Midlands Foundation Schools

Deans Supporting Declaration Guidance

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Navigation menu

1. Introduction 2
2. Background and Aims 3
3. Preparing FRDs for routes of re-entry to training if they leave Foundation early 3
4. Process for requesting DSD 4
5. Conducting DSD Review 4
6. Evidence to be reviewed (checklist) 5
7. Outcomes 7
8. Timing of Panels 7
9. References 8
10. Appendices 8

1. Introduction

This document outlines the processes to be followed for conducting a review for the Deans Supporting Declaration (DSD) Certificate.

This guide is intended as a reference for:

- previous Midlands Foundation School Resident Doctors (FRDs) who have started but not satisfactorily completed either a UKFPO-appointed 2-year Foundation programme or FY2 standalone post,
- FRDs who are considering leaving the programme,
- their supervisors,
- Trust Foundation Training Programme Directors (FTPDs)
- The Foundation School team.

This document complements the UKFP Foundation Curriculum, and Gold Guide Version 11.

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2. Background and Aims

Recruitment to East and West Midlands Foundation Schools' 2-year Foundation Programmes is via the UKFP National Recruitment Office. Applicants are matched to a two-year foundation programme to enable them to achieve Foundation Programme Completion Certificate (FPCC). This will enable them to apply for higher postgraduate medical training. Individuals may apply to specialty recruitment during their F2 year.

1. FRDs who leave the programme after completing F1 but without completing F2 can return to postgraduate medical training in the UK either via: Returning to complete F2 training through F2 standalone recruitment.

2. Attaining a Dean’s Supporting Declaration (DSD) that they are at the level expected at the end of F2 and can therefore apply to higher levels of postgraduate medical training.

The DSD presents challenges as there needs to be evidence that the doctor has met the requirements, and demonstrated the competencies of foundation training.

With the reduced availability of F2 standalone programmes, the Midlands Foundation Schools have received an increased number of requests to complete a Deans Supporting Declaration.

This guidance sets out a framework for Midlands Foundation Schools to review the evidence presented.

3. Preparing FRDs for routes of re-entry to training if they leave Foundation early.

FRDs should be counselled before they resign and leave from their programme about the routes of re-entry, should they subsequently wish to apply for further postgraduate medical education.

they will need to apply for national F2 standalone (highly competitive) or demonstrate equivalence of the curriculum by requesting a DSD.

The DSD is a retrospective review of the evidence and applicants should not apply for specialty recruitment until the DSD has been achieved.

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4. Process for requesting a DSD

When a previous Midlands FRD wishes to obtain a DSD, the process is:

1. FRD to contact their previous Midlands foundation school via Freshdesk stating that they wish to obtain a DSD. https://nhs-help.freshdesk.com/support/home

2. Request to be acknowledged within 5 working days.

3. Checklist to be sent to the applicant and a mutually agreed date when the evidence should be submitted by.

4. A date for a centralised school review should be set and shared with the applicant. This will be at least 6 weeks from the initial request date, but likely longer as panels only meet twice a year, in February and September.

5. Evidence for school review can be submitted up to 10 working days before the review date. Acceptance of late evidence will be at the discretion of the panel chair.

5. Conducting DSD Review

A centralised school panel will review the evidence submitted.

Panel composition and criteria

- Review will be held in absentia. The applicant must not be present.
- Panel should be chaired by a Foundation School Director (FSD) or their Deputy.
- Minimum of three individuals (including chair). The additional members could include a Foundation Training Programme Director (FTPD), foundation school or postgraduate centre manager or senior administrator, a Specialty Training doctor (ST4 or above), a Foundation educational/clinical supervisor, a lay representative, an external trainer, or a Foundation School representative.
- All panel members will require access to the evidence and this should be established before the session.

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- All panel members should have undertaken recent (within the last 3 years) EDI training.
- All panel members must ensure they are familiar with the process and confirm they have completed ARCP training.
- A panel member cannot be, or have been in the past, a supervisor (ES or CS) of the FRD being reviewed.

