

Inter-Foundation School Transfers (IFSTs) 2020



England
Northern Ireland
Scotland
Wales



**UK Foundation
Programme**

August 2019

Contents

Introduction	3
General Principles	3
Medical Students	3
Foundation Doctors.....	3
Process Overview	4
Criteria	4
Criterion 1 – Parental Responsibilities.....	5
Criterion 2 – Primary Carer Responsibilities	5
Criterion 3 – Medical Condition	6
Criterion 4 – Personal Relationship	6
Eligibility	7
Immigration.....	8
Before Applying	8
Applications.....	9
Supporting Documents.....	9
Consideration of Applications	10
Late Applications.....	10
Allocations.....	11
Less Than Full-Time (LTFT) Training.....	11
Deferrals	11
National Timeline	11
Exceptional Circumstances	12
Appeals Process.....	12
Contact Information	13
APPENDIX 1 – Foundation School Approval Form	14
APPENDIX 2 – Mandatory Evidence Required	15
APPENDIX 3 – Statement confirming that you have significant caring responsibilities for the child(ren)..	17
APPENDIX 4 – Statement confirming applicant’s role as a primary carer.....	19
APPENDIX 5 – Care Plan	22
APPENDIX 6 – Report by Occupational Health physician or medical specialist	26
APPENDIX 7 – Fitness to Practice (FTP) Disclosure	28

Introduction

The purpose of this guide is to provide information about how medical students and foundation doctors can transfer from one programme to another by applying for an inter-foundation school transfer (IFST).

The IFST process has been designed to support transfers across the programme in cases where individual circumstances have changed since the point of initial allocation.

A central application process has been introduced for F1 trainees working as part of a two-year programme to apply for a transfer to take effect from the start of their F2 year. It is recognised that situations will arise outside of this process, therefore the option to apply for a transfer outside of the central process throughout the course of the programme will continue to be available for in the event of exceptional circumstances.

General Principles

- 1.1 The application for an inter-foundation school transfer is based on the premise that the applicant is no longer able to manage their training and their caring / health responsibilities in their allocated / current location.
- 1.2 The criteria for applying for a transfer between foundation schools are largely based on the criteria for applying for pre-allocation (i.e. special circumstances) to a particular foundation school prior to the national foundation application process.
- 1.3 Transfers will normally take place either before the start of foundation training (F1) or at the start of the F2 year.
- 1.4 Applicants can only list one potential “receiving” foundation school, and this is the school where an approved application will be sent. Where two or more appropriate foundation schools have adjoining geographical borders, and any of them would be suitable for the applicant’s needs, it will be up to those schools to discuss and advise the applicant which is the most appropriate.
- 1.5 Approval for inter-foundation school transfers must be agreed by the national panel, based on the individual medical student’s or foundation doctor’s needs. Applications submitted under exceptional circumstances need to be agreed between the originating and receiving foundation school panels (please refer to later sections of this guide).
- 1.6 Transfers will only take place if there is agreement that the medical student or foundation doctor needs to transfer because of a change in their circumstances, which meets the nationally agreed criteria, and there is a place in the receiving foundation school.
- 1.7 Approval of an application for an inter-foundation school transfer does not guarantee a specific programme within the receiving foundation school.

