



**UKFP 2019**

**Applicants'  
Handbook**



England  
Northern Ireland  
Scotland  
Wales



**UK Foundation  
Programme**  
**April 2018**

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## Introduction

The purpose of this handbook is to provide information about the national application process to the UK Foundation Programme. The sections of this handbook are set out to follow the stages of the national application process in chronological order as far as possible.

The handbook often refers to a Unit of Application (UoA). A Unit of Application consists of one or more foundation schools that are grouped together for the purposes of processing applications. When considering Academic Foundation Programme (AFP) applications, the foundation school groupings may be different, and these are referred to as Academic Units of Application (AUoA).

This handbook refers on several occasions to medical schools and their role. The UKFPO will act as a medical school for all those applying through the UKFPO's Eligibility Office.

The online application system is referred to throughout the document as Oriel. Applicants are advised that there are likely to be periods of time when the system is down during the application process for routine maintenance and development work to enhance the system. Applicants are also encouraged to check their online accounts regularly as the receipt of emails is not always guaranteed.

## UK Foundation Programme

The Foundation Programme is a two-year, work-based training programme which is intended to bridge the gap between medical school and specialty / general practice training. The foundation programme is part of the continuum of medical education. It ensures that newly qualified doctors develop their clinical and professional skills in the workplace in readiness for core, specialty or general practice training. The foundation programme aims to ensure that all doctors deliver safe and effective patient care and aspire to excellence in their professional development in accordance with GMC guidance.

The four UK health departments determine the number of places available each year based on workforce planning across the continuum of postgraduate medical education and training. The national allocation process allocates the highest scoring applicants to all available places.

### Foundation Year 1

Foundation year 1 (F1) enables medical graduates to begin to take supervised responsibility for patient care and consolidate the skills that you have learned at medical school. Satisfactory completion of F1 will result in the award of the Foundation Year 1 Certificate of Completion (F1CC). Upon satisfactory F1 completion, the relevant university (or their designated representative in HEE, NES, NIMDTA, Wales Deanery or a foundation school) will recommend to the GMC that the doctor can be granted full registration.

### Foundation Year 2

Foundation year 2 (F2) doctors remain under clinical supervision (as do all doctors in training) but take on increasing responsibility for patient care. In particular, you begin to make management decisions as part of their progress towards independent practice. F2 doctors further develop their core generic skills and contribute more to the education and training of the wider healthcare workforce e.g. nurses, medical students and less experienced doctors. At the end of F2, you will have begun to demonstrate clinical effectiveness, leadership and the decision-making responsibilities that are essential for hospital and general practice / specialty training. Satisfactory completion of F2 will lead to the award of a Foundation Programme Certificate of Completion (FPCC) which indicates that the foundation doctor is ready to enter a core, specialty or general practice training programme.

### UK Foundation Programme Office (UKFPO)

The UKFPO manages the national application process for the foundation programme, issues guidance on foundation training and promotes the consistent delivery of the foundation programme across the UK. Working with partners, the UKFPO enables sharing of good practice to help raise the standards of training. It is funded by and is accountable to the four UK health departments.

# Map of Foundation Schools

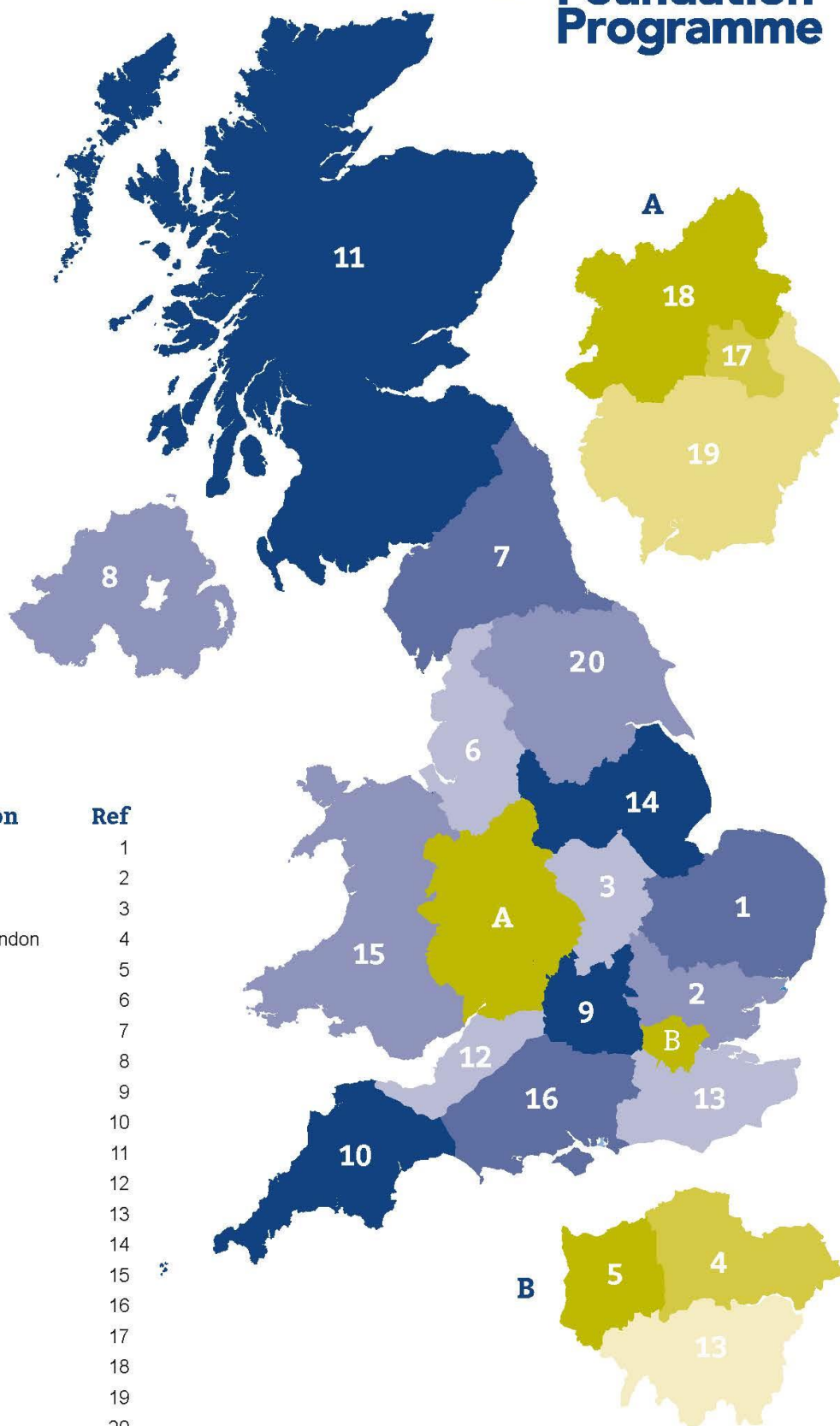
## Map of Foundation Schools



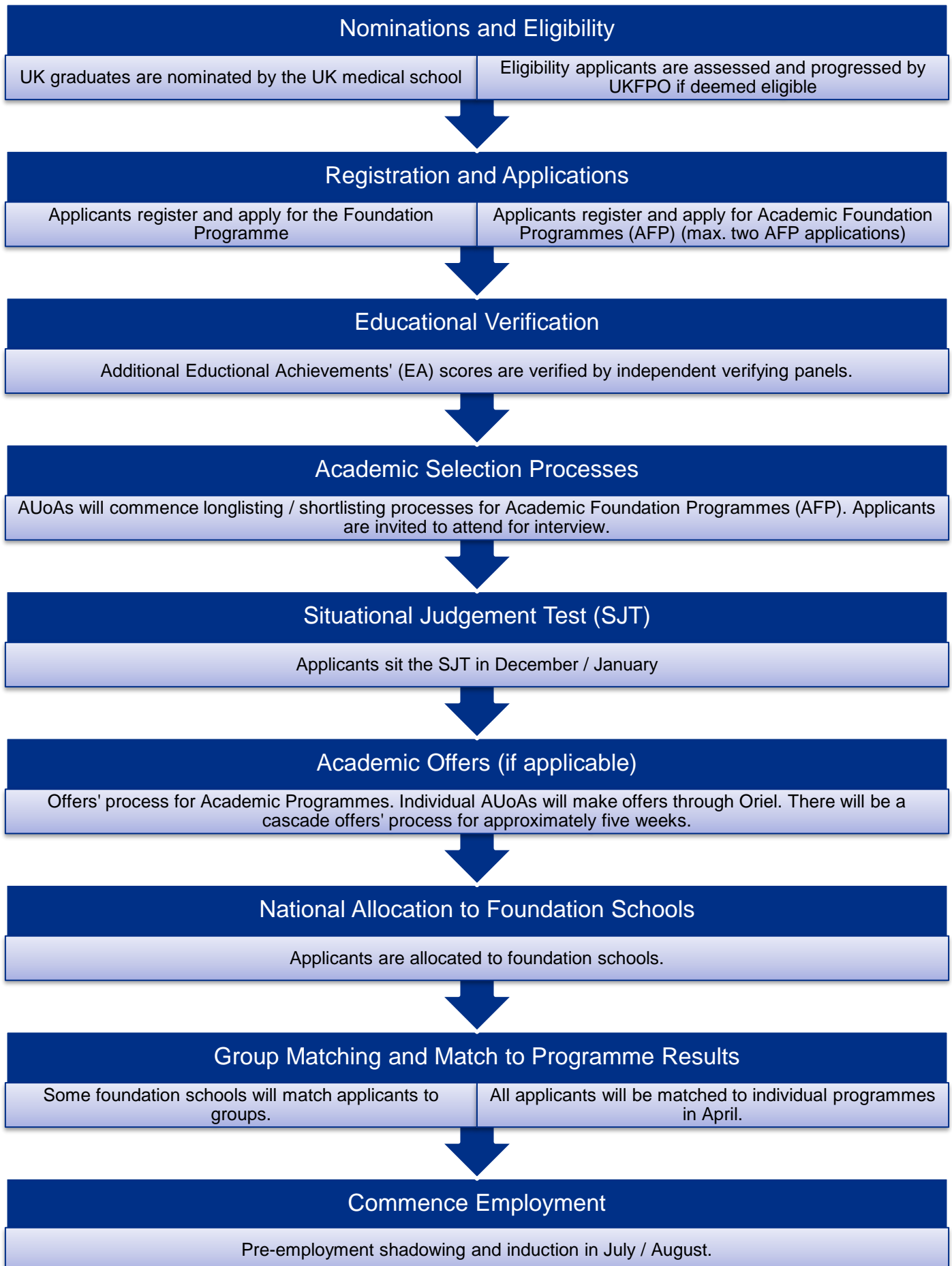
### Unit of Application

### Ref

East Anglia	1
EBH	2
LNR	3
North Central & East London	4
North West London	5
North West of England	6
Northern	7
Northern Ireland	8
Oxford	9
Peninsula	10
Scotland	11
Severn	12
South Thames	13
Trent	14
Wales	15
Wessex	16
West Midlands Central	17
West Midlands North	18
West Midlands South	19
Yorkshire and Humber	20



## Process Map



## High-Level Timeline

25 <sup>th</sup> June – 8 <sup>th</sup> August 2018 at 12:00 noon (BST)	Eligibility applications. If your medical school is outside the UK, or if you qualified from a UK medical school prior to 7 <sup>th</sup> August 2017, you must register on Oriel and submit an eligibility application and supporting documentation. Please refer to separate guidance available on the UKFPO website.
20 <sup>th</sup> August 2018	Academic programmes (AFP) available in each AUoA available to view on Oriel.
24 <sup>th</sup> September 2018	Registration on Oriel opens. Applicants can register at any time during the application window until 12:00 (GMT) on Friday 12 <sup>th</sup> October 2018. Eligibility Office applicants will have already registered as part of the eligibility application process. All programmes available to view on Oriel; EPM decile scores available.
27 <sup>th</sup> September 2018	Deadline for request for reasonable adjustments to sit the SJT.
1 <sup>st</sup> – 12 <sup>th</sup> October 2018 at 12:00 noon (BST)	National application period: complete the online FP application form (including FP preferences, Educational Achievements) and AFP application form(s) for specific AUoAs. Late applications will not be considered under any circumstances.
12 <sup>th</sup> October 2018 at 12 noon (BST)	Deadline for special circumstances applications to be submitted to the home medical school. Late applications will not be considered under any circumstances.
15 <sup>th</sup> October 2018 – 11 <sup>th</sup> January 2019	Local AFP recruitment process (e.g. long-listing, short-listing and interviews).
22 <sup>nd</sup> October 2018	Verified Educational Achievements (EA) and total Educational Performance Measure (EPM) scores viewable to applicants on Oriel.
7 <sup>th</sup> December 2018	1 <sup>st</sup> SJT Date (applicants registered for this date must attend).
7 <sup>th</sup> January 2019	2 <sup>nd</sup> SJT Date (applicants registered for this date must attend).
10 <sup>th</sup> January 2019	Deadline for AFP applicants to provide evidence of Right to Work (RTW) for non-EEA applicants. AFP applicants who are unable to provide evidence of their RTW and who are subject to RLMT, will be considered once all eligible UK, EEA, EU and settled workers have received an offer.
16 <sup>th</sup> January 2019 – 13 <sup>th</sup> February 2019	<p>AFP national offers. Successful AFP applicants will receive offers during this period. There will be four national offers dates.</p> <p>All offers must be accepted or declined on Oriel by the stated deadline(s). Applicants will have 48 hours to respond to offers from when the offer is made.</p>
14 <sup>th</sup> February 2019 12 noon (BST)	Deadline for applicants to amend preference choices (FP only).
28 <sup>th</sup> February 2019	Deadline for FP applicants to provide evidence of RTW for non-EEA applicants. FP applicants who are unable to provide evidence of their RTW and who are subject to RLMT, will be considered once all eligible UK, EEA, EU and settled workers have been matched to programmes.