Process

- The panel will review evidence mapped to the checklist below
- Panel will discuss applicants evidence and agree final outcome.
- Panel chair to complete the outcome form and school team to inform applicant of outcome.

6. Evidence to be reviewed (checklist)

Applicants must submit evidence of the following:

1. Evidence of successful completion of F1 (F1CC) in one of the East or West Midlands Foundation Schools
2. At least 12 months whole time equivalent (WTE) of training post completion of F1.
    - There should be a minimum of two specialties.
    - Signed letter from clinical lead/ supervisor of each department confirming this.
    - Direct email from host institution to verify information supplied is correct.
3. Outline of full scope of work and any periods of absence with days out of training stated
4. Evidence demonstrating satisfactory completion all F2 curriculum outcomes:

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- Applicants should provide evidence that they have met the 13 Foundation Professional Capabilities (FPC). Evidence to satisfy FPC1-5 must include direct observation of a sufficient variety of clinical encounters in the form of SLEs, and the specific life support capabilities specified in FPC2. The ES must rate each of the 3 higher level outcomes as satisfactory.

5. Placement supervision group (PSG) report

    - Minimum of one satisfactory PSG report per year with no concerns, approved by a supervisor. There should be a MINIMUM of three members per PSG feedback Summary.

6. Multisource Feedback or Team assessment of behaviour (TAB)

    - Minimum of one 360 feedback from multidisciplinary team including at least 2 consultants, 2 senior nurses (Band 5 or above), one other doctor more senior than F2, and 1 allied health professional.

7. Educational Supervisor end of placement reports with end of year summary

    - An end of placement report is required for ALL placements. The end of year report should draw upon all required evidence.

8. Personal learning log of core and non-core teaching

    - Evidence of maintenance of CPD throughout the year. Log a minimum of 60 hours of learning including direct local teaching, of which at least 30 should be core. Maximum of 6 hours e-learning.

9. Reflection including Summary Narrative

    - A summary narrative must be written for each of the 3 higher level outcomes. This is a short reflective statement written by the doctor in which they should summarise how their evidence demonstrates that they have met the requirements of the curriculum. It is mandatory to make reflective entries about any complaints or incidents which are declared.

10. Evidence of Full GMC registration and Declarations

    - Declarations: Good medical practice - professional standards - GMC

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- I declare that I accept the professional obligations placed on me in Good Medical Practice in relation to honesty and integrity

- I declare that I accept the professional obligations placed on me in Good Medical Practice about my personal health

- Do you have any GMC conditions, warning or undertakings placed on you by the GMC, employing trust or other organisation – please detail if answer is yes

- Declaration of significant events, complaints, other investigations

7. Outcomes

3 outcomes are possible:

1. Equivalence of satisfactory completion of F2 equivalence.

    - Will be recommended for award of Deans Supporting Declaration Form.

2. Incomplete evidence, assessment of progression cannot be made.

    - The panel chair must state the outstanding evidence required. It is anticipated that this could take less than 10 working days to achieve, therefore, the opportunity to submit this as additional can be given. Strictly no further extensions.

3. Insufficient evidence provided to support F2 equivalence.

    - The panel chair must state the outstanding evidence required. It is anticipated that this will take more than 10 working days to achieve. In this instance, the applicant will be required to resubmit a new application for review when all the evidence has been achieved.

There will not be an appeals process.

8. Timing of Panels

School panels will be held twice a year in September and February.

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9. References

1. Gold Guide: Gold Guide - 11th Edition - Conference Of Postgraduate Medical Deans

2. UKFPO Curriculum: Curriculum - UK Foundation Programme

10. Appendices

10.1 Appendix 1: Gold Guide Version 11

- Gold Guide Version 11

10.2 Appendix 2: ARCP checklist

- The ARCP checklist – page 49 of the 2021 FP Curriculum: Annual Review of Competence Progression (ARCP) - UK Foundation Programme

10.3 Appendix 3: Dean's Support Declaration

- Dean's Support Declaration Proforma

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