



Health Education England

[Working Across the West Midlands](#)

SPECIALISED FOUNDATION PROGRAMME 2023 - APPLICANT GUIDE

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See FP 2023 Applicant's Handbook – page

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Applicants, are able to choose a maximum of two Specialised Units of Application (SUoAs).

EVIDENCE

See UKFPO 2023 Guidance on how to apply for the Foundation Programme – page 5

See specific details below for submitting a specialised application to the HEE WM SFP SUoA
Applicants will be required to enter details of any further educational achievements they wish to record in the specialised application form (other than their primary medical qualification).

Applicants can enter a maximum of 32 achievements in total in this section, 2 additional degrees, ten publications, ten presentations and ten prizes.

Applicants may be asked to submit evidence of their further educational achievements as part of the HEE WM SFP recruitment process. Submitted evidence must clearly demonstrate what the achievement is, what it was awarded for and from whom it was given. Applicants are encouraged to ensure that evidence of achievements is up to date and available, for them to supply to HEE WM SFP SUoA if requested.

Supporting Additional Information

See specific details below for submitting a specialised application to the HEE WM SUoA
Applicants will be required to complete all of the 'white space' questions available. Oriel will display the items of information that are required for each SUoA selected. Applicants will have space to write a **maximum of 200 words** for each item.

Information on the white questions can be found here: [Specialised Foundation Programme \(SFP\) - UK Foundation Programme](#)

Preferences (HEE WM SFP)

See FP 2023 UKFPO Highlevel Timeline – page 4

Equality

See FP 2023 Applicant's Handbook – page 4

Declarations

See FP 2023 Applicant's Handbook – page 4

See specific details for submitting a specialised application to the HEE WM SUoA.

IMPORTANT: Once an application form has been submitted, it cannot be amended.

Application scoring

Application forms will be divided and scored by a panel of two clinicians using standardised scoring criteria.

Members of the scoring panel will not have access to the personal details or programme preference sections of your application form.

Once the application scoring process has been completed, HEE WM SFP SUoA will issue an e-mail by week commencing 17th October 2022, notifying HEE WM SFP applicants of the status of their application. This will be either:

- An invitation to interview
- Notification that they are on the reserve list for invitation to interview
- Notification that their application has been unsuccessful.

Interviews

HEE WM SFP SUoA will be holding two interview dates as follows:

DATES	VENUE
21 st & 22 nd November 2022	Virtual Interviews via Microsoft Teams

Applicants invited to interview will be required to log onto Oriel to book an interview slot. These will be allocated on a first come first served basis. Applicants invited to **by 12:00 noon on 4th November 2022** interview will be required book their interview slot . It will be assumed that applicants who do not book their interview slot by this deadline they have declined the offer of an interview and will be withdrawn from the HEE WM SFP process.

Please note that interviewers will not be issued with applicants' programme preferences so your choice of programme will not affect your application.

Virtual Interviews

For Specialised Foundation Recruitment 2023, please note that there will be no face to face interviews, all interviews will be conducted via Microsoft Teams.

The interview

The interviews will be virtual using Microsoft Teams, each candidate will be assessed by a single panel, that will address both the Clinical and Academic aspects. The minimum duration of the interview will be 20 minutes.

During their two-year foundation programme, appointed candidates will have to achieve all standard foundation competences in less clinical time, as they will also be undertaking academic activities. This makes it important that they already possess good clinical skills and hence the inclusion of both academic and clinical components within the interview process.

Applicants who receive an exceptionally low score in their clinical interview will not be deemed appointable and will not be offered a specialised programme. If a significant patient safety concern is identified during the course of the interview, the concern will be fed back to the applicant's medical school in order for them to consider whether an applicant may need additional support.

Matching to Programmes

Please refer to page 15 UKFPO 2023 Applicant Handbook.

A combination of application score and interview score will be added to the applicants' decile score to provide an overall HEE WM SFP ranking score for each application.

NB moderation may need to be applied to application/interview scores if deemed necessary by the Specialised Lead for HEE WM SFP recruitment following the quality review of scores.

Applicants will be matched to specific programmes on the basis of their rank and preferences i.e. applicants with the highest ranks will be matched to their preferences first.

SJT scores will not be included in the calculation of the applicants' HEE WM SFP application score but all HEE WM SFP offers will be subject to satisfactory SJT scores. Applicants with an exceptionally low SJT score will be notified by the UKFPO that they have been withdrawn from the national application process.

Application Outcomes

On **11th January 2023** applicants can login to their Oriel account to see the result of their application(s). If an applicant has been offered a programme, they will also receive an email via Oriel. The result of the application will be either an offer of a programme, notification that the applicant is on the reserve list or notification that they have not been successful. Applicants who have received an SFP offer must accept or decline the offer on Oriel within **48 hours (i.e. if an offer is released at 09:15 on 20 January the offer will expire at 09:15 on 22 January)**. Failure to respond by the deadline will result in the offer expiring.

NB: Successful applicants are recruited to a specific 4 month academic F2 post e.g. Academic Respiratory Medicine. This post sits within a generic 2 year foundation programme with 5 other clinical placements, balanced to enable acquisition of foundation competences.

Applicants should note that clinical placements are subject to change dependent on service need and provisional until confirmed by the employing healthcare organisation.

If an applicant accepts a HEE WM specialised foundation programme as part of the allocation process, it will not be possible to change the allocated specialised F2 post.

Cascade Process See FP High Level Timeline 2023 – page 3

Feedback

HEE WM SFP SUoA can issue applicants with their HEE WM SFP scores and rankings once the recruitment process has been completed.

Appeals application scorers/interview panels are final.

