

Process for allocation to Foundation Programmes commencing August 2018:

- **East Anglian Foundation School**
- **Essex, Bedfordshire & Hertfordshire Foundation School**

On **8 March 2018** your allocation to Foundation School will be available through your online account with UKFPO/Oriel.

The next step in the recruitment process is the allocation to Foundation Programmes which will be undertaken locally by the Foundation Schools.

If you have been allocated to the East Anglian Foundation School (EAFS) OR the Essex, Bedfordshire & Hertfordshire Foundation School (EBH) please note the process below.

Allocation to EAFS/EBH Programmes

- Following notification of your allocation to the EAFS or EBH, the programme preferences screen in the national Foundation Programme application system (**Oriel**) will be made available to you to select your preferences.
- You will be asked to rank the Foundation Programmes available in the EAFS or EBH in your order of preference.
- You **must** rank a minimum of 100 programmes unless you have been allocated on the grounds of special circumstances. Dependent on the number of programmes that you rank, there is no absolute guarantee that you will be offered one of your preferred programmes.

- If you have been recognised as having special circumstances, we will contact you individually with advice regarding the selection of preferences for your particular situation.
- If you have been allocated to EAFS or EBH as a linked application please note we will not be linking to specific Foundation Programmes. This means that you are likely to be placed in different hospitals across the school.
- Each Programme is identified by an individual Programme Code. For a group of three programmes with the same rotating posts, each programme retains a unique programme code. If you want to have the maximum opportunity to obtain one of your preferred rotations you will need to select all three programme codes. However, you are not obliged to select all three options for one rotation. We advise you to carefully consider your choice and order of programmes in the context of your score, and in the knowledge that the national score range will be between 34 and 100. We will provide graphic representation of the range of scores for those allocated to the EAFS and EBH. **Please note that a number of programmes across EAFS and EBH do NOT rotate in sets of three (a triplex) and so be mindful of this when selecting these jobs.**
- The allocation process will be undertaken using an algorithm that matches the highest score first to the highest available preference, and cascaded down in score order.

- **IMPORTANT** – please be aware that a very small number of programmes will reflect ‘0’ *places available* on Oriel. **These programmes have been deactivated due to national undersubscription.** Therefore although Oriel will still allow you to preference these, you will not be allocated to them and so we would recommend that you ignore these programmes when preferencing.
- The timeline for this process can be found on our Foundation School website, and you will be notified of your match to a specific programme on the [5 April 2018](#). Please ensure that you have completed your programme selections no later than **12.00 midday on [22 March 2018](#)**. You are under an obligation to accept a programme that is offered to you through this process, and we request that you verify your acceptance within seventy two hours (3 working days) of being informed of the outcome.
- The Foundation School will make a recommendation of the allocated applicants to the employing Trusts. The offer of employment will be made by an individual Trust. Any offer of employment will be conditional on receipt of satisfactory references, occupational health clearance and CRB disclosure. Where an individual Trust is proposing to undertake further pre employment checks the offer of employment will be made on a provisional basis. These checks may include an interview or an assessment process
- Currently the advertised programmes are **indicative only** of a generic Foundation Programme designed to deliver all the Foundation competencies.

FP2018 programmes will be uploaded to Oriel and our local website as **final** before allocation to Foundation School on **8 March 2018**. All FP2018 programmes are subject to change in relation to placement order, specialty, length, site and Trust.

- Rarely, it may also be necessary to change the placements within a rotation due to unforeseen changes in the Foundation Programme **after** programme allocation. If this should happen after the programme allocation date of **April 5 2018**, we shall contact those affected individually.

Programme Allocation

- F1 and F2 are linked together for all EAFS/EBH Foundation Programmes. You will be allocated to a full two year Foundation Programme.
- All programmes have approval for training from the GMC and PMETB. We are therefore not able to accommodate requests to swap placements within F1 or F2 so please do bear this in mind when making your selections.
- All standard F1 and F2 programmes are 3 x 4 month posts.
- In the spreadsheets the Foundation Programmes have been grouped into rotations. This clearly shows how you may rotate between Trusts.
- Each Programme is identified by an individual Programme Code. For a group of three programmes with the same rotating posts, each programme retains a unique programme code.

- The Programme Code for each programme is exactly the same as it will appear on the national website. You may find this useful for cross reference, as on the national website the programmes will be shown according to the Trust at which the programme starts.
- For placements which are off site, such as General Practice or Psychiatry there will be a need to make your own travel arrangements and you must consider this when selecting your programme preferences. Some of the community placements are at a distance with poor public transport, so it is desirable to be able to drive. Your employing Trust will issue you specific details of the practice/site you will be working at after commencing your post.

Preparation for professional practice

All new F1 trainees allocated to the East Anglian Foundation School and the Essex, Bedfordshire & Hertfordshire Foundation School will be required to undertake a mandatory Preparation for Professional Practice Week (PfPP). This will usually be held one week prior to commencing F1. It is compulsory to attend, leave will only be granted under the most exceptional of circumstances and therefore this is paid.

Please contact your allocated trust for further detail and official start dates as these will not come from the recruitment team.

Please be aware of this when making your plans for the summer so that you return in time to commence work

For queries please send to the relevant mailbox:

General queries : foundation.eoe@hee.nhs.uk

Foundation Recruitment: recruitment.eoe@hee.nhs.uk

Rotation/Programme queries: edit.eoe@hee.nhs.uk

For PfPP queries please contact your allocated Trust within EAFS/EBH

****We ask kindly that you wait until late April to do this to ensure that Trusts have been notified of your allocations***

EBH: <https://heeoee.hee.nhs.uk/node/3667>

EAFS: <https://heeoee.hee.nhs.uk/node/2686>