Today’s messages

☐ Process and timeline

☐ Your responsibilities: what you need to do:
  – Now
  – During application period
  – In preparation for SJT (more in November)
  – Interviews and accepting offers

☐ Keeping informed
Last year’s successes nationally

- 97% of Academic FP vacancies were filled through a nationally co-ordinated academic recruitment round.
  - 70 Birmingham applicants
- 100% of FP vacancies were filled during the national application process
- Over 89% of applicants in the FP round were allocated to one of their top five preferences
- Cut off score for Primary List 70.3% (8 people, 7 places, one randomly allocated to reserve list). 295 applicants on reserve list, 238 UK graduates. Many withdrawals, all got a job. 16 Birmingham students on reserve list.
Birmingham

- 90.3% (336) of Birmingham graduates in 2013 were placed in a top 5 choice Foundation School (FS), (36 people weren’t and 16 on reserve list).
  (UK average 88.9%)
- National average score 81% (97.3-59.0)
  - Birmingham average score 80.2% (95.3-62.6)
- 59.8% of Birmingham 2013 graduates are in West Midlands Central FS (Nationally 47.4% stay local)
<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>27 Aug 2013</td>
<td>View Academic programmes on FPAS</td>
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<tr>
<td>30 Sept 2013</td>
<td>Register on FPAS and confirm nominated applicant. View ALL programmes</td>
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<tr>
<td>2 October 2013</td>
<td>Deadline for Reasonable Adjustment request</td>
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<td>May – July 2014</td>
<td>FP reserve list batch allocations</td>
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FP/AFP 2014 national process

- UK medical schools and UKFPO’s Eligibility Office nominate applicants and provide EPM decile scores
- Applicants register on FPAS and confirm nomination
- Applicants complete the online application form, including supplementary information to support AFP applications
- Educational achievements scores are verified by panels
- Short-listed AFP applicants attend interviews
- All applicants take the SJT (selection assessment for FP2014)
- AFP offers are issued to the highest scoring AFP applicants
- SJT scores uploaded centrally
- FP allocation to Unit of Application (UoA)* takes place
- FP reserve list batch allocations take place (as required)

*A UoA comprises one or more foundation schools that are grouped together for the purposes of processing applications. The groupings for processing AFP applications may be different and these are referred to as Academic Units of Application (AUoA).
FP/AFP 2014 national process

- If, as expected, there are more eligible applicants than vacancies, applications from individuals who cannot provide evidence of their right to work and remain in the UK will not be considered.
- If, at the end of the AFP offers period, there are more FP applicants than places, the highest scoring FP applicants will be included on the primary list. Those not on the primary list will be included automatically on the reserve list.
- Exceptionally low SJT scores will be reviewed.
- For more information go to the UKFPO website: www.foundationprogramme.nhs.uk.
FP/AFP 2014 application process

NATIONAL Processes
1. Eligibility checking
2. Nominating eligible applicants
3. Online application form (FPAS)
4. Verifying educational achievements scores
5. SJT scores, plus low score review
6. AFP offers timetable
7. FP allocation to UoA
8. FP reserve list batch allocations

LOCAL Processes
1. SJT arrangements (medical school)
2. AFP short-listing, interviews and offers
3. FP matching to programmes
4. Pre-employment checks
Scoring applications

Part 1
Educational Performance Measure (EPM)
- Decile points + educational achievements points
  ➢ 50 points maximum

Part 2
SJT (selection assessment for FP 2014)
➢ 50 points maximum
Scoring applications - EPM

Educational Performance Measure (EPM) - 50 points (max)

EPM score comprises:

1. EPM decile score (up to 43 points)
   - Calculated by each medical school
   - First decile (the top 10% of the year) = 43 points
   - Tenth decile = 34 points

   You will be able to see your EPM decile score again once you are confirmed as a nominated applicant on FPAS

2. Educational achievements score (up to 7 points)
   - Calculated from information provided on your application form
   - Additional degree = up to 5 points
   - Other educational achievements = up to 2 points

   You will be able to view your verified educational achievements score on FPAS from 28 October 2013
Educational achievements score