7 <sup>th</sup> March 2019	FP primary list allocation. Applicants informed of allocation to Foundation School. SJT and total application scores viewable to applicants on Oriel. Applicants who have been allocated to a UoA as part of the initial allocation process, i.e. on the primary list, will be able to view their allocation and will be informed of how to rank groups and / or programmes within the timeline.
8 <sup>th</sup> – 29 <sup>th</sup> March 2019	Applicants are required to preference groups and / or individual programmes on Oriel in accordance with local UoA timelines.
11 <sup>th</sup> March – 8 <sup>th</sup> April 2019	Online references collected. Referees will be asked to provide references as part of the standard pre-employment checks.
4 <sup>th</sup> April 2019	FP primary list applicants notified of match to programme results. Applicants will receive an email containing information about which foundation programme you have been matched to by their allocated UoA.
From April 2019	Reserve list batch allocations. The highest scoring applicants on the reserve list will be allocated to any vacancies that have arisen since the last allocation.
May – August 2019	Pre-employment checks. Employers will also confirm your location of employment, salary, pay banding (if applicable) and your rota.
June 2019	Applicants are required to have provisional GMC registration with a licence to practise before employers will issue a contract of employment. Registering with the GMC is a different process from applying to the foundation programme. Applicants must apply to the GMC directly. The GMC recommendation is for applicants to apply in May 2019 to ensure you are registered before the start of the pre-employment shadowing period.
July / August 2019	Commencement of the 2019 UK Foundation Programme. Newly appointed F1 doctors are required to attend a period of pre-employment shadowing of the F1 doctor you will be taking over from before the start of the programme. Employers will provide details of local arrangements.

## Applications and Programmes

Applications for foundation training are to a generic programme. Rotations are designed to ensure all foundation doctors undergo a balanced programme which enables them to meet the competences and outcomes set by the GMC as described in the Curriculum.

All application should be submitted through the Oriel (national online application system). Applicants can access Oriel via <https://www.oriel.nhs.uk>. Applicants are advised to start their applications early to allow sufficient time to complete the necessary sections of the application form and to gather evidence in support of their application.

A list of programmes will be available for applicants to view on Monday 24<sup>th</sup> September 2018. Some UoAs will only upload programmes that are typically available based on previous years and will be subject to change prior to the national allocation to foundation schools. All UoAs will provide a final list of 2019 programmes viewable on Oriel by Monday 18<sup>th</sup> February 2019, before the primary list allocations take place, and before applicants are required to rank individual programmes.

It is important to note that the NHS is a constantly changing system and even after being matched to an individual programme, there will be situations when placements within that programme may change because of service redesign, working time directive regulations or national directives (UK-wide).

## Special Circumstances

Applicants can apply for pre-allocation to a particular foundation schools on the grounds of special circumstances. Applicants should refer to the guidance on the UKFPO website for details of specific criteria. Applicants are advised to consider local policies for allocation to groups / programmes.

## Linked Applications

Applicants can link their FP application to that of another applicant to ensure you are both allocated to the same UoA, providing you both score highly enough to be allocated to the primary list. Please note that applicants can only link to one other applicant. Links will not be considered if either applicant accepts an AFP offer. Applicants cannot link with someone who is applying for special circumstances.

For FP only, there is the option for applicants to amend their preferences and the order in which you have ranked foundation schools following the close of the national application window until 12 noon (BST) on Thursday 14<sup>th</sup> February 2018. If an applicant who has linked their application to another applicant chooses to amend their preferences, the link will be broken. Applicants should decide whether to link their application or have the option to amend their preferences following the close of the application window. This does not apply to AFP; applicants will be required to rank all available posts at the AuoA to which you are applying at the time of application.

To link applications on Oriel, one applicant must invite another to link to their application. This will only work if one applicant selects 'yes' to the question about whether you want to link their application to another applicant on the 'declarations' page, and the other applicant has yet to reach this page of the application. If both applicants are at the same stage in completing their application form, one applicant should select 'no' to this question, so that the system can process the invitation by the other applicant. The applicant who selects 'no', will receive a request from the other applicant inviting them to link their application, which you can then choose to accept.

## Accessing Oriel (national online application system)

Applicants who qualified or are expecting to qualify from a UK medical school after 7<sup>th</sup> August 2017 and by 7<sup>th</sup> August 2019 will be nominated by the medical school. Nominated applicants will be invited to register through Oriel from Monday 24<sup>th</sup> September 2018. The registration window opens one week prior to the national application window. Applicants will be able to register right up until the close of the application window at 12:00 noon (BST) on Friday 12<sup>th</sup> October 2018.

Applicants graduating from a medical school outside of the UK, or from a UK medical school on or prior to 7<sup>th</sup> August 2017 must complete an online eligibility application form and submit supporting documentation to the UKFPO's Eligibility Office between Monday 25<sup>th</sup> June and 12:00 (BST) on Wednesday 8<sup>th</sup> August 2018. The UKFPO will assess your eligibility to apply to the programme. If deemed eligible, the UKFPO will nominate you and act as your medical school for further national processes.

Eligibility Office applicants will be required to register on Oriel prior to completing their eligibility application. Applicants who applied through eligibility between June and August **will not need to register** again in September / October, but you will need to complete the application during the national window.

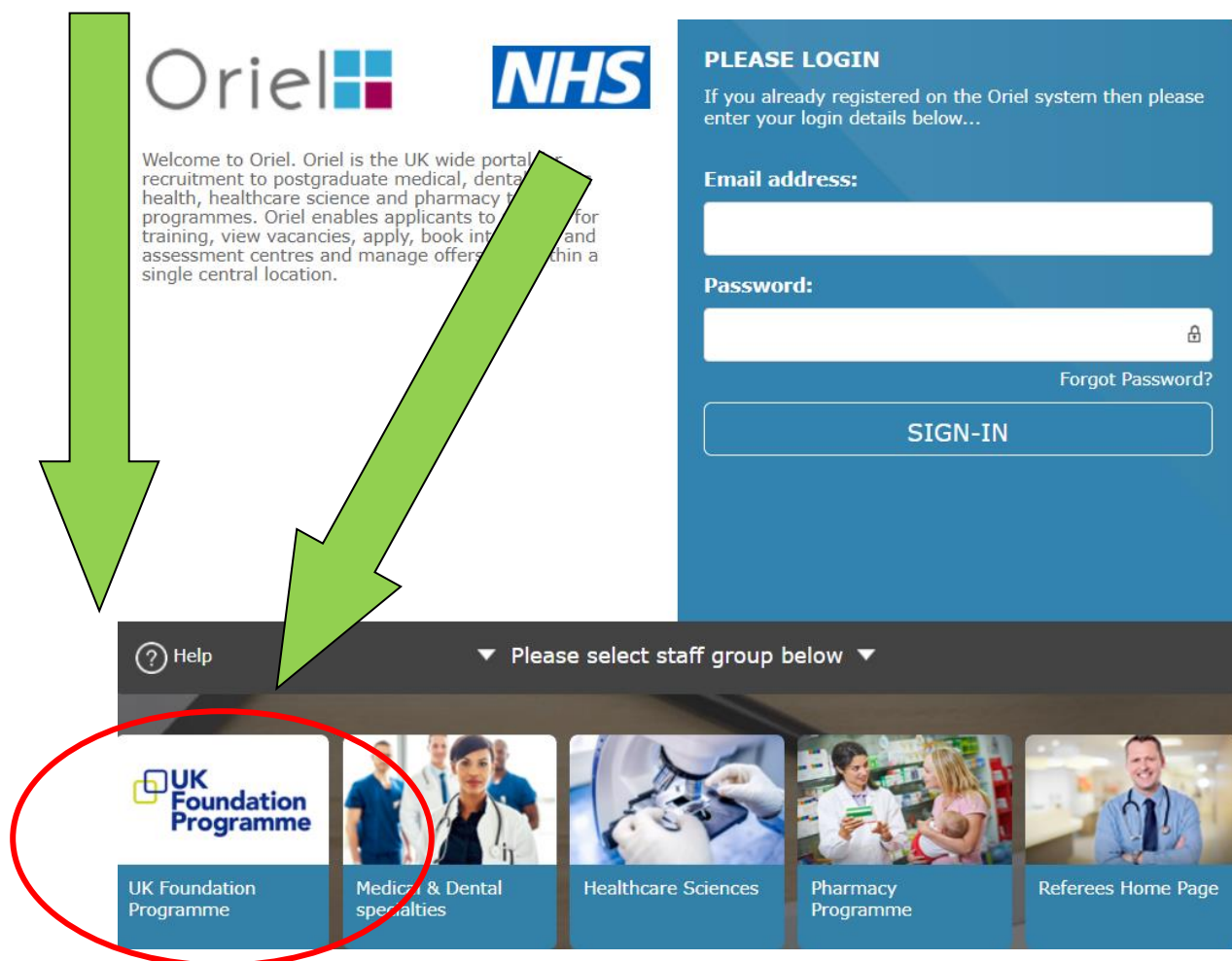
## Registration (UK medical school nominees only)

- On Monday 24<sup>th</sup> September 2018, all applicants nominated by a UK medical school will receive an email with a link to a URL. Applicants who do not receive this email are advised to contact their medical school immediately. Nominated applicants will only be able to access the foundation application process by following the URL provided in the registration e-mail. This is not applicable to applicants who applied through eligibility.

- You will be asked to create a password once you have followed the link through to Oriel.
- The username (email address) and password chosen at this time will need to be used when accessing the system for all future activities. Applicants are advised to keep their password safe.
- You will then be able to log on to Oriel to access the registration pages. Please note that the email address and password must match the original link.
- Applicants should complete the registration pages, which contain a sub-set of the complete application form. Any information recorded on these pages will be copied across to the main application form pages when applicants later apply to FP and / or AFP.
- Once applicants have registered on the system you will be able to apply to FP and AFP when the application window opens on Monday 1<sup>st</sup> October 2018. Applicants will still be able to register on Oriel once applications open on Monday 1<sup>st</sup> October 2018.

**IMPORTANT:** applicants must select the **Foundation** staff group by clicking on the UK Foundation Programme Office logo from the landing page on Oriel. Applicants will not be able to access the application forms for the UK Foundation Programme by selecting the **Medical and Dental Specialties** staff group.

The image below shows where to select the 'foundation' staff group: -



Applicants who have previously registered on the system under the **Medical and Dental Specialties** staff group will need to register again with a different email address. UK nominees will need to contact their medical school to request for their email address to be amended on the nomination record to allow you to register with the new email address.

## Application

All applicants need to apply to the national FP vacancy and any local AFP vacancies through Oriel which can be accessed via <https://www.oriel.nhs.uk>. Applications will be accepted from Monday 1<sup>st</sup> October 2018 at 09:00 (BST) until 12:00 noon (BST) on Friday 12<sup>th</sup> October 2018. **Late applications will not be accepted under any circumstances.**

Applicants will be required to rank all foundation schools as part of their application for FP.

Applicants must submit an FP application before you can apply for academic programmes (AFP). Applicants have the option to submit a maximum of two separate application forms for academic programmes (AFP). You will be asked to rank all available programmes at the AUoA to which you are applying as part of the local application. Applicants should rank all posts they would consider accepting. Preferences for AFP applicants cannot be amended once applications have been submitted.

Applicants will be able to edit the content of their application prior to submission. **You will only be able to amend their personal contact, referee details and UoA preferences once you have submitted their application(s).**

The Oriel applicant portal is compatible with Internet Explorer 11, Safari 7+, Google Chrome 30+, Firefox 24+ and Edge. Applicants are advised to use one of these browsers when using the website and preferably the most up to date version of that browser.

Please note that the system is **not compatible** with Internet Explorer 7 – 10.

If at any point you find yourself getting stuck in a 'loop' or if there appears to be an error on the system, please try to access the site from a different web browser, for example, Google Chrome, or deleting your internet browser history in the first instance. For technical queries please contact the technical helpdesk via [support@hicom.co.uk](mailto:support@hicom.co.uk).

## Communications

Applicants are advised to check their e-mail and Oriel accounts regularly throughout the application process. Applicants will be prompted via e-mail to check their account for information at relevant times throughout the process. However, we cannot guarantee delivery and therefore it is important that you check the site on a regular basis and especially at key times in the timeline. E-mails sent via Oriel are also stored in Oriel accounts. Applicants can amend / change their email address through the "Update Contact Details" option on Oriel.

