

Guidance for the Time out of Foundation Programme (TOFP) process in Wales

This guidance is relevant to current Foundation Doctors who wish to take some time out of their Foundation training between their F1 and F2 years and should be read in conjunction with [the Gold Guide 10th Edition](#). TOFP is typically for a period of 12 months.

Process for TOFP applications

In the first instance, Foundation Doctors should discuss their intentions with their Educational Supervisor and/or Foundation Programme Director. Applicants must then complete the national TOFP Request Form ([found on the UKFPO's website](#)), and submit it to the Wales Foundation School via HEIW.FoundationSchool@wales.nhs.uk.

Applications must be received at least **six months** prior to the start of the requested TOFP period, with the intention that it will be confirmed with at least 3 months' notice for all parties. **Please note that late or incomplete applications will not be accepted.**

The TOFP application will be reviewed by the Foundation School Director (or Deputy) and confirmation of the outcome will be provided by email within one calendar month of the application deadline.

Where a large number of applications are received from a cohort, applications will be approved based on random selection once the application deadline has passed.

Withdrawing a TOFP application

If a Foundation Doctor wishes to withdraw their TOFP application, they should inform the Foundation School as soon as possible, and no later in the process than **10 working days** after confirmation that their application has been approved.

If the Foundation Doctor withdraws their application after this point, their original placement allocation will have been released, and it may not be possible to allocate them an alternative training programme in its place.

Returning from TOFP

By submitting a TOFP request, the Foundation Doctor commits to returning to F2 training in Wales upon the approved return date.

The Foundation School will be in contact six months prior to the approved return date to obtain confirmation that the Foundation Doctor still intends to return to the Foundation Programme in Wales, and to coordinate and confirm their future training placements.

Whilst the Foundation Doctor is guaranteed to return to the Wales Foundation Programme, please note that a specific rotation, hospital, Health Board, or region cannot be guaranteed.