



**UKFP 2020**

**Psychiatry  
Foundation  
Fellowships**



England  
Northern Ireland  
Scotland  
Wales



**UK Foundation  
Programme  
Office**



**July 2019**

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## Introduction

Following the publication of Health Education England's (HEE) Foundation Review, the Royal College of Psychiatrists, in collaboration with the UK Foundation Programme Office (UKFPO) seek to appoint to forty Psychiatry Foundation Fellowship (PFF) Programmes across England. The fellowships will last for the duration of the foundation programme, i.e. two years. During this time, trainees will be supported through the Foundation Programme and into Core Training.

The purpose of this document is to provide guidance for Foundation Programme (FP) applicants who are expected to hold provisional registration with the General Medical Council (GMC) about the selection process involved in the appointment process to the PFF Programmes.

Applicants with a keen interest in Psychiatry are encouraged to submit a separate application for PFF. Applicants will be required to attend an interview as part of the selection process. Offers for these posts will be made prior to national allocation to foundation schools for standard Foundation Programmes (FP).

## Background

In 2018 the Royal College of Psychiatrists launched the Foundation Fellowship scheme, recruiting fifteen Fellows to the two-year scheme. Fellows were recruited in their final year of medical school so that they were ready for the scheme to commence as they started their foundation training. The first cohort of Fellows has been in place since September 2018.

Due to limited capacity, not all foundation trainees have the opportunity to access a psychiatry placement in their foundation training programme. This is a crucial time in influencing career choices and ensuring that trainees are given the opportunity to test out potential specialties. The Foundation Fellowships were designed to support high-flying medical students interested in a career in psychiatry access support, mentorship and educational opportunities in psychiatry across the two-year foundation programme. The Royal College of Psychiatrists, in collaboration with the UKFPO is delighted to expand this scheme, with additional posts being introduced as part of the 2020 Foundation Programme.

## Programmes

The Psychiatry Foundation Fellowship (PFF) Programme aims to improve exposure to the specialty for foundation trainees. The scheme will ensure that a greater number of foundation doctors are supported in their interest in Psychiatry throughout the Foundation programme, maintaining and enhancing their enthusiasm for the specialty. This is especially important for those who may have limited opportunity to explore their interest via a clinical placement. Psychiatry has faced challenge historically in recruiting to Core Training posts. The aim of the scheme is to identify medical students with above average academic ability who have expressed an interest in psychiatry as a potential career choice and to support them through to application for specialty training.

As well as having access to educational opportunities relevant to psychiatry e.g. funded attendance at relevant conferences, on-line learning and psychiatry journals trainees will also access funded weekly psychiatric supervision and be able to attend reflective Balint groups. The aim of these opportunities is to introduce a strong emphasis on the psychological aspects of medicine throughout the foundation programme to enhance the educational opportunities afforded in non-psychiatric rotations for those keen to develop expertise in this area. Fellows may also choose to be linked to College faculties to provide additional mentoring in a potential subspecialty of psychiatry of interest (e.g. child and adolescent, perinatal etc). Psychiatry supervisors who are jointly appointed by the appropriate foundation school in collaboration with the Royal College of Psychiatrists will deliver weekly psychiatric supervision which will run on a longitudinal basis throughout the two-year foundation programme.

## Distribution of Programmes

The table below shows the locations of Psychiatry Fellowship Programmes available across England.

Foundation School	Number of Fellowships
East Anglia	3
Essex, Bedfordshire and Hertfordshire (EBH)	2
Leicestershire, Northamptonshire and Rutland (LNR)	2
North Central and East London	2
North West London	2
North West of England	2
Northern	4
Oxford	2
Peninsula	3
Severn	2
South Thames	2
Trent	2
Wessex	2
West Midlands Central	1
West Midlands North	3
West Midlands South	2
Yorkshire and Humber	4
<b>Total</b>	<b>40</b>

Applicants from all four nations are invited to apply for the Psychiatry Fellowships.

## Applications

The application form for Psychiatry Fellowships will be available on Oriel via <https://www.oriel.nhs.uk>. **Please be advised that you must submit an FP application before you will be able to apply for PFF.**

Applicants who have been nominated by a UK medical school or who have been deemed eligible by the UKFPO's Eligibility Office will be able to apply for these programmes. These posts are for applicants who are expected to obtain provisional registration with the General Medical Council (GMC) by the start of the programme in August 2020.

Applications must be submitted during the national application window and at the same time as applications for FP, AFP and FPP. Applications will be accepted from Monday 30<sup>th</sup> September 2019 at 09:00 (BST) until 12:00 noon (BST) on Friday 11<sup>th</sup> October 2019. Please search for the relevant vacancy on Oriel. The application window for Psychiatry Fellowships is the same and will open on Monday 30<sup>th</sup> September until Friday 11<sup>th</sup> October 2019. **Late applications will not be accepted under any circumstances.**

The application form for PFF will be a condensed version of the FP application form. In addition, applicants will be required to upload an **academic curriculum vitae (CV)** and provide a **supporting statement** explaining why they would like to be considered for a foundation fellowship in Psychiatry. Applicants will be required to input their referee details again as part of this process.

**Applicants applying for PFF cannot apply for pre-allocation to a specific PFF or link their PFF application to another applicant. There will still be the option to apply for pre-allocation for FP and to link FP applications.**

Applicants will be asked to **rank individual programmes** as part of the application form. Applicants only need to rank programmes of interest. Once the application form has been submitted, there will be no further opportunities to amend preference choices for PFF.

## Programme Preferencing

Applicants will be asked to rank Psychiatry Fellowships in order of preference under the 'preferences' section of the application form. Applicants should rank the posts they would most likely accept an offer for at the top of the list. For example, if you really want to work in Peninsula, you are advised to rank the two fellowships available in Peninsula as your first and second preference.

Applicants are not required to rank all the available programmes for PFF. You are advised to rank only the programmes you would be prepared to accept offers for. However, it is important to consider this carefully since not ranking all programmes may affect your chances of being offered a priority programme. If it is especially important for you to receive an offer for a programme earlier in the timeline, regardless of location, specialty, etc., you might want to consider ranking all priority programmes.

If you choose not to rank a programme, this will indicate that you 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 for a priority programme will not be made. Your application will then be considered as part of the national allocation process for FP. If you are not likely to accept an offer for a programme, please do not rank it as this will prevent other applicants who wish to be considered for the programme from receiving an 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.

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).

## Shortlisting

Applications will be considered by a shortlisting panel consisting of members of the Royal College of Psychiatrists. The shortlisting criteria will be determined by the College. Details will be published via the College website in September 2019.

## Interviews

Shortlisted applicants will be expected to attend an interview in person and the College.

### Interview Date and Time

Interview for Psychiatry Fellowships will be held in late November to early December. Dates will be confirmed on the Oriel vacancy prior to the opening of the application window on Monday 30<sup>th</sup> September 2019.

### Interview Location

Interviews will be held at the Royal College of Psychiatrists in London. Applicants will be invited to attend interviews in person as part of the interview will be for applicants to visit and become familiar with the College. Interviews will be held at the address below: -

Royal College of Psychiatrists  
21 Prescot Street  
London  
E1 8BB

## Interview Format

Applicants will be invited to attend a 20-30-minute panel interview. The panel will include a senior representative from the Royal College of Psychiatrists and the UK Foundation Programme. A member of College staff will also be supporting the panel administratively.

The purpose of the interview is to explore the applicants' interest in Psychiatry, commitment to specialty and prior experience and understanding of mental health. The panel will be looking to identify applicants suitable to be ambassadors for the specialty.

## Interview Booking

Applicants will be invited to book interview slots on Oriel from Monday 28<sup>th</sup> – Thursday 31<sup>st</sup> October 2019.

Interview slots will be available on a first come, first served basis. Applicants are advised to access the Oriel system at the earliest opportunity once the booking window has opened to increase the likelihood of being able to book a slot on the date and at the time of their choosing so as to avoid disappointment.

For further guidance on how to book an interview slot on Oriel, please refer to appendix 1.

## Interview Outcomes

Applicants will be given a global score for interview. Applicants will be notified of whether they are appointable or not through Oriel on Thursday 19<sup>th</sup> December 2019.

## Offers

Applicants who are deemed appointable at interview and who score highly enough will be offered a Psychiatry Foundation Fellowship (PFF) post in accordance with their preference choices. Offers will be made on a meritocratic basis.