- Based on the information you enter on your application form, FPAS will allocate a provisional score.
- A panel will verify the provisional score against the information you entered and the evidence you uploaded.
- The panel will amend the provisional score if necessary.
- Panels will comprise medical school and foundation school representatives.
- A panel will not see any other sections of your application form.
- Your verified score for educational achievements will be available to view on FPAS from 28 October 2013.
Scoring applications - SJT

SJT (selection assessment for FP 2014) - 50 points (max)

- Once all SJT papers are completed they will be marked nationally – additional checks this year
- The range of marks across all applicants will be translated to a 0-50 point scale, where the highest SJT mark receives 50 points and the lowest SJT score 0 points
- Exceptionally low scores will be reviewed.
- It is anticipated that only 0.0 – 0.5% of applicants will achieve an exceptionally low SJT score
Special Circumstances

- If necessary, you can request pre-allocation to a particular UoA on the grounds of special circumstances:
  - **Criterion 1:** You are a parent or legal guardian of a child or children under the age of 18 who resides primarily with you and for whom you have significant caring responsibilities.
  - **Criterion 2:** You are the *primary* carer for someone who is disabled (as defined by the Equality Act 2010) (expected to be a partner, sibling or parent).
  - **Criterion 3:** You have a medical condition or disability for which on-going follow up in the specified location is an absolute requirement.

- Requests and supporting evidence must be submitted to your UK medical school by **13 December 2013**.
- If someone who has been granted Special Circumstances ends up on the Reserve List, the Special Circumstances no longer apply.
- More information about the special circumstances process and the form are available on the UKFPO website.
- Pre-allocation is not applicable for AFP applications.
Linked applications

- You may link your application to another applicant’s in order for you both to be allocated to the same UoA.
- You and the other applicant must link to each other and you must rank the UoAs in the same order of preference.
- If you are both on the primary list, you will both be allocated based on the lower of your individual scores.
- You cannot “un-link” once your application is submitted.
- Some UoAs will not guarantee that linked applicants are in the same area. Check UoA websites for more information on their policies.
- The link will be severed if either or both of you accepts an AFP offer.
- The link will be severed if either or both of you are on the reserve list.
Getting started (from today!)

Register and confirm nomination on FPAS

- You must register on FPAS before you can apply: www.foundationprogramme.nhs.uk
- You should register with the email address supplied to FPAS by your UK medical school (University one)
- A once-only password will be emailed to you
- You must change the password and then use your selected password for all future logins
- To confirm you are a nominated applicant, you must type your details exactly as supplied to FPAS by your UK medical school or the Eligibility Office
- When you are confirmed as a nominated applicant, you can access the application form from 7 October 2013
The application form (7–18 October 2013)

- You must complete and submit your application form on FPAS between October 7 and **12.00 midday on 18 October 2013**
- Late applications will not be accepted under any circumstances
- The application form is divided into sections:
  - **Personal** (name, contact details, etc)
  - **Qualifications** (educational qualifications)
  - **Clinical Skills** (self assessment of practical and clinical skills)
  - **Equal Opportunities** (equal opportunities monitoring information)
  - **Referees** (details of 2 referees)
  - **Educational achievements** (details and evidence to claim points)
  - **UoA Preferences** (ranking of all UoAs in order of preference)
  - **Academic selection** (if applying to AFP, selection of up to 2 AUoAs)
  - **Declaration** (includes declarations)
- FPAS will prevent you from submitting your application if any sections are not complete
Educational Achievements

The application form is divided into 9 sections:

- **Personal** (name, contact details, etc)
- **Qualifications** (educational qualifications)
- **Clinical skills** (self-assessment of your own practical and clinical skills)
- **Equal opps** (equal opportunities monitoring information)
- **Referees** (details of 2 referees)
- **Educational achievements** (details and evidence)
- **UoA preferences** (ranking all UoAs in order of preference)
- **Academic selection** (if applying for AFP, selection of up to 2 AUoAs)
- **Declaration**

This is the only section that will be seen by the verification panels.
Educational Achievements

PART A – Additional degree (max. 5 points)

- Additional degrees include Bachelors, Masters and Doctorates, regardless of the subject
- A score is given for one additional degree only
  - If you have an MA and a PhD, you should enter details of the PhD as it attracts the highest number of points
- More points are awarded for better class degrees
  - For example, a 1st class BSc degree will attract more points than a 3rd class degree
- You need to upload a copy of your degree certificate
- A letter from the Dean/Registrar confirming the pass has been ratified by the exam board is acceptable if your certificate has not been issued
Educational Achievements

