

APPLICATION FOR PROSPECTIVE APPROVAL OF FOUNDATION PROGRAMME YEAR TWO IN AN OVERSEAS HOSPITAL 2017/18

The information provided will be used to assess whether a post conforms to the requirements of the General Medical Council (GMC) as specified in the Foundation Programme curriculum (<http://www.foundationprogramme.nhs.uk/pages/home/keydocs>)

Section A – to be completed by the Foundation Doctor

GMC Number	
Surname	
Forename	

By submitting this application form, I confirm that:

1. I will familiarise myself with the UKFPO F2 Curriculum
2. I will actively engage with the syllabus and processes set out in the curriculum
3. I will refer back to the framework of competences to check my progress
4. I will undertake and submit the necessary number of assessments (via ePortfolio)
5. I will undertake a supervised audit project
6. I will keep in contact with STFS throughout
7. By applying to complete my F2 abroad I am relinquishing my currently allocated F2 programme
8. I am aware I must obtain **full GMC registration** before taking up my F2 programme

Criteria	Evidence	Provided
English speaking host institution	Application form	
Trust has confirmed that the programme can deliver F2 curriculum	Application form	
Trust has confirmed that the programme can develop skills and achieve F2 competences necessary for sign off	Application form	
Trust has assigned an educational supervisor who agrees to supervise the entire programme and monitors ePortfolio	Application form	
Trust has assigned a named clinical supervisor for each placement	Application form	
Trainee will complete substantive posts (i.e. not a relief post) in at least 2, but no more than 4 specialties	Application form	
One post will be in an acute specialty e.g. A&E, MAU	Application form	
Trust has confirmed that the programme should allow the trainee to achieve a successful ARCP (see appendix A)	Application form	
Trainee has agreed to the Section A statement and signed application	Application form	
Host institution has agreed to the Section B statement and signed the application	Application form	
Teaching covers clinical topics such as: Management of the acutely ill patient	Teaching programme	
Teaching covers generic topics such as: Understanding consent, Ethics and law, Patient safety	Teaching programme	
Copy of job description provided for each rotation	Job descriptions	

Trainee Signature	
Date	

Section B – to be completed by the host institution

PART 1: GENERAL INFORMATION

Hospital	
Address	
Head of Medical Education (or equivalent)	
Job Title	
Email	
Phone	
Fax	

Indicate the specialties the F2 Doctor will follow during the year and complete Part 2 for each placement.

F2 Year	Specialty	Start Date	End Date
Placement 1			
Placement 2			
Placement 3 (if applicable)			
Placement 4 (if applicable)			

1. Details of Educational Supervisor

This is the person with responsibility for the OVERALL supervision of the F2 Doctor during the year, i.e. the person who will provide reports to the Foundation School.

Name	
Position	
Email	

2. Assessments

Foundation Doctors are required to undertake regular formal assessments during their 2 year Foundation programme (see FP Curriculum)

Please confirm you can provide these assessments at your hospital

YES / NO

3. Arrangements for appraisal

The Foundation School and Deanery place great emphasis on the setting of educational objectives/regular appraisal and the Foundation Learning e-Portfolio contains advice to Doctors and Educational Supervisors on the activities to be undertaken during the course of F2.

Please confirm that regular reviews will be provided at your hospital

YES / NO

4. Details of Educational Programme specifically for F2 Doctors

The Foundation Curriculum (www.foundationprogramme.nhs.uk) includes a generic teaching curriculum.

Please confirm that this curriculum will be delivered in the Postgraduate Medical Education Programme at

your hospital?

YES / NO

5. Careers advice

Please confirm that you will provide appropriate careers advice and support

YES / NO

6. Accommodation

What accommodation is there within the hospital for the use of the Foundation Doctor whilst they are on duty (e.g. mess facilities, on-call rooms, showers etc.)?

.....

.....

.....

.....

I confirm that:

- I have read the [Foundation Programme Curriculum](#) and will ensure that the placements will deliver the F2 curriculum
- I have read the [UKFPO list of competences](#) and confirm that the programme will allow the trainee to achieve the necessary competences for sign off
- I will oversee the required assessments on e-Portfolio
- I will ensure an end of placement assessment for each placement is completed and sent to the Foundation School
- At the end of the year if the Doctor has met the competencies I will issue a certificate of satisfactory completion of the programme and confirmation of acquisition of Foundation Year 2 competencies
- I will inform the foundation school if the foundation doctor takes more than 4-weeks sick leave

Head of Medical Education Signature	
Date	

Documents to be provided in addition to the application form (an application will not be approved without these):

- Teaching programme for F2 equivalent Doctors
- Job description for each rotation

PART 2: INFORMATION ABOUT EACH PLACEMENT

PLACEMENT 1

Specialty			
Duration	3m	4m	6m
Start Date			End Date
Clinical Supervisor			

1. Firm Structure

Number of consultants		Number of residents / registrars	
Number of other F2 equivalents			
Will there be supervision from a more senior doctor?			

2. Description of the work of the firm

On average what proportion of in patients are admitted as part of acute take?

