

UK Foundation Programme 2020

Allocations to Interim F1 Posts in England

Purpose

The COVID-19 crisis means that more medical staff are required by the NHS at short notice. The majority of medical school students in the UK will have completed their final examinations by end of April 2020 and could graduate early. In order to be granted provisional GMC registration, doctors must be part of a Foundation Programme, i.e. be in a recognised Foundation Year 1 (F1) post, which can be a short term post.

The intention is to request volunteers to take up interim F1 posts across. This paper outlines the process for recruiting volunteers from UK medical schools and the pool of applicants includes in the allocation process for the 2020 UK Foundation Programme to support frontline services during these unprecedented times. Information has also been provided about the roles and responsibilities of these interim F1 posts.

General Principles

- Before taking on their standard F1 role in August 2020 students / graduates will be offered a Foundation Interim Year 1 (FiY1) post.
- Final year medical students who have graduated from a UK medical school will be eligible to take up these posts. Applicants who have been allocated to foundation training places as part of the primary list allocation and applicant who have been placed on the reserve list for the 2020-21 UK Foundation Programme are also eligible to take up an Interim F1 post.
- Volunteers will have two options in terms of where they choose to take up an interim F1 post:
 1. At a Trust near their medical school
 2. At the Trust they have been allocated to work at as part of the UK Foundation programme with effect from August 2020, i.e. where they are due to commence formal F1 training in August 2020
- Those who obtain early provisional registration need to receive the following
 - Induction (at a time when senior medical staffing resource could be compromised)
 - Full supervision
 - Debriefing
 - Recognition of their contribution at this time
 - Remuneration
 - Indemnity
 - Access to other resources provided to foundation doctors, such as support from the local Professional Support Unit if necessary and access to e-Learning for Healthcare and recommended SCRIPT modules
- **The local foundation school will be responsible for overseeing the training of interim F1s.**
- The safety of patients is paramount, and the safety of these new doctors should be considered of equal importance. There must be a separation in roles and responsibilities between these new doctors and F1 doctors already working in established posts, hence a specific title (FiY1) for this cohort of doctors.

Provisional Registration with the General Medical Council (GMC)

Interim F1 (FiY1) doctors will be granted provisional GMC registration, at their own request, for this period after graduation from their medical schools to the start of their standard F1 post.

Primary List Applicants

Applicants who have been allocated as part of the primary allocation will receive their match to programme results slightly earlier than scheduled to give them the option of volunteering at the Trust they will be commencing in August 2020.

Reserve List Applicants

Doctors who have been placed on the reserve list who are currently in the UK will have the option to take up an FiY1 post.

Details of reserve list applicants have been shared with the GMC and overseas sponsorship teams to start the process for arranging provisional registration and ensuring the appropriate visas are in place to enable the doctors to start work.

Timeline for UKFP 2020

The timeline for match to programme results has been amended as follows: -

Activity	Previous Timeline	New Timeline
Programme Preferencing Deadline	31 st March 2020 (12:00 / midday)	No change
Foundation schools to run 'draft' programme matches on Oriel (if they wish to) to consider local allocations for applicants with special circumstances. Foundation schools will be able to run the match as many times as they want during this window to consider the outcomes. To decide if any manual matches / pre-allocations to a particular area, employer or rotation are required and to finalise local pre-allocations. Please do not select 'confirm and release' in the 'QA' tab on Oriel once you have run your match(es)	From midday on 31 st March – 3 rd April 2020	From midday on Friday 31 st until midday on Wednesday 1 st April 2020
Deadline to inform the UKFPO of any manual matches / pre-allocations that need to be made at programme level, i.e. for special circumstances or linked applications	3rd April 2020	By midday on 1st April 2020
UKFPO to Run Programme Matches	6 th – 8 th April 2020	1 st April
Match to Programme Results Released	9 th April 2020	2 nd April

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Timelines for Recruiting / Placing Interim F1s

The timelines will vary across the foundation schools and will depend on the dates for medical school finals and exam boards. The UKFPO will liaise with foundation schools individually as necessary.

The timeline for recruiting volunteers from the first round of students who have been identified by the medical schools as already having qualified will commence almost immediately after match to programme results have been released on Thursday 2nd April 2020. The aim is to enable interim F1s to commence at the earliest opportunity. This will depend on local arrangements.

Foundation School Responsibilities

The UKFPO will allocate students to foundation schools based on whether they want to stay near their medical school or to move to the location of their forthcoming F1 post. Foundation schools will be responsible for identifying suitable places at Trust level. **Employing organisations must commit to the principles outlined in this paper, or they can choose to opt out from this process.**

Exceptionally Low Scoring Situational Judgement Test (SJT) Applicants

Applicants who have already been withdrawn from the application process for the 2020 UK Foundation Programme will not be eligible to take up an interim F1 post, even if they qualify from medical school.

UK Nominees – No Application for UKFP

UK nominees who did not apply for FP and who have therefore not been included in the allocation process will be eligible to volunteer for an interim F1 post.

Visas

Tier 4

Overseas nationals qualifying from UK medical schools who are Tier 4 visa holders will be able to commence employment early, and before their application for their new Tier 4 visa has been approved, providing their new visa application is in progress.

Tier 2

The UK Home Office has helpfully updated their visa regulations to allow students / applicants who are already in the UK who need to apply for a Tier 2 visa without having to return home to apply for their visa.

