

# Planning your career during the Foundation Programme

## Helpful Tips



Health Education England

## Beginning of F1

### July 2016

You are about to start on your Foundation Programme, now start to think career! Foundation years will go very quickly and in just over a year you will be starting to apply for specialty training - so it's time to take stock and fully start your career planning.

### August – September 2016

You will meet your Educational Supervisor (ES) & Clinical Tutor (CT). You need to start to understand the role ES & CT play in your career planning. Take time to discuss your plans with your ES and set in motion a personal development plan (PDP) to enable you to achieve your career goal. Your ES will have a wealth of knowledge and networks. Make sure you use these to help you come to a well informed and realistic decision about your career.

### March – July 2017

Maintaining your ePortfolio is important. Completion is a sign-off requirement in F1 and F2, but sections of your portfolio are often required at the specialty selection stage. Consider also arranging some 'Tasters' – these are periods of work experience from 1- 5 days in a specialty that you may have not had the chance to take a rotation in and that you are considering. Discuss your plans with your ES in the first instance and check your Foundation school website to see what taster opportunities are available. Use ePortfolio to reflect, plan your personal development and record any tasters you undertake. Consider a 'Plan B' - (different specialty) Why not explore all the opportunities?

### August 2016

Induction will help you settle into your new role and at an early stage you should start to build networks that you can call upon as you plan your career. Find out what's going on at your Foundation School and Trust such as specific career planning workshops or events. Visit the 'Careers' section of the website of HEE (NW) Postgraduate Medical and Dental Education

[www.nwpgmd.nhs.uk/careers\\_advice/advice\\_and\\_guidance](http://www.nwpgmd.nhs.uk/careers_advice/advice_and_guidance). There may be lots of information to help you in the process of careers planning in Foundation.

### October 2016 – March 2017

There are different stages in your career planning process. Early on in F1 it is advised that you carry out 'Stage 1' - Self Assessment and Stage 2 - Career Exploration. You will have already done some of this at medical school but eventually you are going to need evidence you have done these activities as well as got involved in audits, teaching, management etc. Visit the NHS Medical Careers website for further details [www.healthcareers.nhs.uk](http://www.healthcareers.nhs.uk) and also the [www.specialtytraining.hee.nhs.uk](http://www.specialtytraining.hee.nhs.uk) website to locate scoring criteria for different specialties.

## USEFUL WEBSITES

HEE (NW) Postgraduate  
Medical and Dental Education  
[https://www.nwpgmd.nhs.uk/  
careers\\_advice/careers](https://www.nwpgmd.nhs.uk/careers_advice/careers)

### Beginning of F2

#### August – September 2017

Meet your ES early in F2 to discuss your career plans and ePortfolio. Explore with them all your options and consider a Plan B. Be aware of the timelines for recruitment and ensure you plan time for completion of forms. It is your career and your responsibility!

#### January – March 2018

Interviews and Selection Centres will come around and you need to familiarise yourself with what is required for your interview. Re familiarise yourself with the person specification(s) for your specialty(ies). Keep abreast of current affairs and hot topics in your specialty. It is a good idea to practice your interview technique with consultants and your ES and CTs.

### USEFUL WEBSITES

Details on how to apply to specialty

<http://specialtytraining.hee.nhs.uk/>

Royal College Websites

<http://www.aomrc.org.uk/Royal-Colleges/>

ACF Scheme

<http://www.nihr.ac.uk/funding/integrated-academic-training-programme.htm>

Careers and career planning info specifically for medics

[www.healthcareers.nhs.uk](http://www.healthcareers.nhs.uk)

#### August 2017

Decision Time & Plan Implementation is important at this stage. During your first Rotation F2 applications will open (Nov-Dec) Review Stage 1 and stage 2 of the career planning model and undertake Stage 3 Decisions Making and Stage 4 Plan Implementation. Review the events calendar on Health Careers website and attend those you feel are relevant.  
[www.healthcareers.nhs.uk/about/events](http://www.healthcareers.nhs.uk/about/events)

#### September - December 2017

Application time and there will be different processes for applications depending on your specialty. Review the [www.specialtytraining.hee.nhs.uk](http://www.specialtytraining.hee.nhs.uk) website for competition ratios, person specifications etc. and an applicant's handbook and all the details of the process of recruitment. The application window is a relatively short period and will close before Christmas. Take time with your application and submit it in good time. If you are considering working abroad or locum work after Foundation then start to plan.

#### August 2018

Beyond Foundation: Your Foundation School will have put in all the support and educational opportunities that you will need to successfully move onto the next stage of your career. Key to your success is taking responsibility for your career and using a process to help you come to a well informed and realistic decision. Hopefully all your planning will have worked out and you will have been successful at obtaining a job in the specialty of your choice or arranged an alternative path. If things have not worked out though do not despair, seek further advice and guidance.