PART B: Publications and presentations (max. 2 points)

☐ You can claim points for:
  – Publications (must have a PubMed ID)
  – Oral or poster presentations at national (or international) events organised by a medical professional or medical educational body

☐ Two points available in total

☐ You need to upload evidence for each achievement

Educational Achievements in 2013

- 69% claimed points for EA
- 33% additional degree only
- 28% additional degree + 1 publication/presentation
- 8% publication/presentation only
- 2013 only 3% put in for prizes and half had the score reduced: No points for prizes in 2014
UoA Preferences

- All applicants must rank all UoAs in order of preference

- You must do this even if you intend to apply for an academic programme
  - If your AFP application is not successful, you will be included in the FP allocation automatically

- You must do this even if you have been approved for pre-allocation to a particular UoA for special circumstances
  - If you are not on the primary list, it may not be possible to honour your pre-allocation
  - Put the FS you put on your SC form first!
UoA Preferences

Check the *FP/AFP 2014 Applicant’s Handbook* for competition ratios for FP 2013

Check UoA/foundation school websites for local policies

View details of individual programmes in each UoA on FPAS from 30 September 2013

Linked applicants must rank the UoAs in the same order of preference or the link is broken

For FP 2013 over 89% of applicants were allocated to one of their top 5 choices
Person specification- also applies to SJT

Clinical Knowledge & Skills: demonstrate an understanding of:
- Good clinical care
- Maintaining good medical practice
- Teaching and training, appraising and assessing
- Relationships with patients, and can apply this understanding
- Working with colleagues, and can apply this understanding
- Probity
- Health

Language & Communication Skills
- Demonstrable skills in listening, reading, writing and speaking in English language that enable effective communication about medical topics with patients and colleagues

The applicant must demonstrate an understanding of the outcomes to be achieved in the UK Foundation Programme as set out in *The Trainee Doctor (2011).* (Major principles and skills of the GMC’s *Good Medical Practice (2013)*)
Referees

- After programme allocation asked to confirm your application
- Do **not** get you the job!
- Have to know you
  - A **clinical referee**: practising hospital consultant, GP or associate specialist – clinical skills
  - A **Medical School referee** who has known you at least 6 months, preferably 1 year. Needs to know about performance in all years at medical school: Professor, Reader, Senior Lecturer, Lecturer, Personal Mentor, SSC supervisor (SP 1, SP 2, PHP, Yr 4 Poster, elective supervisor, Teaching project supervisor, Intercalation supervisor). Can be someone outside the UK.

- If one or both of your referees does not submit a reference on FPAS it will not affect your application; any missing references will be collected later by your employing healthcare organisation
- **12 March – 9 April 2014**
- Make sure it is their correct email address
This is your application

- All information needed is on website, extensive FAQs section and applicant handbook.
- There are two separate Buttons SAVE and submit, at the end make sure you press SUBMIT. Late applications are not accepted.
- Best academic score does not necessarily make best foundation doctor!
Academic Foundation Posts

Professor Lorraine Harper
Academic Foundation Posts

- AFP opens at the same time as standard applications on Monday 7 October 2013
- AFP applications close Friday 18 October 2013
- Apply for up to 2 Academic Units of Application (AUoA)
- National generic application form on FPAS, plus additional information, each AUoA can ask supplementary information to assist short listing
- Interviews 21st October 2013 - 17th January 2014
About academic foundation posts

- Provide opportunity to develop research teaching and leadership/management skills as well as basic competencies
- Intended to benefit those who plan to follow an academic route as well as those choosing alternative medical careers
- Programmes vary but all will allow completion of clinical competencies as well as providing additional skills
  - This means you will have to work harder or smarter
  - Be organised and proactive
- To succeed requires ambition, organisation and maturity
- 5% of medical students achieve an academic foundation post
Is an academic foundation programme right for you?

☐ Are you confident in your clinical skills?
   - Learning research and other skills reduces your clinical experience but you will still be expected to achieve all your clinical competencies

☐ Do you have a proven academic record?