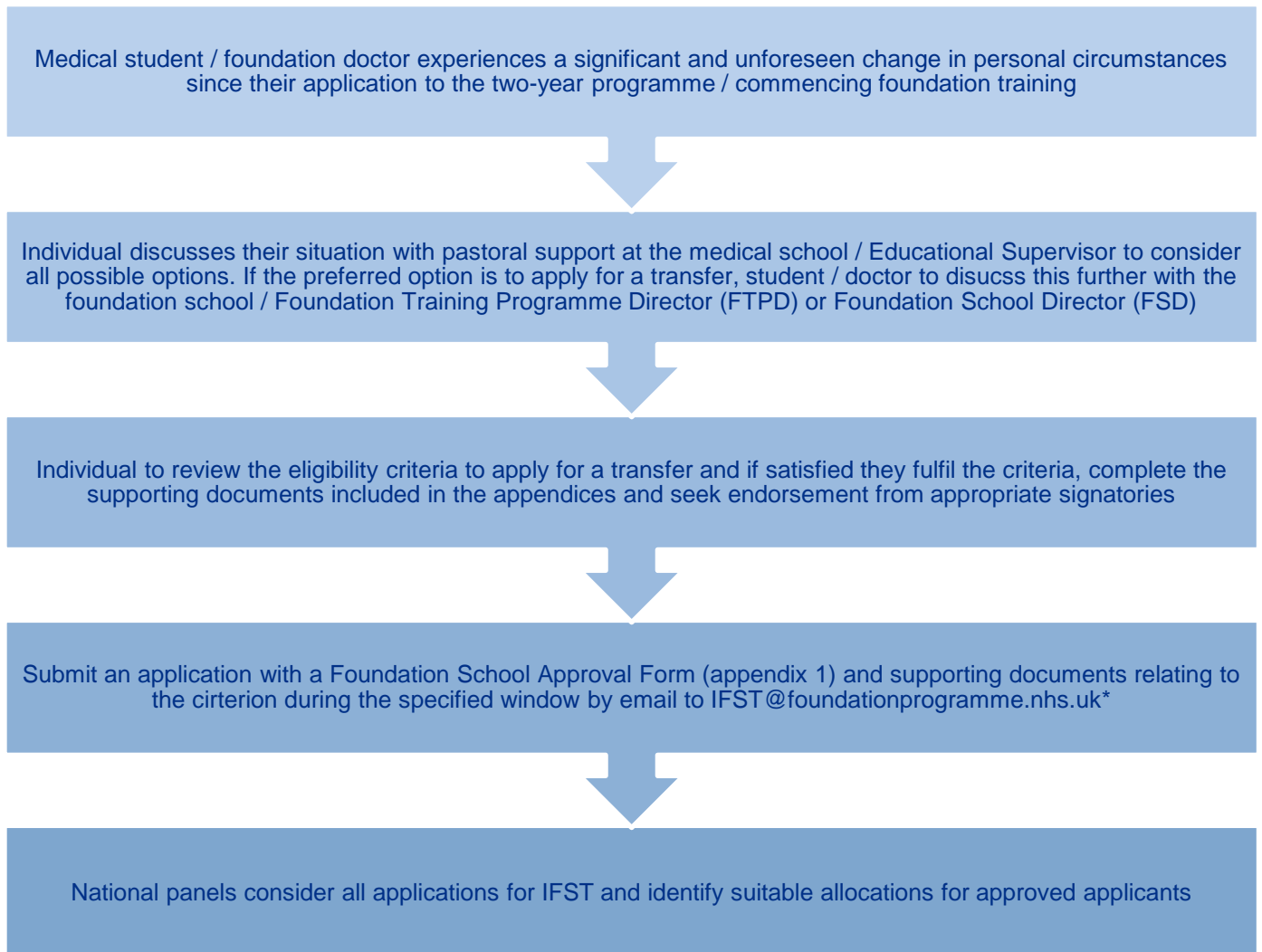
Medical Students

- 1.8 Foundation schools will only consider applications for a transfer from medical students if they have been accepted for foundation training, allocated to a foundation school and their circumstances have changed since they originally applied.

Foundation Doctors

- 1.9 Applications for a transfer to another foundation school from a foundation doctor will only be considered if their circumstances have changed since commencing their foundation training.

Process Overview



**Applications for an IFST may be submitted at any time outside of this timeline but must normally be received before the end of May and transfers must normally be confirmed or denied by the end of June of the relevant year. Transfers may only be considered at other times for in the event of exceptional circumstances.*

Criteria

The inter-foundation school transfer (IFST) process has been developed to support medical students and trainees who have had an unforeseen and significant change in circumstances since initial application to the two-year training programme. Any unforeseen and significant change in circumstances could relate to: -

- 1) Parental responsibilities
- 2) Primary carer responsibilities
- 3) Medical conditions
- 4) Personal relationship

Where individuals meet more than one criterion, the onus is on the student / trainee to decide which one they apply under, as this chosen criterion will be the one used for consideration as part of the application process for transfer.

All applications must include a Foundation School Approval Form (appendix 1) along with other supporting evidence specific to the criterion the applicant applying under (please refer to appendices 2 – 6).

Criterion 1 – Parental Responsibilities

The applicant is a parent or legal guardian of a child or children under the age of 18 at the start of the training year who reside primarily with them and for whom they have significant caring responsibilities, and their circumstances have changed since submitting their original application or commencing their training.

- Applicants must describe how their circumstances have changed and why they need to move to meet the caring responsibilities.
- If the sole criterion is that the applicant (or their partner) has become pregnant since submitting their Foundation Programme application or since commencing their foundation training, this will not be regarded as a reason for an inter-foundation school transfer.

The applicant is required to supply the following supporting evidence:

- 1) Copy of birth certificate(s) of the child(ren).
- 2) For legal guardians, a copy of the legal document that confirms your status for the child(ren) named in the birth certificate(s).
- 3) Statement confirming that you have significant caring responsibilities for the child(ren).

Criterion 2 – Primary Carer Responsibilities

The applicant is the primary carer for someone who is disabled (as defined by the Equality Act 2010) and their circumstances have changed since submitting their original Foundation Programme application or commencing their foundation training.

Definition of 'disability' under the Equality Act 2010

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment and that the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. For the purposes of the Act:

- *substantial* means more than minor or trivial.
- *long-term* means that the effect of the impairment has lasted / is likely to last for at least 12 months.
- *normal day-to-day activities* include everyday things like eating, washing, walking and shopping.

People who have had a disability in the past that meets this definition are also covered by the scope of the Act. There are additional provisions relating to people with progressive conditions. People with HIV, cancer and multiple sclerosis are protected by the Act from the point of diagnosis. People with visual impairments are automatically deemed to be disabled.

Some conditions, such as a tendency to set fires or addictions to non-prescribed substances, are specifically excluded.