**Please note:** we strongly advise that applicants **DO NOT USE HOTMAIL** email accounts as they regularly block emails from NHS servers. This means that applicants may not receive important messages about their application. Applicants are advised to regularly check junk mail folders in case any emails are incorrectly filtered as junk / spam.

Application statuses are live on Oriel. At relevant points throughout the process, applicants' statuses will be updated, for example, following the process of longlisting and to inform applicants of their interview outcome for AFP. Applicants will need to log in to their Oriel account to respond to any offers received during the national offers process.

Allocation to foundation school and match to programme results for FP will be sent by email from Oriel. Applicants are advised that we cannot guarantee the delivery of emails due to circumstances out with our control. Applicants should check the site on a regular basis and especially at key times in the timeline.

Applicants for academic foundation programmes (AFP) are advised to contact the individual AUoA for specific queries relating to available programmes and the selection processes involved. For all other enquiries, applicants are advised to contact the UKFPO team directly via [helpdesk@foundationprogramme.nhs.uk](mailto:helpdesk@foundationprogramme.nhs.uk).

## Application Process

Applicants also have the option to apply for AFP. Applicants can choose to apply to a maximum of two separate AUoA vacancies. You will not be able to start an AFP application until you have applied to the national FP vacancy.

All applicants must apply to the national FP vacancy on Oriel through <https://www.oriel.nhs.uk>.

**Applications for all programmes must be submitted during the national application window.**

The national application process comprises a number of key components: -

### Nominations & Decile Scores

Applicants will either be nominated by a UK medical school or by the UKFPO's Eligibility Office (please refer to separate guidance for Eligibility Office applicants). Decile scores will be available.

UK graduates who are expecting to be nominated by their medical school are advised to check which alias their medical school will be using on their email address. Applicants need to use the same email address to register on Oriel.

### Registration

Applicants must register on Oriel to verify their nomination (Eligibility Office applicants will have already registered as part of the eligibility application process). Applicants can register at any stage from Monday 24<sup>th</sup> September 2018 until the close of application on Friday 12<sup>th</sup> October 2018 at 12 noon (BST).

### Applications

Applicants must submit an FP application and have the option to submit a maximum of two separate AFP applications. AFP application forms will comprise the standard FP application form, plus additional information required by individual AUoAs.

### Educational Achievements

Applicants have the option to upload evidence of additional educational achievements as part of their application. The scores for educational achievements are verified by national independent verifying panels.

### Situational Judgement Test (SJT)

The Situational Judgement Test (SJT) is a test for employment and not a medical school exam. It is used as part of the selection process for entry to the Foundation and Academic Foundation Programme to test the attributes needed to work as a foundation doctor. Military applicants are also required to sit the SJT; these applicants are advised to contact the Defence Postgraduate Deanery for further details.

### AFP Offers

Successful AFP applicants will receive offers from AUoAs in advance of the FP allocation process. Successful AFP applicants who accept an offer will not be included in the FP allocation. Unsuccessful AFP applicants, or those who decline all AFP offers, will be included automatically in the allocation to FP places. If an applicant accepts an AFP offer and then decides to withdraw, the applicant will be withdrawn from the entire process, including FP.

### FP Allocations

The national application process is complete once all applicants have been allocated to a UoA. If, at the end of the AFP offers period, there are more eligible FP applicants than places, the 'n' top scoring applicants will be allocated first (where 'n' equals the total number of FP places available across the UK). Any applicants who have not been allocated at this stage will be placed on a reserve list and allocated to UoAs on pre-determined dates when vacancies arise due to other applicants withdrawing from the process. The highest scoring applicants remaining on the reserve list will be allocated in each batch. The relevant foundation school will then undertake local processes to match its allocated FP applicants to individual foundation programmes.



The online application forms will be available on Oriel from Monday 1<sup>st</sup> October 2018. The application period closes at **12:00 noon (BST) on Friday 12<sup>th</sup> October 2018**. Late applications will not be accepted under any circumstances. The national application form is divided into 11 sections. Each section will appear across the top of the screen on Oriel: -

1. Personal
2. Eligibility
3. Fitness
4. References
5. Competences
6. Employment (not applicable – page will appear blank)
7. Evidence
8. Supporting (AFP only – page will appear blank for FP)
9. Preferences
10. Equality
11. Declarations

Information provided on the registration pages will be copied across to each application form.

When applicants select 'submit', the page will change on Oriel to state that the application has been submitted. Applicants will only be able to edit contact details and referee details from this point onwards.

## Application Scores

Applications will have a maximum score of 100 points and this will consist of two components: -

- 1) Educational Performance Measure (EPM) – 50 points maximum
- 2) Situational Judgement Test (SJT) – 50 points maximum

### Educational Performance Measure (EPM)

The EPM is a measure of clinical and non-clinical skills, knowledge and performance up to the point of application. The EPM comprises two elements: medical school performance in deciles for which 34-43 points are available, and educational achievements, which are worth up to 7 points. A maximum of 50 points is available. For the EPM framework, please see appendix 2.

### Medical School Performance (34 to 43 points)

Your medical school performance score will be calculated by your medical school, which will divide your year group into 10 equal groups (deciles) based on performance in a number of assessments.

Each UK medical school has agreed with its students, which assessments will be included in this measure. This element of the EPM is known as the EPM decile score. If you are in the first decile (the top 10% of your year), you will receive a score of 43; if you are in the second decile, your score will be 42; the third decile 41 and so on. Students in the tenth decile will be awarded 34 points.

If you are graduating from a UK medical school, these scores will be supplied by your medical school and uploaded onto the Oriel system.

If you are applying through the Eligibility Office, your EPM decile score will be calculated from the medical school ranking information provided on your Dean's Statement. The Eligibility Office will upload your EPM decile score.

Your EPM decile score will be available on Oriel on Monday 24<sup>th</sup> September 2018. If the score is not as you expect, contact your UK medical school or the Eligibility Office as soon as possible.

## **Educational Achievements (up to 7 points)**

Applicants have the option to provide evidence of additional education achievements as part of the 'evidence' section of their application form.

There are two categories from which applicants can be awarded a maximum of seven points: -

- Additional degrees (maximum 5 points)
- Publications (maximum 2 points; 1 point per publication)

Educational achievements will be machine-marked initially. Oriel will allocate a provisional score based on the information you provide in the relevant boxes. A national verification day will then be held to confirm educational achievements' scores.

Date of achievement	<p>Educational achievements can only be awarded if they have been <b>completed by Friday 12<sup>th</sup> October 2018</b>. All educational achievements must have taken place, or in the case of degrees must have been ratified by the examination board, by the close of the application process at 12:00 (GMT) Friday 12<sup>th</sup> October 2018.</p> <p>Degrees you are currently studying or publications which do not yet have a PubMed ID number, regardless of whether they have been accepted or are in press, will not count. It is the responsibility of each applicant to ensure their evidence meets the requirements specified below.</p>
Documents in a different name	<p>If any of the supporting evidence is in a different name or includes / excluded middle names to the name on the application, the 'any other surnames used where different from the above' question on the application will be verified so applicants must ensure you complete this section on the form. If an applicant has changed their first name/s, you must still use this section to provide details of previous name/s. This section should also be completed if the applicants surname does not match the name you are registered under with the GMC.</p>

All applicants will be notified of their verified score on **Monday 22<sup>nd</sup> October 2018**. It is important that you check your score in case any anomalies have occurred. Appeals will be considered during the specified window **only**.

The UKFPO will not be able to review evidence on an individual basis prior to the submission of applications. Only documents will be reviewed as evidence; web links will not be considered.

## **Additional Degrees (up to a maximum of 5 points)**

Points awarded in this section are for a degree in addition to your primary medical degree qualification.

The degree certificate **MUST** be uploaded in support of the application. Applicants will be able to upload a copy of their degree certificate on the 'declarations' page of the application form. Applicants will be permitted to upload **one document only**.

Academic transcripts and Higher Education Achievement Reports (HEAR) **will not** be accepted as evidence even if they are on headed paper and signed by the University Registrar.

Graduates from Cambridge University are required to provide a copy of their transcript **IN ADDITION** to their degree certificate. This is because the classification of the degree is not included on the degree certificate itself. Applicants are advised to scan both documents into a combined pdf, to enable them to upload both pieces of evidence as a single document. Applicants from overseas are also advised to combine all documents into a single file to upload as part of their application.

Applicants must ensure that the following information is contained in the uploaded document: -

- The educational institution
- The name of the degree
- The class of degree (where applicable)
- Your name
- The date of the award
- The signature of awarding officer

This information must match the information declared on the application form.

**Points will not be awarded for postgraduate certificates** such as a PGCE or diplomas.

Applicants must choose one of the options listed in the table below when competing their application on Oriel. If an applicant has more than one additional degree, e.g. BSc and PhD, you are advised to choose the one that will give them the most points.

Points	Qualification
0	<ul style="list-style-type: none"><li>➤ Primary medical qualification only</li><li>➤ 3<sup>rd</sup> class BMedSci awarded at University of Nottingham</li></ul>
1	<ul style="list-style-type: none"><li>➤ 3<sup>rd</sup> class honours degree</li><li>➤ Unclassified honours degree</li><li>➤ 2.2 class BMedSci awarded at University of Nottingham</li></ul>
2	<ul style="list-style-type: none"><li>➤ 2.2 class honours degree</li><li>➤ 2.1 class BMedSci awarded at University of Nottingham</li></ul>
3	<ul style="list-style-type: none"><li>➤ 2.1 honours honour degree</li><li>➤ 1<sup>st</sup> class BMedSci awarded at University of Nottingham</li></ul>
4	<ul style="list-style-type: none"><li>➤ 1<sup>st</sup> class honours degree</li><li>➤ Postgraduate Master's degree (level 7 only), e.g. MPhil, MSc</li><li>➤ Bachelor of Dental Surgery (BDS)</li><li>➤ Bachelor Veterinary Medicine (B Vet Med)</li></ul>
5	<ul style="list-style-type: none"><li>➤ Doctoral degree (PhD, DPhil, etc.)</li></ul>

### Additional Information

- The BMedSci honours degree awarded by the University of Nottingham is integrated during the five-year BMBS and is therefore awarded fewer points.
- Honours degrees are any type of undergraduate honours degrees with a classification e.g. BSc, BEng.
- Points for postgraduate masters' degrees can only be awarded where the degree represents a further year of study taken in addition to an undergraduate degree (whether as an intercalation or other), and there is a competitive entry requirement of a previous degree or equivalent.



- Typically, masters' degrees are awarded a pass / merit / distinction classification. If you are claiming points for an integrated master's degree and your certificate has the undergraduate classification i.e. 1<sup>st</sup>, 2.1, 2.2 you must upload a copy of your master's degree certificate and a letter from your university confirming that the level of the qualification is aligned with the UK Higher Education Qualification Framework (published by QAA) at level 7 (England, Wales and Northern Ireland) or level 11 (Scotland). All letters must be on university letter headed paper. Failure to upload this evidence may result in your master's degree being awarded points for an undergraduate degree.
- Honours MA degrees, including those from some Scottish Universities, are undergraduate degrees and therefore classed as honours degrees, not masters' degrees.
- Honours degrees from Oxford and Cambridge can be converted to masters' degrees after a period of time, but these do not require a further year of study and are therefore classed as honours degrees and not masters' degrees.
- Some international medical schools (e.g. the USA) award an 'MD' or similar as part of their basic medical qualifications. This qualification does not attract any additional points in this section.
- Ph.D. – Points will only be awarded if the entire process has been completed. Therefore, if there is a requirement for minor modifications or changes, these must have been completed and accepted by Friday 12<sup>th</sup> October 2018 and you must provide a letter from your university as evidence of this. If the letter you provide states your degree is subject to minor modifications/changes, you will not be awarded the points.

Degree certificate does not show classification	If your degree certificate does not display the class of the degree, you must provide the original certificate together with an official letter from the Registrar's office that confirms the classification.
No degree certificate available	<p>If your degree certificate is not available for whatever reason, you must provide a degree confirmation letter. This must be provided on university headed paper and have the signature of the Dean (or authorised official in the Registrar's office) that confirms the degree has been ratified by the university and states the date.</p> <p>Please refer to Appendix 1 for a proforma of the letter. If you do not provide all the required information as shown in Appendix 1, points will not be awarded.</p>
Cambridge degrees	<p>The guidance below has been provided from Cambridge University Clinical School to recognise the award of undergraduate degrees from Cambridge University, which are not given an overall degree classification on the degree certificate.</p> <p>For your application, the degree classification will be recognised as that obtained in the Part II Tripos. The points for degree class in the educational achievement section will be awarded on this basis. All evidence will be verified, and Cambridge degrees will be recognised in accordance with this guidance. For those students who have not done a Part II Tripos, and instead undertaken an additional Part Ia or Part Ib, the degree classification that will be recognised will be the classification of the MVST Part 1b year, and <b>not</b> the classification of the second Part 1a or Part 1b year.</p> <p>Students must upload their degree certificate AND official university transcript (which may be a copy of the online transcript). Students should ensure that the evidence provided states the classification of the part II Tripos, or the MVST Part 1b year, which can be highlighted on the transcript before the evidence is uploaded.</p>

A transcript or a Higher Education Achievement Report (HEAR) alone is **not sufficient evidence** to be awarded the points.

