Applying to UKFP 2020

foundationprogramme.nhs.uk
twitter: @UKFPO
20 Foundation Schools / Units of Application (UoAs)

15 Academic Units of Application (AUoAs)
Nominations and Eligibility

Registration from Monday 23rd September and Applications from Monday 30th September until Friday 11th October 2019

Educational Verification (verified scores released by Monday 21st October 2019 – please check your score)

Academic Selection Processes (local timelines from 14th October 2018– 10th January 2020)

Situational Judgement Test (SJT): Friday 6th December 2019 and Monday 6th January 2020

Academic Offers (if applicable): Wednesday 15th January 2020

Foundation Priority Programmes (FPP): offers made one week prior to national allocation to foundation schools on Wednesday 4th March 2020

National Allocation: Thursday 12th March 2020

Group Matching (local timeline) and Match to Programme Results (Thursday 9th April 2020)
Nomination

➢ All UK graduates from the last two years are nominated by the medical school

➢ You will receive an email inviting you to confirm your nomination and register on Oriel – click the link and create a password

➢ If you do not receive this email, contact your medical school immediately

➢ You must register with the email address your medical school used to nominate you with
You must complete and submit your application form on Oriel between Monday 30th September and 12.00 midday UK time on Friday 11th October 2019.

Late applications will not be accepted under any circumstances.
# Application Sections

<table>
<thead>
<tr>
<th>Section</th>
<th>Information Required</th>
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<tbody>
<tr>
<td>1) Personal details</td>
<td>Contact information and disability and special arrangements</td>
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<td>2) Eligibility</td>
<td>Professional registration and right to work in the UK</td>
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<td>3) Fitness</td>
<td>Criminal record checks and data protection declarations</td>
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<td>4) References</td>
<td>Referee details (can be amended)</td>
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<td>5) Competences</td>
<td>Primary medical qualification</td>
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<td>6) Employment</td>
<td>Not applicable</td>
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<td>7) Evidence</td>
<td>Additional educational achievements</td>
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<td>8) Supporting</td>
<td>Not applicable</td>
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<tr>
<td>9) Preferences</td>
<td>Rank foundation schools in order of preferences</td>
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<tr>
<td>10) Equality</td>
<td>Equality and diversity monitoring information (optional)</td>
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<tr>
<td>11) Declarations</td>
<td>Declarations, linked applications and document upload</td>
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</tbody>
</table>
Application Score

Educational Performance Measure (EPM) Score (43 for decile + 7 for additional educational achievements (EA) = maximum of 50)

+ Situational Judgement Test Score (SJT) (maximum of 50)

= Total FP Score (maximum of 100)
Educational Performance Measure (EPM)

Decile score calculated by medical school (max. 43) plus any additional educational achievements (max. 7). Max. total = 50.

Verified scores released by 21st October 2019.
Educational Achievements (EA)

**Additional Degree (one only)**
Evidence to be uploaded as part of application form
Maximum: 5 points

**Publication (maximum of two)**
1 point per publication PUBMED ID
Maximum: 2 points

Maximum of 7 points in total for EA
Additional Degree

- Awarded / ratified by application deadline
- Evidence of Level 7 Masters for 4 points
- Upload evidence as a single document

- No transcripts
- No Higher Education Achievement Reports (HEAR)
Publication(s)

- Publication must be published and available on PUBMED
- Include PUBMED ID on application form
- Author and title on application form must be identifiable on PUBMED

- Points will **not** be awarded for collaborators
- No DOI, ISBN or PMCID numbers
- Avoid copying and pasting PMID numbers
- Double check your PUBMED ID before submission
Situational Judgement Test (SJT)
Friday 6th December 2019 / Monday 6th January 2020

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Situational Judgement Test (SJT)

- The SJT is a measure of meeting the attributes required to be a foundation doctor, as defined in the national FP personal specification.
- It is not an assessment of your clinical knowledge.
- All applicants are required to sit the SJT, including AFP applicants and defence deanery.
- Reasonable adjustments
- Extenuating circumstances
Situational Judgement Test (SJT)

- Invigilated test
- 70 questions
- 2 hours 20 minutes
- ID checked, no smart watches and no removal of papers
- Scores marked national and translated to a 0 – 50 point scale
- Practice papers, OMR answer sheet and resources, available on UKFPO website
You cannot update your preferences from within the application form once it has been submitted and clicked update preferences.

<table>
<thead>
<tr>
<th>Preference (20)</th>
<th>No Preference (0)</th>
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<tbody>
<tr>
<td>Search...</td>
<td>Search...</td>
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<tr>
<td>Select All</td>
<td>Select All</td>
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<td>Select None</td>
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<tr>
<td>Rank 1: Northern Ireland (places:243)</td>
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<td>Rank 2: Scotland (places:789)</td>
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<td>Rank 3: Wales (places:326)</td>
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<td>Rank 4: Peninsula (places:189)</td>
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<td>Rank 5: North West of England (places:793)</td>
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<td>Rank 6: Yorkshire and Humber (places:562)</td>
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<tr>
<td>Rank 7: Essex, Bedfordshire and Hertfordshire (places:306)</td>
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</tbody>
</table>
Preferences (2)

- Applicants can amend foundation school preferences until **13\textsuperscript{th} February 2020 at 12:00 noon GMT**

- Applicants must rank all foundation schools (even if approved for pre-allocation)

- Rank groups and individual programmes after allocation to foundation school
Linked Applications

- Preference in the same order
- Link to FP applicants only, i.e. not military
- Links will be severed if: -
  a) Either or both accept AFP
  b) Either or both are placed on reserve list
  c) Preferences are changed
- Both must be allocated to primary list
- Allocated in accordance with the lower rank
- Local policies vary at group / programme level
Linked Applications

FOUNDATION PROGRAMME (2FP) - UK Foundation Programme Office

APPLICATION PAGE: 11 of 11
Personal  Eligibility  Fitness  References  Competences  Employment  Evidence  Supporting  Preferences  Equality

Session will time out in 57:42 minutes. (Note: you cannot save this page after your session has expired)

Enable Validation

DECLARATIONS

PAGE TRACKER - If you wish, please tick this box to remind yourself this page is complete: ☐ (information will be displayed on your Application Summary)

LINKED APPLICATIONS

Do you wish to link to another application? (*)

No

DECLARATION

Please read and confirm the following declaration and tick each box to confirm each statement.