For an applicant to meet this criterion, s/he would normally be expected to be caring for a partner, sibling or parent. Applicants must be the primary carer for this person. If the person they are caring for is not their partner, sibling or parent, applicants will be expected to explain clearly and put a strong case as to why they have the role of primary carer. Applicants who provide care for a person as part of a group of carers, e.g. a family, are not eligible to apply under this criterion.

Applicants will be required to complete a care plan to demonstrate how they will combine the responsibilities of foundation doctor and primary carer and that local support resources have been fully considered.

Applicants will be required to supply the following supporting evidence:

- 1) Statement from GP / Social Services confirming the applicant's role as primary carer for this person.
- 2) Care plan.

Criterion 3 – Medical Condition

The applicant has a medical condition or disability for which on-going follow up for the condition in the specified location is an absolute requirement.

Applicants must describe how their circumstances have changed and why they need to move and present clear arguments as to why follow up arrangements could not continue as present.

Applicants will be required to supply the following supporting evidence:

- A report by the current medical specialist treating the condition or Occupational health physician in which they will be required to:
 - a. describe the current medical condition or disability
 - b. describe the nature of the on-going treatment and frequency
 - c. state why the follow up must be delivered in a specific location, rather than by other treatment centres in the UK.

Criterion 4 – Personal Relationship

The applicant has had a significant change in personal circumstances due to a committed relationship or the breakdown of a committed relationship that could not have been foreseen since national allocation, resulting in the need to move location.

A committed relationship refers to a relationship with a partner, for example, boyfriend, girlfriend, husband or wife, and not with other family members or friends.

Applicants will be required to supply the following supporting evidence:

Option 1: marriage certificate or civil partnership certificate (in full). Marriage certificates from other countries will only be accepted if they include an official translation.

Option 2: two pieces of evidence of shared financial responsibility (evidence must include the names of both partners):

- Joint bank account
- Utility bill
- Joint mortgage / tenancy agreement

Option 3: one piece of evidence of shared financial responsibility as listed in option 2 and one piece of evidence from the list below, or two pieces of evidence from the list below:

- Evidence of regular transfer of funds to partner's account on bank statement (two or more transfers over a few months is sufficient)
- Letter of intent from mortgage lender / rental company
- Letter of intent to marry from religious leader
- Evidence of travel to partner's location on several occasions, e.g. travel receipts / tickets. Petrol receipts will not be accepted
- Evidence of accommodation or semi-residing over a period of time in a particular region
- Beneficiary documents
- Wedding venue deposit receipt(s)
- Phone records over a period of time with evidence of partner's number by providing a copy of their phone bill. Images of calls and conversations of messaging applications will not be accepted, e.g. photos, screenshots.

All applications must also be support by the Foundation School Approval Document (appendix 1).

Relocation due to partner moving

If you are applying for a transfer because your partner is relocating, you will be required to provide evidence of your partner's move. For example, if your partner has been offered a job in the different region, you will be expected to provide evidence of their job offer, with the location clearly visible. If you are moving because your partner has moved to another area to act as a primary carer, you will need provide evidence of accommodation in that area and evidence from an appropriate authority, e.g. GP or Social Services, confirming your partner's role as primary carer. Please refer to the mandatory documents required for criterion 2 as the same documentation will need to be provided here, including a care plan.

Please note that circumstances whereby your partner is moving on a short-term / temporary basis, i.e. for a year of study, a short-term secondment or for foundation training, will not count as a long-term commitment.

Relocation due to relationship breakdown

If you are applying for a transfer due to the breakdown of a committed relationship, you will need to provide evidence of the relationship as detailed above. You will also need to confirm in your statement why you have selected the region(s) provided in your preferences and how moving to the chosen region(s) will assist your current situation. If you cannot provide evidence of the breakdown, i.e. divorce proceedings, decree absolute, please provide a statement providing information about the breakdown of the relationship. The statement must be provided in a pdf document. You will also need to detail how your circumstances have changed in relation to the breakdown of the relationship.

Applications will not be deemed eligible against the eligibility criteria if sufficient evidence from the list of acceptable pieces of evidence to the support the application has not been provided.

Please refer to the mandatory list of documents required when applying under each of the four criteria in appendix 2.

Eligibility

- Applicants must have experienced a change in circumstances relating to one of the four criteria detailed above after national allocation and before an application for transfer is submitted.
- Applicants must be able to take up a new placement in a new region within the national timeline for transfers, for the window of inter-foundation school transfers (IFST) that you have applied in. It will not be possible to defer start dates.
- For foundation doctors who have already commenced training, IFST requests are subject to the trainee being in receipt of a satisfactory ARCP Outcome 1. Other outcomes will not be accepted, except for in exceptional circumstances and generally for applications considered outside of the national process. In these circumstances, a letter of support from must be obtained from the Foundation School Director.
- Students / trainees are asked to disclose if they are currently the subject of a grievance, General Medical Council (GMC), criminal or any other investigation. If you indicate that you are subject to any of the above, you are required to provide additional information through the Fitness to Practice (FTP) Disclosure to support your application (appendix 7).

Failure to disclose this information could result in the withdrawal of an application from the process.