**IMPORTANT:** please ensure you choose the correct classification for your degree. If you choose a lower classification from the drop-down list than you actually achieved, your score will NOT be increased by the verification panel, i.e. if your evidence shows you were awarded a 2.1 but you choose a 2.2 from the drop-down list, you will still only be awarded 2 points for a 2.2.

If evidence is uploaded that does not meet the criteria above, the applicant will not receive any points. If evidence is required from an awarding body or Dean, applicants are advised to organise this now. Please do not leave this until the application window opens as there will be no further opportunity to submit supporting evidence after the application deadline.

### Converting degrees with a GPA score

For applicants who have undertaken an exchange programme of study as part of a degree course or are a graduate from an overseas university where they provide Grade Point Average (GPA) points, the following procedure must be used. Please note that the GPA is different to weighted average marks.

Applicants must take the cumulative, i.e. all years, grade point average (GPA) and calculate the equivalent degree level and select the most appropriate. The evidence provided **MUST** show the cumulative (GPA) and specify on what scale the degree was scored, otherwise zero points will be awarded.

The UKFPO ask that all applicants converting degrees with a GPA score use the online calculator through <http://www.foreigncredits.com/Resources/GPA-Calculator> and provide evidence to this effect. The Graduate Recruitment Bureau (GRB) also offers some useful resources for applicants who are looking to submit evidence of overseas / GPA degrees and required to provide calculations to demonstrate the equivalent classification.

As evidence, applicants will need to upload their degree certificate and transcript. together with an official document showing its UK classification equivalent must be provided. This could be done by using a company such as NARIC. It is the responsibility of each applicant to locate a suitable company who will provide the necessary evidence. This evidence may also be provided by the graduating medical school.

It is the responsibility of each applicant to obtain the necessary evidence of GPA calculations and to demonstrate equivalence with UK.

**IMPORTANT:** scores for additional degrees will be determined from the information supplied in the 'evidence' section of the application form, not from the 'competences' section.

Documents in languages other than English	All evidence provided must be in English. If the original document is not in English (including certificates in Latin), you must provide a copy of the original document together with the official translation. If a translation is not provided you will be awarded zero points.
Format of document	<p>Evidence must be uploaded as one file. If you need to provide two pieces of evidence, for example, an original degree certificate and an official translation, you will need to scan both documents into one file before uploading a single document to Oriel. Applicants must link the uploaded document to their FP application form.</p> <p>It is very important that you check the documents that you have uploaded to ensure that all the information is visible, you have uploaded the correct documents, and nothing has been cut off.</p>

## Publications (up to a maximum of 2 points)

All the information provided in this section must relate to activities applicants have undertaken since commencing university education (but not specifically their medical degree). Applicants are advised not to enter any publications from their time in school or college or any non-academic publications.

There is space on the application form to enter details of up to two publications, for which a maximum of two points are available. You do not need to be the first named author on the publication, just a named author. Please note that **collaborators do not qualify for points**. Applicants must be a named author.

To gain a point for a publication, the work must have been published and must have a PubMed ID number (PMID). If there is no PMID, the point will not be awarded. **DOI, ISBN or PMCID numbers are not sufficient and will not count.**

If the PMID number does not link DIRECTLY to the paper where it can be confirmed that the applicant is an author, it will not gain any points. DIRECTLY means that one click should take the verifier to the page where the required information is listed. Any more than this and the evidence will not be considered.

**IMPORTANT:** the PMID number supplied on the application form will automatically take the verifier to the PubMed database. If the PMID does not link directly to the paper, no further searches will be done and the point(s) will not be awarded. Applicants are advised to double check the PMID particularly that all the numbers are present before submitting their application form as amendments cannot be made later. If an applicant is considered to have falsified the PMID number, the UKFPO will advise their university.

If the abstract is published as part of conference proceedings that have a PMID number, but the PMID does not link directly to a paper listing the title and author which the applicant has recorded in the boxes, the applicant will not gain a point for the publication. If you select that you have a publication, the form will display further sections which must be completed: -

Authors	Please list all authors in the order they appear in the publication.
Publication title	State the title as it has been published.
PubMed ID (PMID)	Please insert the PMID. <b>Please note that the PMID number does not include any letters.</b>
Year	Year of publication.
Journal / book title	State the full title of the journal or book.
Volume / page	State both the volume and page numbers. If no volume or page number is available use '1' as the default value.

## Situational Judgement Test (SJT)

The SJT is an assessment methodology designed to test aptitude for employment and the professional attributes expected of a Foundation doctor, as defined in the 2019 National Person Specification. It is used for selection to the Foundation Programme together with the Educational Performance Measure and presents applicants with hypothetical work-relevant scenarios asking for non-clinical judgments about possible responses. While the evaluation of the SJT for selection to the Foundation Programme is ongoing, research into SJTs as a measurement methodology shows that they are a valid and reliable selection tool and can help predict later job performance.

The SJT is taken under invigilated conditions and consists of 70 questions in 2 hours 20 minutes. It contains two question formats: rank five possible responses in order and select the three most appropriate responses. A maximum of 50 points is available.

All applicants to the Foundation Programme commencing in August 2019, including the Academic Foundation Programme, are required to take the SJT in the UK on either: -

- Friday 7<sup>th</sup> December 2018, 10:00 -12:20 AM
- Monday 7<sup>th</sup> January 2019, 10:00 -12:20 AM

An applicant's UK medical school or the UKFPO's Eligibility Office will provide information on which date(s) is / are available and how to book a place once confirmed as eligible to apply.

**IMPORTANT:** it is the responsibility of the applicant to know the time, location and venue of their SJT, and to ensure you arrive on time. If you arrive more than 30 minutes late or fail to attend, and do not have extenuating circumstances, you will not be allowed to sit the SJT and will be withdrawn from the application process.

The SJT is taken under invigilated conditions. Failure to comply with standard assessment procedures and invigilators' instructions will result in a formal investigation and your actions will be considered by the Recruitment Delivery Group (RDG). This could mean that your score will be revised to zero and you will be invited to attend an exceptionally low scoring review. This could take the format of a panel interview or a written assessment. Details of the reviews will be confirmed directly with applicants.

For further information about sitting the SJT, please refer to Appendix 3. Please refer to the UKFPO website for the UKFP / AFP 2019 SJT Reasonable Adjustments guidance and the UKFP / AFP 2019 SJT Extenuating Circumstances guidance.

Once all SJT answer sheets have been marked and test-equated, the scores are translated to a 0-50 scale.

The distribution of the scale is set to reflect the distribution of Educational Performance Measure (EPM) scores. This ensures that when the SJT and EPM scores are combined, they each exert an equal weighting. The equation for translating the SJT scores to the EPM scale depends on the EPM scores in that year.

Using this scaling method, the equation for the FP 2018 results was as follows: -

$$\text{Scaled SJT Score} = \text{Equated Raw SJT Score} \times 0.141 - 85.1855$$

The table below shows the results of the conversion for the 2018 scores: -

	Mean	Standard Deviation	Minimum	Maximum
<b>Equated Raw SJT Score</b>	890.64	28.63	644.67	958.10
<b>Scaled SJT Score</b>	40.48	4.04	5.78	50.00
<b>EPM Score</b>	41.05	3.78	34.00	50.00

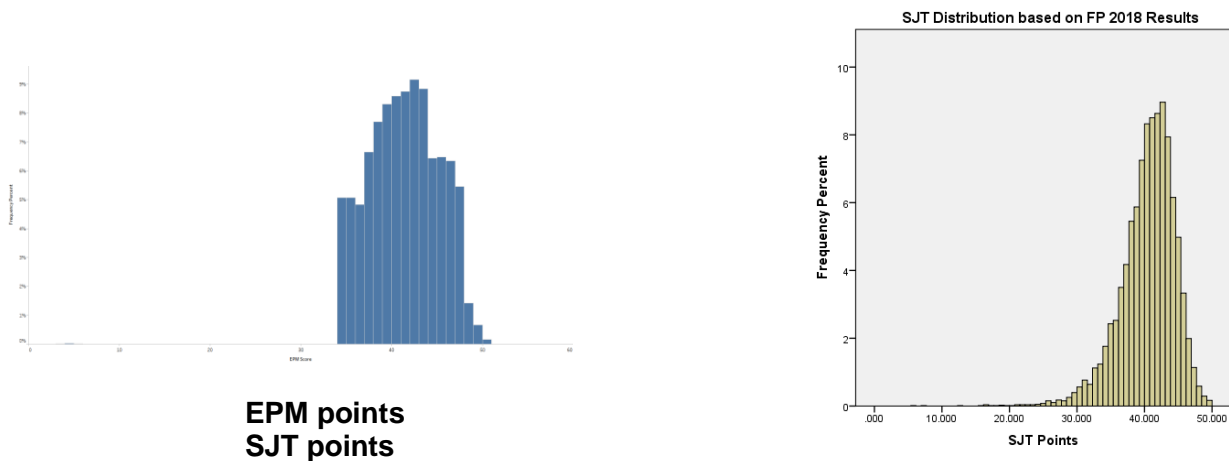
### How the EPM and the SJT are equally weighted when the scales are different

An applicant can score anywhere between 34 and 50 points for the EPM and anywhere between 0.000 and 50.000 points for the SJT.

The scores from each of these measures are combined to provide a total score and this is what determines the applicant's ranking. It is the distribution of scores across this scale which affects the weighting of the two measures, not the scale itself. In fact, the two measures could be on completely different scales and still exert an equal weighting, providing the scores were similarly distributed across the scales.

The transformation of the SJT raw scores on to the 0.00-50.00 scale takes into account the distribution of the EPM scores from **that year** to ensure that each measure exerts an equal weighting on the total score for the majority of applicants.

The graphs below show the distribution of scores for both the EPM and the SJT for FP 2018: -



The graphs demonstrate that whilst the minimum score on the EPM is 34 and the minimum score on the SJT is 0.000, only a very small proportion (approximately 10%) of applicants received a score below 34 on the SJT. This means that for the vast majority of applicants the EPM and SJT each exert an equal weight on the total score. In other words, a high score on the EPM is just as likely to result in a high rank position as a high score on the SJT. However, because it is possible to receive an extremely low score on the SJT which it is not possible to receive on the EPM, those applicants who receive the lowest scores on the SJT are more likely to get a lower rank position than those who receive the lowest EPM score.

There may be a small group of applicants who will be withdrawn from the UKFP 2019 national application process because they have an exceptionally low SJT score. If you find yourself in this group, there will be an opportunity for you to undertake a re-sit of the SJT. If the outcome of your review is successful, your application will be reinstated. If you are unsuccessful, or choose not to attend the review, your application will remain withdrawn, but you can still reapply to the Foundation Programme next year. The outcome will have no effect on future applications. Further details will be sent in February 2019 to all applicants with an exceptionally low SJT score who are invited to attend a review.

## Processing FP Applications

FP applications will be processed for all applicants who remain in the process and who have not accepted an AFP offer. Applications will be given a total score comprising of the EPM score plus the SJT score.

All applicants will be ranked in score order and given a unique rank on Oriel. In the event of tied scores, the decile score will be used to break the ties. If there are still tied scores, the SJT score will be used to break the ties and then ties will be broken randomly. The unique ranks will be carried forward for the process of matching to groups and individual programmes.

If there are more eligible applicants than places, the 'n' top ranking applicants will automatically be placed on the primary list, where 'n' is the total number of FP places available across the UK. Applicants who are not allocated to the primary list will be placed on a reserve list and will be allocated in batches on predetermined dates.

Following the national allocation process, local foundation schools manage the process of group / programme matching. Applicants are advised to check the websites of each foundation school to familiarise themselves with local matching processes.

Non-UK / EEA / EU / settled workers who are subject to RLMT, will be allocated to any available places once all eligible settled workers have been matched to programmes. The UKFPO will endeavour to allocate applicants to available places the earliest opportunity once all settled workers have been matched to programmes. Applicants who score highly enough to be allocated to available places will be sponsored by the nation to which they are matched to programme, for example, England, Northern, Ireland, Scotland or Wales. The UKFPO will liaise with the sponsorships teams to ensure sponsorship is arranged for the applicant to apply for a Tier 2 visa.

### **Primary List Allocation**

Applicants on the primary list will be allocated to foundation schools in order of rank starting with the highest-ranking applicant. In rank order, each applicant will be allocated to their highest preference where a place is available.

#### **CASE STUDY: How allocation to foundation school works**

William's top five UoA preferences were: Northern, Severn, Peninsula, Wessex and Mersey. William scored a total of 70 (EPM+SJT) out of a possible maximum of 100. This placed him 4000th in the rank list, as 3,999 other applicants were ranked higher than him.

