

Time Out of Foundation Programme (TOFP) Request Form

Your details			
Name:		GMC Number:	
Contact address:		E-mail address:	
		Telephone:	
Foundation school:		ID of current F1 programme:	
Please list all specialties within your F1 rotation (including current specialty):			

Details of request	
Why are you requesting time out of your Foundation Programme?	
Where do you anticipate spending the time out of your Foundation Programme?	
What do you expect to achieve during the time out of your Foundation Programme?	
Have you discussed your plans to take time out of your programme with your Educational Supervisor?	Yes / No
Requested leave date:	Return date:

Declaration by foundation doctor
I wish to return to F2 training after my time out of programme. I understand that in order to secure an F2 allocation, I must ensure that I apply through the usual process as set out by the foundation school and meet the required timescales. I understand that if I do not follow the school's processes, I may

not be allocated an F2 programme in the foundation school. I also understand that I will not return to my original F2 programme.

Signature:

Date:

Confirmation of discussion with Foundation Training Programme Director/Tutor (FTPD/T)

I confirm that the above named foundation doctor has discussed with me their intention and reasons for requesting time out of their Foundation Programme.

Name:

Signature:

Date:

Additional comments from FTPD/T:

Final Decision by Foundation School Director

I confirm that I **APPROVE / DO NOT APPROVE*** time out of the Foundation Programme for the above named foundation doctor. (*delete as appropriate)

Name:

Signature:

Date:

Notes from Foundation School Director: (To include reason, if approval not given)

After the foundation doctor and the FTPD/T have signed the form; the foundation doctor should make two additional copies:

- *The original should be sent to the FSD*
- *One copy should be sent to the FTPD/T*
- *One copy should be retained by the foundation doctor.*