☐ Can you demonstrate a real interest in academic medicine?
Academic Foundation Programmes

- 12 programmes West Midlands deanery
- 6 x 4 month posts over 2 years
- One academic post in each foundation year
- F1 - majority of time must be based in clinical medicine
  - Exposure to academic medicine
- F2 - a 4 month full time research placement is feasible
- For other programmes see https://www.application.mmc.nhs.uk/cgi-bin/list_deaneries.cgi?caid=6.7479.1223890541
Example academic application form

- Academic achievements
- Teaching achievements
- Non-academic achievements
- Professional achievements (Good Medical Practice)
- Teamwork
- Leadership
- Reasons for applying
- Note: applicants are interviewed
Who can apply?

- Applicants must show potential to fulfil academic role while still achieving clinical competencies
  - Minimum requirements similar to normal foundation programmes
  - Desirable qualities
    - previous academic experience — intercalation
    - Academic achievement — prizes, publications or presentations
    - Commitment — participation in research project
What makes an academic foundation programme different?

- Dedicated research and education time
  - Academic time spent as blocks or day release
  - Attached to department with recognised academic links

- Project work
  - Opportunity to undertake own project under supervision of senior academic

- Success in your hands
  - Self directed learning and achievement
  - Learn skills that translate across disciplines
Further information

- **Wednesday 2\(^{nd}\) October from 5.30pm in room WF38**
  An opportunity to discuss academic applications in greater depth, including with applicants and academic trainees

- **Tuesday 12\(^{th}\) November, from 5.30pm in room WF42.**
  An opportunity to discuss academic interviews with successful applicants from previous years


- [http://www.foundationprogramme.nhs.uk/pages/home/how-to-apply](http://www.foundationprogramme.nhs.uk/pages/home/how-to-apply)
Academic Selection

- If you indicate you wish to apply for an Academic Foundation Programme (AFP), you will be asked to select one or two AUoAs that you wish to apply to.

- Once you have selected your AUoA(s), you will be invited to note any further academic achievements you have (over and above the ones included in the Educational Achievements section).

- Further sections will be added to your application for each AUoA selected:
  - Additional information
  - AFP programme preferences.
AFP Additional Information

- Each AUoA will determine what additional information it wishes to receive from its applicants, up to 6 items

- There is space on the application form for you to supply the information requested by the AUoA(s) you select

- If an AUoA requires a copy of your CV, you will need to upload it
Information Required

- Check specific requirements for AUoA on website
- Refer to National Person Specification
Points from UKFPO national conference:

- AUoA applications have additional questions. Common themes are teaching and research. Even if same questions for different AUoAs, check shortlisting criteria as may be different and could get different marks.

- Increased size for uploading evidence
Creating an effective CV

- **Clear**: What does reader want to see?
- **Concise**: Avoid unnecessary information
- **Complete**: Check all relevant information included
- **Consistent**: Format and layout
- **Current**: Must be up to date
CV

☐ Contact details:

Name
Address
Email address (University one best) & telephone number

(not necessary to include date of birth)
Profile/career objective
Education and Qualifications

☐ Start with most recent first
   Institution and Qualification
   Date
☐ Bullet point key aspects of the programme
☐ Include Intercalated degree
☐ Dissertation, classification and research features
☐ Previous degree? A levels, GCSEs usual to summarise
Research Experience

- Identify areas covered; focus on features and benefits
- Additional achievements, including Publications, Presentations, Prizes, Awards
- SSAs, audits, elective, additional work/voluntary experience
- What makes you stand out?
Additional skills & achievements

☐ Teaching/mentoring: range of students; how approach teaching
☐ IT skills
☐ Languages spoken
☐ Extra curricular/community involvement
☐ Interests (brief!)
☐ Referees
Top Tips

- Clear font: Arial or Calibri 11 or 12
- Bold and uncluttered
- 2-3 pages
- Use the person specification

X Excessive underlining and “busy”

Handout: “Creating an effective medical CV”

Email CV in or book careers appointment

www.intranet.birmingham.ac.uk/careers
AFP Programme Preferences

- You will need to rank the Academic programmes available in each AUoA you select before you can submit your application.
- You do not need to rank all the programmes if there are some you know you will not accept.
- However, the fewer you rank the lower your chance of receiving an AFP offer.
- Highest scoring AFP applicants will receive offers first from each AUoA.
- If higher scoring applicants decline these offers, they will then be offered to lower scoring applicants during the cascade process.
Processing AFP applications

