

North West of England Foundation School
Foundation Programme Recruitment:

Welcome Pack &
Local Matching Guidance

(v1.0, 2020)

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*****Oriel Compatibility – Important Information*****

*The Oriel applicant portal is tested for compatibility with Internet Explorer 11, Safari 7+, Google Chrome 30+, Firefox 24+ and Edge. Oriel is **not compatible** with Internet Explorer 7 – 10. Preferencing should not be completed on smartphones. Please ensure that you use one of these browsers when ranking programme groups and programmes and where possible, the most up to date version of that browser. For technical queries, please contact the technical helpdesk on support@hicom.co.uk*

North West of England Foundation School

Foundation Programme Recruitment - Welcome

Welcome to the North West of England Foundation School.

Congratulations on being allocated to the North West of England Foundation School. We are delighted that you will be joining us for your foundation training, and we are confident that you will find a fantastic range of training opportunities here.

You are reminded that your allocation to our foundation school (UoA) does not equate to an offer of employment and that job offers will be made by your employing organization following satisfactory completion of pre-employment checks.

This school runs matching to group and programme as a two-stage process.

Timeline for Ranking / Allocating to Groups and Programmes

Notification of Allocation to NWEFS: **Thursday 12th March 2020**

Programme Group Ranking Opens: **Thursday 12th March 2020**

Deadline for Programme Group Ranking: **Wednesday 18th March 2020, 12:00**

Notification of Match to Programme Group: **Monday 23rd March 2020, 12:00**

Programme Ranking Opens : **Monday 23rd March 2020, 12:00**

Deadline for Programme Ranking: **Tuesday 31st March 2020, 12:00**

Notification of Match to Programme: **Thursday 9th April 2020**

Recruitment Paperwork Transferred to Employing Organisations (e.g. allocations, application forms, references): **by Monday 20th April 2020**

Receive Allocation Letter via email: **by Thursday 30th April 2020**

Failure to rank your programme groups or programme preferences by the deadline will result in you being randomly allocated to a programme group/programme. Late preferences cannot be considered under any circumstances, so please ensure you give yourself sufficient time to complete these stages.

*Oriel will take forward the latest preference information entered / saved in the system once the deadline for ranking programme preferences has passed. We advise you to rank all available programmes in order of preference. **If you do not rank any or sufficient programme groups or programmes, then you will be matched randomly to the remaining programme groups / programmes.***

The UK Foundation Programme Office use the algorithm provided within Oriel to allocate you to a programme group and programme. For further information on how the allocation process works, please refer to the 'UKFP 2020 Applicants Handbook'.

Section 1:

Matching to Group (Employing Trust)

Your Oriel dashboard page will keep you up to date with the progress of your application. From your dashboard you will be advised of your allocation and directed to the 'Group Preferences' page within your account. From here you will be asked to enter your order of preference to our groups. Each employing acute trust within our school is listed as a separate group.

Ranking your Group Preferences

You are asked to rank all the groups available in an order of preference. Please remember to save your preferences as you go along. A notification with a green tick will inform you that your preferences have been saved. If you want to ensure that your preferences have been saved you can log out and back into the Oriel system; if your preferences remain the same as you left them they have then been saved on the system. **Please be aware there is not a "submit" option, the system will use your saved preferences once the deadline has closed.**

Failure to save your group preference will not preclude you from an allocation but you will be allocated to a group after all other applicants who saved their preferences. Late preferences cannot be submitted under any circumstances so ensure you give yourself sufficient time to complete this stage.

It is the applicant's responsibility to ensure that they are contactable via e-mail during the preferences window should we need to contact them regarding any issues with their application. Applicants must make sure that the contact details (e-mail and telephone – if provided) on their Oriel application are accurate and up to date and working.

Foundation schools **cannot be held accountable for the following:**

- (i) Any missed communication where the applicant has not updated contact details on their Oriel account.
- (ii) Missed communications where the applicant is knowingly without phone reception (e.g. on a long haul flight or abroad on elective placement) and they haven't contacted the school before hand to alert us of potential difficulties.
- (iii) Missed communication where an applicant's service provider has temporarily suspended service e.g. due to an unpaid bill.

You must submit your group preferences by 12:00 noon (GMT) on Wednesday 18th March 2020

***Warning:** every year we find a small number of applicants are randomly matched because they did not save their preferences. In some cases, applicants' contact us convinced of an error in the system and that they had clicked the 'save' button but please be warned, a history of all actions taken on your application is captured by Oriel. This means that Oriel will keep a record (dates and times) of when your preferences were 'saved' and we are able to check this when dealing with missed deadline enquiries.*

You will be able to access the result of your allocation to group from 12pm on Monday 23rd March 2020 via your Oriel account. You will need to log in and select your dashboard page to view your result.

