

North West of England Foundation School
Foundation Programme Recruitment:

Welcome Pack &
Local Matching Guidance

(v1.0, 2024)

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****Oriel Compatibility – Important Information****

The Oriel applicant portal is tested for compatibility with Internet Explorer 11, Safari 7+, Google Chrome 30+, Firefox 24+ and Edge. Oriel is **not compatible** with Internet Explorer 7 – 10. Preferencing should not be completed on smartphones. Please ensure that you use one of these browsers when ranking programme groups and programmes and where possible, the most up to date version of that browser.

North West of England Foundation School

Foundation Programme Recruitment - Welcome

Welcome to the North West of England Foundation School.

Congratulations on being allocated to the North West of England Foundation School. We are delighted that you will be joining us for your foundation training, and we are confident that you will find a fantastic range of training opportunities here.

You are reminded that your allocation to our foundation school (UoA) does not equate to an offer of employment and that job offers will be made by your employing organization following satisfactory completion of pre-employment checks.

This school runs matching to group and programme as a two-stage process.

Timeline for Ranking / Allocating to Groups and Programmes

Notification of Allocation to NWEFS: **Thursday 7th March 2024**

Programme Group Ranking Opens: **Thursday 7th March 2024**

Deadline for Programme Group Ranking: **Wednesday 13th March 2024, 12:00**

Notification of Match to Programme Group: **Monday 18th March 2024, 12:00**

Programme Ranking Opens: **Monday 18th March 2024, 12:00**

Deadline for Programme Ranking: **Wednesday 27th March 2024, 12:00**

Notification of Match to Programme: **Thursday 11th April 2024**

Recruitment Paperwork Transferred to Employing Organisations (e.g. allocations, application forms, references): **by Monday 15th April 2024**

Failure to rank your programme groups or programme preferences by the deadline will result in you being randomly allocated to a programme group/programme. Late preferences cannot be considered under any circumstances, so please ensure you give yourself sufficient time to complete these stages.

*Oriel will take forward the latest preference information entered / saved in the system once the deadline for ranking programme preferences has passed. We advise you to rank all available programmes in order of preference. **If you do not rank any or sufficient programme groups or programmes, then you will be matched randomly to the remaining programme groups / programmes.***

The UK Foundation Programme Office use the algorithm provided within Oriel to allocate you to a programme group and programme. For further information on how the allocation process works, please refer to the '2024 Applicant Guide to Allocation – Preference Informed Allocation'.

Section 1:

Matching to Group (Employing Trust)

Your Oriel dashboard page will keep you up to date with the progress of your application. From your dashboard you will be advised of your allocation and directed to the 'Group Preferences' page within your account. From here you will be asked to enter your order of preference to our groups. Each employing acute trust within our school is listed as a separate group.

Ranking your Group Preferences

You are asked to rank all the groups available in an order of preference. Please remember to save your preferences as you go along. A notification with a green tick will inform you that your preferences have been saved. If you want to ensure that your preferences have been saved you can log out and back into the Oriel system; if your preferences remain the same as you left them they have then been saved on the system. **Please be aware there is not a “submit” option, the system will use your saved preferences once the deadline has closed.**

Failure to save your group preference will not preclude you from an allocation but you will be allocated to a group after all other applicants who saved their preferences. Late preferences cannot be submitted under any circumstances so ensure you give yourself sufficient time to complete this stage.

It is the applicant's responsibility to ensure that they are contactable via e-mail during the preferences window should we need to contact them regarding any issues with their application. Applicants must make sure that the contact details (e-mail and telephone – if provided) on their Oriel application are accurate and up to date and working.

Foundation schools **cannot be held accountable for the following:**

- (i) Any missed communication where the applicant has not updated contact details on their Oriel account.
- (ii) Missed communications where the applicant is knowingly without phone reception (e.g. on a long haul flight or abroad on elective placement) and they haven't contacted the school before hand to alert us of potential difficulties.
- (iii) Missed communication where an applicant's service provider has temporarily suspended service e.g. due to an unpaid bill.

You must submit your group preferences by 12:00 noon (GMT) on Wednesday 13th March 2024.

Warning: every year we find a small number of applicants are randomly matched because they did not check or save their preferences properly. In some cases, applicants' contact us convinced of an error in the system and that they had clicked the 'save' button but please be warned, a history of all actions taken on your application is captured by Oriel. This means that Oriel will keep a record (dates and times) of when your preferences were 'saved' and we are able to check this when dealing with missed deadline enquiries.

