

# Special Circumstances

## August 2018 F2 Programmes

Health Education England, working across Yorkshire and the Humber Foundation trainees' are allocated to two year linked programmes through the national application process. The HEE Foundation School Director and Deputies have determined that changes to the assigned F2 programme are not permitted except in exceptional circumstances. In such cases, there would need to be a demonstrable, significant change to trainee circumstances during F1, or since applying for the Foundation Programme.

Current F1 trainees may **only** apply for Special Circumstances to change their **entire** allocated F2 programme e.g. GP / Emergency Medicine / Orthopaedics, not individual four month placements e.g. Emergency Medicine.

Current F1 trainees are **only** permitted to request a change to their allocated F2 programme to another within the same area e.g. within South Yorkshire not South to West.

Current F1 trainees wishing to apply for change to their F2 programme under Special Circumstances should complete and return the below Special Circumstances application form, with supporting evidence, to [foundation@yh.hee.nhs.uk](mailto:foundation@yh.hee.nhs.uk) no later than Friday 19<sup>th</sup> January 2018.

**Applications received after this date will not be considered.**

Before completing your application, please familiarise yourself with the guidance notes below.

### Guidance Notes

From the Foundation Programme Reference Guide:

6.120 Foundation doctors, and medical students allocated to a place on the Foundation Programme, must act in accordance with the GMC's guidance in [Good Medical Practice](#) on accepting posts and then refusing them, i.e. they must give the Foundation School sufficient time to make suitable arrangements to meet patient and service needs. Appointees and employees are expected to meet the terms and conditions of their contract for permanent withdrawal from the Foundation Programme.

This policy is designed to ensure that trainees with specific needs are placed in appropriate F2 programmes **within** their allocated HEE YH Foundation School (NYEC, SYFS or WYFS) only. Trainees cannot transfer between the three HEE YH Foundation Schools under Special Circumstances.

Trainees requesting to transfer to a different area should submit an Inter Foundation School Transfer application form, available from the national Foundation Programme website:

<http://www.foundationprogramme.nhs.uk/pages/home/keydocs>.

The following (in isolation) **do not** constitute grounds for making a Special Circumstances application:

- Wishing to stay in the same Trust / wishing to move to a different Trust
- Living / owning property in a specific location
- Geographical location of spouse/partner
- Career aspirations (e.g. your allocated F2 programme does not contain the specialty you want)

## Special Circumstances Criterion

### Criterion 1:

You are a parent or legal guardian of a child or children under the age of 18 and your circumstances have changed since submitting their original Foundation Programme application. This would mean the child(ren) reside(s) primarily with you and you have significant caring responsibilities for them.

Applicants must describe how their circumstances have changed and why they need to change their F2 allocation to meet their caring responsibilities.

#### **Supporting documentation required (mandatory for all applicants):**

- Copy of birth certificate(s) of child(ren).
- Statement confirming that the applicant has significant caring responsibilities for the child(ren).

### Criterion 2:

You are the primary carer for someone who is disabled (as defined by the Disability Discrimination Act 2010) and your circumstances have changed since submitting your original Foundation Programme application.

Applicants must describe how their circumstances have changed and why they need to change their F2 allocation to meet the caring responsibilities

If the person they are caring for is not their partner, sibling or parent, applicants will be expected to explain clearly why they are taking on the role of **primary** carer for this person.

Applicants must 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.

#### **Supporting documentation required (mandatory for all applicants):**

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

### Criterion 3:

You have a medical condition or disability for which ongoing follow up for the condition in the specified location is an absolute requirement and your circumstances have changed since submitting your original Foundation Programme application.

Applicants must describe how their circumstances have changed and why they need to change their F2 allocation.

#### **Supporting documentation required (mandatory for all applicants):**

- A report by an Occupational Health physician or medical specialist, in which they will be required to:
  - Describe the current medical condition (be it physical or psychological) or disability.
  - Describe the nature of the ongoing treatment and frequency of follow up required.
  - State why the follow up must be delivered locally, rather than by other treatment centres in the region.

## Criterion 4: Unique Circumstances

If you consider that there are particular unique circumstances that require you to be in a particular environment whilst you undertake your Foundation Programme, you can apply for Special Circumstances under this criterion.