Information to help you decide your order of preference

Below is a list of the acute employing trusts (groups) in this school, the hospital sites associated with a particular trust and the number of vacancies available.

Aintree (now part of Liverpool University Hospitals NHS Foundation Trust)	39
Blackpool	34
Bolton	32
Countess of Chester	24
East Cheshire (Macclesfield)	15
East Lancashire (Blackburn & Burnley)	64
Lancashire Teaching Hospitals (Preston & Chorley)	50
Manchester University Hospitals (Manchester Royal Infirmary, Wythenshawe)	72
Mid Cheshire (Leighton)	17
Morecambe Bay (Lancaster Infirmary & Furness General)	34
Noble's, Isle of Man	12
Pennine Acute (North Manchester, Oldham & Fairfield)	93
Royal Liverpool and Broadgreen (now part of Liverpool University Hospitals NHS Foundation Trust)	42
Salford Royal	24
Southport and Ormskirk	27

St Helens and Knowsley (Whiston & St Helens)	38
Stockport (Stepping Hill Hospital)	30
Tameside	24
Warrington and Halton (Warrington Hospital & Halton General Hospital)	36
Wigan (Royal Albert Edward)	36
Wirral (Arrowe Park, Clatterbridge)	39

Further Information about Trusts and Programmes

Before making your decisions, find out more about the Trusts and the foundation programmes on offer by following the links on our Trust map:

<https://nwpqmd.nhs.uk/f1-f2-training-programmes-2014-2016>
<https://www.nwpqmd.nhs.uk/foundation-training/trust-information>

You may also want to consider e-mailing or phoning the relevant Education Centre and asking to speak to their Foundation Programme / Postgraduate Administrator or some of their current Foundation trainees. We are unable to provide you with trainee contact details here at the foundation school.

Contact details are available at: <https://www.nwpqmd.nhs.uk/foundation-training/medical-education-managers-and-foundation-programme-administrators>

The programme information published on our website is, to the best of our knowledge, accurate at the time of posting. If any site-specific content or weblinks on the map appear out of date, please contact the relevant education centre for an up to date set of information.

Applicants should note that any potential reconfiguration of services across trusts may impact the programme content and/or the location of posts. Any changes will be advertised as soon as they have been notified and approved. The school will ensure that where changes are unavoidable the two-year programme will provide the necessary opportunities for the trainee to achieve the outcomes of the Foundation Curriculum.

Distribution of scores of applicants allocated to the North West of England Foundation School

Appendix A of this document provides a score chart detailing the range of scores of those who have been allocated to this foundation school. This information is displayed as a bar chart showing the number of applicants in a particular score band.

We have also included a table to show the historical minimum scores for allocation to trusts/programmes in this Foundation School for the last few years.

You are strongly advised to treat this information with care if you are basing your decisions on it. We do not suggest that you use this information as a predictor of allocations this year. This information is likely to show some variation from year to year. The only constant we have noticed is that the nearer to a city centre a trust is, the more popular it is likely to be.

Teaching Hospital or District General Hospital?

As well as noticing that the nearer to a city centre a trust is, eg. Liverpool or Manchester, the more popular it is likely to be, we are also aware from what applicants have told us that the “kudos” of a teaching hospital still plays a part in applicants’ ranking.

It may have been true in the past that training at a teaching hospital carried career influence, but this is not the case anymore.

We have found that doctors applying for Specialty training do not seem to do better if they have completed their foundation training at a teaching hospital rather than a district general hospital. In fact, we have had feedback from doctors trained in the district general hospitals that the wider practical hands on experience they have gained in their foundation training, compared with their peers in teaching hospitals, has stood them in better stead.

Some doctors in training get most out of a teaching hospital environment, others thrive better and learn more from the experience offered by a district general hospital. Ultimately, how you learn best is for you to decide.

How the Matching is done

This is **not** a “first come, first served” process – all the matching will be done at the same time, AFTER the deadline, **Wednesday 18th March 2020**.

All applicants will be ranked in score order (highest – lowest) and given a unique rank in Oriel. The algorithm will work through the rankings starting with the highest rank and will allocate the applicant to their highest available preference where there is a vacancy.

In the event of tied scores the decile score will be used to break the ties. If still tied the SJT score will be used and if there is still a tie after this it will be randomly broken.

Section 2:

Matching to Programme (Track)

Your Oriel dashboard will keep you up to date with the progress of your application. When you log into your account you will need to check your dashboard, where you will be advised of your group allocation (**from 12:00 noon on Monday 23rd March 2020**). From here you will be asked to enter your order of preference to the programmes within the group that you have been allocated.

Ranking your Programme Preferences

You are asked to rank the programmes within your allocated group in an order of preference. Remember to save your preferences as you go along. A notification with a green tick will inform you that your preferences have been saved. If you want to ensure that your preferences have been saved you can log out and back into the Oriel system; if your preferences remain the same as you left them they have then been saved on the system. **Please be aware there is not a “submit” option, the system will use your saved preferences ones the deadline has closed.**

The rules of personal accountability, as detailed in the previous ‘Ranking your Group Preferences’ section still apply for this process.

You must submit your programme preferences by 12:00 noon (GMT) on Tuesday 31st March 2020.

Warning: *a history of all actions taken on your application is captured by Oriel. This means that ORIEL will keep a record (dates and times) of when your preferences were ‘saved’ and/or ‘submitted’ and we are able to check this when dealing with missed deadline enquiries.*

You will be able to access your final result on **Thursday 9th April 2020** via your Oriel account. You will need to log in and select your dashboard page to view the final result of your allocation to programme.

Section 3:

Further Information

Linked Applications

Linked applications can only be used for the first two stages of the allocation process (UoA /Foundation School and Match to Group/Trust) and the Oriel algorithm will use the lowest of the two applicant scores to match the linked pair. This will be guaranteed only if both applicants make their preferences in exactly the same order and also if they are both allocated to the primary list (not reserve list). At the North West of England Foundation School, linked applications do not continue into the final third stage to individual tracks (programmes) within the trust itself, this allocation is based purely against the applicants individual score against their preferences made in competition with the other allocated candidates.

The result of your link may therefore mean:

- i) You will be allocated to a group which is lower in your order of preference than would have been the case if you had not linked your applications; OR
- ii) The other individual will be allocated to a preference lower in their order of preference than would have been the case if they had not linked their application to yours.

Where a linked pair cannot both be allocated to the same group/trust, e.g. there are not enough vacancies; the North West of England Foundation School will endeavour where possible to allocate the pair to groups within one hour's commute of each other.

If applicants submit their preferences in a different order at UoA/Group match stages, the link on Oriel will be automatically broken and cannot be reinstated.

Applicants wishing to opt out of their link can do so at any stage by amending their order of foundation school preferences following the close of the application window.

Let Us Know

To enable us to monitor the matching algorithm at Group stage and ensure the linking occurs correctly as it should, we will require you to confirm by reply of email whether you intend to continue your link.

If you are happy to continue with a linked application please email foundation.nw@hee.nhs.uk to confirm by Wednesday 18th March 2020 at 12:00 (noon).

You will need to confirm your linked applicants name and we must also receive an email from them to confirm.

If we do not receive confirmation from you of your intention regarding linking, we will not be able to monitor the matching algorithm to ensure your linking preference has been taken into account. You will be allocated in line with the preference you have indicated on your application, i.e. linked or unlinked.

Pre-allocation and Special Circumstances

If you were pre allocated to this school on the grounds of your special circumstances, you will still need to go through the Matching to Group and Programme process. Although the foundation school has now honoured your request to be matched to your preferred trust and the UK Foundation Programme Office have been advised accordingly, your pre-allocation within Oriel has so far only been to the North West of England Foundation School (UoA) and not to your specific trust. This is due to the system functionality on Oriel in relation to the two-stage matching process.

As a formality, we advise that you rank the Group previously agreed with us and the UK Foundation Programme as your top preference, followed by those that are still within reasonable commuting distance.

Applicants who did not apply for Special Circumstances and whose circumstances have changed since they applied, will not be eligible for Special Circumstances consideration. We advise applicants in this position to continue with Group and Programme preferencing and consider alternative options such as Less Than Full Time training or applying for an Inter-Foundation School Transfer. A full set of guidance regarding Inter-Foundation School Transfers and how to apply is published on the UKFPO website. Transfers within the foundation school (Intra-Foundation School Transfer) are not possible within our region.

If you wish to apply for [LTFT \(Less Than Full Time Training\)](#) then you will be able to do this once you have been allocated a specific programme.