When it was William's turn to be allocated, all the vacancies in Northern, Severn and Peninsula UoAs had been filled with higher ranking applicants. A vacancy was still available in Wessex and so William was allocated to Wessex as this was his highest preference that still had an available place. If William's rank had been higher, he would have been more likely to have been allocated to a UoA that was higher on his list of preferences.

Applicants on the primary list will be allocated to foundation schools on Thursday 7<sup>th</sup> March 2019. Applicants will receive an email with their allocation results attached. Allocation results will be released at the earliest opportunity on the national allocation date. In the event that the programme is oversubscribed, applicants without the right to work in the UK will not be considered.

**Applicants must complete the online survey on Oriel to access their allocation results.** The survey will be available from 24<sup>th</sup> January 2019. Applicants are encouraged to complete the survey prior to the release of allocation results.

**IMPORTANT:** swaps between foundation schools are **not** permitted and will not be facilitated by the UKFPO under any circumstances.

### **Reserve List Batch Allocations**

You will be notified by email if you have been placed on the reserve list on Thursday 7<sup>th</sup> March 2019. The UKFPO will endeavour to allocate reserve list applicants as soon as vacancies arise. Notification of reserve list batch allocation dates and subsequent allocation results will be sent by email.

UK graduates will be provided with the details of pastoral support at their medical school to contact for advice and support. Applicants will also receive details of the number of applicants placed on the reserve list and the range of scores.

Any reserve list applicants who are subject to RLMT will be allocated as soon as vacancies arise, providing there is sufficient time to arrange for sponsorship and for Tier 2 visa applications to be processed by the start of the programme. It will not be possible for applicants to defer their start date. All applicants are expected to commence in post in July / August 2019. If the programme is oversubscribed, applicants without the right to work in the UK will not be considered.



**IMPORTANT:** links between applications will be honoured only if both applicants score highly enough to be allocated as part of the primary allocation, i.e., the link will be broken if one applicant is allocated to the primary list and the other is placed on the reserve list. Applicants who have been approved for pre-allocation on the grounds of special circumstances who have been placed on the reserve list, will be allocated to the foundation school requested if places become available, but there will be no guarantee.

## Matching to a Foundation Programme

### Two-stage match (match to group and match to programme)

Foundation schools with many programmes may choose to cluster programmes into groups. In this instance, applicants will be matched to programmes in two stages; -

- 1) Matched to a group: applicants are required to rank groups in order of preference. Applicants will be matched to groups based on their rank and group preferences on a locally determined date.
- 2) Matched to a programme: once matched to groups, applicants will be invited to rank the programmes in that group in order of preference. Applicants will be matched to individual programmes, again in accordance with their rank and preferences.

**Applicants are advised not to use smartphone devices to preference groups and programmes.**

### One-stage match (match to programme)

If the allocated foundation school does not use groups, applicants will be invited to rank the programmes in order of preference without having to rank groups. The foundation school will allocate applicants to programmes based on their score and preferences. **Applicants are advised not to use smartphone devices to preference programmes.**

**IMPORTANT:** if it is not possible to match you to one of your preferred programmes because you had not ranked all the programmes, the system will randomly allocate you to a vacant programme based on the number of places in each group / programme, after others that have expressed a preference have been matched.

**IMPORTANT:** applicants are advised to save preference choices regularly on the Oriel system. Failure to save group / programme preferences by the deadline will result in a random allocation to a group / programme with the most vacancies. **Late preferences cannot be submitted under any circumstances.**

**Applicants are advised to familiarise themselves with local preferences timelines and to allow sufficient time to complete this stage in the process.**

### Match to Programmes

Regardless of whether foundation schools use a two-stage or a one-stage matching process, the process will be completed by Thursday 4<sup>th</sup> April 2019. Applicants will be informed of their match to programme results by email on this date. The email will include a pdf attachment of the results.

As far as possible, foundation schools aim to honour programme allocations. However, it is important to note that after being matched to an individual programme, placements within that programme may change as a result of service redesign, working time regulations or national directives.

**IMPORTANT:** you will be matched to one foundation school and one programme only. If you withdraw your application, you will be withdrawn from the entire process and you will need to reapply the following year.

**There is no system for swaps between foundation schools or within individual foundation schools.**

If you withdraw from the process, you will not be able to apply to the two-year Foundation Programme until the following year. Applicants are advised to read the declarations stated on the 'declarations' page of the application form carefully to fully understand the implications of withdrawing applications part-way through the process.

Vacancies that arise after the end of the national application process are normally released for service appointments, for which doctors must have full GMC registration.

Applicants are reminded that provisionally registered doctors are not permitted to work as locums but only as part of the Foundation Programme in the UK.

## Pre-allocation to a foundation school based on special circumstances

If you need to be allocated to a particular foundation school due to being the primary carer for a close relative; a parent or; legal guardian for a child or children for whom you have significant caring responsibilities; or have a medical condition for which ongoing follow-up in a specified location is an absolute requirement, or a unique circumstance, then you can apply to your medical school (UKFPO for eligibility applicants) for pre-allocation to a particular foundation school on the grounds of special circumstances.

You must rank the foundation school you wish to be pre-allocated to first in their list of preferences. Failure to do so will result in the special circumstances application not being considered.

Details of the special circumstances criteria and the process for requesting pre-allocation are available on the UKFPO website under Key Documents in the Resource Bank.

The criteria for being pre-allocated are very strict and you must supply all the required supporting documentation to your UK medical school or the UKFPO's Eligibility Office by 12.00 noon on the deadline (12<sup>th</sup> October 2018). There is no opportunity to provide additional documentation at a later date.

Every effort will be made to honour approved pre-allocations. However, if you do not rank highly enough to be on the primary list, you will not be included in the initial allocation. If there are no places available in your requested UoA at the time you are allocated from the reserve list, you will be allocated elsewhere according to the places available, your rank and your stated preferences. For this reason, it is important that you rank all UoAs in order of preference on the application form even if you have been approved for pre-allocation on the grounds of special circumstances.

## Appeals

Appeals against the national elements of the application process will be dealt with nationally by the UKFPO. This includes appeals relating to: -

- Verified educational achievements outcomes.
- Prejudice, bias or inappropriate diligence in handling applications.
- Faults or unavailability of the UKFPO's application website (Oriel) which are believed to have disadvantaged applications.

Information regarding the national appeals processes will be published on the UKFPO website throughout the year. Appeals against locally managed elements of the application process will be dealt with by the relevant foundation school / organisation.

Foundation schools will manage, in accordance with local policies, appeals relating to: -

- The process of group / programme matching.



Medical schools will manage, in accordance with local policies, appeals relating to: -

- Approval of reasonable adjustments.
- Awarding of EPM decile points.
- Approval of extenuating circumstances.

The lead invigilator for each SJT venue will manage issues as they occur, for all applicants equally and at the same time. Appeals relating to sitting the SJT cannot be directed through the national appeals process.

## National Application Form (FP)

### Personal

This section of the form will only be used for employment purposes and will not be considered when scoring your application. If your application is successful, the details in this section will be passed to your employer. The information you will be asked to provide includes: -

- Your personal contact details, e.g. name, address, telephone numbers, etc.
- Details of any disabilities or health issues you would want your employer to know about for them to make reasonable adjustments for your employment and training.

**Please note:** you will be able to amend your contact details through your dashboard on Oriel.

### Name changes

If you have changed your name by marriage or deed poll since qualifying from, or during, medical school, it is essential that you indicate this on the application form, when asked to provide details of your previous family name/surname. This is particularly important if you have an additional degree certificate or provide evidence for a publication that is in a different name, as you will not be awarded the points if this section has not been completed.

### Disabilities and Personal Health

We recommend that you disclose disabilities and personal health issues, such as blood borne virus infections, in the disability declaration on the application form. This information will be held in confidence and only authorised foundation school staff members and the HR department of your employing healthcare organisation will be able to access this information.

If you do not wish to disclose this information on the application form, it is essential that you inform your allocated foundation school, in confidence, as soon as you are allocated, as it may affect which programmes you can be matched to. For example, you may need to avoid exposure-prone procedures. Arrangements will be made for you to meet up with a foundation school staff member to discuss your training.

### Eligibility

You will indicate your GMC registration status and provide details of your right to work in the UK, along with your current immigration status. This part of the form will only be used for employment purposes. If your application is successful, the details will be passed to your employer. If you already have provisional registration with a licence to practise, you must provide details of the name you are registered under with the GMC. If you do not, choose the option 'I do not currently hold provisional registration'.

You must indicate your nationality (country pertaining to your nationality) and answer the relevant questions around your right to work in the UK. You will also be asked to provide details of your current immigration status (personal status).

## Fitness

You will be asked to provide details of any unspent and spent convictions, investigations and/or warnings into fitness to practice. In this section, the GMC has provided guidance that states that you do not have to declare any road traffic offences where you have accepted the option of paying a fixed penalty notice. All other Fixed Penalty Notices must be declared.

If you have any queries on this section please contact the Disclosure and Barring Service (DBS) helpdesk via [customerservices@db.s.gsi.gov.uk](mailto:customerservices@db.s.gsi.gov.uk) or +44 (0)870 909 0811, or for Scotland, Disclosure Scotland [info@disclosurescotland.co.uk](mailto:info@disclosurescotland.co.uk) or 03000 2000 40 (if calling outside of the UK 0044141 427 2284).

The information that you provide in this Declaration Form will be processed in accordance with the General Data Protection Regulation 2018. It will be used for determining your application for this position.

## References

Applicants must provide details of one academic referee. Your referee does not have to be the most senior person in an organisation; it is more important that they are able to comment on your performance.

Your referee must be from your medical school. This might be a professor, senior lecturer, lecturer, reader, director of clinical studies or a person holding an honorary medical school contract as advised by your medical school. The referee should be someone who has ideally known you for one year, but for a minimum of six months, and should be aware of your performance during ALL years spent at the medical school.

Make sure that you ask your referee if they are happy to provide a reference before completing this section and ask that they provide you with an email address that they access regularly.

We advise that email addresses are double checked with referees prior to entry on to Oriel to ensure there are no discrepancies. Referees need to use the exact email addresses that you enter on Oriel or they will not be able to register and complete your reference. Applicants can change referee details online, i.e. their email address (even after you submit your application) until the reference period is closed, or until the referee has submitted a reference; whichever comes first.

References are collected on behalf of employers as part of pre-employment check processes and have no bearing on applications to the programme. Offers of employment are subject to satisfactory references.

Referees will be sent an email on Monday 10<sup>th</sup> March 2019 asking them to register and complete an online reference form by Wednesday 10<sup>th</sup> April 2019. Each form takes approximately **five minutes** to complete.

If references are not received by the deadline, your employing organisation will contact you before you start work to arrange for missing reference(s) to be provided. *Please bear in mind that you are responsible for ensuring that your reference is provided before you start work as a foundation doctor. A contract of employment will not be issued until a satisfactory reference has been received.*

### Helping your referees

If your referee has forgotten or lost their password, they should go to <https://www.oriel.nhs.uk/web> and click on the “forgotten password” function. They will be emailed a link to follow to reset their password.

If referees are still having trouble, they are advised to contact the Oriel technical helpdesk to resolve the issue ([support@hicom.co.uk](mailto:support@hicom.co.uk)). There is no contact telephone number for the Oriel helpdesk.

## Competences

In this section, applicants are asked to provide details of their primary medical qualification. Applicants are also asked to indicate if you are a final year medical student. Details of the medical degree and medical school / university must be provided. If you are a student at an EEA medical school, choose this option from the drop-down list (only UK medical schools are listed individually). If you have not yet graduated, you must enter your expected date of qualification; this is the date you expect to graduate.

There will be an opportunity to provide details of any additional degrees and / or publications under the 'evidence' section.

## Employment (not applicable to foundation – page will appear blank)

Applicants are not required to complete this section as part of the application process for foundation.

## Evidence

Applicants have the option to submit details of additional educational achievements under this section. Applicants must complete all the required fields and upload evidence to support their achievement(s), or a score of zero will be allocated. The document upload facility is only available in support of additional degrees. Applicants are not required to upload evidence of publications. If you indicate that you have an additional degree, the form will display additional sections where you will be required to enter the subject of qualification, educational institution and year of qualification.

Oriel will use the information you provided on the application to calculate a provisional score for educational achievements. The provisional scores calculated by Oriel will be verified by a national panel consisting of administrative staff from medical schools and foundation schools. The verifiers will not have access to any other part of the application form. If there is no evidence provided, or the evidence that has been submitted does not meet the requirements, the provisional score will be revised.

Please note that if verification panel decides the evidence uploaded does not meet the stated criteria, the provisional score will be revised but will not incur further penalties. There is no opportunity to provide additional or updated evidence once your application form has been submitted.

## Supporting (Academic Applications only; not applicable for FP)

This section of the application form is available for AFP only. AFP application forms may include 'white space' questions in this section.

## Preferences

Applicants are required to rank ALL UoAs in order of preference as part of the application form submission.