<75%	50-75%	20-50%	>25%	none
------	--------	--------	------	------

Average number of in-patients for team/firm as a whole?

3. Description and organisation of the F2 Doctor's work

a. Will the F2 Doctor undertake on-take (emergency) duties and be involved in the supervised care of these patients? YES / NO

Frequency of on-take duties (e.g. one in five, one in six etc.):

b. How many opportunities will the F2 Doctor have for supervised experience in Out-Patients each month?

None	1	2	3	4	5	>5
------	---	---	---	---	---	----

c. On average how many teaching sessions / meetings will the F2 Doctor attend each week?

None	1	2	3	4	5	>5
------	---	---	---	---	---	----

d. On average how many ward rounds/post-take rounds will the F2 Doctor attend each week?

None	1	2	3	4	5	>5
------	---	---	---	---	---	----

e. Will the F2 Doctor attend Audit meetings? YES / NO

Frequency of audit meetings	Weekly	Bi-weekly	Monthly
------------------------------------	--------	-----------	---------

4. Support Services

Will the F2 Doctor be supported by/have easy access to:

Radiology Services	Yes	No
Pathology Services	Yes	No
Phlebotomy Services	Yes	No
Clerical Services	Yes	No

5. Hours of duty

On average, how many hours of duty will the F2 Doctor be expected to work each week?

<48	48-56	>56
-----	-------	-----

PLACEMENT 2

Specialty			
Duration	3m	4m	6m
Start Date			End Date
Clinical Supervisor			

1. Firm Structure

Number of consultants		Number of residents / registrars	
Number of other F2 equivalents			
Will there be supervision from a more senior doctor?			

2. Description of the work of the firm

On average what proportion of in patients are admitted as part of acute take?

<75%	50-75%	20-50%	>25%	none
------	--------	--------	------	------

Average number of in-patients for team/firm as a whole?

3. Description and organisation of the F2 Doctor's work

f. Will the F2 Doctor undertake on-take (emergency) duties and be involved in the supervised care of these patients? YES / NO

Frequency of on-take duties (e.g. one in five, one in six etc.):

g. How many opportunities will the F2 Doctor have for supervised experience in Out-Patients each month?

None	1	2	3	4	5	>5
------	---	---	---	---	---	----

h. On average how many teaching sessions / meetings will the F2 Doctor attend each week?

None	1	2	3	4	5	>5
------	---	---	---	---	---	----

i. On average how many ward rounds/post-take rounds will the F2 Doctor attend each week?

None	1	2	3	4	5	>5
------	---	---	---	---	---	----

j. Will the F2 Doctor attend Audit meetings? YES / NO

Frequency of audit meetings	Weekly	Bi-weekly	Monthly
------------------------------------	--------	-----------	---------

4. Support Services

Will the F2 Doctor be supported by/have easy access to:

Radiology Services	Yes	No
Pathology Services	Yes	No
Phlebotomy Services	Yes	No
Clerical Services	Yes	No

5. Hours of duty

On average, how many hours of duty will the F2 Doctor be expected to work each week?

<48	48-56	>56
-----	-------	-----

PLACEMENT 3 (if applicable)

Specialty			
Duration	3m	4m	6m
Start Date		End Date	
Clinical Supervisor			

1. Firm Structure

Number of consultants		Number of residents / registrars	
Number of other F2 equivalents			
Will there be supervision from a more senior doctor?			

2. Description of the work of the firm

On average what proportion of in patients are admitted as part of acute take?

<75%	50-75%	20-50%	>25%	none
------	--------	--------	------	------

Average number of in-patients for team/firm as a whole?

3. Description and organisation of the F2 Doctor's work

k. Will the F2 Doctor undertake on-take (emergency) duties and be involved in the supervised care of these patients? YES / NO

Frequency of on-take duties (e.g. one in five, one in six etc.):

l. How many opportunities will the F2 Doctor have for supervised experience in Out-Patients each month?

None	1	2	3	4	5	>5
------	---	---	---	---	---	----

m. On average how many teaching sessions / meetings will the F2 Doctor attend each week?

None	1	2	3	4	5	>5
------	---	---	---	---	---	----

n. On average how many ward rounds/post-take rounds will the F2 Doctor attend each week?

None	1	2	3	4	5	>5
------	---	---	---	---	---	----

o. Will the F2 Doctor attend Audit meetings? YES / NO

Frequency of audit meetings	Weekly	Bi-weekly	Monthly
------------------------------------	--------	-----------	---------

4. Support Services

Will the F2 Doctor be supported by/have easy access to:

Radiology Services	Yes	No
Pathology Services	Yes	No
Phlebotomy Services	Yes	No
Clerical Services	Yes	No

5. Hours of duty

On average, how many hours of duty will the F2 Doctor be expected to work each week?

<48	48-56	>56
-----	-------	-----

PLACEMENT 4 (if applicable)

Specialty			
Duration	3m	4m	6m
Start Date		End Date	
Clinical Supervisor			

1. Firm Structure

Number of consultants		Number of residents / registrars	
Number of other F2 equivalents			
Will there be supervision from a more senior doctor?			

2. Description of the work of the firm

On average what proportion of in patients are admitted as part of acute take?

<75%	50-75%	20-50%	>25%	none
------	--------	--------	------	------

Average number of in-patients for team/firm as a whole?

3. Description and organisation of the F2 Doctor's work

p. Will the F2 Doctor undertake on-take (emergency) duties and be involved in the supervised care of these patients? YES / NO

Frequency of on-take duties (e.g. one in five, one in six etc.):

q. How many opportunities will the F2 Doctor have for supervised experience in Out-Patients each month?

None	1	2	3	4	5	>5
------	---	---	---	---	---	----

r. On average how many teaching sessions / meetings will the F2 Doctor attend each week?

None	1	2	3	4	5	>5
------	---	---	---	---	---	----

s. On average how many ward rounds/post-take rounds will the F2 Doctor attend each week?

None	1	2	3	4	5	>5
------	---	---	---	---	---	----

t. Will the F2 Doctor attend Audit meetings? YES / NO

Frequency of audit meetings	Weekly	Bi-weekly	Monthly
------------------------------------	--------	-----------	---------

4. Support Services

Will the F2 Doctor be supported by/have easy access to:

Radiology Services	Yes	No
Pathology Services	Yes	No
Phlebotomy Services	Yes	No
Clerical Services	Yes	No

5. Hours of duty

On average, how many hours of duty will the F2 Doctor be expected to work each week?

<48	48-56	>56
-----	-------	-----

Section C – to be completed by the Foundation School / Deanery

Criteria	Achieved
Trainee has completed and signed Section A	
Host institution has completed and signed Section B	
A copy of the teaching programme has been provided	
Teaching covers clinical topics	
Teaching covers generic topics	
A copy of the job description has been provided for each rotation	
Foundation Programme is educationally balanced across the two years	

Comments:

Approved by the Foundation School	Yes	No
Signature		
Date		

Approved by the Deanery	Yes	No
Signature		
Date		

Appendix A

Requirements for satisfactory completion of F2

See UKFPO Reference Guide 2012, p 53-54, Section 11, Table 1

	Requirement	Notes
1	Full registration and a licence to practise with the GMC	
2	Completion of 12 months of F2 training by August 2015 (taking account of allowable absence)	The maximum permitted absence from training (other than annual leave) during the F2 year is 4-weeks (20 days).
3	A satisfactory educational supervisor's end of year report.	The report should draw upon all required evidence listed below.
4	Satisfactory educational supervisor's end of placement reports.	An educational supervisor's end of placement report is not required for the last placement; the educational supervisor's end of year report replaces this.
5	Satisfactory clinical supervisor's end of placement reports	If the F2 doctor has not satisfactorily completed one placement but has been making good progress in other respects, it may still be appropriate to confirm that the F2 doctor has met the requirements for satisfactory completion of F2. The last end of placement review must be satisfactory.
6	Satisfactory completion of the required number of assessments: <i>The minimum requirements are set out in the Curriculum. The deanery/foundation school may set additional requirements.</i>	Team assessment of behaviour (TAB) (Minimum of one per year).
		Evidence that the foundation doctor can carry out the procedures required by the GMC.
7	A valid Advanced Life Support (ALS) or equivalent - certificate	If the certificate has expired, it may be appropriate to accept evidence that the doctor has booked to attend a refresher course.
8	Evidence of participation in systems of quality assurance and quality improvement projects.	Foundation doctors should take part in systems of quality assurance and quality improvement in their clinical work and training. The Curriculum requires that F2 doctors manage, analyse and present at least one quality improvement project (e.g. an audit) and use the results to improve patient care. F2 doctors are also required to complete the Foundation Doctor Annual Questionnaire and the Destination Questionnaire.
9	Completion of the required number of Supervised Learning Events. <i>The minimum requirements are set out in the Curriculum. The deanery/foundation school may set additional requirements</i>	Direct observation of doctor/patient interaction: • Mini CEX • DOPS (minimum of nine observations per year; at least six must be mini-CEX).
		Case-based discussion (CBD) (Minimum of six per year / two per placement)
		Developing the clinical teacher (Minimum of one per year).
10	An acceptable attendance record at generic foundation teaching sessions	It has been agreed that an acceptable attendance record should typically be 70%. However, if the F2 doctor has not attended 70% of teaching sessions for good reasons, it may still be appropriate to confirm that the F2 doctor has met the required standard e.g. making up missed sessions by completion of appropriate on-line learning modules. If there are concerns regarding engagement or if attendance is below 50%, the FTPD should discuss this with the STFS Director.
11	Attendance at the appropriate level of Safeguarding Children training	STFS requirement
12	F2 Destination Questionnaire	Completion of the STFS questionnaire (separate guidance to follow)
13	Signed probity and health declarations	A separate form should be signed for F2.
14	Leadership assessment	All STFS F2 doctors are strongly encouraged to have completed a leadership assessment within the ePortfolio (LEADER tool).
15	SCRIPT prescribing modules	Complete a minimum of 6 prescribing modules.
16	Foundation Form R	To be completed via ePortfolio.