You will be able to access the result of your allocation to group from 12pm on Monday 18th March 2024 via your Oriel account. You will need to log in and select your dashboard page to view your result.

Please note that a small number of applicants may be allocated to "Placeholder" programmes. Applicants allocated to Placeholders will be allocated to group/programme at a later stage once the school has finalised the programmes available.

Information to help you decide your order of preferences

Below is a list of the acute employing trusts (groups) in this school, the hospital sites associated with a particular trust.

Blackpool Teaching Hospitals NHS Foundation Trust
Bolton NHS Foundation Trust
Countess of Chester Hospital NHS Foundation Trust
East Cheshire NHS Trust (Macclesfield)
East Lancashire Hospitals NHS Trust (Blackburn & Burnley)
Lancashire Teaching Hospitals NHS Foundation Trust (Preston & Chorley)
Liverpool University Hospitals NHS Foundation Trust (Aintree, Royal Liverpool and Broadgreen)
Manchester University Hospitals NHS Foundation Trust (Manchester Royal Infirmary, Wythenshawe, North Manchester)
Mersey and West Lancashire Teaching Hospitals NHS Trust (Southport and Ormskirk, St Helens and Knowsley)
Mid Cheshire Hospitals NHS Foundation Trust (Leighton)
Noble's Hospital - Isle of Man Government
Northern Care Alliance NHS Foundation Trust (Oldham, Fairfield & Salford Royal)
Stockport NHS Foundation Trust (Stepping Hill Hospital)
Tameside and Glossop Integrated Care NHS Foundation Trust
University Hospitals of Morecambe Bay NHS Foundation Trust (Lancaster Infirmary & Furness General)
Warrington and Halton Hospitals NHS Trust (Warrington Hospital & Halton General Hospital)
Wirral University Teaching Hospital NHS Foundation Trust (Arrowe Park, Clatterbridge)
Wrightington, Wigan and Leigh NHS Foundation Trust (Royal Albert Edward)

Further Information about Trusts and Programmes

Before making your decisions, find out more about the Trusts and the foundation programmes on offer by following the links on our Trust map:

<https://nwpgmd.nhs.uk/f1-f2-training-programmes-2014-2016>

<https://www.nwpgmd.nhs.uk/foundation-training/trust-information>

You may also want to consider e-mailing or phoning the relevant Education Centre and asking to speak to their Foundation Programme / Postgraduate Administrator or some of their current Foundation trainees. We are unable to provide you with trainee contact details here at the foundation school.

Contact details are available at: <https://www.nwpgmd.nhs.uk/foundation-training/medical-education-managers-and-foundation-programme-administrators>

The programme information published on our website is, to the best of our knowledge, accurate at the time of posting. If any site-specific content or weblinks on the map appear out of date, please contact the relevant education centre for an up to date set of information.

Applicants should note that any potential reconfiguration of services across trusts may impact the programme content and/or the location of posts. Any changes will be advertised as soon as they have been notified and approved. The school will ensure that where changes are unavoidable the two-year programme will provide the necessary opportunities for the trainee to achieve the outcomes of the Foundation Curriculum.

Teaching Hospital or District General Hospital?

As well as noticing that the nearer to a city centre a trust is, eg. Liverpool or Manchester, the more popular it is likely to be, we are also aware from what applicants have told us that the “kudos” of a teaching hospital still plays a part in applicants’ ranking.

It may have been true in the past that training at a teaching hospital carried career influence, but this is not the case anymore.

We have found that doctors applying for Specialty training do not seem to do better if they have completed their foundation training at a teaching hospital rather than a district general hospital. In fact, we have had feedback from doctors trained in the district general hospitals that the wider practical hands on experience they have gained in their foundation training, compared with their peers in teaching hospitals, has stood them in better stead.

Some doctors in training get most out of a teaching hospital environment, others thrive better and learn more from the experience offered by a district general hospital. Ultimately, how you learn best is for you to decide.

How the Matching is done

This is **not** a “first come, first served” process – all the matching will be done at the same time, **AFTER** the deadline, **Wednesday 13th March 2024**.

For further information on how the allocation process works, please refer to the ‘2024 Applicant Guide to Allocation – Preference Informed Allocation’.

Section 2:

Matching to Programme (Track)

Your Oriel dashboard will keep you up to date with the progress of your application. When you log into your account you will need to check your dashboard, where you will be advised of your group allocation (**from 12:00 noon on Monday 18th March 2024**). From here you will be asked to enter your order of preference to the programmes within the group that you have been allocated.

