

Thames Foundation Schools Time out of Foundation Programme (TOFP) Request Form

Trainee Name	
E-mail Address	
Contact Address	
Contact Telephone Number	
Location of Current FY1 Placement	
Identification Number of FY1 Training Programme	
Name of Educational Supervisor	
Name of Foundation Training Programme Director	

Have you discussed your plans to take time out of programme with your Educational Supervisor?

Yes No

Have you discussed your plans to take time out of programme with your Foundation Training Programme Director?

Yes No

Please give your reasons for wanting to take time out of your Foundation Programme:

Please describe what you hope to do during this time out:

If you are undertaking clinical work/training do you hope to achieve your FY2 competencies in this post? Yes No

If yes, have you been able to plan a programme to do so?
(Please attach a description of the clinical training you will receive in order to achieve the FY2 competencies) Yes No

Is the unit you are planning to go to aware of the assessment programme required to demonstrate the competences? Yes No

Are they prepared to undertake such assessments? Yes No

Have you applied to the PMETB for prospective approval of the placement? Yes No

If you are not planning on undertaking clinical work that you might wish to have considered by the PMETB for prospective approval, when do you plan on returning to take up an FY2 placement with your Foundation School?

Date you wish to start your out of programme experience:

I am requesting approval from the Foundation School / Deanery to undertake time out of my Foundation Programme as described above.

Please tick the appropriate options below to signify your understanding of the process

I have already applied to the PMETB for prospective approval to ask if my planned clinical programme can be used to demonstrate the FY2 competences and to gain the experience required of foundation training

I have already received prospective approval from the PMETB and attach it here

I wish to return to FY2 training after my time out of programme. I understand that I must ensure that I apply through the usual process as set out by the Foundation School and meet the required timescales in order to secure an FY2 allocation. I understand that if I do not, I may not be allocated an FY2 placement in the Foundation School.

Signed
Foundation Trainee
Print Name **Date**

Signed
Educational Supervisor
Print Name **Date**

Signed
Foundation Training Programme Director
Print Name **Date**

NOTES FROM THE OPERATION FRAMEWORK HANDBOOK 2007

www.mmc.nhs.uk/download_files/Operational-Framework.pdf

Temporary withdrawal from a Foundation Programme

72

Some foundation doctors may seek to take time out of the programme for personal or educational reasons.

73

Foundation Schools should have in place an agreed, written protocol (based on the guidance below) for managing requests for time out of a two-year Foundation Programme. Except in unusual and individual circumstances, this will usually relate to time out after F1 and prior to starting F2. The protocol should include a clear timetable and process for taking decisions about requests and an appeals procedure. The process should be managed at either the school or programme level. Where the process is managed at a programme level, all programmes within a Foundation School should use the same procedures and timescale. Where a foundation doctor has a two-year employment contract with a Trust/s, then agreement from the Trust must also be obtained.

Guidelines for taking Time out of Foundation Programmes (TOFP)

74

Doctors who wish to take time out of their Foundation Programme should, in the first instance, discuss this with their educational supervisor. Although they will be expected to complete their Foundation Programme, within two years they should not be compelled to do so if they have good reasons for wishing to take time out.

75

Time out of a two-year Foundation Programme will usually only be agreed for a one-year period and not for parts thereof. Time out during F1 or F2 placements will only be considered in exceptional (usually unplanned) circumstances.

76

Foundation doctors will request time out of their two-year Foundation Programme, usually after F1, because they for example:

- want to work elsewhere*
- want to travel*
- have domestic reasons*
- have health reasons*
- have personal reasons*

77

Foundation doctors who take time out of programme where statutory employment rights are involved such as maternity leave and sick leave will continue to have full entitlement to those rights.

78

If, after discussion, a doctor decides to go ahead with their request to take time out, then the foundation doctor should complete a TOFP proforma (Appendix 5). This should be sent to the Foundation School Director and reviewed in accordance with the Foundation School protocol. The Foundation School Director will need to receive such requests by the end of the sixth month of the F1 year unless there are extenuating circumstances e.g. new health/personal reasons.

79

If one year out of programme is agreed, the foundation doctor will have, in principle, the right to return to their Foundation School after that year is over.

80

If a foundation doctor's request for time out has been agreed, but their plans/arrangements change, the Foundation School will attempt to identify an appropriate training opportunity at short notice but cannot guarantee to do so.

81

Foundation doctors must inform their Foundation School Director of their intention to return to the programme six months before the start date of their F2 year. Failure to do this will mean that the foundation doctor will not have an F2 training opportunity within the School on their return. Under these circumstances, the returning foundation doctor would need to apply for an F2 appointment in open competition.