Supporting Trainees Entering Practice (STEP)

Students will need to complete a separate online STEP form if they are taking up an interim F1 post at a different location to their formal F1 post. They will need to select an appropriate foundation school. Students should select the foundation school that they will be temporarily placed in under question three of the form. The form will then be sent to the medical school for approval and then passed to the interim foundation school as

per the usual process. The STEP online system will allow students to submit multiple forms and will not prevent students submitting an interim form.

Where the foundation school for the interim F1 posts and the formal F1 training post are different, the interim STEP form should be considered separate to the form that will be submitted for the training programme due to commence in August 2020. The online STEP form and guidance can be found [here](#). STEP forms to be submitted at the earliest convenience.

Employment Arrangements

- Interim F1s need additional support so that they can undertake these new roles safely and without detriment to their short and long-term wellbeing.
- To ensure good supervision, ideally FiY1 doctors should work between 0700-2100
- Interim F1s will receive remuneration as per standard FY1 pay scale (It is anticipated that agreement will be reached shortly that Interim F1s will receive remuneration as per standard FY1 pay scale).
- Any Trust who receiving FiY1 doctors must ensure the following: -
 - Half-day induction: The Trust Foundation Programme Training Director (FPTD) must be released from clinical duties to provide this induction on the FiY1 doctor's first day
 - A named clinical supervisor (NCS) for each FiY1 doctor, who will provide support for the doctor and will be able to complete a clinical supervisor report at the end of the working period
 - Support / Input as required from FPTD
 - Remuneration
 - Full access to training ePortfolio
 - Enhanced opportunities for these trainees during the 2020-21 F1 year

In cases where students are uncomfortable or struggling in their interim F1 posts, they can leave with no notice as the arrangements will be voluntary, and the wellbeing of the students must remain a clear priority.

Interim Year Roles and Responsibilities

FiY1 doctors will be able to undertake the following supervised tasks as part of a recognised clinical team (in any speciality):

1. Note-taking (i.e. making entries in the clinical record)
2. Ordering investigations
3. Procedures:
 - a. Venesection
 - b. Intravenous cannulation

4. Supervised prescribing (NB only if FiY1 doctor has passed Prescribing Safety Assessment (PSA) within past 2 years)
5. Completion of discharge documentation

The FiY1 doctor would have a unique opportunity to contribute to healthcare during this crisis and the Clinical supervisor report can be used as evidence for any of the following Foundation Professional Capabilities (curricular outcomes):

- 1) Acts professionally
- 2) Delivers patient centred care and maintains trust
- 3) Behaves in accordance with ethical and legal requirements
- 6) Communicates clearly in a variety of settings
- 7) Works effectively as a team member
- 9) Recognises, assesses and initiates management of the acutely ill patient
- 11) Obtains history, performs clinical examination, formulates differential diagnosis and management plan
- 12) Requests relevant investigations and acts upon results
- 13) Prescribes safely [if allowed to prescribe, having passed PSA within past 2 years]
- 14) Performs procedures safely
- 18) Recognises and works within limits of personal competence
- 19) Makes patient safety a priority in clinical practice

Additional Information for Foundation Schools & Trusts

Allocation of FiY1 Doctors

FiY1 doctors will be allocated to Trusts in a fair and equitable way. The UK Foundation Programme Office (UKFPO) will work with medical schools, foundation schools and employing organisations to ensure a consistent approach is applied for all volunteers.

Within trusts, FiY1 doctors should be allocated to departments according to service need, based on the role expectations below.

Role Expectations

It is recommended that each FiY1 is 'buddied' with 1-2 foundation doctors. These doctors could be working in a reconfigured team following the enactment of major incident plans within trusts. FiY1s may be best deployed supporting areas unrelated to COVID activity.

FiY1s who are pregnant or who have major health issues may choose not to volunteer; if they do so special consideration should be given to placing them in non-COVID focussed areas.

Induction

Preparations for local induction should ensure that the basics are in place for new incoming FiY1s. This may include the following: -

- Site access (e.g. swipe cards)
- IT access

- Rota/weekly work schedule
- Induction timetable
- Updated reference information
- FiY1 informed of:
 - Where to report to on first day
 - Induction timetable
 - Rota / weekly work schedule
 - Annual Leave arrangement
 - Contact details for clinical supervisor
 - Access to reference information
 - Essential local / departmental induction

Time and service constraints may require the FiY1 to start working as soon as possible. This means that a minimum of information and training needs to be provided for them safely to operate in the new environment at the earliest opportunity.

Further local/departmental induction may be required, and protected time given to ensure that crucial aspects of induction are covered. Attendance should be logged and recorded.

Induction should include:

Departmental orientation
Key personnel
Fire and safety procedures
Tour of the premises
Access to policies and procedures

Roles and responsibilities
Clinical Supervision and support arrangements
Rota/Weekly work schedule
Ward Rounds

Local / departmental training / information
Investigations
Discharge planning
Referrals
Computer systems
Medical equipment and devices
Handover
Out of hours working
Consenting patients
Confidentiality
Prescribing

FiY1s should be advised of how to access essential information for service delivery e.g.:

Policies, guidelines and procedures
Contact telephone numbers
Information on investigations etc.

Online learning and support
Online statutory and mandatory training should be kept to a minimum and protected time provided.

Relevant modules are available via e-LFH (general foundation level) and SCRIPT

BMA advice is available via:

https://beta.bma.org.uk/advice-and-support/covid-19/your-contract/covid-19-medical-students-requested-to-work-in-the-nhs?fbclid=IwAR17XItIV14vNX67LDfkWuXYpKUSc_jXeuiGTm_1gEUkA-wXxPB_ttbjTfQ