

YHFS SFP Self-Assessment Guidance 2024/25

8 August 2023, Version 3

YHFS Specialised Foundation Programme (SFP) Self-Assessment Guidance

For the 2023/24 cohort of SFP applicants we used a combination of EPM score, white space questions and a self-assessment tool to allocate trainees based on their score and programme preferences. We have reviewed this process and updated it for the 2024/25 cohort as EPM/deciles are now not used for the Foundation allocation process.

Candidates will self-score as part of their application, and the verification of candidate's self-assessment scores will occur between SFP applications closing and the YHFS self-assessment review date.

YHFS will not be using white space questions, and we are only using ONE self-assessment form this year.

If you are also applying to another Foundation School, please check their requirements for SFP recruitment as not all schools use the same processes. They may want you to complete some or all of the white space questions on the application form or provide evidence of additional educational achievements. If the other school you are applying to also does not require you to complete the white space questions, you must enter N/A in this section of the application on Oriel. YHFS will not be using that section of the application in the selection process.

Please review the example scoresheet and form and read the guidance carefully before completing your self-assessment online. Where duplicate forms have been submitted, the highest scoring form will be assessed. Please keep in mind that we will be using the date and time of application as a tiebreaker where scores are duplicated. There is further information about that in a later section of this guidance.

Before completing the full form, you must meet the person specification criteria. If you do not meet the criteria, you cannot apply. This is the person specification set out by the UKFPO (UK Foundation Programme Office) and you need to meet the criteria for any Foundation Programme application – SFP / FP (Foundation Programme) / FPP (Foundation Priority Programme) / PFF (Psychiatry Foundation Fellowships). If you do not tick yes to this question on MS Forms, it will not let you complete the rest of the form.

There is an example form, scoresheet, guidance, and FAQs (Frequently Asked Questions) available at the bottom of the page on the YHFS website:

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

We have also included a checklist and timeline at the end of this guidance.

The self-assessment form should be completed on Microsoft Forms.

- The link for SELF-ASSESSMENT FORM is here:

<https://forms.office.com/e/R8uyYYR6yA>

You only need to add your scores for each section in the online form. You should use a copy of the full scoresheet as guidance when completing the form.

Evidence should be submitted on the Self-Assessment Verification Portal.

We will send separate information about how to use this system and requirements for submitting your evidence.

All candidates are expected to complete the self-assessment form and submit the relevant evidence in an appropriate format. Failure to complete the scoresheet and/or submit the relevant evidence **will result in you being excluded from the allocation process.**

Candidates will be given a 3-week window to submit their self-assessment and to upload evidence to substantiate the answers given during self-assessment. This evidence must be provided as a single PDF file per question, applicants will therefore be required to combine several documents into one PDF if supplying more than 1 piece of evidence for a single question.

Your self-assessment evidence will be validated and scored online using the Qpercom system that is used for speciality recruitment. Applicants will be provided with feedback containing details of any adjusted scores following the review. (Scores can go up as well as down)

Appeal

Applicants will then have 72 hours from receiving feedback to appeal their score, any appeals will be assessed and reviewed by an appeals panel and their decision will be final.

Candidates considered to have provided documents that are inaccurate, falsified, or contain private or confidential patient details will have evidence taken and be referred to a scrutiny panel. The scrutiny panel will be conducted by YHFS, and the candidate will be offered an opportunity to explain their actions and provide supporting documentation. The result of the scrutiny panel may lead to one or more of, but not limited to, the following.

- Candidate being removed from the current round of SFP recruitment.
- Candidate being reported to the UKFPO/GMC.
- Candidates Medical School being notified.

Completing the self-assessment form

Whilst submitting evidence, it is important that you follow the GMCs (General Medical Council) Good Medical Practice on acting with honesty and integrity.

