

# **UKFPO application review and update – April 2024**

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# UKFPO Introduction

- The UK Foundation Programme Office (UKFPO) manages the national application process for the foundation programme
- <https://foundationprogramme.nhs.uk/>
- Applicants **MUST** apply for the Foundation Programme (FP) before applying to Specialised Foundation Programmes (SFP) or Foundation Priority Programmes (FPP)
- UK graduates are nominated by the medical school
- You will receive an email inviting you to confirm your nomination
- Option to then apply for:
  - **Specialised Foundation Programmes (SFP)**
  - **Foundation Priority Programmes (FPP)**



# Preference Informed Allocation (PIA)

- Preference informed allocation (PIA) is designed to give as many applicants their first-choice preference as possible
- The algorithm will work through the list of applicants in computer-generated rank order to match as many applicants as possible to their first choice, before allocating applicants to their next available choice
- The computer-generated rank is produced when the algorithm is run in Oriel, which takes place after preferencing has closed
- NB: Changes from previous years - The Situational Judgment Test (SJT) and EPM (decile score) have been removed
- 2024 - 75% of applicants were allocated to their first choice

# Key Changes for 2025

- SFP - All applications to their respective Specialised Foundation Programmes (SFP) will be incorporated into the main Foundation Programme allocation. These applications will be brought within the Preference Information Allocation (PIA) system.
- Other changes:
  - Removal of Dean's Statement – Instead provide a copy of medical degree certificate OR letter from medical school dean to confirm qualification/future qualification
  - Changes to English language proficiency requirements - **N/A**
  - Additional condition of eligibility for applicants whose medical school / university appears on the GMC's list of qualifications they may accept – **N/A**

# Specialised Foundation Programme (SFP) 2024 only

- Previously known as Academic Foundation Programme
- Develop academic and research, education and teaching and leadership and management skills in addition to the competences outlined in the Foundation Programme Curriculum to develop your clinical and generic skills
- Applicants can apply for a maximum of two Specialised Units of Application (SUoAs). Each SUoA will manage its own local selection process which may involve a short-listing and interview process
- White Space Questions (WSQs)
  - Some SUoAs selected questions to answer
  - Not used by all SUoAs eg London
  - Some SUoAs had similar questions

# White Space Questions (WSQ) 2024

Word count limit for each question was 200 words

- Career Goals - What are your specific reasons for applying for a SFP? Please highlight how the programme will contribute to your career plans and briefly outline these.
- Programme Interests - Some foundation schools offer separate SFPs focused on research, medical education/teaching, and/or leadership and management.
- Please indicate which types of programmes you would wish to be considered for :  
Research OR Education & Training OR Leadership & Management
- Please explain your rationale for your choice of programme

**NB: all applications to their respective Specialised Foundation Programmes (SFP) will be incorporated into the main Foundation Programme allocation process for 2025 – WSQs NOT required for 2025**

# White Space Questions (WSQ) 2024

- Research - Please outline your previous research experience and achievements
- Education and Teaching - Please describe (1) your previous relevant teaching experience and achievements as a teacher, within and outside medicine (2) your experience in simulation training and the value of development of simulation training for doctors.
- Leadership - Give one example in which you have demonstrated your leadership abilities. The example should be from your undergraduate experience (or postgraduate experience if relevant) and should identify your specific role and contribution as a leader and its relevance to academic activities.
- Team Working - Academic medicine requires an individual to work successfully in a team. Describe a time that is relevant to your foundation training when you have worked as a successful member of a team and identify your role and contribution to this success. Explain the significance of this experience to your application.
- **NB: all applications to their respective Specialised Foundation Programmes (SFP) will be incorporated into the main Foundation Programme allocation process for 2025 – WSQs NOT required for 2025**

# Foundation Priority Programmes (FPP)

Support specific areas of the UK that have historically found it difficult to attract and retain doctors through the foundation and specialty recruitment processes to attract and retain doctors in remote, rural and coastal geographies, under-doctored geographies and shortage specialties, and offer a range of incentives/opportunities:

- Leadership and management programmes
- Medical education, teaching or simulation opportunities
- Academic/research experience (not SFP posts)
- Digital Health and Entrepreneurship opportunities
- Additional qualifications e.g. Postgraduate Certificate (PGCert)
- Quality improvement projects or teaching roles
- Financial Incentives
- Experience in remote and rural areas
- Support with accommodation and innovative rotas
- FPPs that specifically support/are tailored to less than full-time training
- Generalism/Enhance programmes
- Longitudinal integrated foundation training (LIFT)
- Longer programmes (up to three years) that provide opportunities to undertake additional training or train more flexibly and provide geographic stability for those that desire it.
- Enhanced exposure to certain specialties e.g. General Practice, Intensive Care, Stroke Medicine, Obstetrics and Gynaecology, Oral and Maxillo-facial Surgery, Paediatrics, Pathology, Pre-hospital Care, Psychiatry, Respiratory Medicine