If you have any questions not answered in this document, please contact us at foundation.nw@hee.nhs.uk.

Your STEP Form

Applicants **must** complete a STEP (Supporting Trainees Entering Practice) form. To access the form and *Guidance for Students* please click [here](#).

If you have difficulties accessing this link, the documents can be located on the UK Foundation Programme Office website by clicking on 'Resources' on their home page and selecting Documents: Forms, Guidance and Reports / Supporting Trainees Entering Practice (STEP).

Both electronic and paper forms will be published on the UKFPO website from Thursday 12th March 2020.

References

References will be requested via Oriel from Wednesday 10th March 2020. Please regularly check your account after this date, to ensure that your referees have provided references. Referee details can be amended on Oriel until a reference has been returned. In the event that references are not submitted by the deadline (Monday 10th April 2020), your referees will be contacted by your employing organisation directly and will still be able to submit these by arranging this directly with them.

Job Offers

This is a matching process and not a job offer. All job offers will be made by the actual employer after successful completion of pre-employment checks. All applicants will be required to attend four mandatory (paid) induction days before they can commence employment.

Once the trusts receive the detail of applicants who have been matched to them (after 20th April 2020), they will contact you directly in early Spring 2020 to advise you of the dates of your pre-employment competence screening (PECS). All applicants will be required to participate in pre-employment activity and a trust will not be able to make an offer of employment until this has been completed – Please be mindful of holiday plans around this time to ensure you are able to provide the Trust with the information required. PECS will take place any time from April – July.

Trust Induction

Aside from the mandatory (paid) induction days, here in the North West our trusts may offer you the chance to attend a voluntary shadowing period which will give you the opportunity to shadow the exact job you will be taking on. This voluntary period will be confirmed by your future employer and please therefore enquire further details from the relevant PG/Foundation Programme Administrator.

Tier 4 Visas and the Isle of Man

If you're a current Tier 4 student visa holder who will require a new Tier 4 visa to cover your Foundation training and you're interested in training on the Isle of Man then please note the following important information. The Isle of Man (IoM) is part of the North West of England Foundation School but it is not part of the UK and therefore has different laws and rules which govern immigration. As a Foundation trainee in the North West school you are entitled to Tier 4 sponsorship from the HEE overseas office to enable you to take up a training programme in the IoM. However immigration laws in the UK may impact your allocation to specialty in the future. If you think this is something which might affect you and your preferences then please contact our offices for further information.

Financial Supplements

Financial supplements for out of hour's duties and on-call arrangements are a matter for the employing trust and as such enquires relating to pay should be directed to the acute site.

Applicants are advised to make the necessary enquiries before selecting preferences to trust and programme. HEE is concerned with curriculum delivery – it does not (nor has it ever been) involved in determining out of hours work and its remuneration.

Frequently Asked Questions

For a full range of FAQ for the Foundation Programme application process please visit:

NWEFS - FAQ: <https://www.nwpgmd.nhs.uk/foundation-training/frequently-asked-questions>

UKFPO - FAQ: <http://www.foundationprogramme.nhs.uk/content/faqs>

Q: I did not want to be matched to this foundation school. Is there any "swap" system for me to change or can I have changes made to my FP application?

A: Swaps and alterations are not permitted under any circumstances by the foundation school or UKFPO at school, group or programme match stages. If you do not wish to accept your allocation to the North West of England Foundation School, you will need to either:

- 1) Continue with the group and programme preferencing stages in our foundation school to ensure the likelihood of gaining a training post on the Foundation Programme.
- 2) If your personal circumstances have changed significantly since you applied, and you need to transfer to another foundation school, this may also be possible should you fulfil specific UKFPO transfer criteria. A full set of guidance regarding Inter-Foundation School Transfers and how to apply is published on the UKFPO website.
- 3) Withdraw from the Foundation Programme application process. Applications for the 2021 recruitment round will open in October 2020.

Withdrawing from your FP post

Once you have completed the forthcoming group / programme preference and offers processes, if you consider withdrawing from your allocated Foundation Programme offer/place in future you must inform the North West of England Foundation School and your Medical School as soon as possible. Please also see the following instructions.