Local short-listing and interviews

☐ Each AUoA will:
  - undertake its own short-listing according to local criteria
  - invite its own short-listed applicants to attend an interview
  - interviews bookable online
  - determine its own interview criteria
  - assign a local score to each applicant it interviews

☐ The AUoA score is added to your EPM score to give your total AFP application ranking score
Processing AFP applications

AFP offers
- Highest scoring AFP applicants will receive offers first from each AUoA
- If higher scoring applicants decline these offers, they will then be offered to lower scoring applicants
- There is a strict timetable for accepting/declining AFP offers

**IMPORTANT:** You should familiarise yourself with the AFP offers timetable given in the FP/AFP 2014 Applicant’s Handbook: add the dates for your diary

- All AFP offers are subject to a satisfactory SJT score
- If you accept an AFP offer, you are excluded from the FP allocation
- If you do not secure an AFP post, you will be included in the FP allocation automatically
Sitting the SJT  (selection assessment FP 2014)

☐ All applicants to the Foundation Programme and the Academic Foundation Programme commencing in August 2014 must sit the SJT in the UK on either:
  – Friday, 6 December 2013 at 2.00 pm
  – Monday, 6 January 2014 at 10.00 am

☐ Defence Deanery applicants are also required to sit the SJT. However, they do not have to complete the national application form

☐ It is your responsibility to know the time and venue of your SJT, and to arrive on time regardless of the mode of transport you use
Preparing for the SJT:
Job analysis of FY1 doctor

- Commitment to professionalism
- Coping with pressure
- Effective communication
- Learning and professional development
- Organisation and planning
- Patient focus
- Problem solving and decision-making
- Self-awareness and insight
- Working effectively as part of a team
What happens if...

...I require reasonable adjustments for the SJT?

- You may request reasonable adjustments to the format of the SJT on the grounds of a disability, health condition or impairment, or other (e.g. religious observance)

- You should contact Justine Carolan in the medical school no later than 2nd October 2013 to submit a form requesting Reasonable Adjustments to the SJT.
What happens if

...I require adjustments for the SJT?

- Reasonable adjustments for the SJT may not always be precisely the same as the adjustments accommodated during your education

- Refer to the SJT Reasonable Adjustments Guidance document and form on the UKFPO website
What happens if ....

...I can’t attend the SJT on the date for which I’m registered?

- If a **severe** and **exceptional** event means you can’t sit the SJT, you must submit an Extenuating Circumstances claim with supporting evidence to your UK medical school at the earliest opportunity.
- If you cannot submit your evidence in advance, you have up to one working day after the date of the SJT to submit it.
- If you arrive more than 30 minutes late or fail to turn up, and do not have a valid extenuating circumstances claim, you will not be allowed to sit the SJT at all and will be withdrawn from the application process.
- For more information, read the SJT Extenuating Circumstances Guidance on the UKFPO website.
More information about the SJT

- The following information is available on the UKFPO website:
  - Frequently asked questions and answers
  - An introductory video
  - A practice SJT paper
  - A monograph

- Information about the design and development of the EPM and SJT, including pilot results, is available on the Improving Selection to the Foundation Programme (ISFP) project website: [www.isfp.org.uk](http://www.isfp.org.uk)
Primary List allocation (10 March 2014)

- Applicants on the primary list who have been approved for pre-allocation to a particular UoA (special circumstances) will be allocated before other primary list applicants.
- Applicants on the primary list will be allocated to UoAs in score order.
- Linked applicants will be allocated based on the lower score of the linked pair.
- When it is your turn to be allocated, FPAS will look at your first choice UoA and allocate you there if there is a place available.
- If all the places are filled in your first choice UoA, the system will look at your second choice, and so on down your list of preferences until a space is available.
The Algorithm

Trainee A
70
X
Y
Z

Trainee B
68
X
Y
Z

Trainee C
67
X
Y
Z

Trainee D
66
X
Y
Z

Trainee E
68
X
Y
Z

UoA 2 remaining places each
Trainees ranked by score

A
B
E
C
D

X
Traineer A
Traineer B

Y
Traineer E
Traineer C

Z
Traineer D
Processing FP applications

Reserve list batch allocation (May – July 2014)