# Foundation Priority Programmes (FPP) 2024

**The following foundation schools offer priority programmes:**

- East of England
- Kent, Surrey and Sussex
- Leicestershire, Northamptonshire and Rutland (LNR)
- Northern
- North West
- Peninsula
- Scotland
- Severn
- West Midlands North
- West Midlands South
- Wales
- Wessex
- Yorkshire and Humber

**The following foundation schools DO NOT offer priority programmes:**

- London
- Northern Ireland
- Oxford
- Trent
- West Midlands Central

# Pre-allocation Criteria 2024 – **subject to change in 2025**

**1. Parental/guardian responsibilities** - Supporting evidence including signed statement from professional, birth certificate and proof of address

**2. a) Primary caring responsibilities - You are the primary carer for someone who is disabled (as defined by the Equality Act 2010)**

Definition of 'disability' under the Equality Act 2010 - The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. For the purposes of the Act:

- substantial means more than minor or trivial
- long-term means that the effect of the impairment has lasted or is likely to last for at least 12 months
- normal day-to-day activities include things like eating, washing, walking and going shopping
- Care must be provided solely by you (throughout the week), not relative or as group in family
- Assumes partner, sibling or parent – if not, need to present strong case for being carer for that person

>> Provide evidence including statement from GP or social worker, care plan and proof of address

## **2. b) Significant caring responsibilities - You have significant caring responsibilities for a family member, partner, or friend**

### *Definition of 'significant caring responsibilities'*

*Significant caring responsibilities equate to anyone who cares for a family member, partner or friend who requires help because of illness or issues with their mental or physical health or disability and cannot cope without their support. If the person cared for has physical or mental health issues, a learning disability, a substance use disorder (or any other addiction) or is vulnerable or frail and the applicant provides care with their day-to-day living they are a carer. The responsibilities must extend beyond running basic errands, such as shopping and cleaning.*

NOT primary carer

“discuss your application with your medical school who must complete and sign the supporting signatory statement section of the application form. This statement must be signed by a medical school senior member of staff, who must confirm that they know you, and can confirm that you have a significant caring responsibility for a family member, partner or friend.”

>> Carer responsibilities are known to medical school OR Student Support and requiring ongoing support eg ECAP

**3. Medical condition** - provide the following supporting evidence which needs to be legible, clear and explicit, and it must state why you need to be pre-allocated to a particular foundation school:

A **written report by the current medical specialist treating your condition** in which they are required to:

- describe the current medical condition (physical or mental health), or disability
- describe the nature of the ongoing treatment
- describe the frequency of the ongoing treatment
- explain why the follow up must be delivered in a specific location rather than by other treatment centres in the UK. The clinician must state that it is essential for treatment or medical follow-up to be accessed in a specific location.

### **Proof of address**

Optional: a report from an Occupational Health physician (This can be submitted in addition to the written report from the current medical specialist treating the condition)

## 4. Unique circumstances

You must provide the following supporting evidence:

- **Statement by an individual who holds a professional role and is in a position of authority in relation to the request that:**
  - describes the current unique situation.
  - explains why foundation training can only be carried out in a specific location rather than another location in the UK.

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The list below provides examples of circumstances that would be considered unique.

### Athlete

An applicant who is an athlete supported on a national training programme. The requirements would be to remain in a particular location to continue their training.

The application would need to be signed by the national coach/manager and evidence as to why the applicant needs to be pre-allocated at the location requested and not elsewhere would need to be provided, as an athlete may be able to train at any athletics club. It would be acceptable if the application is part of a national training programme and the rest of the team are based in one location, for example.

### Armed Forces Commitments

An applicant who is a member of the armed force reserves. The applicant intended to continue with this commitment whilst undertaking foundation training. The applicant therefore needs to access force training during the week and at weekends.

The application would need to be signed by their commanding officer and evidence of why the applicant needs to be at the location requested and not any other reservist training camp would need to be provided.

### Adapted House

An applicant who has a long-term disability which does not impact on their ability to work as a foundation doctor, and who would not request pre-allocation on the basis of health grounds, who lives in a house that has been fully adapted to support their needs.

The applications would need to be signed by a professional from a housing department, social worker or medical practitioner, and there would need to be evidence that for this arrangement to be replicated elsewhere would be unreasonable.

The list below provides examples of circumstances that would not be considered unique.

### Relationships

- Long-term relationships
- Marriage
- Civil partnerships
- Common-law partnerships

### Housing

- Home ownership
- Existing or future accommodation/ housing arrangements (unless the reason is considered to be unique)

# Pre-allocation Criteria 2024 – **subject to change in 2025**

**5. a) Educational circumstances** – explain why pre-allocation based on this criterion will support you in your transition into training.

- The UKFPO expects to receive applications from **no more than five students** for educational circumstances from a single medical school.
- Includes “required to repeat a clinical year of medical school for academic reason”
- Must be discussed with medical school and supporting signature required
- you will request pre-allocation to the foundation school local to the medical school to allow for ongoing support from established networks.
- If not local medical school - must provide further information about how your circumstances have changed since qualifying from medical school and why you require pre-allocation to a different region for educational circumstances.