Applicants will be invited to use a drag and drop process. Each foundation school will be presented in a box to drag and drop into the order you wish to rank them. The system will save your preferences every time you press save. Therefore, the last order that is saved is the one that will be used for offers matching. There is no "submit" button for preferences in Oriel. **Please do not attempt to rank preference by using a smartphone device.**

There **will** be an opportunity to amend preference choices from the closing date of applications until 12:00 noon (BST) on Thursday 14<sup>th</sup> February 2018. You will not be given a reminder to advise you that this is the closing date for any changes.

**Please note that the links between applications will be broken if either applicant chooses to amend their preferences and order in which they ranked foundation schools following the close of the national application window at 12:00 noon (BST) on Friday 12<sup>th</sup> October 2018.**

Applicants will be allocated in score order, so the higher the score the more likely applicants will be allocated to their higher preference.

Applicants will be invited to rank groups (if applicable) and individual programmes once they have been allocated to a foundation school.

Applicants will be asked to rank available programmes they would be willing to accept within the AUoA as part of AFP applications.

## **Equality**

This section includes the equal opportunities monitoring information required by the health service to monitor their recruitment practices. This section asks you to provide your age, gender, ethnic origin, religious beliefs and whether you consider yourself to have a disability under the Equality Act 2010. You may choose to leave the date of birth fields blank. All other fields are mandatory, but you may choose the option "I do not wish to disclose".

The information you provide in this section will only be accessed by authorised individuals involved in the application process to ensure that the process adheres to equality and diversity legislation. Anonymised reports will be produced to analyse recruitment practices.

## **Declarations**

This section includes several declarations that you are required to confirm you have read and understood. The option to submit a request for linked applications is also included in this section. Both applicants must agree for their applications to be linked.

Oriel will prevent you from submitting your application form until all the relevant sections have been completed. Once your application form has been submitted, it cannot be changed. Make sure you double check everything. Applicants are advised to print out a copy of their completed application form. Applicants will receive an email from Oriel confirming that their application form has been submitted successfully. However, you should check separately through the dashboard on Oriel to confirm that you have submitted your application. You may also wish to take a screen shot of your confirmed submission.

**IMPORTANT:** applicants are advised not to leave the submission of their applications close to the deadline to avoid any last-minute problems with internet connections and / or local computer networks. Late applications and partially completed applications that have not been submitted will not be accepted.

Technical assistance is available Monday to Friday, 8:00am to 5:00pm (BST) via email only to [support@hicom.co.uk](mailto:support@hicom.co.uk).

## **Linked Applications**

If two applicants wish to link applications, it should be mentioned in this section of the form by choosing "yes" when asked if you would like to link your application. More information will then appear, along with a box for you to type in the email address of the person with whom you are linking. Keep in mind that the link only allows for applicants to be in the same UoA and group (if used), not the same programme, employing organisation or town. Some UoAs will try to place linked applicants within an hour's commute of each other, others will not. Applicants are advised to check the UoAs' websites for their local policies on linked applications when matching to programmes.

The link will only be honoured if: -

- all the information required is provided on both of your forms;
- neither you nor the other individual has been pre-allocated to a particular UoA on the grounds of special circumstances;
- you both score highly enough to be on the primary list;
- you have both ranked the UoAs in the same order of preference;
- neither you nor the other individual has accepted an AFP offer; and
- there are two places available in a UoA when it is your turn to be allocated based on the lower of both scores.

**IMPORTANT:** the only way to un-link an application is to amend the order in which you have ranked foundation schools / your preferences following the close of the national application window.

Applicants may want to consider if links are processed locally when matching to groups / Trusts before matching to individual programmes. Please visit foundation school websites for more information.

The process of linking works in this way: -

- 1) You must enter the email address of the person you want to link to, ensuring it is the same one they are using for the application process. The person you want to link to will then have the option to accept or decline the link request when they reach the declarations section of their application. You will receive status notifications.
- 2) For the link to be complete, the other person must accept the link request.
- 1) Both of you must rank all the UoAs in the same order of preference. If you do not both do this, the link will be broken.
- 2) You must both score highly enough to be on the primary list for the link to work. If either or both of you are on the reserve list, the link will be broken. It is important to note that the score of the lower scoring applicant will be used to allocate both linked applicants to a UoA and programme group (if used).

The result of your link may be that either: -

- You will be allocated to a UoA which is lower in your order of preference than would have been the case had you not linked your application; **OR**,
- The other individual will be allocated to a foundation school lower in their order of preference than would have been the case if they had not linked their application to yours.

**IMPORTANT:** links will be broken if applicants choose to amend their preferences following the close of the national application window.

## Applications for Academic Foundation Programmes (AFP)

All applicants have the option to apply to a maximum of two AUoAs once they have submitted their FP application.

The UKFPO publishes the AFP Information document which contains helpful information such as how many academic programmes are available in each AUoA, interview dates, whether the AUoA accepts Skype or telephone interviews and a weblink for more information. This document will be available on the UKFPO website at the end of August 2018.

The format of the AFP application form is based on the national FP application form with the inclusion of additional items as part of the 'Evidence' section and the inclusion of the 'Supporting' section. These sections are configured by each AUoA separately, therefore application forms may vary between AUoAs.

The 'personal', 'eligibility', 'fitness', 'competences' sections of the application form for AFP will be pre-populated based on the information provided as part of the registration process on Oriel. Applicants will be guided through these pages and will have the opportunity to edit the information if required. The 'employment' section is not applicable for all foundation vacancies. The 'equality' and 'declarations' sections will be the same as the FP application form.

The 'references' section is intentionally blank for AFP. If an applicant is subsequently offered an AFP post, the information included as part of their FP application under this section will be provided to the AUoA / employer. Applicants will be able to edit referee details through their FP application until the point at which references have been returned or the deadline for the submission of references has passed.

**IMPORTANT:** if you start two AFP applications and you wish to view or start an application for a different AUoA, you will need to withdraw one of the two applications you initially started. You can only have two applications pending at any one time. Once you withdraw an application from an AUoA, even if it is prior to submission, you will not be able to re-apply to that particular AUoA.

Details of 'white space' questions asked by each AUoA will be made available on the UKFPO website.

## Evidence

As part of the AFP application form(s), applicants will have the opportunity to enter details of any further educational achievements.

**If you wish to claim points for the same achievements as included in their FP application form, you must complete this section again** since it is a separate application and will be considered in its own right. Applicants will need to include this information as part of their application to each AUoA separately.

Applicants can enter up to a maximum of 32 achievements in total in this section. Applicants will have the opportunity to include details of up to a maximum of two additional degrees, ten publications, ten presentations and ten prizes. If you select the option to indicate that you have additional achievements, you will be required to provide further information. The criteria from the Educational Achievements section of the FP form do not apply to these further achievements in the academic application (e.g. publications do not require a PMID etc.).

**IMPORTANT:** applicants will not be expected to upload any supporting evidence as part of their AFP application(s). If you are invited to an interview, you will be expected to provide evidence to support any further achievements included on your AFP application.

## Supporting

Applicants are required to provide additional information in support of AFP applications under the 'supporting' section. In this section, applicants will be asked for up to six items of information to support their AFP application.

In some instances, AUoAs may use common items. If this is the case, applicants may wish to use the same answer for both of their applications. However, it is important to note that even if exactly the same answers are provided for two AUoAs, the scores awarded by each AUoA may differ. This is because the answers are scored according to individual AUoA criteria, therefore an applicant could be short-listed for one AUoA, but not the other.

The information requested in this section may refer to academic clinical experience to date or may simply ask you to describe why you wish to apply for an AFP. Oriel will display the items of information that are required for each AUoA selected.

Applicants will have space for a maximum of 225 words for each item.



## Preferences

Applicants are required to rank available academic programmes in order of preference under the 'preferences' section.

Applicants are not required to rank all the available programmes for AFP if you are not prepared to accept offers for some of them. However, applicants are advised to consider this carefully since not ranking them all may affect their chances of being offered an academic programme. If an applicant chooses not to rank a programme, this will indicate that they do not wish to be considered for that programme. For example, if only certain programmes are ranked and these programmes are all offered to and accepted by applicants who scored higher, an offer will not be made. Applicants will only then get a chance to receive an offer for one of their positively ranked programmes if the higher scoring applicants decline their offer.

Applicants can rank posts using a drop and drag process. The system saves the preferences when you press "save". There is no submit button.

**IMPORTANT:** applicants will not be able to amend their preferences for AFP following the close of the national application window.

## Processing AFP Applications

### AFP Interviews

Each AUoA will undertake its own short-listing and invite short-listed applicants to interview. Some AUoAs will invite their short-listed applicants to login to Oriel and select an available interview slot, whereas others will send a specific interview date and time to each applicant.

The interview period for each AUoA will be available on the UKFPO website from 20<sup>th</sup> August 2018. Some AUoAs may accept telephone, Skype or video interviews, whereas others will require you to attend in person. The individual AUoA websites will have more information about interview requirements. You should check this information before you select AUoAs to ensure you are available for interview during the relevant interview period.

Following interviews, each AUoA will allocate a score for each interviewed applicant. This AUoA specific score will be added to the decile score to provide an overall ranking score for the AFP application. Each AUoA will decide locally on the weighting of the AUoA and academic decile score. The highest scoring AFP applicants (academic decile score + AUoA score = AFP match ranking score) will receive offers. Further information is available on AUoA websites.

Although the SJT score will not be used to calculate the AFP ranking score for the purposes of AFP offers, all AFP offers are subject to a satisfactory SJT score. An unsatisfactory SJT score means that the application will be withdrawn from the national process due to an exceptionally low SJT score. Applicants who are withdrawn due to an exceptionally low SJT score will receive an email to inform them on Thursday 21<sup>st</sup> February 2019 and their AFP application will not progress any further.

### AFP Offers

On the 16<sup>th</sup> January 2019, applicants will be able to login to their Oriel account to see the result of their application(s). If you have been made an offer, you will also receive a confirmation email.

The result of the application(s) will be either: -

- An offer of a programme;
- Notification of allocation to the AUoA's reserve list; or
- Notification that the application has been unsuccessful.

You will not receive an email if you have been placed on the reserve list or if you were unsuccessful at interview. Applicants should refer to their application status.

Applicants must accept, or decline offers on Oriel within 48 hours. If two offers are received, the applicant must decide which one to accept. The system will prevent applicants from accepting both offers. Offers will be made between 9am and 10am on 16<sup>th</sup> January 2019.

If an applicant who has applied to two AUoAs accepts an offer from one AUoA before the outcome of the second AUoA is revealed, the second application will be withdrawn, and the applicant will not receive an offer.

Applicants are advised to wait until all offers have been made by 10am before accepting an offer, unless you have received an offer from your preferred AUoA and are completely certain of your decision to accept that offer in advance of the outcome of the second application.

If you decline an offer, you will not be placed on the AUoA's reserve list, nor will you be considered later in the process. Failure to accept or decline an offer on Oriel by the 48-hour deadline will result in the offer expiring and the application to that particular AUoA will be withdrawn. Applicants will not receive a further offer from that AUoA. Applicants who have not accepted an offer during the academic offers process will be included as part of the national FP allocation process.

If an applicant receives two offers, the duration of the offers may be staggered slightly between 9am and 10am. Applicants are advised to check the expiry dates for individual offers.

#### **CASE STUDY: AFP Offers Process**

Sarah applied to the West Midlands AUoA vacancy and the Scotland AUoA vacancy on Oriel. Sarah was deemed appointable and ranked highly enough to be offered a programme in both AUoAs.

On the 16<sup>th</sup> January 2019, the offer for the West Midlands AUoA became available on the system at 9.00am. The offer for Scotland AUoA was released at 9.15am. The programme offer for West Midlands AUoA will expire at 9.00am on Wednesday 18<sup>th</sup> January 2019, whereas the programme offer from Scotland AUoA will expire at 9.15am on Wednesday 18<sup>th</sup> January 2019.

**IMPORTANT: if you accept an offer and subsequently withdraw your application, you will be withdrawn from the entire process, including FP.**

#### **Cascade Offers Process for Reserve List Applicants**

Following the deadline for accepting or declining initial offers, a cascade process will run whereby AUoAs will offer any unfilled places to the next highest scoring applicant(s) on their reserve lists. Depending on the number of applicants and places, AUoAs can run up to three cascade offers after initial offers have been made.

Cascade offers will only be made to applicants who have not previously received an offer from the AUoA and who have not already accepted an offer at another AUoA and have positively ranked a programme where there is a vacancy. If an offer is made via the cascade process, applicants will have 48 hours to accept or decline the offer on Oriel. The timetable for the cascade process is as shown below. If applicants fail to respond within the deadline, the offer will automatically expire on the system and the offer will be declined.

After the third cascade of offers, each AUoA will have three days to offer any remaining unfilled places to applicants still on their reserve list who have not already accepted an offer elsewhere. If you are contacted during this three-day period, you may be offered a programme that you did not rank as one of your preferences and you will have a limited amount of time to accept or decline the offer. It is likely that the AUoA will contact you by phone or email.



If you accept an AFP offer at any stage during the offers process, you will automatically be **excluded** from the FP allocation. **If you do not receive an AFP offer or decline the offer(s) you receive, you will automatically be included in the FP allocation.**

**IMPORTANT:** applicants are advised to familiarise themselves with the AFP offer dates and deadlines for accepting or declining offers.