I confirm that I am aware that providing any false or misleading information on my application form or any related document will result in the withdrawal of the offer of a foundation programme, offer of employment or in the termination of employment and may involve referral to the General Medical Council (GMC). (*)
Special Circumstances

➢ Four criteria: 1) parent or legal guardian, 2) primary carer, 3) medical condition, 4) unique circumstances

➢ Applications to UKFPO national panel

➢ Situation must be relevant at the time of application

➢ Requested foundation school must be ranked first

➢ Not applicable for AFP

➢ Applicants cannot link
Applicants will be allocated in rank order.

If all the places are filled at your first choice foundation school, the system will look at your second choice, and so on down your list of preferences until a space is available.

Linked applicants will be allocated based on the lower rank of the linked pair.

Your allocation results will only be released once you have completed the online survey.
Primary / Reserve List Allocations

**Primary List**

If there are more FP applicants than vacancies, the ‘n’ highest scoring applicants will be placed on the primary list (where ‘n’ is the number of vacancies across the UK).

Applicants on the primary list will be asked to rank groups and programmes. The same matching programme to allocate posts.

**Reserve List**

If, as anticipated, there are more fully eligible applicants than places, applicants who are not allocated to the primary list will be placed on a reserve list and will be allocated in batches on predetermined dates. Reserve list applicants will be asked to preference posts available at that time.
Supporting Trainees Entering Practice (STEP)

➢ Supports transition from medical school to foundation training; two-way transfer

➢ Health and welfare, educational progress and professional performance, and patient safety

➢ Students complete STEP form

➢ Medical school endorses information

➢ Separate process for F1 to F2
Employment

Employer Responsibilities: -

➢ Pre-employment checks, including occupational health and references
➢ Pay
➢ Banding
➢ Rotas
➢ Contract of employment
➢ Accommodation (if applicable)
➢ Shadowing and Induction
Timeline

Registration on Oriel
From Monday 23rd September 2019

National Application Window (AFP & FP)
Monday 30th September – Friday 11th October 2019 at 12:00 noon (BST)

Situational Judgement Test (SJT)
➢ Friday 6th December 2019 at 10am
➢ Monday 6th January 2020 at 10am

National Allocation to foundation schools
Thursday 12th March 2020

Match to Programmes (to a specific post)
Thursday 9th April 2020
Useful Tips

➢ Read the Applicants’ Handbook
➢ Start collecting evidence of additional educational achievements
➢ Make use of SJT practice papers
➢ Identify an academic referee

➢ ALLOW PLENTY OF TIME TO COMPLETE AND SUBMIT YOUR APPLICATION. LATE APPLICATIONS WILL NOT BE CONSIDERED.
Frequently Asked Questions (FAQs)

➢ Must register under ‘foundation’ staff group on Oriel to access application
➢ Only one document upload for EA
➢ Referee details can be amended once applications have been submitted
➢ Preferences can be amended
➢ No changes to other sections
Foundation Priority Programmes (FPP)

➢ Opportunity to apply for priority programmes

➢ Incentives such as free accommodation, master’s qualifications (please visit foundation school websites)

➢ Separate application (same application window)

➢ Rank individual programmes earlier

➢ Offers prior to national FP allocation

➢ If you accept an FPP offer, your FP application will be withdrawn
Academic Foundation Programmes (AFP)

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Academic Programmes

➢ Research, teaching and/or medical leadership and management skills

➢ Explore academia as a career at the same time as developing their clinical and generic skills

➢ Academic supervisor
AFP Applications

➢ Applicants will need to apply to each AUoA (up to a maximum of two) separately.

➢ Each AUoA will determine what information it wishes to receive from its applicants which will consist of educational achievements and white space questions.

➢ Scoring criteria will be determined locally and may vary across the different AUoAs.

➢ You cannot submit AFP applications until you have submitted an application to FP application.
Preferences

• You will need to preference the Academic programmes available in each AUoA you select before you can submit your application

• You do not need to preference all the programmes if there are some that you know you will not accept

• However, the fewer programmes you preference, 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
Selection

AUoAs shortlist and interview applicants within the nationally agreed timeframe

AFP match ranking score = educational / academic decile + AUoA score

AUoA score determined locally

Matching applicants to specific programmes will be managed by the AUoA via Oriel

All AFP offers are subject to a satisfactory SJT score
Offers

- Initial Offers
- First Offers Cascade
- Second Offers Cascade
- Third Offers Cascade
- ‘Mop Up’ Offers

Any remaining posts are manually offered offline
✓ Highest scoring AFP applicants will receive offers first

✓ If higher scoring applicants decline these offers, they will then be offered to lower scoring applicants

✓ Familiarise yourself with the AFP offers timetable

✓ 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
Thank you for listening!

Any questions?

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