There will be two rounds of offers for PFF. Offers will be released on Wednesday 12<sup>th</sup> February and Wednesday 19<sup>th</sup> February 2020. Applicants will have 48-hours to either accept or decline offers for PFF. It is the responsibility of the applicant ensure a timely response to any offers made within the specified window. Depending on the number of applicants, clearing offers may be made immediately prior to reserve list batch allocations for FP, in an attempt to fill places that become available due to applicant withdrawals, i.e. on account of failed medical school final exams, for example.

All offers / allocations for foundation places will be made sequentially: AFP, PFF, FPP and FP. If you have previously accepted an offer for AFP, you will have been withdrawn from the application processes for PFF and FPP, if applicable, and FP. If you choose to accept a PFF offer, you will be withdrawn from the application process for FPP, if applicable, and the allocation to standard Foundation Programme (FP) places.

If you do not receive an offer for PFF, you decline an PFF offer, or let an PFF offer expire, you will automatically be included in the allocation process for FP (if you applied for FPP, your application will still be considered as part of the offers matching process for priority programmes).

**If you accept an offer for PFF and later decide to withdraw your application, you will be withdrawn from the entire process, including any applications for FPP and the main allocation to FP places.**

All offers will be subject to a satisfactory Situational Judgement Test (SJT) score.

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.

## Timeline

Date(s)	Recruitment Activity
30 <sup>th</sup> September – 11 <sup>th</sup> October 2019	Apply for FPP (separate application)
	Apply for Psychiatry Fellowships (separate application)
14 <sup>th</sup> – 23 <sup>rd</sup> October 2019	Shortlisting
28 <sup>th</sup> – 31 <sup>st</sup> October 2019	Applicants invited to book interviews on Oriel
November – December 2019	Interview for Psychiatry Foundation Fellowships
Thursday 19 <sup>th</sup> December 2019	Applicants Notified of Interview Outcome (not offers)
12 <sup>th</sup> February 2020	Initial PFF offers released to applicants
14 <sup>th</sup> February 2020	Deadline for applicants to respond to Psychiatry offers
19 <sup>th</sup> February 2020	Second round of PFF offers
21 <sup>st</sup> February 2020	Deadline for applicants to respond to Psychiatry offers
4 <sup>th</sup> March 2020	Initial FPP offers released to applicants
6 <sup>th</sup> March 2020	Deadline for applicants to respond to FPP offers
12 <sup>h</sup> March 2020	National Allocation to FP
	SJT scores will be available to view in the FP application form
9 <sup>th</sup> April 2020	Match to Programme Results Released

## Employment

All subsequent offers of employment are subject to satisfactory references and other pre-employment checks, such as occupational health, etc. Applicants must have provisional registration with the General Medical Council (GMC) in order to commence training and employment. Applicants are advised to apply for provisional registration at least three months prior to the start of the programme.

## Useful Contact Information

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

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

Website: [www.foundationprogramme.nhs.uk](http://www.foundationprogramme.nhs.uk)