You must provide evidence with regard to these circumstances including the reasons for placement in a particular location from a professional individual who has recognised standing to support the application.

### Process

1. In the first instance, discuss your plans with your Educational Supervisor and Trust Foundation Training Programme Director.
2. Fully complete the Special Circumstances application form, obtaining the required signatures.
3. In section 'Explanation of Special Circumstances', describe your circumstances as they relate to criterion 1, 2, 3 and/or 4 (above). One or more of these may be relevant to you. Please provide information appropriate to your application e.g. the nature of your relationship to a dependant, the ages of any children, the nature of any relevant illnesses or disabilities, the nature of your commitments to a dependant (time and geographical restrictions), statement regarding your educational needs.
4. In the 'Evidence' section, list the documentation you are including to support your application. This may include doctors' letters, Occupational Health report, copies of your children's birth certificates, explanations of how your allocated F2 programme does not meet your educational needs and evidence to support this claim.
5. If you are applying to change your allocation of programme with another trainee you must provide evidence that you have approached the other trainee involved and obtained their agreement. This should take the form of a signed letter or statement from all trainees involved. The Foundation School will confirm that all trainees concerned have given their agreement, but will **not** enter into negotiations on your behalf.

**Please note:** You may only apply to change the whole F2 programme with another trainee in the same Foundation School. You cannot change a single placement within your allocated F2 programme.

6. Your completed application form and supporting documentation must be submitted to [foundation.yh@hee.nhs.uk](mailto:foundation.yh@hee.nhs.uk) no later than **Friday 19<sup>th</sup> January 2018**.
7. Incomplete or incorrectly completed applications will not be considered.
8. The HEE Deputy Foundation School Directors will consider all submitted, fully completed, applications and determine whether or not to approve the request.

9. If your application is approved, the Deputy Foundation School Director will decide whether to recommend that you require a specific geographical location and/or a specific F2 programme. The alternative F2 programme you are offered will depend on availability. Vacant F2 programmes will be used to accommodate Inter Foundation School Transfers (IFSTs), training extensions, trainees returning from Time Out of Foundation Programme (TOFP), LTFT trainees etc. The Foundation School will make decisions about appropriate programmes to offer you based on a balanced educational experience and the training programme as a whole.
10. The Foundation School will notify you of the outcome of your application by **Friday 9<sup>th</sup> February 2018**.
11. The Foundation School Directors decision is final. If you are unsuccessful, there is no appeal process against their decision. Reasons for not approving a change will be given by the Foundation School Director or Deputy.
12. If your circumstances change after the application deadline, you may still make an application, which in exceptional circumstances, the Foundation School Director will consider.

**Special Circumstances Form for Yorkshire & Humber Foundation School  
between F1 & F2 (August 2018 F2 Programmes)**

The form should not be extended beyond 3 sides of A4.

Surname:		GMC:
First Name(s):		
Address:		
Email Address:		
Telephone:	Home:	Mobile:
F1:	Trust:	
	Placement 1:	
	Placement 2:	
	Placement 3:	
Allocated F2:	Trust:	
	Placement 1:	
	Placement 2:	
	Placement 3:	
F1 Start Date:		

Explanation of Special Circumstances:

Supporting Documentation (list evidence here and send with application):

## Declarations

<b>Trainee</b>		
The information I have explained and submitted is accurate and I agree that it can be shared with appropriate Foundation School/Trust staff.		
Name:	Signature:	Date:

<b>Educational Supervisor</b>		
I have reviewed the application and support the trainee request.		
Name:	Signature:	Date:

<b>FTPD</b>		
I have reviewed the application and support the trainee request.		
Name:	Signature:	Date:

Return completed application form, with supporting documentation to [foundation.yh@hee.nhs.uk](mailto:foundation.yh@hee.nhs.uk) no later than **Friday 19th January 2018**.

### Foundation Schools Use Only

<b>Deputy Foundation School Director</b>		
I have reviewed the application and supporting documentation. The Special Circumstances request is (please circle):		
Approved	Not Approved	
If not approved, state reason:		
If approved, tick Criterion:	Criterion 1 <input type="checkbox"/> Criterion 2 <input type="checkbox"/> Criterion 3 <input type="checkbox"/> Criterion 4 <input type="checkbox"/>	
Explanation and conditions of approval:		
Name:	Signature:	Date: