**POLICY FOR SWAPPING 2024 FOUNDATION YEAR 2 ROTATIONS**

**Aim**

The Oxford Foundation School (OFS) is developing a flexible approach to swapping Foundation year 2 (F2) rotations. Under this policy Foundation doctors appointed from August 2021 onwards will be able to swap a whole F2 rotation with another foundation doctor, subject to certain guidelines.

**Principles**

* The swap is only available to current Foundation Year 1 doctors based within the Oxford Foundation School.
* **Swaps in F1** - no swaps will be allowed within the F1 programmes.
* Individual placements cannot be swapped – **only an entire F2 rotation.**
* The onus is on the foundation doctor to find a willing swap partner.
* Oxford Foundation doctors MUST have one community post in their 2-year programme. Any swap must not result in a trainee without a community placement.
* Only direct swaps between two Oxford Foundation doctors are permitted. Any rotation swaps involving more than two doctors will be automatically rejected.
* The agreed swap must be educationally balanced, (over the whole 2 years) and approved by the Foundation School.
* The foundation doctor(s) will have to demonstrate that they are making satisfactory progress in their training and that their e-portfolio is up to date.
* The request must be supported by the Educational Supervisor and FTPD, during the F1 year (this may involve two Trusts and two FTPDs if a cross Trust swap is requested, and both FTPDs must give approval)
* Only one swap within the 2-year foundation programme will be considered or allowed per trainee – multiple applications will not be accepted.

**Process**

1. This process will need to be initiated during F1 training and finalised by the Oxford Foundation School by **Monday** **25th March 2024.**
	1. **The deadline for submitting a F2 rotation swap application to the Oxford Foundation School is Midday Monday 22nd April 2024**.
2. Foundation doctors will be able to identify and discuss with a colleague a whole programme within F2 that they would like to undertake. Both trainees need to agree with no evidence of coercion.
3. Foundation doctors should note that individual placements within an F2 rotation may not all be based at one acute Trust, and could be community based for example in GP, a Mental Health Trust, or in a tertiary centre. The Foundation doctor will need to commit to the full programme and be responsible for ensuring s/he can travel to all places of work within the programme. Foundation doctors must also be aware that not all placements will include banding and should consider this when discussing a potential swap with a colleague.
4. Foundation doctors must apply (see appendix 1) to the FTPD of their F1 employing Trust indicating that they wish to swap a whole F2 rotation and with whom they wish to swap.
5. Both foundation doctors will complete and sign an application form confirming their desire to swap.
6. Applicants will only be allowed to swap if the resulting 2-year programmes remain educationally balanced, contains a community post across 2-year programme and enables both foundation doctors to meet foundation competencies / GMC outcomes. The OFS will determine whether the new 2-year programme remains educationally balanced following receipt of a complete application.
7. Trainees will not be allowed to repeat a specialty post in F2 if they have already worked in this area in F1. This does **not apply** to rotations where there is a large/major specialty repeat such as General Surgery/General Medicine/Geriatric Medicine/Trauma & Orthopaedics. Examples where repeats will not be approved include Psychiatry, Anaesthetics, Paediatrics, O&G.
8. The swap must be approved by the Foundation doctor’s FTPD in the F1 employing Trust before returning to OFS.
9. All paperwork must be completed to ensure all necessary changes are made to OFS databases and e-Portfolio (Horus). Incorrect details could affect GMC registration / FACD submissions.
10. If an application is rejected by the ES/FTPD then no further action can be taken. There is no right of appeal and the OFS will not over-rule a local decision to reject.
11. Foundation doctors may only submit one application to swap and may not subsequently submit an additional application to swap placements.
12. Academic foundation doctors can only apply to swap F2 rotations within the academic programme.

**Please note:**

1. Educational approval has been given by the GMC to the rotation to which you have been allocated. Changes to the rotation that are not authorised by the Deanery will not carry educational approval.
2. For selection into specialty training after F2, it is important that you show evidence of F2 competencies as well as suitability for and commitment to that specialty. Selection panels are aware that many trainees will not have had their most preferred rotations, or opportunity to practice in a particular specialty. What they will be looking for is evidence of your commitment to that specialty e.g. through tasters, audit, reading, attending careers events etc, and transferable skills from other specialties and your personal achievements.

**Exceptional Circumstances**

Exceptional and unanticipated circumstances may arise during the course of foundation training and a swap/change of programme may be requested. If you feel you have exceptional circumstances, please contact us directly and your circumstances will be reviewed by the Foundation School Director and relevant FTPD on an individual basis.

