

## Recruitment to One-Year Fixed Term Stand-alone F2 Programme

### Background

The Rules Group, on behalf of the UK Foundation Programme Office and in conjunction with the Foundation School Directors' Committee, has produced a national person specification and framework for recruitment to one-year fixed term Stand-alone F2 programmes.

Recruitment to Stand-alone F2 programmes remains a local process. This framework provides national guidance for foundation schools/employers to operate within.

### Principles:

1. Recruitment to a one-year fixed term stand-alone programme starting in August each year is a local process undertaken by the foundation school in partnership with the local employer(s). Please note that for an applicant to be appointed to a stand-alone position, the Foundation School must be involved in the process.
2. Recruitment to these programmes will be for a one-year fixed term. Applicants should be made aware that there will be no access to additional time for remedial training at the end of the contract.
3. Recruiters will use the national "*Person Specification for Recruitment to One-Year Stand-alone F2 Programme*" (*Appendix 1*) as a minimum requirement for these vacancies.
4. The deadline for accepting a Stand-alone F2 programme must be no later than Friday 5<sup>th</sup> May by 10am. Cascade offers will be released to applicants on Oriel on 8<sup>th</sup> May 2017 by 10am. Therefore, any programmes advertised after mid-February (the date will depend on the local recruitment timescale) should be advertised as a non-training service posts.
5. Information regarding vacancies and the local recruitment process and timeline will be published on each foundation school's website as well as the NHS Jobs site.
6. All programmes must be advertised on NHS jobs website.
7. The UKPFO will publish the stand-alone recruitment framework on its website.

### National Recruitment Framework:

#### 1. Local Recruitment

The foundation school and/or employer must nominate a lead recruiter who is responsible for the process, including its coordination and providing a first point of contact. If the lead recruiter is an employer, a foundation school representative **MUST** be involved in the recruitment process to ensure that there is a direct line of accountability to the Foundation School.

To allow applicants to plan their applications, recruiters must publish the application timetable on their website, which must include opening and closing dates for applications and interview dates. This information must be available on the foundation school website, either directly or through a relevant link.

## 2. Advertisement

All programmes must be advertised on each countries NHS jobs website;

### England and wales

<http://www.jobs.nhs.uk/>

### Scotland

<https://jobs.scot.nhs.uk/>

### Northern Ireland

<http://v2.hscrecruit.com/>

Foundation Schools should also advertise jobs on their local websites but applicants must be directed to Oriel to complete the application form.

There is a requirement, as part of the Resident Labour Market Test (RLMT) to advertise and promote applications to all programmes for a minimum period of 28 calendar days. The application process must be kept open for at least the last two weeks of this window. The advertisements must not be placed more than six months prior to the job starting in August each year. In line with standard recruitment practise employers reserve the right to close the application period sooner if sufficient applications are received.

The nominated lead recruiter should keep a screenshot of the NHS Jobs advert clearly showing the advert publishing date. This should be provided to the overseas sponsorship team /devolved nations on request to allow them to evidence the RLMT.

Advertisements should meet the criteria outlined in the national Code of Practice (*see appendix 5*) including clear instructions on how to access application forms and how to submit applications. An example of a good advertisement is shown in *Appendix 2*.

## 3. Applications and processing of applications

Applications and the interview process must demonstrate mapping to the requirements of the person specification.

No late applications will be considered.

All applications are required to be checked for eligibility. This includes:

- Meets all the essential criteria of the person specification
- Has the right to work in the UK as a doctor in training
- GMC Registration - Applicants will need to hold full GMC registration at the time of appointment and have a licence to practise

- Demonstration of attainment in the required level of English language skills in a clinical context
- One-year fixed term stand-alone programmes will not normally be available to any doctor who has previously been released or left on their own accord (i.e. already resigned) from the UK Foundation Programme or a one-year training programme at F2 level. Doctors in this position who want to submit an application must provide information from the foundation school of the programme from which they were released or removed (*Appendix 4*).
- One-year fixed term stand-alone F2 programmes will not be available to any doctor who has already attained, or is expected to attain before the post start date, the required outcomes of the Foundation Programme, i.e. has successfully completed a two-year foundation training programme or a one-year programme at F2 level.

Each foundation school/employer will carry out their local recruitment process for the long-listing, shortlisting, interviews and offer processes. It is important that the Code of Practice is followed (*Appendix 5*).