Exactly 48 hours after an offer has been made, the system will prevent applicants from accepting or declining an offer. If applicants have not responded by the deadline, it will be assumed that the applicant has declined the offer. The applicant will not receive any further offers from that particular AUoA.

### **CASE STUDY: How AFP Offers Work**

Sinead dreams of pursuing an academic medical career in Wales but decides to apply to two AUoAs: Wales and South West. She does well in short-listing and is invited to attend an interview by both AUoAs. Following the interviews, she is placed on the reserve list by Wales and offered a place by South West on 16<sup>th</sup> January. She now has until 18<sup>th</sup> January to decide.

Sinead is perfectly at liberty to decline South West's offer and hope that enough applicants with higher AFP scores in Wales drop out following the initial offers process for her to be offered a place during the cascade process. But she must remember that if this doesn't happen, she will be left with no AFP offers, because if she declines the South West offer, she will not receive another offer from South West. She would then be included in the FP allocation.

Sinead decides to decline the South West offer and, luckily for her, receives an offer from Wales during the cascade process. Sinead accepts Wales' offer within 48 hours and is, therefore, excluded from the FP allocation.

### **AFP Offers Timeline**

16 <sup>th</sup> January 2019 between 09:00 and 10:00	AFP initial offers date. AUoAs send emails via Oriel. Applicants have 48 hours to accept or decline the offer.
18 <sup>th</sup> January 2019	Deadline for applicants to accept or decline an offer on Oriel.
23 <sup>rd</sup> January 2019 between 9:00 and 10:00	AFP first cascade offers date. AUoAs send emails via Oriel. Applicants have two working days to accept or decline their offers.
24 <sup>th</sup> January 2019	Deadline for applicants to accept or decline an offer on Oriel.
30 <sup>th</sup> January 2019 between 9:00 and 10:00	AFP second cascade offers date. AUoAs send emails via Oriel. Applicants have two working days to accept or decline their offers.
1 <sup>st</sup> February 2019	Deadline for applicants to accept or decline an offer on Oriel.
6 <sup>th</sup> February 2019 between 9:00 and 10:00	AFP third cascade offers date. AUoAs send emails via Oriel. Applicants have two working days to accept or decline their offers.
8 <sup>th</sup> February 2019	Deadline for applicants to accept or decline an offer on Oriel.
11 <sup>th</sup> – 13 <sup>th</sup> February 2019	Final offers. At the end of the process, an AUoA with unfilled places may approach applicants directly, via email or telephone, with an offer. There will be a very limited amount of time to accept or decline the offer.

Applicants will be able to withdraw AFP applications up until the point when offers have been made. After this time, applicants must contact the AoA directly to request for their application to be withdrawn.

**IMPORTANT:** if you choose to withdraw your application once you have already accepted an offer, you will be withdrawn from the entire application process, including FP. Applicants in this position will need to re-apply the following year and sit the SJT again.

## Transfer of Information (TOI)

The GMC standards Promoting Excellence, requirement 3.15, places an obligation on UK medical schools to ensure their students meet the outcomes required. All organisations involved in medical education and training are required to ensure there are processes in place to share information about learners between different stages of training: -

**R2.17** Organisations must have a process for sharing information between all relevant organisations whenever they identify safety, wellbeing or fitness to practise concerns about a learner, particularly when a learner is progressing to the next stage of training. "In applying for the Foundation Programme, applicants accept that such a transfer of information will take place."

Students are encouraged and reminded of their responsibility to ensure that their TOI form contains relevant information that may support the delivery of training. The TOI process is intended to ensure that any reasonable adjustments are made in line with the needs of trainees in a timely manner prior to the start of training. Further details about the TOI process and forms can be found on the UKFPO website.

## Employment

### Pre-Employment Checks

Pre-employment checks include Disclosure and Barring Service (DBS) or Protecting Vulnerable Groups (PVG), and occupational health checks. Applicants must ensure that their reference is provided, as employers will not be able to offer a contract of employment without it.

### Contract of Employment

Formal offers of employment will be made by employing healthcare organisations (hospital, trust or health board). Contracts of employment will only be offered once, the applicant has qualified from medical school, attained provisional registration with a licence to practise with the GMC in the UK, and the pre-employment checks have been completed. Pre-employment checks are unrelated to the information provided in the Transfer of Information forms, and questions may be duplicated. The employing organisation is responsible for all contractual issues such as pay, banding, rotas and accommodation. The employing organisation will confirm the start date, and shadowing and induction.

### Induction / Shadowing

As a newly appointed foundation doctor, the health service in the UK requires trainees to undertake a period of shadowing / induction prior to the start of the Foundation Programme to shadow the F1 doctor you will be taking over from. This period will also include an induction into the NHS and the particular place of work. The allocated UoA or employer will provide details of the shadowing / induction period. This is likely to be the week(s) preceding the start date of employment. Applicants must arrange registration with the GMC to cover the shadowing / induction period.

**IMPORTANT:** if anything should happen which would prevent you from taking up their post on the expected date (such as illness or finals failure), it is vital that you let the foundation school know as soon as possible to allow them to fill the vacancy.

## Roles and Responsibilities / Useful Contacts

The following table provides a breakdown of the key roles and responsibilities of the medical schools (UKFPO for Eligibility Office applicants), the UKFPO and the Foundation Schools throughout process: -

Medical School / UKFPO for Eligibility Office Applicants	UK Foundation Programme Office (UKFPO)	Foundation Schools
<ul style="list-style-type: none"> <li>•For information about your EPM decile score</li> <li>•For nomination queries</li> <li>•Applications for pre-allocation to a particular foundation school on the grounds of special circumstances</li> <li>•For queries with regards to the Situational Judgement Test (SJT)</li> </ul>	<ul style="list-style-type: none"> <li>•For advice on how to complete your application form</li> <li>•For queries around Educational Verification (EA) scores</li> <li>•National appeals, i.e. eligibility, clinical assessment, special circumstances and EA scores</li> <li>•National allocation to foundation schools</li> </ul>	<ul style="list-style-type: none"> <li>•Academic Foundation Programme (AFP) selection processes</li> <li>•Group Matching</li> <li>•Match to Programme Results</li> <li>•Releasing Information to Employers</li> </ul>

### UK Foundation Programme Office Contact Details

St. Chad's Court  
213 Hagley Road  
Edgbaston  
Birmingham  
B16 9RG

Email: [helpdesk@foundationprogramme.nhs.uk](mailto:helpdesk@foundationprogramme.nhs.uk)

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

Technical queries: [support@hicom.co.uk](mailto:support@hicom.co.uk)

## Stand-alone Foundation Programmes

### F1 Stand-alone

At the end of the application process for FP, available programmes will be advertised as F1 stand-alone vacancies for doctors who hold or expect to hold full registration and a licence to practise with the GMC by the start of the programme.

### F2 Stand-alone

Recruitment to F2 stand-alone programmes will be managed centrally by the UKFPO.

For more information about stand-alone programmes, please visit <http://www.foundationprogramme.nhs.uk/pages/stand-alone-recruitment>

# Appendices

## APPENDIX 1

### Letter to confirm additional degree with no degree certificate

If you are claiming points for an additional degree in the Educational Achievements section of the application form but do not have a copy of your degree certificate for any reason, you must provide a degree confirmation letter for the points to be awarded. The degree confirmation letter is particularly relevant in circumstances where the degree has not yet been conferred at a degree ceremony. For the degree confirmation letter to be accepted, the relevant examination board **must** have ratified that you have successfully completed your degree course by the application closing date (12<sup>th</sup> October 2018).

The degree confirmation letter must be printed on university headed paper and be signed by the Dean or authorised official in the Registrar's office.

**\*\* You must include ALL the information in the letter below or it will not be accepted as evidence of your degree\*\***

### **To be written on University headed paper when the applicant has not yet graduated**

Date of letter\*

Dear <<insert name of applicant>>

This letter confirms that the examination ratification board meeting held on <<insert date>> has ratified the award of your degree. As you have not yet graduated, please find below the details as required for your Oriel application.

Name of student: <<insert name of applicant>>

Course title and degree: <<insert name of course and degree level>>

Degree classification/pass level: <<insert classification of degree if relevant>>

Date of qualification: <<insert meeting date of examination ratification board>>

Yours sincerely

(Signature and name of dean or authorised official in the Registrar's office)

Date letter is issued

**To be written on University headed paper when the applicant has graduate but does not have the degree certificate.**

Date of letter\*

Dear <<insert name of applicant>>

This letter confirms that that you have been awarded a degree by this University. Please find below the details as required for your Oriel application.

Name of student: <<insert name of applicant>>

Course title and degree: <<insert name of course and degree level>>

Degree classification/pass level: <<insert classification of degree if relevant>>

Date of qualification: <<insert meeting date of examination ratification board>>

Date of graduation: <<insert date of graduation>>

Yours sincerely

(Signature and name of dean or authorised official in the Registrar's office)

Date letter is issued

## APPENDIX 2

### Educational Performance Measure (EPM) 2019 Framework

The EPM is a measure of clinical and non-clinical skills, knowledge and performance up to the point of application to the Foundation Programme. All applicants to the Foundation Programme, including the Academic Foundation Programme, will be awarded an EPM score.

The EPM is worth a maximum of 50 points and is comprised of three parts: -

EPM Component	Number of Points
Medical school performance (calculated in deciles)	34 – 43
Additional degrees	0 – 5
Publications	0 – 2
<b>Maximum number of points available</b>	<b>50</b>

If an applicant reapplies the following year, or applies for the first time after graduation, the original EPM decile score will carry forward (i.e. any subsequent assessments will not be taken into account). However, the points for additional degrees and other educational achievements will be awarded at the time of application.

Points for additional degrees and publications are subject to verification of evidence. Please refer to the UKFP 2019 Applicants' Handbook available from [www.foundationprogramme.nhs.uk](http://www.foundationprogramme.nhs.uk) for the standards of evidence to be submitted.

#### Medical school performance in deciles (34 - 43 points)

Applicants are assessed and ranked on their performance at medical school in relation to the graduating cohort up to the point of application to the Foundation Programme.

The graduating cohort is defined as all students in their final year at the point of application to the Foundation Programme, including those applying to the Academic Foundation Programme, as well as those who have chosen not to apply. Local discretion may be used to determine whether applicants on different entry routes (for example graduate entry and standard entry courses) are treated as a single cohort or separate cohorts for the purpose of ranking.

The N applicants within a cohort will be competition ranked according to their overall score and allocated into deciles according to the following rules:

- Each applicant will have a rank place between 1 (highest scoring) and N (lowest scoring).
- Applicants with the same score will share the same rank place.
- Where x applicants share the same rank place, the next x-1 rank places will remain empty.
- The rank places will be allocated in order (from 1 to N) to ten roughly equal-sized groups, so that each group contains N/10 rank places, rounded to the nearest whole number.

Each applicant is assigned an EPM decile score as follows: -

Decile Rank	Number of Points
1	43
2	42
3	41
4	40
5	39
6	38
7	37
8	36
9	35
10	34

### Additional information for UK applicants graduating on or after 7th August 2017

Medical school performance is assessed using a range of assessments. It is up to each medical school to define which assessments will be used and the relative weighting of each, and to communicate these to applicants from their school.

There is no minimum number of assessments to be considered in constructing deciles. However, only assessments which achieve a fair spread of scores or grades should be included. Pass / fail assessments should not count within the decile score, unless there is a sufficient number of pass/fail assessments that an above-average applicant is likely to fail at least a few. A school may choose whether or not to include Student Selected Components.

In 2011, students, employers and all medical schools agreed that assessments used to calculate EPM decile scores should adhere to the principles below: -

- Be summative (and hence subject to formal controls)
- Cover clinical knowledge, skills and performance
- Cover non-clinical performance
- Cover all aspects of the curriculum assessed up to the end of the penultimate year at medical school
- Represent the average performance of the applicants over time, rather than being limited to a snapshot
- Include written and practical forms of assessment

### Additional information for Eligibility Office applicants

Medical school performance will be assessed using a range of assessments. It is up to each medical school to define which assessments will be used and the relative weighting of each. As part of your application to the Eligibility Office, you are required to submit a Dean's statement.

As part of this statement, the Dean of your graduating medical school is required to confirm a) the size of your year group, b) your class rank in your year group, and c) the decile rank in your year group. Please refer to the guidance on [www.foundationprogramme.nhs.uk](http://www.foundationprogramme.nhs.uk).

### Additional Educational Achievements (max. 7 points)

#### Additional Degrees (max. 5 points)

Applicants can earn up to 5 points for additional degrees that have been awarded by the time of application to the Foundation Programme (either prior to medical school or an intercalated degree).