Ranking your Programme Preferences

You are asked to rank the programmes within your allocated group in an order of preference. Remember to save your preferences as you go along. A notification with a green tick will inform you that your preferences have been saved. If you want to ensure that your preferences have been saved you can log out and back into the Oriel system; if your preferences remain the same as you left them they have then been saved on the system. **Please be aware there is not a “submit” option, the system will use your saved preferences ones the deadline has closed.**

The rules of personal accountability, as detailed in the previous ‘Ranking your Group Preferences’ section still apply for this process.

You must submit your programme preferences by 12:00 noon (GMT) on Wednesday 27th March 2024.

Warning: *a history of all actions taken on your application is captured by Oriel. This means that ORIEL will keep a record (dates and times) of when your preferences were ‘saved’ and/or ‘submitted’ and we are able to check this when dealing with missed deadline enquiries.*

You will be able to access your final result on **Thursday 11th April 2024** via your Oriel account. You will need to log in and select your dashboard page to view the final result of your allocation to programme.

Section 3:

Further Information

North West of England Welcome Event

We have organised a welcome event to take place on **Monday 11th March from 2:00pm to 4:00pm** on MS Teams. There will be a presentation delivered on the next steps (matching stages, GMC registration, visa process and more) followed by a questions and answer session. We strongly encourage you to attend so that you are familiar with the process.

To register your attendance, please complete the following form in the emailed version of this document.

To access the webinar please follow the following MS teams link in the emailed version of this document.

Pre-allocation and Personal Circumstances

If you were pre allocated to this school on the grounds of your Personal Circumstances, you will still need to go through the Matching to Group and Programme process. Although the foundation school is working to match you to a suitable trust, your pre-allocation within Oriol has so far only been to the North West of England Foundation School (UoA) and not to a specific location. This is due to the system functionality on Oriol in relation to the two-stage matching process.

As a formality, we advise that you rank the Group(s) preferred as your top preferences, followed by those that are still within reasonable commuting distance.

Applicants who did not apply for Personal Circumstances and whose circumstances have changed since they applied, will not be eligible for Personal Circumstances consideration. We advise applicants in this position to continue with Group and Programme preferencing and consider alternative options such as Less Than Full Time training or applying for an Inter-Foundation School Transfer. A full set of guidance regarding Inter-Foundation School Transfers and how to apply is published on the UKFPO website. Transfers within the foundation school (Intra-Foundation School Transfer) are not possible within our region.

If you wish to apply for [LTFT \(Less Than Full Time Training\)](#) then you will be able to do this once you have been allocated a specific programme.

If you have any questions not answered in this document, please contact us at england.foundation.nw@nhs.net

Your STEP Form

Applicants **must** complete a STEP (Supporting Trainees Entering Practice) form.

Both electronic and paper forms for FP2024 are in the process of being updated by the UKFPO and will be published on the UKFPO website. We recommend you visit the website [here](#) to check for publication. Please revisit the link for any updates and we ask for patience while this is being actioned and to not contact us due to our limited admin capacity to respond to such queries.

If you have difficulties accessing this link, the documents can be located on the UK Foundation Programme Office website by clicking on 'Resources' on their home page and then Supporting Trainees Entering Practice (STEP).

References

References will be requested via Oriel from **13th April 2023**. Please regularly check your account after this date, to ensure that your referees have provided references. Referee details can be amended on Oriel until a reference has been returned. In the event that references are not submitted by the deadline (14th July 2023, 12:00 noon), your referees will be contacted by your employing organisation directly and will still be able to submit these by arranging this directly with them.

Job Offers

This is a matching process and not a job offer. All job offers will be made by the actual employer after successful completion of pre-employment checks. All applicants will be required to attend four mandatory (paid) induction days before they can commence employment.

Once the trusts receive the detail of applicants who have been matched to them (**after 11th April 2024**), they will contact you directly in early Spring 2024 to advise you of the dates of your pre-employment competence screening (PECS). All applicants will be required to participate in pre-employment activity and a trust will not be able to make an offer of employment until this has been completed – Please be mindful of holiday plans around this time to ensure you are able to provide the Trust with the information required. PECS will take place any time from April – July.

Trust Induction

Aside from the mandatory (paid) induction days, here in the North West our trusts may offer you the chance to attend a voluntary shadowing period which will give you the opportunity to shadow the exact job you will be taking on. This voluntary period will be confirmed by your future employer and please therefore enquire further details from the relevant PG/Foundation Programme Administrator.

