

**Draft**  
**Trent and LNR foundation Schools**

**F2 Swaps policy**  
**2020-2021**

1. We recognise that a Foundation doctor's personal circumstances or career ambitions may change after their initial Foundation Programme application. We are therefore happy to facilitate swaps of all or part of the allocated F2 year, where possible, according to the following policy. Please note that to be fair to all we have a strict timeline and late applications will not be considered.

**Key points**

- a) It is only possible to swap F2 posts and you must formally apply for a swap during the application window in your F1 year. Private swaps and swaps arranged outside of the application window are not permitted.
- b) You can either swap a whole F2 year rotation (including with a trainee on the same rotation as you – in order to alter the order of doing your allocated posts) or one or more of the 4-month posts making up your F2 year. All swaps must lead to the whole of your F2 year still being with one employing trust – this means that swaps of community posts such as GP or Psychiatry must be within the posts linked to the same employing trust as your other F2 posts. The Foundation School Programmes Team can advise if you are unsure which community posts are linked to each employing trust.
- c) Any swaps must be for posts that have the same start dates – you cannot change the order of posts in a rotation without swapping with the other people in that rotation.
- d) We will consider a swap that results in both of your foundation years being in a DGH or in a teaching hospital as long as the overall programme is balanced.
- e) We consider balanced 2 year programmes to have the following elements:
  - You must complete a community placement, for example in GP, Psychiatry or Public Health
  - You must not repeat a specialty, except for medicine or surgery, across the F1 and F2 years
  - You must not repeat medicine or surgery twice within a single year of training
  - You should not repeat the same medical or surgical sub-specialty across F1 and F2
- f) Swaps between foundation schools are not possible via this process. A separate Inter-Foundation School Transfer process governs moves between schools, details of this can be found on the UKFPO website.
- g) You cannot swap into or out of the Academic Programme, but you can swap academic posts or the order of standard or academic posts. You cannot swap a leadership post for a research post or vice versa.

- h) We will provide a list of all F2 programmes and the trainees allocated to them on Microsoft Sharepoint to assist you but it is your responsibility to apply for the swap.
- i) Three way swaps are allowed. All parties to a swap need to submit an application form.
- j) Swaps into vacant post will not be possible, due no vacant posts being available.
- k) All applications will be considered by a panel, which will ensure that the swap does not disadvantage any foundation doctor or result in an unbalanced rotation.
- l) Foundation Priority Programme trainees can swap out of Boston, **however this will result in the loss of their financial incentive. The trainee swapping into the Boston post will not be eligible for the financial incentive either.**
- m) Those trainees who started F1 later due to deferring will receive a late ARCP, these trainees will only be able to swap their second and third F2 placements.
- n) If one trainee withdraws from the F2 swaps process, then the whole swap is cancelled. It is the responsibility of the trainee to notify all parties involved.

## 2. Timeline

- a) Policy, form, and placement details available on Sharepoint – 11th November 2020
- b) Submission deadline – 29<sup>th</sup> January 2021
- c) The panel will meet and consider all applications by 26<sup>th</sup> Feb 2021
- d) Foundation doctors to be informed of decision by 31<sup>st</sup> March 2021
- e) Please submit the form by email using the email account that is registered as your main contact on the Horus ePortfolio. It is not necessary to sign the form.

All forms should be emailed to [foundationprogrammes.em@hee.nhs.uk](mailto:foundationprogrammes.em@hee.nhs.uk)

## 3. Exceptional circumstances.

Applications outside the policy will only be considered in cases where exceptional circumstances can be demonstrated, this does not include personal or lifestyle choices and is usually limited to health-related issues. Formal Occupational health advice is taken into consideration by the Director of Foundation before making any changes to allocations on a case by case basis.

## 4. Appeals Process

A Foundation Doctor will have the right to lodge an appeal wherever he or she is able to demonstrate that the actions of the Foundation Schools have not followed the swaps procedure as outlined above.

If you wish to lodge an appeal you should follow these steps:

- a) Present your appeal in writing to [foundationprogrammes.em@hee.nhs.uk](mailto:foundationprogrammes.em@hee.nhs.uk) This should be done within 7 days of being notified of the decision that is being appealed.

- b) Appeals will be reviewed by the Deputy Postgraduate Dean.
  
- c) You will be notified of the decision of the Deputy Postgraduate Dean in writing, the decision of which is final.
  
- d) If you wish to withdraw an appeal, this may be done in writing to [foundationprogrammes.em@hee.nhs.uk](mailto:foundationprogrammes.em@hee.nhs.uk) at any stage of the process.

**YK 02/11/20**