# Pre-allocation Criteria 2024 – **subject to change in 2025**

## 5. b) Widening participation

- Has entered medical school through a Widening Participation/Widening Access initiative or scheme (for example, Gateway courses and contextual admissions)
- Has formally been granted financial support during medical school, for example through a means tested grant (not including the NHS Bursary) to support studies or a hardship loan – **required to provide evidence**
- Is a student/graduate of a UK or Republic of Ireland medical school
- Requires supporting signature from medical school
- Can request pre-allocation to the foundation school in the vicinity of your family home base or your residence at the end of medical school

# Time-line (published in July 2023)

## UK Foundation Programme (UKFP) 2-Year Foundation Programme 2024

### Application Timeline

Applicants who are required to apply via [the eligibility application process](#) should also refer to the separate eligibility application timeline on the [UKFPO website](#) for all relevant dates and deadlines. The eligibility application window is open between 04 - 25 July 2023 (12:00 midday BST).

Colour Key
Foundation Programme (FP)
Pre-Allocation process
Specialised Foundation Programme (SFP)
Foundation Priority Programmes (FPP)

Please note that all times published are UK local time. The UKFPO will endeavour to release outcomes/communicate with applicants as early as possible on each stated date.

Activity	Dates	Role
Main applicant guides published	July 2023	UKFPO
<b>Registration opens on Oriel application system for applicants.</b>  *Registration emails will be sent to nominated applicants from UK medical schools at 09:00am (BST), however please be aware that this email may take some time to appear in your inbox*.	<b>12 September 2023 (09:00 BST)</b>	<b>Applicants</b>
<b>National application window for FP, SFP, FPP programmes</b>	<b>20 September (09:00 BST) – 04 October (12:00 midday BST) 2023</b>	<b>Applicants</b>
Pre-allocation application window (application via main Oriel application form)	20 September (09:00 BST) – 04 October 2023 (12:00 midday BST)	Applicants
Foundation Schools/SUoAs hold Specialised Foundation Programme selection processes	04 October – 29 December 2023	Foundation Schools
Deadline for applicants to rank and amend SFP programme preferences on Oriel	13 October 2023 (12:00 midday BST)	Applicants

Activity	Dates	Role
Pre-Allocation application outcomes released to applicants	30 November 2023	UKFPO
Specialised Foundation Programme offers released (applicants have 48 hours to accept/reject) – Round 1	10 - 12 January 2024	UKFPO/ Applicants
Specialised Foundation Programme offers released (applicants have 48 hours to accept/reject) – Round 2	17 – 19 January 2024	UKFPO/ Applicants
Specialised Foundation Programme offers released (applicants have 48 hours to accept/reject) – Round 3	24 – 26 January 2024	UKFPO/ Applicants
Specialised Foundation Programme offers released (applicants have 48 hours to accept/reject) – Round 4	31 January – 02 February 2024	UKFPO/ Applicants
Specialised Foundation Programme clearing round	05 – 09 February 2024	FS/ Applicants
Deadline for applicants to rank and amend Foundation School/UoA preferences for FP on Oriel	14 February 2024 (12:00 midday GMT)	Applicants
Deadline for applicants to rank and amend FPP programme preferences OR to withdraw application from FPP on Oriel	14 February 2024 (12:00 midday GMT)	Applicants
Deadline for applicants to withdraw from the pre-allocation process (applicants must refer to withdrawal process within the pre-allocation guidance)	14 February 2024 (12:00 midday GMT)	Applicants
Foundation Priority Programme offers released (applicants have 48 hours to accept/reject) – Round 1	21 - 23 February 2024	UKFPO/ Applicants
Foundation Priority Programme offers released (applicants have 48 hours to accept/reject) – Round 2	26 – 28 February 2024	UKFPO/ Applicants
Foundation Priority Programme offers released (applicants have 48 hours to accept/reject) – Round 3	28 February – 01 March 2024	UKFPO/ Applicants
<b>Allocation to Foundation School</b>	<b>07 March 2024</b>	<b>UKFPO</b>
Reference submission window opens	07 March – 12 July 2024	Referees/ Applicants

Activity	Dates	Role
Group preferencing window (two-stage process)	07 March (12:00 midday GMT) – 13 March 2024 (12:00 midday GMT)	Applicants
Programme preferencing window (one-stage process)	07 (12:00 midday GMT) – 27 March 2024 (12:00 midday GMT)	Applicants
Group match results released	18 March 2024	UKFPO
Programme preferencing window (two-stage process)	18 (12:00 midday GMT) – 27 March 2024 (12:00 midday GMT)	Applicants
Programme match results released to applicants	11 April 2024	UKFPO
Further group and programme preferencing and matches will take place from May onwards.	May - July 2024	FS
Applicant information released to employers via the Oriel system	From 10 April 2024 onwards	FS
Applicants must begin provisional registration process (if not already)	From 1 May 2024	Applicants
Reference submission window closes	12 July 2024 (12:00 midday BST)	Referees/ Applicants



# Conclusion

- Preparation and collection of evidence
- Academic referees eg Academic advisor, senior tutor, SCC supervisor
- Useful links:

<https://foundationprogramme.nhs.uk/>

<https://www.hee.nhs.uk/our-work/foundation-medical-training>