been awarded during undergraduate/medical school (pertaining to applicant's medical education).
- The prize must be an undergraduate/medical school, national or international educational prize (pertaining to applicant's medical education) awarded by an organisation that is not student or trainee-led and must be a FIRST PRIZE. Second or third prizes, or honourable mentions, do not qualify for points in this section.
- National means that the level of organisation is Scotland, England, Wales, Northern Ireland.
- A prize is awarded for academic achievement rather than for an activity. Applicants must clearly state how the academic achievement was won. The following are eligible for points:
  - Scholarships awarded for educational achievements
  - Nationally awarded funding for research project, or any other funding grant
- The following are **not** eligible for points:
  - Bursaries
  - Elective awards

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**Case studies**

Bernadette was awarded a prize for best dissertation in virology. 1 point was awarded.

Sagda was awarded a certificate of merit for being a student representative. No points were awarded.

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**Additional Information (AFP – Thames Foundation Schools)**

Applicants will not be required to upload a CV.

Applicants will be required to complete 4 ‘white space’ questions.

**Academic Programme Preferences (AFP – Thames Foundation Schools)**

Applicants will be required to rank the academic programmes for TFS before they submit their application. Applicants are strongly recommended to positively rank all programmes. If there are programmes that they are not prepared to accept offers for they must zero ‘0’ rank them. However, applicants should consider this carefully since not positively ranking many may affect their chances of being offered an academic programme.
The Thames academic foundation programmes were extremely popular last year with 87% of programme offers being filled in the first allocation round.

**Case study**
If Abdol only positively ranks 10 programmes and all 10 programmes are offered to and accepted by applicants who have scored higher, Abdol will not receive an offer.

Abdol would only receive an offer in the next allocation round for one of his 10 ranked programmes if one of the higher scoring applicants had declined the programme they had been offered.

Unfortunately for Abdol all of his ranked programmes were filled in the first allocation round and Abdol did not receive an offer of an academic programme.

**Long Listing**

TFS applicants with a relatively low EPM score compared with other TFS applicants, will not be progressed for short listing. The EPM cut off point will be determined by the number of applications to Thames Foundation Schools (TFS) and the corresponding scores of all applications received.

For example, for the August 2014 recruitment process:
- TFS received 687 applications
- EPM cut off was 43 and less
- 446 applicants scored above the cut off
- 241 applicants scored below the cut off

**However please note this is not a predictor of what this year's cut off may be.**

**Case study**
John is in the 2nd quartile at his local medical school. TFS receives a large number of applications from students in the 1st quartile of their local medical school. John’s EPM score compared to the other applicants is in the bottom quartile of all TFS applicants. John’s application may, therefore, not be progressed further.

If an applicant submits an appeal against their validated EPM score and the appeal results in a change to their EPM score, the application will be reviewed and processed accordingly.

**Short listing**

Application forms will be divided into sections to be scored by a panel of two people at least one of whom will be a clinician (except for further degrees), using standardised scoring criteria (see above).

Members of the scoring panel will not have access to the personal details or programme preference sections of your application form.

Once the short listing process has been completed, TFS will issue an e-mail on the 14 November 2014, notifying TFS applicants of the status of their application. This will be either:
- An invitation to interview
• Notification that they are on the reserve list for invitation to interview
• Notification that their application has been unsuccessful.

Interviews

TFS will be holding six interview sessions, one hosted by each medical school (see dates below).

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 November 2014</td>
<td>TFS Interviews – (hosted by SGUL)</td>
</tr>
<tr>
<td>28 November 2014</td>
<td>TFS Interviews – (hosted by UCL)</td>
</tr>
<tr>
<td>11 December 2014</td>
<td>TFS Interviews - (hosted by Imperial)</td>
</tr>
<tr>
<td>15 December 2014</td>
<td>TFS Interviews - (hosted by BSMS)</td>
</tr>
<tr>
<td>17 December 2014</td>
<td>TFS Interviews – (hosted by BQML)</td>
</tr>
<tr>
<td>08 January 2015</td>
<td>TFS Interviews – (hosted by KCL)</td>
</tr>
</tbody>
</table>

The TFS interview ratio for academic foundation programmes is 2:1 i.e. TFS has 127 AFPs and will offer 254 interview places.

