**Inter Foundation School Transfer (IFST)**

**YHFS Process - Trainee Guidance**

The IFST process supports transfers across the programme in cases where **individual circumstances have changed since the point of initial allocation.**

It has been developed to support doctors who have had an **unforeseen and significant change in circumstances since initial application to the two-year training programme.**

**This guide is for the YHFS application process.**

The UKFPO has applicant guidance available on their website. It goes into more detail about

* the general principles of the process
* the criteria
* eligibility
* application forms
* supporting documents required
* the timeline
* exceptional circumstances
* the appeals process.
* mandatory evidence forms & statements
* fitness to practice disclosure
* examples of unique circumstances
* Foundation school approval form

**Please read their document in conjunction with this guide. Applications that do not follow the UKFPO guidance will not be reviewed.**

The IFST Guidance, application form and FAQs are on the UKFPO website here:

<https://foundationprogramme.nhs.uk/resources/2-year-foundation-programme-documents/>

**Important: the application form is required to be in a specific format. To open the form:**

* Select the link on the UKFPO website – it will open a loading page.
* Whilst on the loading page, navigate to the toolbar and select ‘Download’.
* This will download the PDF to your computer’s ‘Downloads’ folder.
* You can now open the PDF from within your computer’s ‘Downloads’ folder.

**You cannot view or edit the form in your browser.**

**The National timeline will change annually so please check the UKFPO guidance for the current timeline to make sure you do not miss the application window.**

**For all applicants the 4 criteria are:**

1. Parental responsibilities
2. Primary carer responsibilities
3. Medical conditions
4. Unique circumstances

**Deferrals**

Deferrals for inter-foundation school transfers (IFSTs) cannot be accommodated under any circumstances

**Less Than Full-Time (LTFT) Training**

A trainee’s less than full-time (LTFT) status cannot be guaranteed and a transfer to a LTFT programme will depend on capacity in the receiving foundation school/new region. A trainee who is currently working LTFT will still be considered for a transfer to a full-time vacancy should one arise. The trainee will be expected to follow local procedures and fulfil the requirements necessary to work LTFT in the receiving foundation school / new region.

**Application process:**

* Have your personal circumstances changed significantly since your application?
* Have you discussed this with your medical school / ES or CS / FTPD / FSD / DFSD or FSM?
* Have you reviewed the criteria and are satisfied you match one of the 4 criteria?
* Do you also meet the eligibility criteria?
* Have you filled out an application form and provided the necessary supporting evidence?
* Has the supporting documentation been signed by the appropriate signatories?
* Have you completed an approval form, had it signed by your FSD and included it with your application and supporting documentation?
* Has the application form, supporting document and approval form been sent to Foundation.yh@hee.nhs.uk within the national timeframe?

**For YHFS there are 3 types of IFST. Please be clear about which category you fall under, but use the UKFPO form for all applications:**

* **Transfer out of YHFS**
	1. Allocated to YHFS FY1 but want to go to another Foundation School (FS) - e.g. London not YHFS
	2. A current YHFS FY1 trainee that wants to transfer out of YHFS to another FS for FY2 e.g. London not YHFS
* **Transfer within YHFS**
	1. Allocated to YHFS FY1 but want to transfer within YHFS e.g. WY not EY
	2. A current YHFS FY1 that wants to transfer within YHFS for FY2 e.g. WY not EY
* **Incoming transfers from other FS**
1. Transfers to YHFS from trainees allocated to/currently in another Foundation School, FY1 or FY2

**YHFS will convene a panel to review IFST applications within the national timeframes.**

**YHFS will identify available places for IFST within the UKFPO timeframes**

**Application Approved:**

If the application has been approved YHFS will:

* **Transfer out of YHFS (incoming FY1 / current FY1 to FY2)**
	+ Confirm with the receiving FS and ask about available posts
	+ If there are available posts we will advise what they are and give you the opportunity to accept / decline
	+ If accepted the necessary admin processes will be completed
	+ If there are no available posts we will not be able to transfer you and you will need to remain in your current post
* **Transfer within YHFS and incoming from another FS (incoming FY1 / current FY1 to FY2)**
	+ If there are available posts we will advise what they are and give you the opportunity to accept / decline
	+ If accepted the necessary admin processes will be completed
	+ If there are no available posts we will not be able to transfer you and you will need to remain in your current post

If you are a current F1, you should also provide notice to your current employer/Trust once your transfer has been finalised and you have been allocated to a new employing organisation /programme. Prior to this, you should let your current Trust and Foundation Programme Director know that you are applying for a transfer and awaiting the outcome.

**Application Declined:**

If the YHFS panel does not approve an application for an IFST, the applicant will be notified of the reason(s). The applicant will be made aware of the appeals process and the date by which an appeal must be submitted.

**Application process**

**Approved – Transfer out of YHFS**

**Approved – Transfer within YHFS / incoming from other FS**

**Declined**