- This is irreversible and there will be no opportunity to re-join the Foundation Programme in the current year.
- There will be no opportunity to work as a locum F1 doctor (you are required to have full GMC registration to do this).
- You will not be awarded full registration with the GMC until you have completed F1.
- If you are a UK medical school graduate who wishes to work in the future as a doctor in the UK, you will have to complete the F1 year regardless of any training you have received outside of the UK.
- If you decide to re-apply and the start of the Foundation Programme is two or more years after you qualified from medical school, you will have to apply through Oriel and via the Eligibility route. It is your responsibility to familiarise yourself with the timelines and guidelines for the year that you apply.
- The application process and criteria for applying to the Foundation Programme is under review and there may be changes or additional requirements.
- You have had the opportunity to discuss with the university and/or foundation school the implications of withdrawing from the programme.
- It is not guaranteed you will be offered a post in future. (continued)

- For UK medical school graduates, your medical school will be informed of your decision to withdraw from the application process for the Foundation Programme.
- If you choose to re-apply for the Foundation Programme in future, you will be required to provide all the necessary personal and eligibility information again. This includes evidence of English language proficiency for applicants through the UKFPO's Eligibility Office. Information provided as part of the application process will not be carried across to any future applications.
- If you choose to re-apply for the Foundation Programme in future, you will need to complete all assessments e.g. the SJT. Scores from previous application rounds will not be carried across to any future applications.

Full details of our local processes including PSA and UoA/Group score charts can be found on our website at the following links:

<https://www.nwpgmd.nhs.uk/foundation-training/2011-2013-recruitment>

<https://www.nwpgmd.nhs.uk/f1-f2-training-programmes-2014-2016>

If you require any further information which is not covered by any of the above, or by the information published on the website then please contact:

Julian Shepherd – Programme Support Officer (Foundation)

at foundation.nw@hee.nhs.uk .

You can follow us on twitter @nw_foundation

The North West of England Foundation School is governed by the national UK Foundation Programme Office (UKFPO) and as such abides by the 'Important Notices' in the national 2020 UKFP Applicants Handbook. Applicants are advised to keep sight of the handbook throughout the entire recruitment process.

Appendix A**Distribution of Scores – Foundation School**

On Thursday 12th March 2020, eligible applicants on the Primary List of the online recruitment process for Foundation Training commencing in August 2020, will have been advised which Foundation School (UoA) they have been allocated to. Each applicant will also have been given their total score combining their educational performance measure score (which includes the academic decile and any additional achievements) with their Situational Judgement Test score.

To help applicants consider their order of preference, we have produced the following information. The chart on the link below indicates the range of scores awarded to those matched to the North West of England School, by the number of applicants within each given score band. NB. The top score band has been adjusted to prevent identification of individual applicants.

To access the 2020 Distribution of Scores click [here](#) and scroll down to '2020 UoA Allocation – Distribution of Scores'.

Distribution of Scores – Group

The table below shows the minimum scores over the last four-year period for allocation to trust:

Trust/Programme	2016	2017	2018	2019
Aintree	79.45	80.67	83.65	80.95
Blackpool	72.40	73.07	76.61	70.94
Bolton	80.30	81.79	84.66	83.60
Manchester (Oxford Road)	82.39	82.76	85.17	85.49
Chester	77.49	76.54	80.14	76.12
East Cheshire	77.38	76.36	81.80	79.79
East Lancs	72.85	73.48	76.95	71.59
Isle of Man	74.25	74.31	76.04	70.68
Lancs Teaching Hospitals	71.13	74.26	77.69	73.55
Mid Cheshire	74.71	74.36	78.26	74.46
Morecambe Bay	71.86	72.32	76.05	70.71
Pennine Acute	74.48	78	81.26	80.80
Royal Liverpool	79.82	80.24	84.60	80.48
Salford Royal	82.63	83.68	86.61	85.00
Manchester (Wythenshawe)	83.11	83.54	87.04	86.67
Southport	74.76	74.94	77.69	73.12
St Helens	77.11	77.92	81.25	77.18
Stockport	80.68	81.49	83.94	81.62
Tameside	77.88	78.66	81.81	80.36
Warrington	76.04	76.36	79.68	76.55
Wigan	74.94	76.04	79.12	77.01
Wirral	77.59	77.83	81.66	77.00

Important Notes

1. These scores cannot be taken as a guarantee or predictor of the score which will be required for a match to a Trust/Programme for 2020 entry.
2. Since 2010 there has been oversubscription to the national system. The cut-off point of the Primary List to the North West of England Foundation School has varied each year.
3. The only constant we have noticed over the years is that the nearer the trust is to a city centre the more popular it is likely to be.

Applicants are advised that the North West of England Foundation School is not in a position to be able to provide minimum and maximum scoring information for individual tracks/programmes within specific employing trusts.

Document Control	
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