Each foundation school has the option to run a clearing process on Oriel. Offers will be managed between vacancies by the system for foundation schools operating under the same recruitment round, for example, where an applicant accepts an offer to one foundation school, they will automatically be withdrawn from any other foundation schools to which they have applied. Applicants who attend an interview and are considered suitable for appointment but for whom there are no programmes available at the time of offers may receive an offer through the clearing process on Oriel.

At the end of May, all reserve list candidates will be advised that there are no further programmes and the appointments process has finished.

#### **4. Applicants returning to Foundation Training**

Any applicant who has previously resigned or has been removed from foundation training or a one-year standalone programme will be required to submit a reapplication to foundation training form with their application (*Appendix 4*). The purpose of this form is to provide prospective training providers/employers with supporting information around previous employment circumstances either within the foundation programme or to a stand-alone F2 programme. The intention is for the form to provide additional information by way of a support mechanism to individual applicants.

Applicants are required to provide a statement around the circumstances of their previous release or resignation from foundation training or a stand-alone F2 programme in support of their application. This will allow applicants the opportunity to engage with prospective employers and facilitate open dialogue to enable support mechanisms to be arranged where appropriate or deemed necessary.

The status of the reapplication form is to provide supplementary supporting information relevant to the training and supervision required on the part of individual applicants. The reapplication form should be considered as a supporting document. Decisions around long-listing are at the discretion of the local Foundation School. The decision to appoint to stand-alone F2 programmes is at the discretion of the local Foundation School.

## 5. Guide to managing RLMT

- All jobs must be advertised to settled workers for 28 calendar days in total
- All jobs must be advertised online to settled workers through the Jobcentre Plus Universal Jobmatch service (or for jobs based in Northern Ireland, JobCentre Online)

Documents required to meet RLMT evidence:-

- Online – NHS Jobs
- Online – Universal JobMatch
- National Newspaper/Professional Journal

### Recruitment Process Paperwork

- Detailed Job Description outlining duties and responsibilities of the post which must include the skills, qualifications and experience required for the post.
- All applications short-listed for final interview in the medium they were collected (i.e. emails, CV's, application forms, this should include the applicants name, address).

You should also provide:-

- The names and total number of applicants short-listed for final interview.
- Notes from the final interviews conducted, and for each EEA national who was rejected, showing reasons why they have not been employed.

### **Responsibilities:-**

- **Screenshots:** The lead recruiter should gather the screenshots for the adverts and forward to the Lead Sponsor.
- **Job Descriptions:** The UKFPO will forward a copy of all personal specifications to Lead Sponsor.
- **Copy of all applications in Pdf format shortlisted for interview:** The Lead Recruiter will be required to forward a copy of these to the Lead Sponsor for any specialties that need RLMT. The Lead Sponsor will contact the Lead Recruiter requesting the relevant information.
- **Shortlist information:** Lead Recruiters will be responsible for providing the Lead Sponsor with the names, total number of applicants short-listed and score sheets from interviews (reasons why not employed etc. as per above) for any specialties that need RLMT. The Lead Sponsor will contact the Lead Recruiter requesting the relevant information.

## Appendix 1 – Person Specification Recruitment to F2 Stand-alone Foundation Programmes

| FACTORS               |                  | CRITERIA  | MEANS OF ASSESSMENT  |             |           |
|-----------------------|------------------|---|----------------------|-------------|-----------|
|                       |                  |   | Eligibility checking | Application | Interview |
| <b>Qualifications</b> | <b>Essential</b> | <p>The applicant must have achieved a primary medical qualification recognised by the General Medical Council (GMC).</p> <p>The applicant must hold or expect to hold full registration and a licence to practise with the GMC by the start of the programme.</p> <p>ILS certificate or equivalent.</p> <p>The applicant must not have already successfully completed an F2 year and received a Foundation Achievement of Competency Document (FACD) or equivalent or expect to do so by the start of the programme.</p> <p>*Appropriate right to work as a doctor in training in the UK.<br/> **If the applicant has been removed or resigned from foundation training, the <i>Reapplication to foundation training</i> form signed by the foundation school director of the foundation school where previous training took place will be required</p> |                      |             |           |
|                       | <b>Desirable</b> | <p><i>The applicant has attained additional relevant qualifications e.g. ALS, ALERT.</i></p> <p><i>The applicant has no more than 24 months postgraduate clinical experience in the UK.</i></p> <p><i>The applicant will have practised continuously as a doctor for the last 12 months. If not, evidence of maintaining clinical knowledge and skills must be provided.</i></p> <p><i>The applicant will have attained relevant additional postgraduate academic qualifications e.g. a degree.</i></p>   |                      |             |           |
| <b>Clinical</b>       | <b>Essential</b> | The applicant must be of good standing  |                      |             |           |