- In order to be eligible to apply for an IFST, you must supply all mandatory evidence to support your application as outlined in the 'Supporting Documents' section at the time of application.
- Applications must be sent to IFST@foundationprogramme.nhs.uk using the electronic form.

Immigration

Applicants for transfer must have the correct immigration status to be eligible for consideration. Transfers will only be permitted if they are compliant with UK Home Office rules and regulations.

Trainees who hold a Tier 2 visa can only apply to transfer within the nation that is the lead sponsor of their visa. For example, if you are currently working in England and your visa is sponsored by Health Education England (HEE), you will not be able to transfer to Northern Ireland, Scotland or Wales. The same applies to Tier 2 visa holders working in any of the four nations. Tier 2 visa holders who wish to transfer to a different nation will not be able to do so.

If you are a Tier 2 visa holder looking to transfer between regions within a nation (where there is a single sponsor), a transfer can be permitted providing you meet all other criteria and there is a place available in the receiving school. Applicants in this position would not need to apply for a new visa.

Before Applying

Medical students or foundation doctors, who have special reasons as described above for transferring to a different foundation school, should first discuss the matter with:

- the Foundation School Director and / or Foundation School Manager from their allocated foundation school if they have not yet taken up their appointment;
- or their Foundation Training Programme Director / Tutor (FTPD/T) and / or Foundation School Manager if they are already in a foundation training programme.

Having discussed alternative support arrangements with colleagues at the foundation school and considered all options available to you, you can make an informed decision about whether you still wish to apply for a transfer. If you do decide to apply for a transfer, you should inform your Foundation School Director of this decision.

Applicants should be able to demonstrate that a significant change in personal circumstances has occurred that could not have been foreseen at the time of national allocation. The change must involve one of the four criteria specified: 1) parental responsibilities, 2) primary carer responsibilities, 3) medical condition, 4) personal relationship.

Changes in personal circumstances must have occurred before submitting an application for an IFST. Applications cannot be based on expected or anticipated future events. This includes applications based solely on pregnancy.

Applicants will be able to request a transfer to another foundation school and will be able to specify where within the region they wish to be placed at application stage. Foundation schools will do their best to accommodate specific location requests but due to availability, may not be able to offer the precise location requested. It is important that you know the area in which you would like to be transferred and its precise training locations. You should only apply for a transfer to a region in which you would want to train in.

Medical students or foundation doctors who believe that they meet one or more of the criteria are strongly advised to discuss their circumstances with their Foundation School Manager before completing the inter-foundation school transfer (IFST) application form. The purpose of this discussion would be to help set a realistic expectation for potential applicants and to explain the necessary forms and supporting documents to be supplied.

Applicants should not contact a potential receiving foundation school directly to ask if there are vacancies.

Applications

- This is a UK-wide application process that will be coordinated in accordance with a national timeline to place trainees in new locations in time for the start of the F2 year.
- All applications must be submitted using the electronic form and sent to IFST@foundationprogramme.nhs.uk.
- It is the responsibility of each applicant to submit the correct information and supporting documents with all sections completed at the time of application and by the deadline specified.
- In order for the application process to remain consistent, the transfer process must operate in accordance with the published timescales. Late applications will not be accepted.
- Applicants may apply under one of four criteria. It is the responsibility of the application to select the most appropriate criterion to under depending on their personal circumstances.
- All applicants are required to submit a Foundation School Approval Document (appendix 1). Please ensure that this form is signed by the Foundation School Director.
- Information provided at the application stage, including information supplied in additional supporting documents, should be completed to the best of the applicant's knowledge. If it subsequently transpires that any of the information provided is false or misleading, or that relevant information has been withheld, particularly in regard to eligibility and fitness to practice, an application may be disqualified, or a transfer withdrawn. It may also be appropriate to report any such incidents to the General Medical Council (GMC).
- For applications that are submitted outside of the national process, due to exceptional circumstances, applicants should send their application with supporting documentation to their current or allocated foundation school by email. Foundation schools will only consider applications where all the required forms and supporting documentation have been submitted and are fully and accurately completed. Please refer to later sections of the guide for further information.

Supporting Documents

- All applicants need to complete an online application form, stating clearly the significant and unforeseen change in circumstances that has taken place since allocation.
- You are required to submit evidence to support your application at the point of submission.
- Depending on the criterion under which you are applying, further supporting documents will also be required as mandatory pieces of evidence. Please refer to appendix 2 for details of mandatory evidence required under each criterion.
- It is your responsibility to ensure that you submit a complete application, with all supporting documents and any required pieces of evidence at the time of application. You are therefore advised to check that you have correctly completed and included all mandatory documents for the criterion you are applying under, along with your online application form.
- Any application that is not completed to the required standard and does not include the correct documents will not be found eligible against the eligibility criteria.
- All applicants are required to submit a newly completed and signed version of the Foundation School Approval Form each time an application is made. An application cannot be advanced without this document. Please ensure that this is signed by the correct signatory as failure to do so may affect your application. This document can be found in appendix 1.

