

Yorkshire and Humber Foundation School (YHFS) Specialised Foundation Programme (SFP) Self-Assessment Form 2024/25

8 August 2023, Version 3

This is an example document. The Self-Assessment should be completed on MS Forms here: <https://forms.office.com/e/R8uyYYR6yA>
Evidence should be submitted here: <https://sa-verification.hee.nhs.uk/>

Before completing the full form, you must be able to meet the person specification criteria. If you do not meet the criteria 1 to 14, you are not eligible to apply. Criteria 15 to 19 are desirable but not essential. This is completed at the start of the form. If you do tick yes on this section on MS Forms, you will not be able to complete the rest of the form.

There are 9 sections to the self-assessment form.

Please read each section carefully and refer to the guidance.

You must be able to submit evidence for each section you feel you are eligible for points.

You can complete as many or as few sections as you see fit, but the total score will be used to rank all candidates. Ranks will not be published to candidates.

We will only be able to mark the top scoring 250 applicants. (In previous years, we used to interview approximately 160 trainees.) Until we receive our applications, we cannot advise if your application will be reviewed. Once the application window closes, we will advise you whether your application will be reviewed or not.

If we end up in a tie-break situation or have numerous candidates on the same score, in order to give each candidate an individual rank, we will use the following criteria: **Date/Time of application submission. The earlier submission will be marked as the higher rank.**

Evidence can only be used in 1 section of the form.

You cannot be given points for the same piece of evidence in more than one section.

You must choose which section will give your evidence the highest score.

YHFS cannot advise which section you should use your evidence for, that is the essence of self-assessment.

Full guidance and FAQs are here:

https://yorksandhumberdeanery.nhs.uk/foundation/about_your_programme/academic/allocation_process

Total available points: 100

Person Specification

Person Specification for Recruitment to the Specialised Foundation Programme within the Yorkshire and the Humber Foundation School

This person specification includes the essential criteria included in the UKFPO national person specification for foundation doctors, issued on the UKFPO website. (Descriptors 1 to 14)
Sections 15 to 19 are desirable criteria for YHFS.

We won't routinely ask for evidence for these criteria at this stage but if you answer no to any of the criteria on this list, or they will not be in place by the start of the 2024 Foundation Programme, we cannot progress your application further.

You are not eligible to apply for the UK Foundation Programme if you do not obtain, or expect to obtain, provisional registration with the GMC by the start of the UK Foundation Programme.

Descriptors	Y/N
1. Can you provide proof of identification? (Identification can be provided in the form of a passport or ID card)	
2. Will you have a valid medical degree, recognised as a primary medical qualification by the General Medical Council (GMC) by the start of the UK Foundation Programme 2024?	
3. Do you expect to obtain provisional registration with a licence to practise with the GMC by the start of the UK Foundation Programme 2024?	
4. Are you a UK national, a final year medical student in the UK, or have/be expected to have the right to work as a doctor in training in the UK which remains valid for the duration of the UK Foundation Programme 2024?	
5. Do you have the written approval of the medical school Dean via the signed Dean Statement (or the Dean's nominated representative/equivalent official to the Dean) to apply for a UK Foundation Programme or have you been nominated to apply by your UK medical school?	
6. Are you able to start your UK Foundation Programme placement by 7 August 2024.	
Please be aware there is a mandatory shadowing period ahead of the placement start date on the 7th of August (1st, 2nd, 5th and 6th of August 2024)	
7. Are you of good standing and fit to practise medicine safely in accordance with the GMC's Good Medical Practice (2013)?	
8. Do you have demonstrable skills in listening, reading, writing and speaking in English language that enable effective communication in clinical practice with patients and colleagues, as set out in the GMC's Good Medical Practice (2013)?	
9. Have/will you qualify from medical school within two years of the start of the UK Foundation Programme 2024 entry, OR will you have successfully completed the national clinical assessment?	
10. Are you familiar with and be able to demonstrate an understanding of the major principles of the GMC's Outcomes for Graduates 2018 including: <ul style="list-style-type: none">• Knowledge, skills, and performance• Safety and quality• Communication, partnership, and teamwork• Maintaining trust	

11. Are you familiar with requirements as set out in Promoting excellence: standards for medical education and training (2016) including the relevant core skills?	
12. Can you demonstrate skills in listening, reading, writing, and speaking in the English language that enable effective communication about medical topics with patients and colleagues, as set out in the GMC's Good Medical Practice (2013)?	
13. Can you demonstrate: <ul style="list-style-type: none"> • an understanding of the importance of the patient as the central focus of care • the ability to prioritise tasks and information and take appropriate decisions. • an understanding of the importance of working effectively with others. • the ability to communicate effectively with both colleagues and patients. • initiative and the ability to deal effectively with pressure and/or challenge. • commitment to learning and continued professional development. • self-awareness and insight into the boundaries of their own abilities • an understanding of the principles of equality and diversity. 	
14. Can you demonstrate appropriate professional behaviour, i.e., integrity, honesty, confidentiality as set out in the GMC's Good Medical Practice (2013)?	
<p>By the start of the programme, you must demonstrate criminal record and barring clearance at the appropriate level and complete all other pre-employment requirements according to current government legislation. (e.g., Trust pre-employment checks, DBS checks etc.)</p>	
15. Can you demonstrate knowledge of the role medical education / academic research plays in clinical medical training?	
16. Can you demonstrate an understanding of the various aspects and types of medical education / academic research undertaken within a University Medical School environment.	
17. Can you demonstrate an appreciation of the key skills and qualities required by medical educators / academic researchers in order to undertake scientific research.	
18. Can you demonstrate an appreciation of the key skills and qualities required by medical educators / academic researchers e.g., ethics, research governance and good practice?	
19. Can demonstrate a desire and drive to take part in academic research / teach?	

Section 1: Sports and competition (Maximum 21)

This extends beyond the traditional sports activities (football, cricket, netball, swimming, cycling, etc) and includes non-mainstream sports and competitions like (debating, snooker, poker, darts, gymnastics, esports etc) Evidence will only be accepted for events that have taken place after joining university/starting your medical degree.

Examples of Acceptable Evidence. Evidence not listed may be acceptable if it can be validated.

- Original letter or certificate from sports club or organisation **with dates of tenure**.
- You must provide the dates of tenure in order to be eligible for the points and this must have been while at university/during your medical degree.

Descriptors	Points	Further Guidance
1.0 None / Not Selected	0	
1.1 I was selected to play competitively for SIX or more months.		You undertook a specific role in a team or played competitively against another individual.
Locally	1	As per the guidance, please provide dates / certificate / headed letter when this was undertaken.
Regionally	2	
Nationally	3	
Internationally	4	
1.2 I was selected and took the role vice-captain of a team for SIX or more months.		As per the guidance, please provide dates / certificate / headed letter when this was undertaken.
Locally	1	If you have been vice-captain of more than 1 team add one point to your score on the Forms scoresheet. Evidence of both teams need to be provided.
Regionally	2	
Nationally	3	
Internationally	4	
Vice-Captain of more than 1 team	Add 1 point	
1.3 I was selected and took the role of captain of a team for SIX or more months.		As per the guidance, please provide dates / certificate / headed letter when this was undertaken.
Locally	2	If you have been captain of more than 1 team add one point to your score on the Forms scoresheet. Evidence of both teams need to be provided.
Regionally	3	
Nationally	4	
Internationally	5	
Captain of more than 1 team	Add 1 point	
1.4 I have coached a team for SIX or more months.		As per the guidance, please provide dates / certificate / headed letter when this was undertaken.
Locally	3	
Regionally	4	
Nationally	5	
Internationally	6	

Section 2: Voluntary work (Maximum 13)

To be eligible for points for sections 2.1 & 2.2, these must be different events. You would need to submit different evidence in order to receive points for both.

Similarly, to be eligible for points for sections 2.3 and 2.4, these must be different events with different pieces of evidence. Evidence will only be accepted for events that have taken place after joining university/starting your medical degree.

Examples of Acceptable Evidence. Evidence not listed may be acceptable if it can be validated.

- Original letter or certificate from charity or organisation with dates of tenure.
- You must provide the dates of tenure in order to be eligible for the points.

Descriptors	Points	Further Guidance
2.0 None / Not Selected	0	
2.1 I actively participated in a charity/ fundraising event.	1	This includes running a marathon, doing a triathlon, skydiving and using your skills (painting/ photography) to raise money for charity. As per the guidance, please provide dates / certificate / headed letter when this was undertaken.
2.2 I have organised a successful charity/ fundraising event. *	3	You oversaw the fundraising event and coordinated with others to organise and promote the event. As per the guidance, please provide dates / certificate / headed letter when this was undertaken. *This needs to be a different event if you have also added evidence for 2.1
2.3 I have volunteered for more than THREE months in the UK/ Abroad	4	This includes volunteering in a charity shop, healthcare setting (nursing home), animal shelter, youth club and other environmental or community initiatives. As per the guidance, please provide dates / certificate / headed letter when this was undertaken.
2.4 I have volunteered to work in the UK/ abroad for more than SIX months . *	5	This includes volunteering projects where you worked in childcare, teaching, healthcare, wildlife/ animal welfare or community development. As per the guidance, please provide dates / certificate / headed letter when this was undertaken. *You cannot claim points for section 2.3 & 2.4 using the same evidence, they need to be different events to be eligible for the points

Section 3: Music and Drama (Maximum 10)

To be eligible for points for sections 3.1, 3.2 & 3.3, these must be different events and you would need to submit evidence for all in order to receive points for all. Evidence will only be accepted for events that have taken place after joining university/starting your medical degree.

Examples of Acceptable Evidence. Evidence not listed may be acceptable if it can be validated.

- Original letter or certificate from music/drama club or organisation with dates of tenure.
- You must provide the dates of tenure in order to be eligible for the points.
- Original certificate (ABRSM certificate for music)

Descriptors	Points	Further Guidance
3.0 None / Not Selected	0	
3.1 I have had a role in a performance.	2	You have had a role in a drama, dance, or musical performance. As per the guidance, please provide dates / certificate / headed letter when this was undertaken.
3.2 I play a musical instrument to a high standard.	3	You have achieved grade 7, 8 or diploma level in music. Please provide a copy of your certificate
3.3 I have organised or directed a drama, dance, or musical performance.	5	You oversaw the event and coordinated with others to organise and promote the event. You may select this if you have worked as a conductor directing a musical performance, such as a concert.

Section 4: Work / Business / Enterprise / (Maximum 11)

In this section you can only be eligible for sections 4.1 OR 4.2 NOT BOTH, section 4.3 OR 4.4 NOT BOTH. You must choose which section depending on the number of points you can score in relation to the evidence you have. You can score points for sections 4.1 OR 4.2 AND 4.3 OR 4.4 as long as you have evidence to support this. Evidence will only be accepted for events that have taken place after joining university/starting your medical degree.

Examples of Acceptable Evidence. Evidence not listed may be acceptable if it can be validated.

- Pay slips and/or headed letter from place of work with dates of employment.
- For currently trading limited companies please provide your company registration number (CRN) as issued by Companies House, copy of public liability or employer's liability insurance certificate or business bank statements.
- For currently trading sole traders please provide evidence of registration with HMRC
- For previously established businesses trading for more than 3 months please provide evidence of previous trading.

Descriptors	Points	Further Guidance
4.0 None / Not Selected	0	
4.1 I have worked 5-10 hours per week during term-time of the first 2 years of a 5-year degree or first 3 years of a 6-year degree (not counting intercalated degrees).	1	You have payslips and/or headed letter from place of work with dates of employment
4.2 I have worked more than 10 hours per week during term-time of the first 2 years of a 5-year degree or first 3 years of a 6-year degree (not counting intercalated degrees).	2	You have payslips and/or headed letter from place of work with dates of employment
4.3 I have worked 5-10 hours per week during term-time of the final 3 years of your degree.	3	You have payslips and/or headed letter from place of work with dates of employment
4.4 I have worked more than 10 hours per week during term-time of the final 3 years of your degree.	4	You have payslips and/or headed letter from place of work with dates of employment
4.5 I have setup a business which has been trading for more than THREE months .	5	<p>You setup your own business or are a co-founder of a business.</p> <p>We are only able to verify UK based businesses subject to being registered with Companies House / HMRC / UK bank account.</p>

Section 5: Prizes and Awards (Maximum Points: 11)

You can be eligible for all 3 sections here as long as you have the evidence to support your prize / award. We will not accept any prize for the best mark in an exam that is part of your course, this includes your medical degree and any intercalation. (Distinction/Certificate for having the top exam mark etc.) These points are for extracurricular competitions. Evidence will only be accepted for events that have taken place after joining university/starting your medical degree.

Examples of Acceptable Evidence. Evidence not listed may be acceptable if it can be validated.

- Original letter from medical school stating this is in addition to / not part of your course.
- Original prize / award certificate

Descriptors	Points	Guidance
5.0 None / Not Selected	0	
5.1 I have been awarded a prize from my medical school related to medicine, Quality Improvement, research, leadership, education, sports, music, drama, business, or community initiatives.	1	<p>You came first, second or third place.</p> <p>We will not accept any prize for the best mark in an exam that is part of your course. (Distinction/Certificate for having the top exam mark etc.)</p> <p>This is for extra-curricular achievements outside of your regular course.</p>
5.2 I have been awarded a regional prize related to medicine, Quality Improvement, research, leadership, education, sports, music, drama, business, or community initiatives.	2	<p>You may only claim these points if you came first, second or third place.</p> <p>You are only eligible for this if the prize was open to all medical undergraduates and / or postgraduates in your region of training. (Not exclusive to your own medical school)</p> <p>This can be an essay prize, charity or a prize for best poster or oral presentation.</p>
5.3 I have been awarded a national prize related to medicine, Quality Improvement, research, leadership, education, sports, music, drama, business, or community initiatives.	3	<p>You may only claim these points if you came first, second or third place.</p> <p>You are only eligible for this if the prize was open to all medical undergraduates and / or postgraduates in the country of training.</p> <p>This can be an essay prize from a Royal College, British Association of..., The Royal Society of Medicine, charity or a prize for best poster or oral presentation.</p>
5.4 I have been awarded an international prize related to medicine, Quality Improvement, research, leadership, education, sports, music, drama, business, or community initiatives.	5	<p>You may only claim these points if you came first, second or third place.</p> <p>You are only eligible for this if the prize was open to all medical undergraduates and / or postgraduates internationally. (Not exclusive to your own medical school)</p> <p>This can be an essay prize, charity or a prize for best poster or oral presentation from an international organisation</p>

Section 6: Teaching (Maximum Points: 15)

Where an applicant has designed or organised more than one teaching programme, points are only awarded for more than one section if you have evidence to support each teaching programme as a separate event.

You may only claim points if you were actively involved in the teaching session.

For sections 6.1 & 6.2, to claim points for both sections, you must use different evidence.

For sections 6.3 to 6.5, to claim points in each section, you must use different evidence of different teaching programmes or choose the highest scoring section relevant to you.

To be eligible for points in each section, you must have evidence of 5 different teaching programmes. Evidence will only be accepted for events that have taken place after joining university/starting your medical degree.

Examples of Acceptable Evidence. Evidence not listed may be acceptable if it can be validated.

- Formal feedback forms
- Letter confirming involvement in a teaching programme from medical school/ hospital including dates when teaching took place.

Descriptors	Points	Guidance
6.0 None / Not selected.	0	
6.1 I have occasionally taught students (school aged children, sixth form students, medical and other healthcare professionals).	1	You have provided teaching on an ad hoc basis. You have evidence of formal feedback from these sessions. As per the guidance, please provide dates / certificate / headed letter when this was undertaken.
6.2 I have provided regular teaching to students (school aged children, sixth form students, medical and other healthcare professionals) over a period of THREE months or longer.	2	This includes tutoring, mentoring, 1-to-1 teaching at the bedside, in a classroom or a virtual learning environment. As per the guidance, please provide dates / certificate / headed letter when this was undertaken.
6.3 I have designed and organised a local teaching programme for students (school aged children, sixth form students, medical and other healthcare professionals) consisting of more than FOUR sessions and contributed regularly to teaching over a period of THREE months or longer.	3	You have worked with local tutors/ medical school to design and organise a local teaching programme and arrange teachers. As per the guidance, please provide dates / certificate / headed letter when this was undertaken.
6.4 I have designed and organised a regional teaching programme for students (school aged children, sixth form students, medical and other healthcare professionals) consisting of more than FOUR sessions and contributed regularly to teaching over a period of THREE months or longer.	4	You have worked with regional tutors/ medical school to design and organise a teaching programme and arrange teachers. As per the guidance, please provide dates / certificate / headed letter when this was undertaken.
6.5 I have designed and organised a national teaching programme for students (school aged children, sixth form students, medical and other healthcare professionals) of more than FOUR sessions and contributed regularly to teaching over a period of THREE months or longer.	5	You have worked with national tutors/ more than one medical school to design and organise a teaching programme and arrange teachers.

		As per the guidance, please provide dates / certificate / headed letter when this was undertaken.
--	--	---

Section 7: Quality Improvement Project (QIP)/Clinical Audit/ Service Evaluation and Research Projects (Maximum points: 6)

In this section where an applicant has been involved in more than one project, **points are only awarded for the project which attracts the highest score**. Applicants must be aware that projects used to claim points in this section **MUST NOT BE USED** be used to claim points in another section of the self-assessment. You must decide which section you want to use your evidence. You are advised to use it in the section that awards you the highest score. Evidence will only be accepted for events that have taken place after joining university/starting your medical degree.

This work should not be part of your course, but an extra-curricular piece of work. If you put more than one score in this section, no points will be added.

Examples of Acceptable Evidence. Evidence not listed may be acceptable if it can be validated.

- Copy of QIP/Audit/service evaluation/research project presentation/poster
- Certificate of QIP/Audit/service evaluation/research project presentation
- Letter from tutor, consultant or supervisor stating level of involvement.

Descriptors	Points	Guidance
7.0 None / Not Selected	0	
7.1 I have participated in some stages of this project, but I have not presented the complete results at a meeting.	2	You were not involved in all stages, but you may have assisted with data collection, data analysis, suggested recommendations for change.
7.2 I have participated in the design and implementation , but I have not presented the complete results at a meeting.	3	You participated in all stages of a PDSA cycle/ iterative research. If the change/action step has not been carried out but only suggestions for change created this does not constitute involvement in all stages.
7.3 I have participated in the design and implementation , AND I have presented the complete results at a local meeting or conference.	4	You had a lead role in devising the question to be asked, developing the project plan, identifying potential solutions, implementing repeated change cycles, collating the results and you presented your work locally.
7.4 I have participated in the design and implementation , AND I have presented the complete results at a regional meeting or conference.	5	You had a lead role in devising the question to be asked, developing the project plan, identifying potential solutions, implementing repeated change cycles, collating the results and you presented your work regionally.
7.5 I have participated in the design and implementation , AND I have presented the complete results at a national meeting or conference.	6	You had a lead role in devising the question to be asked, developing the project plan, identifying potential solutions, implementing repeated change cycles, collating the results and you presented your work nationally.

Section 8: Leadership and management (Maximum Points: 6)

Where an applicant has been involved in more than one leadership or managerial role, **points are only awarded for the role which attracts the highest score**. Applicants must be aware that leadership positions used to claim points in this section **MUST NOT BE USED** to claim points in another section of the self-assessment. You must decide which domain you want to use your evidence. You are advised to use it in the section that awards you the highest score. Evidence will only be accepted for events that have taken place after joining university/starting your medical degree.

If you put more than one score in this section, no points will be added.

Examples of Acceptable Evidence. Evidence not listed may be acceptable if it can be validated.

- Letter confirming your appointment to a role.
- Letter confirming involvement in a leadership programme.

Descriptors	Scores	Guidance
8.0 None / Not Selected	0	
8.1 I hold/have held a local leadership or managerial role for SIX or more months and can demonstrate a positive impact .	3	This can be a role related to your role as a medical student (mess president) or in a non-medical capacity (voluntary charity, scouting/guides, sports, creative arts) at a local level. As per the guidance, please provide dates / certificate / headed letter when this was undertaken.
8.2 I hold/have held a regional leadership or managerial role for SIX or more months and can demonstrate a positive impact .	4	This can be a role related to your role as a medical student or in a non-medical capacity at a regional level. As per the guidance, please provide dates / certificate / headed letter when this was undertaken.
8.3 I hold/have held a national leadership or managerial role for SIX or more months and can demonstrate a positive impact .	6	This can be a role related to your role as a medical student (medical students committee representative- BMA, representative of a specialist society or college or a nationally held leadership and management fellowship) or in a non-medical capacity at national level. As per the guidance, please provide dates / certificate / headed letter when this was undertaken.

Section 9: Publications (Maximum Points: 7)

Academic articles must have been accepted in a peer reviewed PubMed indexed journal. Publications should be medical (scientific, clinical, education or leadership) in focus. Where an applicant has more than one publication, points are only awarded for the publication which attracts the highest score. Publication of conference proceeding or abstract is not considered as full peer reviewed publication. Letter to editor will be accepted if original data rather than opinions. Evidence will only be accepted for events that have taken place after joining university/starting your medical degree.

If you put more than one score in this section, no points will be added.

Examples of Acceptable Evidence. Evidence not listed may be acceptable if it can be validated.

- To gain points for a publication, the work must have been published and must have a PubMed ID number (PMID). If there is no PMID, the point will not be awarded. DOI, ISBN or PMCID numbers are not sufficient and will not count.

If the PMID number does not link DIRECTLY to the paper where it can be confirmed that the applicant is an author, it will not gain any points. DIRECTLY means that one click should take the verifier to the page where the required information is listed. Any more than this and the evidence will not be considered.

Descriptors	Scores	Guidance
9.0 None / Not Selected	0	
9.1 I am first author, joint-first author, or co-author of one publication.	3	This includes article, review, case report, letter, etc.
9.2 I am first author, joint-first author, or co-author of two or more publications. I am co-author of one original research publication.	4	
9.3 I am co-author of two or more original research publications. I am first author, or joint-first author, of one original research publication.	6	
9.4 I am first author, or joint-first author, of two or more original research publications.	7	You need to be first, joint-first or co-author in all of the publications to which you refer.