- There are 9 sections to the self-assessment form. Please read each section carefully and refer to the guidance.
- You must select scores for each section relevant to you and the evidence you can provide unless you have been instructed otherwise. If you do not have evidence of an achievement or qualification for a section, then enter “0” in the “**NONE / not selected**” box.
- You must be able to submit evidence for each section you feel you are eligible for points. If there is no supporting evidence linked to a particular section where you have scored points, it will be scored as “0”
- Please be mindful of the fact points that **in some section’s points are only awarded for one option.** For these sections you should select the option which attracts the highest

score. If you submit more than 1 score for these sections, **you will score “0”** for that section.

- Please select the score that best fits your position **NOW** i.e., if you have submitted a paper for publication but it has not yet been accepted you cannot claim points for this.
- Candidates must be aware that the same evidence cannot be scored in more than one section.
- You can complete as many or as few sections as you see fit, but the total score will be used to rank candidates.
- Evidence will only be accepted for events that have taken place after joining university / starting your medical degree.

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.

Submitting your self-assessment form

- Please ensure you have completed all sections of the form.
- Please submit **ALL** your evidence to be verified in the format requested.
- If you fail to submit your evidence, if it is not in the required format or if it does not support your self-selected scores for your self-assessment, your self-assessment will not be included in the review or subsequent allocation process.

Thank you for taking the time to read this summary. If you have difficulty accessing the self-assessment or any questions about the self-assessment, please feel free to contact YHFS (foundation.yh@hee.nhs.uk).

YHFS SFP Self-Assessment Scoring Guidance

Before completing the full form, you must meet the person specification criteria. If you do not meet the criteria, you cannot apply. This is completed at the start of the form, and you must complete this section. If you do not complete this section, your application will not be reviewed.

Please make sure you read the first section of this guidance and fully understand the requirements before submitting your form. You should enter a score for each relevant section on the form. If you do not have evidence for that section, you should enter 0 – none/not selected. You only need to enter the score. DO NOT type anything else in the answer boxes on MS Forms, only enter a score. If you do, you will score zero for that section.

We will only be able to mark the top scoring 250 applicants. In previous years, we only 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.

To process the allocations on Oriel we need trainees to have an individual rank number.

In the event of a tie-break situation, whereby numerous candidates have the same score, we will use the date and time of application as a tie-break. E.g. If 2 candidates score 88, the candidate who submitted their form earliest will receive a higher rank.

Please ensure you have completed **ALL** sections of the form, including where you score no points.

Please submit **ALL** your evidence to be verified in the format requested.

If you fail to submit your evidence, if it is not in the required format or if it does not support your self-selected scores for your self-assessment, your self-assessment will not be included in the review or subsequent allocation process.

Reminder:

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.

If you are one of the top scoring 250 applicants, we will review the evidence you send to us and compare with the scores you have submitted. We will not be able to validate every piece of evidence you send. It will be taken at face value, so please make sure it satisfies the necessary criteria. We expect candidates to act with honesty and integrity in line with the GMC's Good Medical Practice. If there is any concern, appropriate procedure will be followed including referral to the GMC (General Medical Council).

Evidence will only be accepted for events that have taken place after joining university/starting your medical degree. For example, you cannot claim points for being captain of your primary/junior school badminton team.

Evidence should be linked to the relevant section and must be submitted using the correct format or we will not review your self-assessment.

YHFS are not using White Space questions either on the self-assessment form or on Oriel for the 2024/2025 intake.

We will be using the Qpercom system to review your scores and evidence. We will send you feedback about your scores as per the YHFS timeline. Where any changes are made, either scoring up or scoring down, this will be included in the feedback. You will have 72 hours from receiving the feedback to appeal any changes to your score.

Once your appeal has been reviewed, the panel decision will be final. There will be no further opportunity to appeal. You will be informed of the panel decision as per the timeline at the end of this document

Total available points: 100

FAQs are available here:

https://yorksandhumberdeanery.nhs.uk/sites/default/files/2024_yhfs_sfp_faqs.pdf

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 to be eligible for the points and this must have been while at university/during your medical degree.

To be eligible for points in each sub section, evidence needs to be provided for a different organisation / team.

E.g., if you played rugby competitively, was vice-captain of a badminton club, was captain of the swimming club and coached a tennis club. Separate evidence would need to be submitted for each. If this example was all with local teams, you would score a total of 7 points. (Section 1.1 - 1 point, 1.2 - 1 point, 1.3 - 2 points, 1.4 - 3 points)

Different points have been given for Local / Regional / National and International roles. You need to select the highest scoring section for your evidence.

E.g., if you captained a team internationally and played competitively with the same team for 6 months you would score 5 for section 1.3 (as you would only score 4 for section 1.1)

You are not eligible for points for being vice-captain and then captain of the same team. You should submit evidence for the section giving you the highest number of points, so in this instance, if you have been a captain of an international team, you would enter 5 points on the form.

If you have been vice-captain or captain of more than 1 team, you must submit evidence for both teams to receive the points. If you have been a vice captain of 2 teams at local level, you would score 2.

If you have played competitively, had the role of captain, and coached the same team you should look at the scores for each and use the highest score e.g., if this was at international level you would score 6.

You can only score points in more than one area if you have evidence of playing competitively for a different team, was a vice / captain for a different team, coached a different team.

The maximum score for this section is 21 points.

| | |
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| 1.1 I was selected to play competitively for SIX or more months. | 4 (International) |
| 1.2 I was selected and took the role vice-captain of a team for SIX or more months. | 5 (4 for International plus 1 for more than 1 team) |
| 1.3 I was selected and took the role of captain of a team for SIX or more months. | 6 (5 for International plus 1 for more than 1 team) |
| 1.4 I have coached a team for SIX or more months. | 6 (International) |

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 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 role.
- You must provide the dates of tenure to be eligible for the points.

If you have volunteered for 6 months with an organisation, you cannot also score points for volunteering for 3 months. If you have evidence for volunteering for 3 months with 1 organisation and 6 months with a different organisation, you can submit evidence for both and would score 7 points.

This includes volunteering in a charity shop, healthcare setting (nursing home), animal shelter, youth club and other environmental or community initiatives. It could also include volunteering projects where you worked in childcare, teaching, healthcare, wildlife/ animal welfare or community development.

You cannot score points if you participated in and organised the same event, but you can be eligible for points if you have evidence of these being different events. If you participated in a fun run and organised a skydiving fundraiser you would score 6 points.

This includes running a marathon, doing a triathlon, skydiving, and using your skills (painting/ photography) to raise money for charity.

“Organised” a successful charity event, is defined as you oversaw the fundraising event and coordinated with others to organise and promote the event.

Maximum score for this section is 13 points.

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| 2.1 I actively participated in a charity/ fundraising event. | 1 |
| 2.2 I have organised a successful charity/ fundraising event. | 3 |
| 2.3 I have volunteered for more than THREE months in the UK/ Abroad | 4 |
| 2.4 I have volunteered to work in the UK/ abroad for more than SIX months. * | 5 |

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 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 to be eligible for the points.
- Original certificate (ABRSM certificate for music)

Maximum score for this section is 10 points.

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| 3.1 I have had a role in a performance. | 2 (You have had a role in a drama, dance, or musical performance.) |
| 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 if 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.

Maximum score for this section is 11 points.

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| 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). | You can only be eligible for sections 4.1 OR 4.2 NOT BOTH |
| 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 |

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| | |
| 4.3 I have worked 5-10 hours per week during term-time of the final 3 years of your degree. | You can only be eligible for sections 4.3 OR 4.4 NOT BOTH |
| 4.4 I have worked more than 10 hours per week during term-time of the final 3 years of your degree. | 4 |
| 4.5 I have setup a business which has been trading for more than THREE months. | 5 |

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

You can be eligible for all 3 sections here if 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.) 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 awarding body.
- Original prize / award certificate

If you have evidence of prizes that meet the requirements of each section, you can score for each. If you are submitting a regional or national prize, the “competition” must have been available to all undergraduates in your region or country of study.

Maximum score for this section 11 points.

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| 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. | <p>1 (You were awarded a first, second or third place prize while at medical school.</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> |
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| <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.</p> | <p>2 (You may only claim these points if you came first, second or third place. 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) This can be an essay prize, charity or a prize for best poster or oral presentation.)</p> |
| <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.</p> | <p>3 (You may only claim these points if you came first, second or third place. You are only eligible for this if the prize was open to all medical undergraduates and / or postgraduates in the country of training. (Not exclusive to your own medical school) 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> |
| <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.</p> | <p>5 (You may only claim these points if you came first, second or third place. 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) 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.

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.

Maximum score for this section 15 points.

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| <p>6.1 I have occasionally taught students (school aged children, sixth form students, medical and other healthcare professionals).</p> | <p>1 (You have provided teaching on an ad hoc basis. You have evidence of formal feedback from these sessions.)</p> |
| <p>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.</p> | <p>2 (This includes tutoring, mentoring, 1-to-1 teaching at the bedside, in a classroom or a virtual learning environment)</p> |
| <p>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.</p> | <p>3 (You have worked with local tutors/ medical school to design, organise a local teaching programme, and arrange teachers)</p> |
| <p>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.</p> | <p>4 (You have worked with regional tutors/ medical school to design and organise a teaching programme and arrange teachers)</p> |
| <p>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.</p> | <p>5 (You have worked with national tutors/ more than one medical school to design and organise a teaching programme and arrange teachers.)</p> |

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.

In this section, you can only score points for one of the options 7.1, 7.2, 7.3, 7.4 or 7.5. If you enter more than 1 score on the electronic form you will score “0”.

Maximum score for this section 6 points.

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| 7.1 I have participated in some stages of a project, but I have not presented the complete results at a meeting. | Can only score once in this section. 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. | Can only score once in this section. You participated in all stages of a PDSA (Plan, Do, Study, Act) 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. | Can only score once in this section. 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. |

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| 7.4 I have participated in the design and implementation , AND I have presented the complete results at a regional meeting or conference. | 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 (Can only score once in this section.) 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.

In this section, you can only score points for one of the options 8.1, 8.2 or 8.3. If you enter more than 1 score on the electronic form you will score "0".

You cannot use evidence that you have already submitted for another section on the form. E.g., you cannot use the same evidence of being a Sports captain for this section.

In this section, you can only score points for one of the options 8.1, 8.2 or 8.3.

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

Maximum score for this section 6 points.

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| 8.1 I hold/have held a local leadership or managerial role for SIX or more months and can demonstrate a positive impact . | Can only score once in this section. This can be a role related to your role as a medical student (mess president) or in a non-medical capacity (voluntary charity, |
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| | scouting/guides, sports, creative arts) at a local level. |
| 8.2 I hold/have held a regional leadership or managerial role for SIX or more months and can demonstrate a positive impact. | Can only score once in this section. This can be a role related to your role as a medical student or in a non-medical capacity at a regional level |
| 8.3 I hold/have held a national leadership or managerial role for SIX or more months and can demonstrate a positive impact. | 6 (Can only score once in this section.) 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. |

Section 9: Academic 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.

In this section, you can only score points for one of the options 9.1, 9.2, 9.3 or 9.4.

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

- Copy of publication including PubMed number or link to publication if accepted proof of acceptance.

In this section, you can only score points for one of the options 9.1, 9.2, 9.3 or 9.4.

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

Maximum score for this section 7 points.

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| 9.1 I am first author, joint-first author, or co-author of one publication. | Can only score once in this section. 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. | Can only score once in this section. |

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| <p>9.3 I am co-author of two or more original research publications.</p> <p>I am first author, or joint-first author, of one original research publication.</p> | <p>Can only score once in this section.</p> |
| <p>9.4 I am first author, or joint-first author, of two or more original research publications.</p> | <p>7 (Can only score once in this section.)</p> <p>You need to be first, joint-first or co-author in all the publications to which you refer.</p> |

Checklist

- FP/SFP Application completed by **4th October 2023 12:00 midday**.
- Gather self-assessment evidence and work through the guidance checking scores.
- Check that you meet the person specification criteria.
- Rank / amend ranks of SFP programmes on the YHFS vacancy on Oriel by **13th October 2023**.