Appropriate Signatories

The Foundation School Approval Form must be signed by the Foundation School Director of the allocated foundation school for F1 or their delegated deputy for approving IFST applications.

Supporting document should be signed by the appropriate signatory as outlined on the document. Please ensure that supporting documents are signed by appropriate signatories as it will not be possible to accept alternatives.

All Foundation School Approval Forms or supporting documents should be signed within six weeks of the application. Any forms dated beyond six weeks prior to the application will not be accepted.

Consideration of Applications

Applications submitted through the national process will be reviewed in two stages:

- 1) Central administrative review (longlisting)
- 2) Senior clinician review

All applications will be reviewed by the central administrative team in the first instance. The purpose of this review will be to ensure applications have been completed correctly and that all the supporting evidence required has been provided. In the case of incomplete applications, or where additional supporting evidence is missing or incorrect, the UKFPO will inform applicants that their applications will not be taken forward by Tuesday 31st March 2020.

Applications that are considered to have been completed fully and that include all of the necessary supporting documentation will be reviewed by a national panel of senior clinicians. The panel will review applications on Wednesday 15th and Thursday 16th April 2020.

The purpose of the review panels is to determine if the applications meet the requirements for transfer in accordance with the national eligibility criteria. Applicants will be advised of whether their applications have been considered suitable for transfer on Monday 20th April 2020.

If the national panel does not approve an application for an inter-foundation school transfer, the applicant will be notified of the reason(s) why the application was not approved. The UKFPO will advise the applicant of the appeals process and the date by which an appeal must be submitted.

Late Applications

The expectation is for the majority of applications from medical students and trainees wishing to be considered for transfer for the F2 year to be submitted in accordance with the central timeline. However, it is recognised that situations may arise after the close of the application window in March 2020. Applications will be accepted where it can be demonstrated that the applicants' personal circumstances have changed since the close of the application window until Thursday 28th May 2020.

In cases where exceptional circumstances arise and need to be managed outside of the national timeline, the allocated and receiving foundation schools will work together to try and identify an appropriate transfer. Applications will still need to be submitted using the electronic form in accordance with the national business process and applicants will be required to demonstrate they meet the necessary criteria and present the supporting evidence for the criterion they are applying under. Decisions around transfer allocations can be made at local discretion by the Foundation School Directors.

Applications will still be dependent on capacity at the receiving foundation school regardless of the circumstances. Outcomes for late applications will be confirmed by Thursday 18th June 2020.

Allocations

The UKFPO will seek to place all applicants who have been approved for transfer following the national review panels. Where there are more applicants than places available at any given foundation school, applicants will be placed based on their initial application score. In cases where capacity is a challenge, particularly in oversubscribed regions, applicants will be added to a waiting list for the foundation school and will be expected to continue working at their current location.

As the applicant is applying for an IFST due to changes in their circumstances, which make it impossible to manage their training and their caring / health responsibilities in their allocated current location, it is expected that the applicant will take up any programme offered to them by the receiving school. If the applicant decides not to take up the offered programme, the application will be terminated, and the applicant will be expected to stay in the host foundation school.

In the event that there are more applicants approved for transfer to a particular school than there are available places, applicants will be placed on a waiting list for in case a place becomes available in time for the start of the F2 year. Applicants will remain the responsibility of their current foundation school until a programme in the receiving foundation school has been confirmed. Applicants are advised that it might not be possible for a transfer to take place if there are no places available.

Less Than Full-Time (LTFT) Training

A trainee's less than full-time (LTFT) status cannot be guaranteed and a transfer to an LTFT posts will depend on capacity in the receiving foundation school / new region.

A trainee who is currently working LTFT will still be considered for a transfer to a full-time vacancy should one arise. The trainee will be expected to follow local procedures and fulfil the requirements necessary to work LTFT in the receiving foundation school / new region.

Deferrals

Deferrals for inter-foundation school transfers (IFSTs) cannot be accommodated under any circumstances.

National Timeline

Date(s)	Activity
Application window opens	Monday 2 nd March 2020
Application window closes	Thursday 19 th March 2020
Administrative review of applications	Monday 9 th – Monday 30 th March 2020
Notification of incomplete applications*	By Tuesday 31 st March 2020
National review panels consider applications**	Wednesday 15 th and Thursday 16 th April 2020
Panel outcomes issued to applicants	Monday 20 th April 2020
Transfer confirmations to applicants	Thursday 23 rd April 2020
Deadline for late applications	Thursday 28 th May 2020
Outcomes for late applications	Thursday 18 th June 2020
New rotations commence	August 2020

**incomplete applications will not be put forward for consideration by clinical panels and will be withdrawn.*

Where possible, students and trainees are advised to submit applications as part of the national process. Applications outside of this timeline should only be completed where personal circumstances have changed since the application window in March 2020 in or due to exceptional circumstances (please refer to the next section of this guide).

Exceptional Circumstances

The national process for managing inter-foundation school transfers (IFSTs) have been introduced to provide a consistent, robust and transparent process for allowing trainees to transfer between programmes across the United Kingdom (UK). Where possible, we would encourage trainees to utilise this process and follow the national timelines for fairness and continuity across the community of medical students and trainees. However, in cases where unforeseen situations occur outside of the national timeline, applications will be accepted and managed by foundation schools as the need arises. This is to ensure there is a flexible support mechanism in place for trainees in exceptional circumstances.

It is acknowledged that applicants' personal circumstances may change after the closing date for applications for IFST. Late applications will be considered by the UKFPO central team providing they are received by Thursday 28th May 2020. Inter-foundation school transfers (IFST) will take place only if both foundation schools agree that the medical student or foundation doctor needs to transfer because of a change in their circumstances, which meets the nationally agreed criteria; and there is a place available in the receiving foundation school.

There may also be circumstances where trainees need to transfer foundation schools at short notice and due to exceptional circumstances. In these instances, applications should be submitted to the allocated foundation school and reviewed by the Foundation School Directors and decided upon at the discretion of the local foundation school.

The allocated / current and the receiving foundation schools must each set up a panel to consider any applications for inter school transfers. The panel must be chaired by the Foundation School Director (or their representative) and should include the Foundation School Manager (or equivalent). Applicants should note that if the receiving foundation school does not have an appropriate foundation programme place available to accommodate the transfer, the applicant will be placed on a waiting list.

If either foundation school panel does not approve an application for an inter-foundation school transfer, the applicant will be notified of the reason(s) why the application was not approved. The foundation school panel which did not approve the application will advise the applicant of the appeals process and the date by which an appeal must be submitted.

Appeals Process

Appeals will only be considered on the grounds that the process was not applied with appropriate diligence or due care, or that the decision was made in a prejudicial way. Appeals can only be considered on the basis of information supplied at the time of the original application.

The appeals process will be coordinated by the national team or the foundation school which turned down the application if the application was submitted and processed outside of the central timeline due to exceptional circumstances.

Medical students or foundation doctors should submit any requests for an appeal to the central administrative team via appeals@foundationprogramme.nhs.uk or the foundation school which turned down their application within 10 working days of the decision to reject their application for an inter-foundation school transfer being communicated to them. The UKFPO / foundation school will convene an appeals panel within 10 working days of receiving the appeal.

The appeals panel will normally include an independent Foundation School Director and a lay representative.

The appeals panel will consider the appeal and inform the applicant, and both foundation schools, of its decision. The decision of the panel is final, and no further correspondence will be entered into.

Contact Information

UK Foundation Programme Office (UKFPO)
2nd Floor, East Wing
213 St. Chad's Court
Edgbaston
Birmingham
B16 9RG

Inter-foundation school transfer enquiries: IFST@foundationprogramme.nhs.uk

General enquiries: helpdesk@foundationprogramme.nhs.uk

Website: www.foundationprogramme.nhs.uk

Facebook: <https://www.facebook.com/UKFPO>

Twitter: @UKFPO

APPENDIX 1 – Foundation School Approval Form

- The applicant (medical student or trainee) should complete section 1 of this form and ask their Foundation School Director to complete section 2.
- The Foundation School Director should complete section 2 of this form if appropriate and return the form to the student / trainee.
- The applicant will send their electronic form to IFST@foundationprogramme.nhs.uk at the time of application. It is the applicant's responsibility to ensure this form is completed and uploaded as part of their application by the deadline.
- The proposed foundation school stated on this form should be the same as the one indicated on the application form.
- This form is not to be edited other than to provide the information required. Editing the declaration or providing knowingly inaccurate or false information may result in the form becoming invalid as well as other possible repercussions as stated in the main body of this guide.

Section 1 – to be completed by the medical student or trainee (applicant for transfer)	
Applicant's Name	
GMC Number	
Current Foundation School	
Proposed Foundation School	
Proposed Group (if applicable)	
Proposed Organisation (If applicable)	
I confirm that:	
<ul style="list-style-type: none"> ➤ I have no unresolved or outstanding cause for concern which may have been highlighted by the ARCP process. ➤ I am not under a GMC or criminal investigation, or I have provided details of my GMC or criminal investigation by informing the UKFPO. ➤ I am not under any local disciplinary measures, or I have provided details of any local disciplinary measures by Fitness to Practice Disclosure to the UKFPO. ➤ The information I have provided is correct and truthful. ➤ I give permission for all the information in my application to be shared with the UKFPO and relevant parties. ➤ I give my permission for information in this application to be used in anonymised form for review and evaluation of the process and outcomes of the national IFST process. 	
Signed	
Printed Name	
Date	

Section 2 – to be completed by the Foundation School Director (or designated nominee)	
<p>Please note that this section is not for the Foundation School Director or designated nominee to confirm that the trainee's declaration regarding conduct and investigations is accurate.</p> <p>This form must only be signed by the Foundation School Director or a designate nominee, which should not be the Foundation Training Programme Director (FTPD) or Educational Supervisor (ES).</p> <p>By signing the below, I can confirm that I have been informed by this student / trainee of their intention to apply for an inter-foundation school transfer (IFST) and can provide acknowledgement of this intention to the national UKFPO team.</p>	
Signed	
Printed Name	
Foundation School	
Date	

APPENDIX 2 – Mandatory Evidence Required

The following section provides an overview of the documents required for applications under each criterion:

Criterion 1 – Parental Responsibilities

- Online application.
- Foundation School Approval Form.
- Copy of birth certificate(s) of the child(ren).
- For legal guardians, a copy of the legal document that confirms your status for the child(ren) named in the birth certificate(s).
- Statement confirming that you have significant caring responsibilities for the child(ren). *Please refer to appendix 3 for a template.*

Criterion 2 – Primary Carer Responsibilities

Applicants must provide the following supporting evidence:

- 1) Online application.
- 2) Foundation School Approval Form.
- 3) Statement from GP / Social Services confirming the applicant's role as primary carer for this person. *Please refer to appendix 4 for a template.*
- 4) Care plan. *Please refer to appendix 5 for a template.*

Criterion 3 – Medical Condition

Applicants must provide the following supporting evidence:

- Online application.
- Foundation School Approval Form.
- A report by the current medical specialist treating the condition or Occupational health physician in which they will be required to:
 - a. describe the current medical condition or disability
 - b. describe the nature of the on-going treatment and frequency
 - c. state why the follow up must be delivered in a specific location, rather than by other treatment centres in the UK.*Please refer to appendix 6 for a template.*

Criterion 4 – Personal Relationship

Applicants must provide the following supporting evidence:

- Online application.
- Foundation School Approval Form.

In addition, applicants must choose one of the options below for providing additional supporting information:

Option 1: marriage certificate or civil partnership certificate (in full). Marriage certificates from other countries will only be accepted if they include an official translation.

Option 2: two pieces of evidence of shared financial responsibility (evidence must include the names of both partners):

- Joint bank account
- Utility bill
- Joint mortgage / tenancy agreement

Option 3: one piece of evidence of shared financial responsibility as listed in option 2 and one piece of evidence from the list below, or two pieces of evidence from the list below:

- Evidence of regular transfer of funds to partner's account on bank statement (two or more transfers over a few months is sufficient)
- Letter of intent from mortgage lender / rental company
- Letter of intent to marry from religious leader
- Evidence of travel to partner's location on several occasions, e.g. travel receipts / tickets. Petrol receipts will not be accepted
- Evidence of accommodation or semi-residing over a period of time in a particular region
- Beneficiary documents
- Wedding venue deposit receipt(s)
- Phone records over a period of time with evidence of partner's number by providing a copy of their phone bill. Images of calls and conversations of messaging applications will not be accepted, e.g. photos, screenshots.

All evidence must be submitted using the electronic form during the application window and by the deadline specified in the national timeline. All completed applications must be sent by email to IFST@foundationprogramme.nhs.uk.

APPENDIX 3 – Statement confirming that you have significant caring responsibilities for the child(ren)

The applicant must include with his / her application this signed statement from someone who works in a recognised profession. The signatory must have known the applicant for at least two years, has a relevant professional working relationship with the applicant and their child(ren) and be in a position to confirm that the applicant has a significant caring responsibility for a child or children under 18.

APPLICANT DETAILS			
Surname:		First Name:	
Applicant's Address:			
	Postcode:		

DETAILS of CHILD(REN)		
Name of Child	Date of Birth	Age
Address of Child(ren):		
	Postcode:	

DETAILS of SIGNATORY			
Surname:		First name:	
Professional status:			
Professional relationship to applicant:			
Address:			
	Postcode:		
Phone number for queries:			
Email address for queries:			
How long you have known the applicant:		Years	Months

DECLARATION	
<p>I, the undersigned, confirm that: I am over 18 years old I am not related to the applicant by birth or marriage. I am not in a personal relationship with the applicant nor live at the same address.</p> <p>I further confirm that the applicant named above has a significant caring responsibility for the child(ren) under 18 named above.</p> <p>I am prepared to be contacted by the foundation school to discuss this information if necessary.</p>	
Signature:	
Name:	
Date:	

Applicants are advised to check that all sections have been completed, and then attach this supporting documentation to their application form.

APPENDIX 4 – Statement confirming applicant’s role as a primary carer**PART 1 – For completion by applicant**

APPLICANT DETAILS			
Surname:		First Name:	
Applicant’s Address:			
	Postcode:		

DETAILS of PERSON BEING CARED FOR			
Surname:		First Name:	
Address:			
	Postcode:		
Relationship of applicant to person being cared for:			
Does the person being cared for meet the definition of disability as outlined in the Equality Act (2010):	Yes		No

Part 2 – Statement confirming applicant’s role as a primary carer

This statement must be signed by someone who is in a position to confirm they know the applicant, and to confirm that they are the primary carer for someone who is disabled (as defined by the Equality Act 2010).

Those considering this application do not require details of the disability of the person being cared for. Our concern is to know that the applicant is the primary carer for that person. By primary carer we mean the person who provides, or is responsible for the provision of, care on a daily basis. Applicants who are part of a group, e.g. a family, which provides care for a person are not eligible to apply under this criterion.

