**PROSPECTIVE APPROVAL OF
OVERSEAS F2 PLACEMENTS APPLICATION FORM**

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| **PART A: TO BE COMPLETED BY APPLICANT** |
| **Surname:** |  | **GMC No:** |  |
| **First Name(s):** |  |
| **Address:** |  |
| **Email Address:** |  |
| **Telephone No:** | Home: |  | Mobile: |  |
| **F1 Programme (Trust and specialties):** | Trust: |  |
| Specialty 1: |  |
| Specialty 2: |  |
| Specialty 3: |  |
| **Date of commencement of F1 Programme:** |  |
| **Name and address of hospital at which F2 programme would be delivered:** |  |
| **Reason(s) for wishing to undertake F2 overseas:** |
|  |
| Before submitting this form, please attach the following documentation:* Agreement by host institution (Part B of this form)
* Draft educational objectives for the non-UK placement
* A job description for the non-UK placement

Applications must reach the Foundation School at least six months in advance of the placement. |

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| **DECLARATION** |
| **I hereby apply to undertake F2 overseas and confirm that the information in this form is correct.****Whilst overseas, I commit to:*** Complete my e-portfolio
* Undertake all assessments/SLEs/meetings
* Follow the F2 curriculum
* Meet all requirements for F2 Sign Off
* Maintain contact with the Foundation School
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| **Signed (trainee):** |  | **Date:** |  |

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| **Approved by Educational Supervisor** |
| **Name:** |  |
| **Signed (ES):** |  | **Date:** |  |

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| **Approved by Trust FPD** |
| **Name:** |  |
| **Signed (FPD):** |  | **Date:** |  |

Please return completed form and supporting documentation by email to: sevfoundation.sw@hee.nhs.uk

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| ***For internal use*** |
| Approved | Yes / No |
| If no, state reason |  |
| Approved by |  |
| Signature |  | Date |  |

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| **PART A: TO BE COMPLETED BY HOST INSTITUTION** |
| **Trainee Name** |  | **GMC No** |  |
| **Foundation School** | Severn Foundation School |
| **Name and address of hospital at which F2 programme would be delivered** |  |
| **Educational Supervisor** | Name |  |
| Email |  |
| **Details of proposed F2 programme** | **Specialty 1** | **Start Date** | **End Date** |
|  |  |  |
| Clinical Supervisor | Name |  |
| Email |  |
| **Specialty 2** | **Start Date** | **End Date** |
|  |  |  |
| Clinical Supervisor | Name |  |
| Email |  |
| **Specialty 3** | **Start Date** | **End Date** |
|  |  |  |
| Clinical Supervisor | Name |  |
| Email |  |
| **Specialty 4** | **Start Date** | **End Date** |
|  |  |  |
| Clinical Supervisor | Name |  |
| Email |  |
| **I confirm that this institution can meet the GMC criteria detailed overleaf** |
| Signed |  | Date |  |
| Name |  | Position |  |
| Email |  |

Please return completed form to the trainee for submission to Severn Foundation School.

**From** [**GMC Statement on Approval of Foundation Programme Training outside the UK**](https://www.gmc-uk.org/Approval_of_foundation_training_overseas_Mar_16.pdf_56435746.pdf)**:**

**Criteria for approving an individual’s Foundation Programme training outside the UK – F1 and F2**

1. Medical schools and postgraduate deans/foundation schools or LETBs must publish their policy for approval of Foundation Programme training outside the UK.
2. Where a medical school allows F1 training outside the UK, it is responsible for putting in place an assurance arrangement, with the local postgraduate dean/foundation school or LETB, to make sure the programme meets the requirements in Promoting excellence: standards for medical education and training (2015). Similarly, for F2 training outside the UK, the postgraduate dean/foundation school or LETB must have an assurance arrangement in place to maintain oversight of the programme.
3. An individual’s application for Foundation Programme training outside the UK needs prospective approval by the medical school in writing (F1) and postgraduate dean/foundation school or LETB (F2).
4. An individual’s Foundation Programme training outside the UK needs prospective approval by the GMC.
5. If a training programme is to be approved with a host organisation outside the UK, it must be regarded as equivalent to a Foundation Programme delivered in the UK.
6. F1 or F2 training must be for at least 12 months’ duration and provide opportunities to meet the Foundation Programme outcomes.
7. The medical school, with the local postgraduate dean/foundation school or LETB, must assess the suitability of placements for Foundation Programme training. Placements must be substantive in at least two and ideally three but no more than four specialties, with job descriptions. Individual placement lengths may vary, with placements typically lasting four or six months. They should be long enough to allow foundation doctors to become members of the team and allow team members to make reliable judgements about foundation doctors’ abilities, performance and progress. Placements should be no less than three months duration.
8. An agreement with the host institution should be in place confirming Foundation Programme training requirements will be met and that it will support the delivery of the Foundation Programme Curriculum and assessment arrangements.
9. The host institution must provide a named person (clinical tutor/programme director or equivalent) with overall responsibility for supervision for training and providing reports to the medical school or postgraduate dean/foundation school or LETB, and confirming that Foundation Programme requirements have been met.
10. The host institution must supervise the doctor in accordance with the requirements of Promoting excellence: standards for medical education and training (2015) and the Foundation Programme Curriculum including providing a named 5 educational supervisor, and a named clinical supervisor for each placement. There must be a meeting with the relevant supervisors at the start of each placement to set out expectations for the placement and regular supervision meetings throughout the programme in line with the UK Foundation Programme requirements.
11. The host institution must agree that assessment of performance will be undertaken at the end of each placement by a named clinical or educational supervisor, informed by colleagues who have observed the foundation doctor’s performance in the workplace, and report to medical school or postgraduate dean/foundation school or LETB.
12. The host institution must support the delivery of supervised learning events (SLEs) as set out in Foundation Programme Curriculum.
13. The requirements for the Foundation Programme Learning Portfolio must be completed, linking evidence to demonstrate how outcomes have been achieved, including a record of core procedures required for F1.
14. The supervised learning events and assessment of performance to demonstrate the learning outcomes in Promoting excellence: standards for medical education and training (2015) must be demonstrated, assessed and recorded in English.
15. The host institution must convey immediately any significant concerns about a doctor’s performance, health or conduct, to the medical school (F1) or postgraduate dean/foundation school or LETB (F1 and F2).
16. The host institution must maintain a record of absences (annual leave, sickness and study leave) as required by the GMC Absence from Foundation Programme Position Statement.
17. The medical school, informed by the end of year report and review of Foundation Programme Learning Portfolio, is responsible for deciding whether to award satisfactory completion of F1 (Certificate of Experience). This responsibility may be delegated to the postgraduate dean/foundation school or LETB, which is also responsible for deciding the award of satisfactory completion of F2 (Foundation Achievement of Competency Document).
18. Doctors in a programme for provisionally registered doctors must be registered with the General Medical Council.