Applicants invited to interview will be required to log onto FPAS to book an interview slot. These will be allocated on a first come first served basis. Applicants invited to interview will be required to schedule their interview by 12:00 noon on Monday 17 November 2014. It will be assumed that applicants who do not schedule their interview by this deadline have declined the offer of an interview and will be withdrawn from the TFS process.

The site at which applicants are interviewed will have no bearing on the outcome of their application.

Please note that interviewers will not be issued with applicants’ programme preferences so your choice of programme/interview session will not affect your application.

Telephone/Skype Interviews

TFS will not be offering telephone or Skype interviews for the 2015 recruitment round as the interview is an OSCE style which it is very difficult to replicate over the telephone or on Skype.

This means that it will be necessary for applicants to attend for an interview if they wish to be considered for one of the TFS academic programmes.

TFS is offering six interview dates across November and December 2014 and January 2015 in order to be as flexible as possible.

Attending an interview

Applicants attending an interview will be required to bring:

• One form of photo ID (e.g. driving licence, passport, medical student ID badge etc) in order to confirm their identity.

• Applicants should NOT bring their portfolios with them as there will be no facility to review them at the interview.

(However please see pages 7 and 16 for further information about supporting evidence which applicants may be required to provide).
Interview process
The interview process will last approximately an hour and will take the following format:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration and identity checks</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Review of abstract and clinical scenario</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Panel 1 interview (either clinical or academic – order to be notified on the day)</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Break</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Panel 2 interview (either clinical or academic – order to be notified on the day)</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Completion of evaluation questionnaire/travel expense form</td>
<td>5 minutes</td>
</tr>
</tbody>
</table>

Applicants are advised to arrive promptly at their scheduled time. Applicants who arrive after their scheduled time will not be allowed to take part in the interview process unless there are extenuating circumstances, which will be at the discretion of the local academic lead/director.

NB: Different rooms may be used for each part of the interview process. Applicants are advised that timings include transfer times between rooms.

The interview
The interview will be divided into two sections with different panels, each lasting 10 minutes, one addressing clinical issues and the other academic. Each panel will consist of two members. At least one clinician will sit on the clinical panel and one academic on the academic panel.

Applicants will be issued with a clinical scenario and an abstract from a major general/specialist journal. See appendix D for an example of each. The clinical scenario will form part of the clinical interview and the abstract part of the academic interview. Applicants are not allowed to look at or refer to magazines, notes or electronic equipment once documentation has been issued. Applicants will have a total of 30 minutes to consider the scenario and abstract before they begin their interview.

During their two-year foundation programme, appointed candidates will have to achieve all standard Foundation competences in less clinical time, as they will also be undertaking academic activities. This makes it important that they already possess good clinical skills and hence the inclusion of both academic and clinical components within the interview process.

Applicants who receive an exceptionally low score in their clinical interview will not be deemed appointable and will not be offered an academic programme.

Interview travel expenses
The expense claim form and full guidance on claiming travel expenses are available from [http://www.stfs.org.uk/tfs-academic-foundation-programme-recruitment](http://www.stfs.org.uk/tfs-academic-foundation-programme-recruitment). There is a usual maximum reimbursement limit of £150. Applicants should note that prior authorisation is required for travel by road and for overnight accommodation. Requests should be made in writing, stating provisional expense, via email to: tfsacademicrecruitment@stfs.org.uk.
Matching to Programmes

A combination of short listing and interview scores will be added to the applicants’ EPM score to provide an overall TFS ranking score for each application.

Applicants will be matched to specific programmes on the basis of their score and preferences i.e. applicants with the highest scores will be matched to their preferences first.