How long have you known the applicant?	Years	Months

Does the person being cared for meet the definition of disability as outlined in the Equality Act (2010):	Yes		No
---	-----	--	----

CARE GIVEN

Please provide brief details of the type and level of care the applicant provides

DECLARATION	
<p>I, the undersigned, confirm that:</p> <p>I am over 18 years old I am not related to the applicant by birth or marriage. I am not in a personal relationship with the applicant nor live at the same address.</p> <p>I further confirm that information about the applicant named above is correct and I certify that the applicant is the primary carer of the person named above who is my patient / client. As such, I support the applicant's request for consideration inter-foundation school transfer on the grounds of Criterion 2.</p> <p>I am prepared to be contacted by the foundation school to discuss this information if necessary.</p>	
Signature:	
Name:	
Date:	
Professional status:	
Address:	
	Postcode:
Phone number for queries:	
Email address for queries:	

Applicants are advised to check that all sections have been completed, and then attach this supporting documentation to their application form.

APPENDIX 5 – Care Plan

As part of the process of applying for inter-foundation school transfer under Criterion 2, applicants must provide a care plan in support of their application.

The purpose of this plan is to ensure that the applicant has given due consideration to the issues which will face him/her in combining a demanding, full-time job and providing care.

In completing this plan, applicants are reminded that those considering the application do not need to know confidential details of the medical condition of the person being cared for. What is needed is an indication of the level of care that is being given by the applicant.

APPLICANT DETAILS			
Surname:		First Name:	
Applicant's Address:			
	Postcode:		

DETAILS of PERSON BEING CARED FOR			
Surname:		First Name:	
Address:			
	Postcode:		
Relationship of applicant to person being cared for:			
Does the person being cared for meet the definition of disability as outlined in the Equality Act (2010):	Yes		No

Outline the care provided, or what responsibility you take for the care provided. Please indicate how much of your time this takes each day / week.

Could these responsibilities be taken by anyone else? If not, why not?

What other services does the person you care for utilise? E.g., social services, private carers, translation/interpreter services, primary health care team. Have all local support resources been fully considered?

How do you plan to combine these responsibilities with a full time F1 or F2 post, which involves irregular shifts, nights and weekends? (Foundation doctors cannot necessarily guarantee to leave exactly at the end of their shift every day.)

Please provide as much detail as possible.

Continue on a maximum of one supplementary A4 sheet, if necessary

What arrangements will you have in place for unexpected or planned periods when you will be unavailable? What will happen, for example, if you have to do a week of nights, you are unwell, or you go on holiday?

--

DECLARATION

I confirm that:

- the information I have provided is correct and truthful
- I give my permission for all the information in this application to be shared with relevant panels and the receiving foundation school
- I give my permission for information in this application to be used in anonymised form for review and evaluation of the process and outcomes of foundation training.

Signature:

Name:

Date:

IMPORTANT

Applicants are reminded that those considering the application do not need to know confidential details of the medical condition of the person being cared for. What is needed is an indication of the level of care that is being given by the applicant.

Applicants are advised to check that all sections have been completed, and then attach this supporting documentation to their inter-foundation school transfer application form.

APPENDIX 6 – Report by Occupational Health physician or medical specialist

PART 1 – For completion by applicant

APPLICANT DETAILS			
Surname:		First Name:	
Applicant's Address:			
	Postcode:		

PART 2 – For completion by current Occupational Health physician or current medical specialist

How long have you known the applicant?		Years		Months

MEDICAL CONDITION or DISABILITY
<i>Please describe the current medical condition or disability</i>

ONGOING TREATMENT
<i>Please describe the nature of the ongoing treatment and frequency of follow up required</i>

REQUIREMENT for LOCAL FOLLOW UP

Please indicate where the follow up will be delivered, by whom and why this must be delivered in a specific location, rather than by other treatment centres in the UK

DECLARATION

I, the undersigned, confirm that

I am over 18 years old.

I am not related to the applicant by birth or marriage.

I am not in a personal relationship with the applicant nor live at the same address.

I further confirm that information about the applicant named above is correct and I support their application for consideration for inter-foundation school transfer on the grounds of Criterion 3.

I am prepared to be contacted by the foundation school to discuss this information if necessary.

Signature:

Name:

Date:

Professional status:

Address:

Postcode:

**Phone number:
for queries**

**Email:
for queries**

Applicants are advised to check that all sections have been completed, and then attach this supporting documentation to their application form.

APPENDIX 7 – Fitness to Practice (FTP) Disclosure

The UKFPO seeks to inform receiving foundation schools of any applicant allocated to their region who has a positive fitness to practice declaration. This is to ensure the foundation schools are aware of any applicants with past or current issues that may require additional support during their training programme.

Foundation schools have the opportunity to withdraw from any allocation based on a positive fitness to practice declaration.

Any information provided to the UKFPO will be handled professionally and treated with the utmost confidence. Information regarding fitness to practice issues will be shared with relevant parties at the receiving foundation school on a need to know basis only.

For any fitness to practice issues, applicants must email the UKFPO via fitnesstopractice@foundationprogramme.nhs.uk