Points awarded	Degree Category
0	Primary Medical Qualification only 3rd class BMedSci awarded at University of Nottingham
1	3rd class honours degree Unclassified honours degree 2.2 class BMedSci awarded at University of Nottingham
2	2.2 class honours degree 2.1 class BMedSci awarded at University of Nottingham
3	2.1 honours degree 1st class BMedSci awarded at University of Nottingham
4	1 <sup>st</sup> class honours degree Postgraduate Master's degree (level 7 only), e.g. MPhil, MSc. Bachelor of Dental Surgery (BDS) Bachelor Veterinary Medicine (B Vet Med)
5	Doctoral degree (PhD, DPhil, etc.)

### Publications (max. 2 points)

Applicants can earn a maximum of 2 points in this category.

Publications	Number of Points
Educational research paper published in a peer-reviewed journal with a PubMed ID number	2
Maximum number of points available	2



## APPENDIX 3

### Situational Judgement Test (SJT) – Additional Information

The SJT is an assessment of the professional attributes expected of a foundation doctor and doesn't assess clinical knowledge or skills. You can prepare for the SJT by reading the [SJT monograph](#), which includes the research evidence for what the SJT is testing and tips on how to approach the SJT; the [job analysis of a Foundation Doctor](#), and [Good Medical Practice 2013](#). You can familiarise yourself with the format of the SJT by accessing the SJT Practice Papers on the UKFPO website.

The paper will consist of approximately two-thirds ranking questions and one-third multiple choice questions. There is no negative marking, and you should therefore attempt all questions.

You will be presented with scenarios typical of those that doctors in the first year of the Foundation Programme may encounter. For each question, you need to consider how an F1 doctor should respond to the given scenario and answer accordingly.

There are two question formats: -

- 1) Rank in order five possible responses (rank actions; rank agreement; rank considerations; rank order)
- 2) Choose three from eight possible responses

### Ranking Questions

There are four different types of instruction for ranking questions: -

- **Rank Appropriateness of Actions:** 'Rank in order the appropriateness of the following actions in response to this situation (1 = Most appropriate); 5 = Least appropriate)'.
  - **Rank Appropriateness of Statements:** 'Rank in order the extent to which you agree with the following statements in this situation (1 = Most agree with; 5 = Least agree with)'.
  - **Rank Importance of Considerations:** 'Rank in order the importance of the following considerations in the management of this situation (1 = Most important; 5 = Least important)'.
  - **Rank Order of Actions:** 'Rank the order in which the following tasks should be undertaken (1 = Do first; 5 = Do last)'.
- ❖ A maximum of 20 marks is available for each question
  - ❖ For each of the five response options up to four marks are available
  - ❖ Marks are awarded for near misses
  - ❖ Tied responses are not allowed; if you tie two response options, you will receive zero marks for each of the response options you tied
  - ❖ There is no negative marking (i.e. marks will not be deducted from your overall score for any incorrect answers).

The following example illustrates the scoring for a question with the correct answer DCEAB.

Ideal Rank	Your Rank Choice				
	1	2	3	4	5
D	4	3	2	1	0
C	3	4	3	2	1
E	2	3	4	3	2
A	1	2	3	4	3
B	0	1	2	3	4

If you recorded the answer as DCEAB, you would score 20 marks. If, for example, you thought the answer was DABEC, you would score 12 marks, as follows: -

- 4 points for option D as it is in the correct position
- 1 point for option C as the correct position is 2, but you ranked it 5<sup>th</sup>
- 3 Points for option E as the correct position is 3, but you ranked it 4<sup>th</sup>
- 2 points for option A as the correct position is 4, but you ranked it 2<sup>nd</sup>
- 2 points for option B as the correct position is 5, but you ranked it 3<sup>rd</sup>

### **Multiple Choice Questions**

Multiple choice questions instruct the applicants to: -

- ❖ Choose the three most appropriate actions to take in this situation
- ❖ A maximum of 12 points is available for each question
- ❖ Four points are available for each of the three correct response options
- ❖ You must only choose three response options; if you choose more than three, you will score zero for that question
- ❖ There is no negative marking (i.e. marks will not be deducted from your overall score for any incorrect answers).

### **Marking and Scaling the SJT Score**

Once all answer sheets have been marked, the SJT scores are translated to a 0.000 - 50.000-point scale. There are three stages to calculating your SJT points:

Calculating the raw marks achieved on the question paper (the sum total of all the marks i.e. maximum of 20 marks for ranking items and maximum of 12 marks for multiple choice items).

Test-equating (this is the process of placing the marks from the different papers on the same scale i.e. taking account of small differences in difficulty of items between papers across all SJT dates).

Scaling to a 0 – 50-point scale which has the similar properties to the EPM scale.

The SJT scores are scaled to match the EPM scale in terms of the mean and standard deviation (spread) of scores. This means that the two scores can be combined into an equally weighted sum.

As in previous years, applicants with exceptionally low SJT scores will have their applications reviewed, with the possibility that they may be withdrawn from the national application process. Details of the process for reviewing low scoring applications and withdrawing affected applicants will be published as soon as possible, and no later than 26<sup>th</sup> November 2018 (i.e. prior to the date of the first SJT).

For more information, read the [SJT Frequently Asked Questions](#) on the UKFPO website.

There are practice papers and a template answer sheet available on the UKFPO website to help you familiarise yourself with the format of the test, the type of questions you will encounter and the look and feel of the question paper and accompanying answer sheet. The practice papers are available both as an online test, and a PDF which you can print off and complete manually.

Although the practice papers mimic the SJT in terms of style and timings, the difficulty of these items may differ from those in the actual test.

There are many commercial courses and books available which offer to prepare you for the SJT; however, the UKFPO does not endorse any of these resources. The UKFPO practice papers are the only official resource that will prepare you to take the test.

### Reasonable Adjustments

Reasonable adjustments are the practical arrangements made to provide access to the SJT, to ensure that no applicant is at a disadvantage on the grounds of disability or health, without changing the demands of the assessment.

Applicants may apply for reasonable adjustments to the format of the SJT on the following grounds: -

- 1) A known and long-standing learning disability
- 2) A long term or permanent physical disability, health condition or impairment
- 3) A temporary health condition or impairment, or acute flare-up of a long-term health condition
- 4) Other, e.g. religious observance.

You must apply for reasonable adjustments to your UK medical school or the Eligibility Office by 27<sup>th</sup> September 2018. For full details refer to the SJT Reasonable Adjustments Guidance document and form available on the UKFPO website. It is important to note that the Reasonable Adjustments allowed for the SJT selection assessment may differ from those you obtain for university exams.

### Extenuating Circumstances

Extenuating circumstances include bereavement, serious short-term illness or accidents, and other such events that are considered: -

- severe and exceptional;
- unforeseen;
- unavoidable;
- occur close to the date of the SJT; and
- which seriously affect your ability to undertake the SJT on the date for which you are registered.

If you believe that extenuating circumstances seriously affect your ability to take the SJT on the date you are registered for, you must submit an Extenuating Circumstances claim form along with supporting medical evidence at the earliest opportunity, and no later than within one working day of the SJT you were registered for. Applicants with approved extenuating circumstances will be able to take the SJT on the next date as a first-attempt.

**IMPORTANT:** applicants may only claim extenuating circumstances once.

By starting the SJT, you are declaring yourself 'fit to sit'. If you are taken severely and suddenly unwell during the SJT, you must alert an invigilator at the time, and subject to their decision, you will be asked to leave the test hall and submit an Extenuating Circumstances claim form with supporting medical evidence. If you are well enough to continue the SJT, your sheet will be marked, and no extra time will be permitted.

Claims of extenuating circumstance cannot be made retrospectively i.e. after taking the SJT. For more information, refer to the SJT Extenuating Circumstances Guidance document and form available on the UKFPO website.

## Sitting the SJT – What to bring with you

You need to bring the following items with you on the day of the SJT: -

- ❖ Minimum of two HB or 2B pencils (other pencil types, including mechanical pencils, do not scan, so do not use them)
- ❖ An eraser
- ❖ A pencil sharpener
- ❖ Current photographic ID
- ❖ Your SJT booking confirmation email (if you applied through the Eligibility Office)

You may also wish to bring with you a transparent ruler as an aid for completing the answer sheet.

**IMPORTANT:** no other materials, including dictionaries, highlighters and electronic devices (including medical devices, unless granted through reasonable adjustment process), are permitted in the SJT venue. **Smart watches are not permitted** and must be left with your belongings. If you want to bring a wristwatch, you will be required to remove it and place it on the desk before the start of the SJT.

## Identifying Yourself

Your ID will be checked at the SJT venue. The following are the **only** forms of identification that will be accepted. Whichever you bring, it must be original, current and bear your full name and photograph.

- ❖ Passport.
- ❖ UK driving licence.
- ❖ National identity card if from an EEA country or Switzerland. Please note that national identity cards from a non-EEA country will not be accepted and applicants will be required to present a valid passport.
- ❖ UK university ID card, **only** for applicants taking the SJT at the university you attend. If applicable you should also bring documentation to support a name change.

If you choose to wear a niqab you will be asked to remove the veil to have your identity confirmed. A female-only environment will be provided to ensure privacy. If this identity check has not taken place before the SJT, then you will be asked to remain at the venue until an invigilator is available.

**IMPORTANT:** if you are unable to provide suitable ID on the day of the SJT, or the invigilator is in any doubt about the validity of your documentation, you will be required to present valid photographic ID to the organiser of your SJT no later than one working day after the date you sat the test. Failure to do so will result in your withdrawal from the application process.

## At the end of the test

You must ensure that you comply with the invigilator's instructions at the end of the test. You must stop writing and put down your pencil when the invigilator tells you to at the end of the test. It is extremely important to hand in all paperwork at the end of the test. Failure to do so may mean you receive a score of zero for the SJT.

**WARNING:** removal of question papers is strictly forbidden. If you fail to return your question paper, your application will be withdrawn. The national FP 2019 Person Specification requires that applicants demonstrate appropriate professional behaviour (i.e. integrity and honesty).

## **Further Information**

If you would like to read more about the SJT, visit the [UKFPO website](#) where further information is available, including [frequently asked questions](#), a practice SJT paper and an SJT [monograph](#).

More information about the design and development of the EPM and SJT for selection to the Foundation Programme, including pilot results, is available on the [Improving Selection to the Foundation Programme \(ISFP\) project website](#) (archived).

## **Reasons for Dismissal from the SJT (and subsequent withdrawal from the FP application process)**

Invigilated conditions apply at all times during the SJT. If you fail to comply with standard assessment procedures you will, after receiving a warning from the invigilator, be dismissed from the test venue and your situation will be reported to the UKFPO. Your circumstances will be reviewed by the Recruitment Delivery Group (RDG) for a decision to be made, which could result in you being given a score of zero for the SJT or your application being withdrawn from the national process. Reasons for referral to the UKFPO include any of the following: -

- Giving or receiving help from another applicant during an assessment.
- Using notes, books, any unauthorised notations or other aids.
- Possession or use of photographic, recording or transmission devices (including smart watches, Google Glass and similar devices).
- Writing on any material other than that provided.
- Removal of assessment materials or notations of any kind from the assessment room or making and removing copies of any part of such papers, answer sheets or assessment materials.
- Refusal to comply with time allotments or assessment administration procedures.
- Disruption of the assessment for other applicants.
- Reproduction or disclosure of assessment content in any manner (including unauthorised notations, engaging in discussion of assessment content with anyone other than assessment personnel during or after an assessment).
- Providing and/or disseminating information about the assessment content with a view to assisting current or prospective applicants, whether before or after the assessment.
- Failure to follow an invigilator's instruction.

## APPENDIX 4

### Competition Ratios

The table below shows a comparison in first choice preferences and competition ratios for 2017 and 2018 by Unit of Application (UoA) at the time of national allocation.

#### Comparison of Competition Ratios for 2017 and 2018

Unit of Application (UoA)	Number of Programmes		First Choice Preference		Competition Ratio	
	2017	2018	2017	2018	2017	2018
East Anglia	257	256	121	141	0.47	0.55
Essex, Bedfordshire & Hertfordshire (EBH)	304	305	75	184	0.25	0.60
Leicestershire, Northamptonshire & Rutland (LNR)	153	149	82	116	0.54	0.78
Trent	294	285	220	160	0.75	0.56
North Central and East London	160	334	556	725	3.48	2.17
North West London	237	233	627	621	2.65	2.67
South Thames	781	774	742	797	0.95	1.03
North West of England	786	787	778	901	0.99	1.14
Northern	381	377	293	341	0.77	0.90
Northern Ireland	240	243	239	252	1.00	1.04
Oxford	215	214	212	282	0.99	1.32
Peninsula	189	188	145	125	0.77	0.66
Severn	261	263	384	267	1.47	1.02
Scotland	792	791	785	797	0.99	1.01
Wales	322	327	270	281	0.84	0.86
Wessex	292	291	291	198	1.00	0.68
West Midlands Central	176	178	230	274	1.31	1.54
West Midlands North	250	248	81	126	0.32	0.51
West Midlands South	159	159	86	84	0.54	0.53
Yorkshire and Humber	557	562	500	495	0.90	0.88

*Figures cited are taken from the number of FP places at the time of the national allocation to foundation schools and the number of applicants remaining in the process, i.e. applicants who accepted an AFP offer earlier in the process are not included.*