Please rank all the posts to give you the best opportunity of getting a post you would like. (YHFS have 81 SFP posts across East, South and West Yorkshire)

- Submit YHFS self-assessment form and evidence by **25th October 2023**
- Self-assessment and evidence reviewed by **15th November 2023**
- Feedback sent by YHFS by **16th November 2023**
- Evidence/scoring appeals to be submitted by **20th November 2023 12:00**
- Appeals reviewed and confirmed by **24th November 2023**
- First round of offers go out on the
 - **10th January 2023. 48 hours to accept / decline. Completes 12th January 2023**
 - Further information will be sent to applicants at this time.
- Subsequent off rounds:
 - **17th January 2023. 48 hours to accept / decline. Completes 19th January 2024**
 - **24th January 2023. 48 hours to accept / decline. Completes 26th January 2024**
 - **31st January 2023. 48 hours to accept / decline. Completes 2nd February 2024**
- Clearing round **5 – 9th February 2024**
- YHFS send Welcome pack and Code of Practice letters after all offer rounds are complete.
- YHFS send information to the trusts.
- YHFS send information to the relevant University for your PG Cert
- YHFS SFP induction event September 2024

If you have any further queries, please do not hesitate to contact us at Foundation.yh@hee.nhs.uk

Just to note, we do not offer any specific advice regarding the self-assessment form and all candidates are expected to select an appropriate response within the context of the questions being asked and guidance provided. You will then have the opportunity to upload your evidence to justify your response.

This approach to responding to self-assessment queries is to ensure that candidates are provided with consistent advice during the application period.

| YHFS Recruitment Activity Timeline | Dates | Role |
|--|---|--------------|
| SFP vacancy published | 22nd August 2023 | UKFPO |
| SFP upload to Oriel | by 8th September 2023 | YHFS |
| Upload Nomination data to Oriel | by 8th September 2023 | YHFS |
| Registration window (on Oriel application system) for applicants | 12th September 2023 (09:00 BST) – 20th September 2023 | Applicants |
| National application window for FP, FPP, SFP programmes | 20th September (09:00 BST) – 4th October 2023 (12:00 midday BST) | Applicants |
| Foundation Schools/SUoAs hold Specialised Foundation Programme selection processes | 4th October 2023 – 29th December 2023 | YHFS |
| Send applicants Self-Assessment | 4th October 2023 | YHFS |
| Deadline for applicants to rank and amend SFP programme preferences on Oriel | 13th October 2023 | Applicants |
| Deadline for return of Self-Assessment & Evidence | 25th October 2023 | Applicants |
| Review Self-Assessment | 1st - 15 th November 2023 | YHFS |
| Send feedback to applicants | 16th November 2023 | YHFS |
| Applicants appeal scores | By 20 th November 2023 (09:00 BST) | YHFS |
| Review any amendments to scores | By 23 rd November 2023 | YHFS |
| Contact applicants with appeals outcome | 24 th November 2023 | YHFS |
| SFP offers released – Round 1 | 10 - 12th January 2024 | UKFPO / YHFS |
| SFP offers released – Round 2 | 17 – 19th January 2024 | UKFPO / YHFS |
| SFP offers released – Round 3 | 24 – 26th January 2024 | UKFPO / YHFS |
| SFP offers released – Round 4 | 31 – 2nd February 2024 | UKFPO / YHFS |
| SFP clearing round | 5 – 9th February 2024 | UKFPO / YHFS |
| Please note that all times published are UK local time. | | |
| The UKFPO will endeavour to release outcomes/communicate with applicants as early as feasible on each stated date | | |
| Please note the above timeline does not include eligibility or clinical assessment information. Please see the UKFPO website for the complete timeline | | |