|                               |                  |   |  |  |  |
|-------------------------------|------------------|---|--|--|--|
| <b>Knowledge &amp; Skills</b> |                  | <p>and fit to practise medicine safely in accordance with GMC's <a href="#">Good Medical Practice (2013)</a> domains:</p> <ul style="list-style-type: none"> <li>• Knowledge, skills and performance</li> <li>• Safety and quality</li> <li>• Communication, partnership and teamwork</li> <li>• Maintaining trust</li> </ul> <p>The applicant must demonstrate an understanding of the outcomes of the Foundation Programme Curriculum (2016).</p> <p>The applicant must be familiar with requirements as set out in <a href="#">Promoting excellence: standards for medical education and training (2016)</a> including the relevant core skills.</p> |  |  |  |
|                               | <b>Desirable</b> | <p><i>Clinical experience in any public health service</i></p> <p><i>Evidence of Continuing Professional Development (CPD)</i></p> <p><i>Knowledge and experience of UK health systems, practices and values and awareness of current issues in the NHS</i></p> <p><i>Computer literate</i></p> <p><i>Understands the importance and impact of information systems in health care</i></p> <p><i>Participation in clinical audit</i></p> <p><i>Experience of working in teams.</i></p>   |  |  |  |

1 Applicants who do not have the right to work in the UK will only be considered if there are insufficient suitable applicants who have the right to work in the UK.

2 Any applicant that has resigned or been removed from foundation training (either the Foundation Programme or a one-year F2 stand-alone programme) will be required to submit a *Reapplication to foundation training* form with their application. (See Appendix 4)

| FACTORS                         |                  | CRITERIA   | MEANS OF ASSESSMENT  |             |           |
|---------------------------------|------------------|--|----------------------|-------------|-----------|
|                                 |                  |  | Eligibility checking | Application | Interview |
| Language & Communication Skills | Essential        | <ul style="list-style-type: none"> <li>The applicant must have demonstrable skills in listening, reading, writing and speaking in English that enable effective communication about medical topics with patients and colleagues, as set out in the GMC's <a href="#">Good Medical Practice (2013)</a>.</li> <li>If the Primary Medical Qualification including clinical contact was not carried out using English, applicants must have an academic IELTS score of at least 7.5 in each domain and overall, or demonstrate equivalence by providing evidence of English language skills</li> </ul> |                      |             |           |
|                                 | <b>Desirable</b> |  |                      |             |           |
| Attributes                      | Essential        | <p>The applicant must demonstrate:</p> <ul style="list-style-type: none"> <li>an understanding of the importance of the patient as the central focus of care;</li> <li>the ability to prioritise tasks and information appropriately;</li> <li>an understanding of the importance of working effectively with others;</li> <li>the ability to communicate effectively with both colleagues and patients;</li> <li>initiative and the ability to deal effectively with pressure and/or challenge</li> <li>an understanding of the principles of equality and diversity.</li> </ul>                  |                      |             |           |
|                                 | <b>Desirable</b> |  |                      |             |           |
| Fitness to practice             |                  | <ul style="list-style-type: none"> <li>The applicant must achieve the relevant clearance for criminal record checks at the appropriate level subject to prevailing UK legislation.</li> </ul>  |                      |             |           |

*Foundation Schools to insert the relevant check marks in the columns to indicate where each of the elements in the person specification will be assessed.*

## Appendix 2 – Advert template

### **XXX FOUNDATION SCHOOL FOUNDATION YEAR 2 STAND-ALONE PROGRAMME VACANCIES**

Xxx Foundation School has a number of one-year fixed term F2 stand-alone vacancies commencing in August. These jobs will be F2 stand-alone appoints for training with a 12 month fixed-term contract and are recognised training programmes. Appointees will be part of the Foundation School and have access to all educational resources including the Foundation Programme e-portfolio. However, there will be no access to remedial training if the applicant does not attain the relevant level of competence at the end of the fixed term contract.