SJT scores will not be included in the calculation of the applicants’ TFS application score but all TFS academic programme offers will be subject to satisfactory SJT scores. Applicants with an exceptionally low EPM score will be notified by the UKFPO that they have been withdrawn from the national application process.

Application Outcomes

All applicants will be contacted by e-mail on 21 January 2015 to inform them that their application results are available on FPAS. This will be either an offer of a programme, notification that they are on the reserve list or notification that they have not been successful. Applicants who have received an AFP offer must accept or decline the offer on FPAS within two working days of receiving it i.e. by 12.00 noon on 23 January 2015. Failure to do so on FPAS by the deadline will result in the offer being withdrawn.

Cascade Process

Following the acceptance period, if places are still available a cascade process will take place, between 28 January 2015 and 13 February 2015, whereby TFS will offer unfilled places to the next highest scoring applicant available who has not yet accepted an AFP elsewhere. During the cascade process applicants will be permitted two working days to accept or reject the offer of a programme on FPAS. After the third cascade of offers TFS will have three days (16 – 18 February 2015) to offer any remaining unfilled places to applicants still on the reserve list who have not already accepted an offer elsewhere. Applicants will be contacted by phone or e-mail. Applicants will then have a limited amount of time to accept or decline the offer.

If an applicant accepts an AFP offer at any stage during the offers process, they will automatically be excluded from the FP allocation. If an applicant does not receive an AFP offer or declines any offer(s) they receive, they will be automatically included in the FP allocation.

Feedback

Unfortunately, due to the number of applications TFS receives, we will be unable to provide feedback on an individual basis.

TFS will, however, issue all applicants with their TFS rankings (including the number of applications received) once the recruitment process has been completed. This will include:

- Quartile for application form
- Quartile for academic interview (if applicable)
- Quartile for clinical interview (if applicable)
Case study
Bob scored highly in both his EPM and application form. At the interview he also scored highly at the academic station but his score at the clinical station was very low. As academic foundation doctors will have to achieve all standard Foundation competences in less clinical time, as they will also be undertaking academic activities, Bob was therefore deemed unappointable and not offered a programme.

Appeals
Applicants cannot appeal against their score. The decisions made about their score by the short listing/interview panels are final.

Applicants can only appeal if they think that the process discriminated against them in some way. There is an opportunity to do this at the conclusion of the process, after applicants are matched to programmes.

Appeals are not accepted during the process as applicants cannot appeal against a process which is still running.

Please refer to the appeals process in Appendix D for further information.

Offer of Employment
The AFP recruitment process is a matching process only. The offer of employment will be made by the trust on completion of satisfactory references and pre-employment checks such as CRB etc.

Once the AFP and standard FP recruitment process has been completed and all applicants have been matched to programmes, details of allocations will be forwarded to the employing trusts. Following this, successful applicants will be contacted directly by their employing healthcare organisation in order to complete all of the necessary pre-employment checks.

Probity in applications
Applicants’ portfolios may be requested as evidence of their additional educational achievements as part of the TFS recruitment process and/or pre-employment checks by the employing trust.

If during the recruitment process the probity of an application is questioned, the applicant may be contacted by a senior representative of TFS to provide an explanation. When a response is received a scrutiny panel may convene and a decision made. If there is no case to answer the applicant will be able to proceed as normal. If the explanation is not satisfactory the application will be withdrawn. The applicant has a right to appeal this decision. Please refer to the appeals process in Appendix D for further information.

GENERAL INFORMATION

Start Date
F1 programmes are expected to commence on 5 August 2015.
Newly appointed F1 doctors are required to attend a period of shadowing (currently 4 days) the F1 doctor they are taking over from before the start of the Foundation Programme. Applicants will be contacted either by their allocated foundation school and/or their employer with the details of local arrangements and their required start date.

**Pay**

Junior doctors are paid on national pay scales, determined each year by the Doctors and Dentists Review Body (DDRB) after receiving evidence from the BMA and the Department of Health.