Student Visa and the Isle of Man

If you're a current student visa holder who will require a new student visa to cover your Foundation training and you're interested in training at, or you are allocated to the Isle of Man then please note the following important information. The Isle of Man (IoM) is part of the North West of England Foundation School but it is not part of the United Kingdom and therefore has different laws and rules which govern immigration. If you have or require a student visa and are allocated to the Isle of Man please contact the IOM Government Immigration Team at immigration@gov.im for further information as we are not visa experts here at the foundation school.

Further information can be located here:

<https://www.gov.im/categories/travel-traffic-and-motoring/immigration/study/>

<https://www.gov.im/categories/travel-traffic-and-motoring/immigration/immigration-in-the-isle-of-man/>

Financial Supplements

Financial supplements for out of hour's duties and on-call arrangements are a matter for the employing trust and as such enquires relating to pay should be directed to the acute site.

Applicants are advised to make the necessary enquiries before selecting preferences to trust and programme. HEE is concerned with curriculum delivery – it does not (nor has it ever been) involved in determining out of hours work and its remuneration.

Frequently Asked Questions

For a full range of FAQ for the Foundation Programme application process please visit:

UKFPO - FAQ: <http://www.foundationprogramme.nhs.uk/content/faqs>

Q: I did not want to be matched to this foundation school. Is there any "swap" system for me to change or can I have changes made to my FP application?

A: Swaps and alterations are not permitted under any circumstances by the foundation school or UKFPO at school, group or programme match stages. If you do not wish to accept your allocation to the North West of England Foundation School, you will need to either:

- 1) Continue with the group and programme preferencing stages in our foundation school to ensure the likelihood of gaining a training post on the Foundation Programme.
- 2) If your personal circumstances have changed significantly since you applied, and you need to transfer to another foundation school, this may also be possible should you fulfil specific UKFPO transfer criteria. A full set of guidance regarding Inter-Foundation School Transfers and how to apply is published on the UKFPO website.
- 3) Withdraw from the Foundation Programme application process. Applications for the 2025 recruitment round will open in September 2024.

Applicants who are allocated to the FP and are offered a trust/group preference on 18th March 2024, who then contact the foundation school requesting to be moved to a vacancy of their choice **will not** have their queries prioritised by the foundation school under any circumstances.

If you do not wish to accept the one offer made to you, then your options are to re-review the opportunities at your offer site or to withdraw from the programme. For further information on withdrawing please read carefully the next section.

Withdrawing from your FP post

Once you have completed the forthcoming group / programme preference and offers process, if you consider withdrawing from your allocated Foundation Programme offer/place in future you must inform the North West of England Foundation School and your Medical School as soon as possible. Please also see the following instructions.

- This is irreversible and there will be no opportunity to re-join the Foundation Programme in the current year.
- There will be no opportunity to work as a locum F1 doctor (you are required to have full GMC registration to do this).
- You will not be awarded full registration with the GMC until you have completed F1.
- If you are a UK medical school graduate who wishes to work in the future as a doctor in the UK, you will have to complete the F1 year regardless of any training you have received outside of the UK.
- If you decide to re-apply and the start of the Foundation Programme is two or more years after you qualified from medical school, you will have to apply through Oriel and via the Eligibility route. It is your responsibility to familiarise yourself with the timelines and guidelines for the year that you apply.
- The application process and criteria for applying to the Foundation Programme is under review and there may be changes or additional requirements.
- You have had the opportunity to discuss with the university and/or foundation school the implications of withdrawing from the programme.
- It is not guaranteed you will be offered a post in future.
- For UK medical school graduates, your medical school will be informed of your decision to withdraw from the application process for the Foundation Programme.
- If you choose to re-apply for the Foundation Programme in future, you will be required to provide all the necessary personal and eligibility information again. This includes evidence of English language proficiency for applicants through the UKFPO's Eligibility Office. Information provided as part of the application process will not be carried across to any future applications.

If you require any further information which is not covered by any of the above, or by the information published on the website then please contact:

Melissa Dixon – Programme Officer, Recruitment Lead (Foundation)

at England.Foundation.nw@nhs.net .

You can follow us on twitter @nw_foundation

The North West of England Foundation School is governed by the national UK Foundation Programme Office (UKFPO) and as such abides by the 'Important Notices' in the national 2024 UKFP Applicants Handbook. Applicants are advised to keep sight of the handbook throughout the entire recruitment process.

Document Control	
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