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

Twitter: @UKFPO

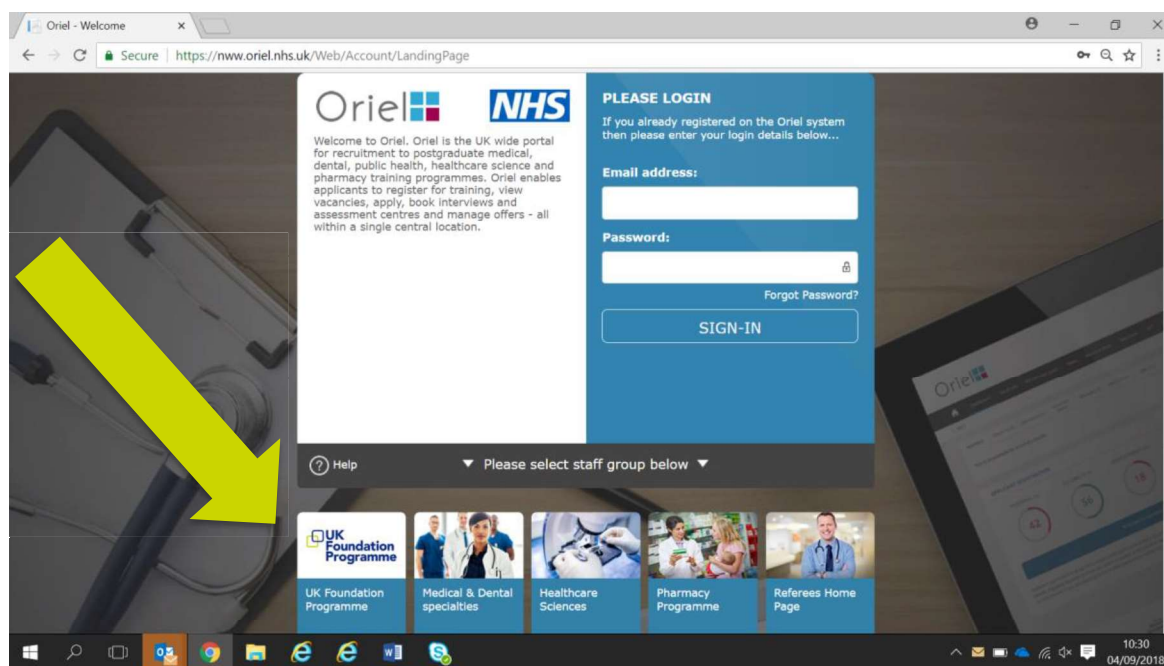


# APPENDICES

## APPENDIX 1 – Accessing Oriel

All applicants need to apply to the national vacancy through Oriel which can be accessed via <https://www.oriel.nhs.uk>.

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 from the landing page on Oriel: -



### How to change staff group on Oriel

Applicants who have previously registered on the system under the **Medical and Dental Specialties** staff group can either register again with a different email address or change the staff group associated with your existing account.

To change the staff group on your existing account, you will need to go to the profile area (the small person icon in the top right corner of the screen and expand the 'Account Info' section). You will then need to click on the 'edit' button which will enable you to select 'Foundation' from the list of staff groups. When you save this change, you will see the abbreviation 'FND' on your profile in 'Account Info'.

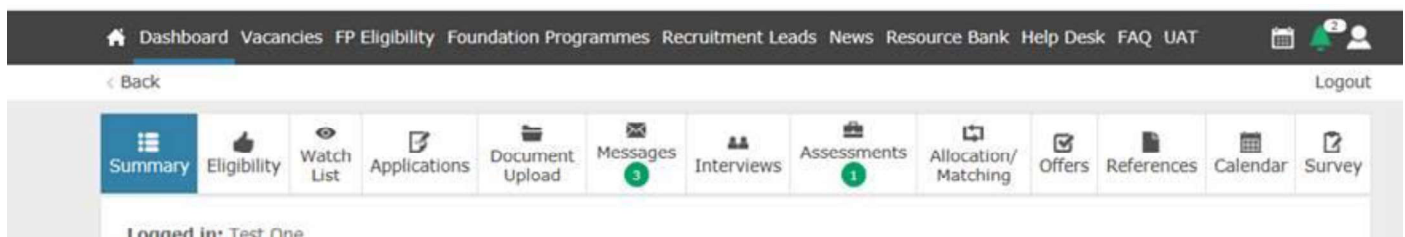


## **APPENDIX 2 – Searching Vacancies on Oriel**

1. Click on the UK Foundation Programme logo / staff group.
2. Select 'Vacancies' from the toolbar across the top of the screen.
3. Select 'Foundation' from the drop-down menu entitled 'I am applying to:' You may need to untick 'Standalone Foundation' as an option as this will generate search results for the two-year programme for provisionally registered doctors.
4. Vacancies will appear in the results box for you to select. Click the status box to the right of the vacancy listed.
5. Once you have selected the vacancy for Psychiatry Foundation Fellowship Programmes, you will be directed to the advert information and once the vacancy is open, you will be able to apply by accessing the application form through this next screen.

## **APPENDIX 3 – How to book an interview slot on Oriel**

To book an interview slot on Oriel, once you have logged into the system, you will need to select the 'interviews' tab from your dashboard.



You will be presented with the interview dates and times available to you.

Once you have selected the type of interview and the date you wish to attend, you will be able to choose a time that is suitable for you.