Trainees should assume that all programmes carry basic salary only unless otherwise informed by the employing trust on confirmation of appointment.

Details of pay rates can be found at:
[http://www.nhsemployers.org/PayAndContracts/AgendaForChange/Pages/Payrates.aspx](http://www.nhsemployers.org/PayAndContracts/AgendaForChange/Pages/Payrates.aspx)

**Travel & Relocation Expenses**

The reimbursement of travel and relocation expenses is administered by Shared Services on behalf of HE KSS, HE South London, HE North West London and HE North Central & East London. Successful applicants to a Thames Foundation Schools Academic Foundation Programme would follow this process.

Full details are available at:
[http://www.londondeanery.ac.uk/var/relocation/how-to-claim](http://www.londondeanery.ac.uk/var/relocation/how-to-claim)

**Programme Outcomes**

Applicants who successfully complete a two-year Academic Foundation Programme will be issued with a Foundation Achievement of Competency Document (FACD).
<table>
<thead>
<tr>
<th>PERSON SPECIFICATION</th>
<th>ESSENTIAL CRITERIA</th>
<th>DEMONSTRATED BY</th>
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<tr>
<td>Eligibility</td>
<td>Applicants must meet the requirements set out in the UK Foundation Programme 2015 Eligibility Criteria.</td>
<td>Eligibility checking</td>
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<tr>
<td>Qualifications</td>
<td>The applicant must have achieved, or expect to achieve, a primary medical qualification as recognised by the General Medical Council (GMC) by the start of the UK Foundation Programme 2015.</td>
<td>Eligibility checking</td>
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| Clinical Knowledge & Skills | The applicant must be familiar with and be able to demonstrate an understanding of the major principles of the GMC's *Good Medical Practice (2013)* including: • Knowledge, skills and performance • Safety and quality • Communication, partnership and teamwork • Maintaining trust
The applicant must demonstrate an understanding of the outcomes to be achieved in the UK Foundation Programme as set out in the GMC's *The Trainee Doctor (2011)*. | Application²/ pre-employment screening
Clinical assessment *(where appropriate)* |
| Language & Communication Skills | The applicant must demonstrate skills in listening, reading, writing and speaking in English language that enable effective communication about medical topics with patients and colleagues, as set out in the GMC's *Good Medical Practice (2013)*. | Application²/ pre-employment screening
Clinical assessment *(where appropriate)* |
| Attributes            | The applicant must demonstrate: • an understanding of the importance of the patient as the central focus of care • the ability to prioritise tasks and | Application²/pre-employment screening
Clinical assessment *(where appropriate)* |
information and take appropriate decisions
- an understanding of the importance of working effectively with others
- the ability to communicate effectively with both colleagues and patients
- initiative and the ability to deal effectively with pressure and/or challenge
- commitment to learning and continued professional development
- self-awareness and insight into the boundaries of their own abilities
- an understanding of the principles of equality and diversity.

| Probit | The applicant must demonstrate appropriate professional behaviour, i.e. integrity, honesty, confidentiality as set out in the GMC's Good Medical Practice (2013)\(^1\).
By the start of the programme, the applicant must demonstrate criminal record and barring clearance at the appropriate level and complete all other pre-employment requirements according to current government legislation. |

| DESIRABLE CRITERIA FOR THAMES FOUNDATION SCHOOLS |

| Academic Requirements | The applicant must provide evidence of consistent high academic achievement, for example:
- 1\(^{st}\) class honours for a BSc
AND/OR
- Distinction, merits or equivalent throughout undergraduate medical programme
AND/OR
- Peer reviewed publication/s |

| Attributes | Academic Attributes
- an understanding of the principles of ethical medical research
- an understanding of the importance of effective teaching |

\(^1\) Please note that whenever General Medical Council documents are referenced, it is possible that revised versions will be produced after the UKFPO’s information has been published. Therefore, applicants should always refer to the most up-to-date version of these publications.

\(^2\) Please note that the Application includes the Situational Judgement Test (SJT)
APPENDIX C – APPEALS PROCESS AND TFS1 FORM

TFS ACADEMIC RECRUITMENT APPEALS PROCESS

1. Introduction
   If you wish to register an appeal regarding the outcome of the Academic Foundation Programme recruitment process for 2015, you should follow the process below.

2. Principles underlying the appeals policy
   The principles underlying the appeals policy are as follows:
   a. You cannot make an appeal simply because you disagree with the principles of the TFS recruitment process or the judgements or outcomes that have been made by the short listing/interview panels. You may request a review by TFS where processes or procedures have not been followed, or there is evidence of unfairness in how the process has been implemented, and the objectivity of decisions is called into question.
   b. You can appeal against the outcome of the application process only on the following grounds:
      i. that the TFS short listing/interview processes were not applied with appropriate diligence or due care;
      ii. that there is evidence of prejudice, bias or conflict of interest in the handling of your application.
   c. The appeals procedure will be fair and transparent and the final decision will be made in accordance with relevant employment legislation and statutory procedures.
   d. Your privacy and confidentiality will be respected, subject to the need for an open and fair investigation and for the outcome of the investigation to be reported appropriately. The intention is both to protect your privacy and to protect those involved with the appeals process.
   e. The TFS directors will appoint an independent panel which will consider your appeal. This panel will consist of a minimum of three people and will include an appropriate representative from a medical school and from a foundation school. At least one member of the panel will be a clinician.

3. How to register an appeal
   a. If you wish to register an appeal you must complete Form TFS1 (Appeal against TFS academic recruitment process) and submit it by email to tfsacademicrecruitment@stfs.org.uk and include “Appeal” in the subject line of the e-mail between 08:00 on 19 February 2015 and 17:00 on 26 February 2015. Appeals will not be accepted at any other time.
   b. You should include on your appeal form a full statement of the grounds for your appeal. You should set out the reasons why you believe that:
      i. the TFS short listing/interview processes were not applied with appropriate diligence or due care; or
ii. there is evidence of prejudice, bias or conflict of interest during the recruitment process.

c. You will receive an email within five working days to acknowledge that your appeal has been received.

d. An initial review of the appeal will take place by an independent (non-foundation) Local Education & Training Board (LETB) representative (nominated by TFS) to ensure that the explanation of the grounds for appeal is consistent with the criteria for an appeal.

e. If the appeal meets the criteria the LETB representative will then review the way your application was processed to check whether any clerical errors have occurred. If the LETB representative finds clerical errors in the way your application was processed, s/he will inform the TFS directors and a TFS director will contact you to discuss an appropriate outcome.

f. In the case that there are no clerical errors, the TFS directors will appoint an independent appeals panel to consider the appeal.

g. The independent appeals panel will make their decision on the basis of any investigations they consider reasonable, having regard to your statement within the appeal and any supporting evidence provided by you. Applicants will not be expected to attend the panel. TFS will contact you with the panel’s decision within fifteen working days of the published deadline for receipt of appeals (i.e. by 17:00 on 19 March 2015).

h. If your appeal is successful, the TFS directors will agree a satisfactory resolution.

i. If your appeal is unsuccessful, you are not able to further appeal within this process as the decision of the independent appeals panel is final.

j. If you wish to withdraw your appeal, you must write to TFS at the email address above.
Form TFS 1
APPEAL AGAINST TFS ACADEMIC RECRUITMENT PROCESS

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<tr>
<th>APPLICANT DETAILS</th>
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<td>Surname:</td>
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CRITERIA FOR APPEALS
Please tick below the criterion which you feel is relevant to your appeal. You may wish to tick one or more of these boxes.