Applicants for these programmes must hold a medical degree from an institution recognised by the GMC. They must have full GMC registration and a licence to practise. They should be able to demonstrate evidence of ability to undertake the core clinical and generic skills required of all doctors at the end of F1, as documented in the FP Curriculum. Applicants must be able to demonstrate an ability to communicate in English in a clinical environment.

Non-UK/EEA applicants should ensure they are aware of the immigration rules for Postgraduate Doctors/Dentists in training and have the necessary Right to Work documents to start work in August with no restrictions on their training. For further information see [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk). Successful applicants will be required to complete all pre-employment checks (e.g. provide satisfactory references, undergo criminal record checks) before a contract of employment will be issued.

Full details of the vacancies, programmes and the application process are available on xxx *website*. Closing Date for application is: *xxx time on xxx date*. No late applications will be accepted.

Shortlisted candidates will be invited to an interview which will be held on *xxx date, xxx place*. If you are not available on this day, please do not apply.

For any queries please contact: *xxx email address*

## **Appendix 3 – Immigration Guidance and Information for Overseas Nationals**

Evidence of immigration status should normally consist of a biometric residence card and date stamped passport which you will be required to bring to the interview. Please visit: <https://www.gov.uk/government/organisations/uk-visas-and-immigration> for more information.



## Appendix 4: Reapplication to foundation training

All applicants who have previously been removed or have already resigned from foundation training (either a two-year Foundation Programme or a one-year stand-alone F2 programme) are responsible for ensuring this form is completed by the appropriate person/s and submitted as part of their F2 Stand-alone programme application.

|  |   |
|--|---|
| <b>Applicant Name:</b>   |   |
| <b>Applicant GMC Number:</b>   |   |
| <b>Foundation School where foundation training was previously undertaken</b> |   |
| <b>Reason for leaving foundation training programme</b>                      | Removal / Resignation<br><i>Delete as appropriate</i> |

|   |
|---|
| <b>Removal/Resignation from foundation training – applicant to complete</b><br>Please detail the reasons/issues relating to your removal/resignation and explain how these have been resolved in order to recommence foundation training. |
|   |

Unless otherwise stated, the remaining sections should be completed by the person who has direct knowledge of your training where you previously undertook foundation training. If you have undertaken foundation training in more than one Foundation School, this should be completed by the Foundation School where your removal/resignation from training took place.

| <b>Foundation Training History – to be completed by your previous Foundation School</b><br>Where more than one year of foundation training has been completed, please ensure that a separate entry is made for each year of training. |            |          |
|---|------------|----------|
| Training Level  | Start date | End date |
|   |            |          |
|   |            |          |
|   |            |          |

| <b>ARCP History – to be completed by your previous Foundation School</b><br>Please ensure that each ARCP issued is entered, even if multiple outcomes were issued for the same year of training.<br><i>Additional rows can be added, if needed</i> |               |              |
|--|---------------|--------------|
| Training Level   | Date of Issue | ARCP Outcome |
|  |               |              |
|  |               |              |
|  |               |              |

**Removal/Resignation from foundation training – trainer to complete**

Please detail the reasons for the trainee's removal or resignation from the training programme.

**Declaration by trainer:**

I confirm I was previously involved with this applicant's foundation training and I am aware of the issues that resulted in them leaving,

I am supportive of them reapplying for training I am not supportive of them reapplying for training **Please state reasons for support/ non-support of reapplication:****Signed:****Name:****Date:****Role in trainee's previous training:***e.g. Educational Supervisor / Foundation Training Programme Director/Tutor***Foundation School:****Foundation School Directors declaration:**

I confirm that I am the Foundation School Director in the Foundation School where the applicant previously undertook training. I have read the reasons why the trainee left the programme and the reasons why the named signatory is/is not supportive of their reapplication to the Foundation Programme and:

I am supportive of them reapplying for training I am not supportive of them reapplying for training **Applicant's Name:****Signed:**

|                           |  |
|---------------------------|--|
| <b>Name:</b>              |  |
| <b>Date:</b>              |  |
| <b>Role:</b>              |  |
| <b>Foundation School:</b> |  |

Once fully signed, this form should be returned to the applicant who **must** submit it to the appropriate recruiting organisation by no later than the closing date for applications. Failure to provide this by the deadline may result in an application being withdrawn.

Please note, no other evidence will be accepted as evidence of support/non-support for reapplication to foundation training.

**Appendix 5 – Code of conduct for recruitment and selection**



Code of Practice.pdf