* If you have known special circumstances which specifically limit your ability to undertake certain programmes, then this will have been accommodated at the time of allocation to programmes for F1
* If special circumstances, as defined by this national process, arise subsequent to the national recruitment process, these may provide exceptional circumstances for which a change of F2 rotation may be agreed. Alternatively, such circumstances may support a request for an inter-foundation school transfer.

**Exceptional Circumstances to request a swap/change during Foundation training (F1 or F2):**

* These should be unanticipated, and a change in circumstances would need to be demonstrated and evidenced.

Criteria which may support a swap/change of rotation include:

1. Unanticipated personal circumstances such as bereavement, serious illness in yourself or a first degree relative.

N.B. Swaps to reorganise childcare, financial or living arrangements **will not** be

supported unless there are additional, unanticipated factors involved.

1. Specific educational and training requirements supported by your educational supervisor and FTPD in the Trust. This would reflect identified and very specific learning needs and affects only a small minority of trainees. The Foundation School Director would be closely involved in working with both the trainee and the trainer to meet these needs.

If you think you have exceptional circumstances and wish to request a swap/change of F2 rotation, please contact your Trust FTPD in the first instance.

You will be required to provide a statement, and evidence where appropriate, of your exceptional circumstances before it will be considered by the Foundation School.

Dr Anne Edwards MA FRCP

Foundation School Director

**NOTE: Both applicants must complete one of these forms and ensure it is fully signed by you, your Educational Supervisor and Local FTPD before submitting to the Foundation School**

**Applicant (Please read the policy carefully before completing this form)**

|  |  |
| --- | --- |
| **Trainee Surname:**  | **Trainee Forename:**  |
| **Email Address:**  | **Telephone Number:**  |
| **Are you on the Academic Foundation Programme?** YES / NO (academic applicants may only swap within the Academic Foundation Programme) |

|  |
| --- |
| **Current F1 Rotation – 2023-2024** |
|  | Placement 1 | Placement 2 | Placement 3 | Placement 4*(if applicable)* |
| Trust Name |  |  |  |  |
| Specialty |  |  |  |  |

|  |
| --- |
| **Allocated F2 Rotation – 2024-2025** |
|  | Placement 1 | Placement 2 | Placement 3 |
| Trust Name |  |  |  |
| Specialty |  |  |  |

|  |
| --- |
| **Details of trainee you wish to swap your F2 Rotation with** |
| **Trainee Name (currently in post): .......................................................................................................****Current F1 Rotation – 2023-2024**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Placement 1 | Placement 2 | Placement 3 |
| Trust Name |  |  |  |
| Specialty |  |  |  |

**Allocated F2 Rotation – 2024-2025** |
|  | Placement 1 | Placement 2 | Placement 3 |
| Trust Name |  |  |  |
| Specialty |  |  |  |

|  |
| --- |
| **I confirm that:**1. I agree and commit in full to the new F2 rotation and will ensure that I can travel to all places of work
2. my ePortfolio (Horus) is up to date
3. my Educational Supervisor supports my application and has signed below to confirm this
 |
| **Trainee Signature:** |  | **Date:**  |  |
| **Ed Sup Signature** |  | **Ed Sup Print Name:** |  |

**Trust (FTPD) Use Only**

|  |  |
| --- | --- |
| **FTPD Name:**  | **Date Application Received:** |
| **Email Address:** |  |

|  |
| --- |
| **Please ensure the following checks are completed:** |
|  | **Outcome** | **Comments** |
| Does the proposed F2 rotation avoid repetition with the F1 rotation? | YES/NO |  |
| Is the trainee’s ePortfolio (Horus) up to date? | YES/NO |  |
| Is the trainee making satisfactory progress? | YES/NO |  |
| Is there a community placement present across the 2 years? | YES/NO |  |

|  |
| --- |
| **Application Outcome** |
|  | **Outcome** | **Comments (mandatory if swap denied)** |
| Swap Approved? | YES/NO |  |
| **FTPD Signature:** |  | **Date:** |  |

**OFS Use Only**

|  |
| --- |
| **Date Full Application Received:**  |
| **Application Reviewed By:**  |

|  |
| --- |
| **Please ensure the following checks are completed:** |
|  | **Outcome** | **Comments** |
| Has the form been completed in full and correctly? | YES/NO |  |
| Does the proposed F2 rotation avoid repetition with the F1 rotation? | YES/NO |  |
| Does the proposed F2 rotation ensure an educationally balanced two-year programme? | YES/NO |  |

|  |
| --- |
| **Application Outcome** |
|  | **Outcome** | **Comments (mandatory if swap denied)** |
| Swap Approved? | YES/NO |  |
| **FSD Signature:** |  |
| **Date:** |  |