- [ ] that the TFS short listing/interview processes were not applied with appropriate diligence or due care;
- [ ] there is evidence of prejudice, bias or conflict of interest during the handling of my application
APPLICANT’S EXPLANATION OF GROUNDS FOR APPEAL

Please explain succinctly the grounds for your appeal. Please limit this information to one side of A4 paper (please note that applicants who need to use a large print font due to a disability may submit additional pages).
**DECLARATION**

I confirm that:
- the above information is correct and truthful
- I have read and understood the TFS academic recruitment appeals process
- I have stated my grounds for appeal, which I wish the appeals panel to consider
- I give my permission for information in this application to be used in anonymised form for review and evaluation of the process

I hereby formally submit my appeal against the outcome of my application to the TFS Academic Foundation Programmes 2015.

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You must submit the completed appeal form via email to:

tfsacademicrecruitment@stfs.org.uk

between 08:00 on 19 February 2015 and 17:00 on 26 February 2015

Appeals will not be accepted at any other time.
APPENDIX D – EXAMPLE OF CLINICAL SCENARIO AND ABSTRACT

Please find below, for information only, examples of the format of a clinical scenario and abstract that will be issued as part of the TFS interview process. The clinical scenario will form part of the clinical interview and the abstract part of the academic interview. Applicants will have a total of 30 minutes to consider the scenario and abstract before they begin their interview. See page 14 for more details.

CLINICAL SCENARIO - EXAMPLE

You are an FY1 in Trauma and Orthopaedics. You are clerking in a 28 year old man who has just been admitted following an assault 16 hours before, in which he sustained broken ribs, a broken wrist and a head injury. He is very upset and you ask if there is anything else troubling him. He tells you that he was also anally raped by the four assailants and is concerned about his health and his relationship with his girlfriend.

During your conversation you are called by a nurse on the ward, who asks you to see a 19 year old woman at the other end of the ward urgently. The woman was admitted the day before with a fracture dislocation of her elbow following a fall, and has become very short of breath and is finding it difficult to speak. Observations carried out by the nurse show pulse 120/min, blood pressure 110/70, temperature 37.5.0.

A police officer has come onto the ward and wants to ask you about the first patient’s injuries. Your consultant is in clinic and your SpR in theatre.

How do you proceed?

ABSTRACT - EXAMPLE

Abstract title
Patients’ expectations about effects of chemotherapy for advanced cancer.

Background:
Chemotherapy for metastatic lung or colorectal cancer can prolong life by weeks or months and may provide palliation, but it is not curative.

Methods:
We studied 1193 patients participating in the Cancer Care Outcomes Research and Surveillance (CanCORS) study (a national, prospective, observational cohort study) who were alive 4 months after diagnosis and received chemotherapy for newly diagnosed metastatic (stage IV) lung or colorectal cancer. We sought to characterize the prevalence of the expectation that chemotherapy might be curative and to identify the clinical, sociodemographic, and health-system factors associated with this expectation. Data were obtained from a patient survey by professional interviewers in addition to a comprehensive review of medical records.

Results:
Overall, 69% of patients with lung cancer and 81% of those with colorectal cancer did not report understanding that chemotherapy was not at all likely to cure their cancer. In multivariable logistic regression, the risk of reporting inaccurate beliefs about chemotherapy was higher among patients with colorectal cancer, as compared
with those with lung cancer (odds ratio, 1.75; 95% confidence interval [CI], 1.29 to 2.37); among nonwhite and Hispanic patients, as compared with non-Hispanic white patients (odds ratio for Hispanic patients, 2.82; 95% CI, 1.51 to 5.27; odds ratio for black patients, 2.93; 95% CI, 1.80 to 4.78); and among patients who rated their communication with their physician very favorably, as compared with less favorably (odds ratio for highest third vs. lowest third, 1.90; 95% CI, 1.33 to 2.72). Educational level, functional status, and the patient's role in decision making were not associated with such inaccurate beliefs about chemotherapy.

**Conclusions:**
Many patients receiving chemotherapy for incurable cancers may not understand that chemotherapy is unlikely to be curative, which could compromise their ability to make informed treatment decisions that are consonant with their preferences. Physicians may be able to improve patients' understanding, but this may come at the cost of patients' satisfaction with them. (Fund by the National Cancer Institute and others)