- Following the primary list allocation, it is expected that a number of allocated applicants will withdraw from the process, e.g. they fail final exams, fail PLAB, etc.
- Reserve list applicants will be allocated to these vacancies in batches on pre-determined dates between May and July 2014.
- Applicants in each batch will be allocated to a UoA in score order.
- Applicants included in each batch who are approved for pre-allocation (special circumstances) will only be allocated to the particular UoA if a place is available in the batch.
Local matching to programmes

**Primary list applicants**
- If you are on the primary list, you will be invited to state your programme preferences by your allocated UoA by a given deadline.
- UoAs each have their own process for matching applicants to programmes.
- Some UoAs may choose to use a two-stage matching process.
- Check the UoA/foundation school websites for more information. (Most UoAs match to programmes based on score first, then preferences - highest scoring applicants get first pick.)

**Reserve list applicants**
- If you are on the reserve list, you will be matched to whichever programme is available when you are allocated to a UoA.
Pre-employment checks

- Pre-employment checks include Disclosure and Barring checks (formerly CRB), and occupational health checks
- They may also include a locally conducted, structured interview or local assessment of clinical skills
- These checks are undertaken on behalf of the employing healthcare organisation.
- Contracts of employment will not be issued until pre-employment checks are successfully completed
- These checks begin as soon as you accept an AFP offer or are matched to an FP programme
Transfer of Information

- The GMC’s *Tomorrow’s Doctors (2009)* places an obligation on UK medical schools to ensure graduates meet the outcomes required and to transfer information to those who may need it during their foundation training – extra support.

- UK medical schools will provide more details about the Transfer of Information (TOI) process and will request you complete a TOI form in Spring.

- We have a meeting and write to Foundation Schools.

- The national TOI process and forms can be found on the UKFPO website under “Key Documents”.

- Health and Welfare - be honest!

- Educational Progress – reasonable adjustments, priority areas: put something!
Employment contracts

Your employing healthcare organisation is responsible for all contractual issues including:

- Pay
- Banding
- Rotas
- Accommodation (if applicable)
- Shadowing and induction

In England, check the NHS Employers website for more information:

www.nhsemployers.org
Data security

- Personal data is protected under data protection legislation
- The Foundation Programme Application System (FPAS) is secure and has undergone rigorous checks
- Your information is held on a secure database and is only accessible to those that need to process your application
- You information is passed to your employer by your allocated UoA once you have been matched to a programme
- Your data will be anonymised before it is used for research or evaluation purposes, unless you have given your permission for personalised data to be shared
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Planning and preparation

You should have:
- Printed and read the FP 2014 national person specification and the FP/AFP 2014 Applicant’s Handbook available online at www.foundationprogramme.nhs.uk
- Collected the required evidence for your educational achievements (i.e. additional degree, publication or presentation)

Now:
- Identify a GP, consultant or associate specialist who you can ask to provide a reference about your clinical skills
- Identify a medical school referee (as before) who you can ask to provide a medical school reference
- Ask your referees to supply an email address they access regularly
- Available 12 March - 9 April 2014
Planning and preparation

- From today - register on FPAS, remembering to use your University email address
- Make sure you know exactly how your details were supplied to FPAS by the medical school
- Confirm you are a nominated applicant as soon as possible after registering your FPAS account
Planning and preparation

- Ensure you submit your application before the last morning of the application period to avoid any last minute problems with your local PC or internet connection that may prevent you submitting it.
- Remember: *late applications will not be accepted under any circumstances*.
- Note that technical support is available via e-mail Monday to Friday, 8.00 am – 6.30 pm.
What happens if . . .

. . . more people apply than there are FP vacancies available?

☐ This situation is anticipated
☐ In this instance, applications from individuals who cannot provide evidence of their right to work in the UK by 17 January 2014 will not be considered
☐ The ‘n’ highest scoring applicants will be placed on the primary list and allocated to UoAs on 10 March 2014 (where ‘n’ = the total number of FP places across the UK)
☐ Other eligible applicants will be placed on a reserve list and allocated in batches in score order to vacancies that arise between May and July 2014 (vacancies typically arise due to failed finals or not passing PLAB, etc)
What happens if . . .

. . . there are not enough applicants for all the FP vacancies?

- This situation is known as under-subscription and is not expected for FP 2014
- If under-subscription is significant, a percentage of posts will be suspended in each UoA in England to help ensure an even fill-rate across the country
- Posts will not be suspended in Wales, Northern Ireland or Scotland
Where to go for more info

Go to www.foundationprogramme.nhs.uk

- For further details on the application process
- For answers to frequently asked questions
- For a list of UoAs and AUoAs with web links
- To sign up for regular e-updates
Selecting a UoA

☐ Where do you want to live? Family, friends, partners…

☐ What size Trust do you want to work in?

☐ Where have you enjoyed or not? Why?

☐ Which FS has the range of programmes you’re interested in?

☐ See handout for competition ratios – North West Thames 424%, Staffordshire 31%

☐ In West Midlands apply only for F1, elsewhere F1 and F2
Choosing a programme

- All posts are quality assured
- All posts will enable you to pass Foundation
- Reference hunting is not important
- Decide based on
  - What interests you
  - May need to “trade” a job you really want with one you don’t
  - The skills gained are much the same…
Coventry and Warwickshire F1 application scores 2013
Staffordshire F1 application scores 2013

- Scores: 72-75: 73, 75.1-80: 17, 80.1-85: 13, 85.1-91: 4
West Midlands Central F1 Application scores 2013
NB 2011!

Data

FY1 Allocation 2011 - Application Scores by Trust

Lowest score
Highest score
Average score

Figures are derived from a combination of an applicant's original application score / their rotation preferences / No. vacancies at a given trust. 40% of applicants secured their 1st choice rotation.
Working Less Than Full Time

- Part time or “less than full-time” (LTFT) training
- At least 50% i.e. 5 sessions or more per week
- Male or female doctors
- Unable to train full time
- Well founded individual reasons
<table>
<thead>
<tr>
<th>Category 1</th>
<th>Category 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Disability or ill health</td>
<td>- Unique opportunities for personal/professional development</td>
</tr>
<tr>
<td>- Responsibility for children</td>
<td>- Service to the wider NHS</td>
</tr>
<tr>
<td>- Caring for disabled/ill partner, relative or dependent</td>
<td>- Other reasons (but not research)</td>
</tr>
</tbody>
</table>
Enquiries

- Health Education West Midlands, Postgraduate Deanery or equivalent elsewhere
- Fill in application form or arrange interview with Associate Dean responsible for LTFT training. (W Midlands – Dr Helen Goodyear)
- [www.westmidlandsdeanery.nhs.uk](http://www.westmidlandsdeanery.nhs.uk) look at LTFT training section
- [www.bma.org](http://www.bma.org)
LTFT training

- Limited resources
- Aim to fund all category 1 applicants
- As soon as you want to train LTFT then let the relevant deanery know
Employment contracts

Your employing healthcare organisation is responsible for all contractual issues including:

- Pay
- Banding
- Rotas
- Accommodation (if applicable)

In England, check the NHS Employers website for more information:

www.nhsemployers.org
General Messages

☐ Don’t panic – be sensible: you’ll get a job, mostly one you want and *very* likely in the region where you want – but be flexible!

☐ This is your responsibility – we will help, but YOU must read the guidance and meet deadlines

☐ This is adult life!
Useful Contacts

- [www.foundationprogramme.nhs.uk](http://www.foundationprogramme.nhs.uk)
- General Queries: [yr5generaladmin@contacts.bham.ac.uk](mailto:yr5generaladmin@contacts.bham.ac.uk)
- Jenny Mullins-White - Careers Network
  [www.intranet.birmingham.ac.uk/careers](http://www.intranet.birmingham.ac.uk/careers)
  - [j.mullins-white@bham.ac.uk](mailto:j.mullins-white@bham.ac.uk)
- Dr Helen Goodyear – flexible training
  [helen.goodyear@wm.hee.nhs.uk](mailto:helen.goodyear@wm.hee.nhs.uk)
- Professor Lorraine Harper – academic applications
  [l.harper@bham.ac.uk](mailto:l.harper@bham.ac.uk)
- West Midlands Foundation School Manager
  [Nelda.Cameron@wm.hee.nhs.uk](mailto:Nelda.Cameron@wm.hee.nhs.uk)