

The Malta Foundation School Office

Post-graduate Training Centre
The Penthouse • Blue block • 3rd floor
Mater Dei Hospital • Birkirkara • MSD 2090
MALTA
Tel: +356 2545 6883



PLACEMENT SWAP POLICY

The Foundation Programme has been designed to provide broad experience enabling trainees to achieve all of the Foundation Programme competencies. Each one year programme is made up of four 3-month placements. Malta Foundation School allows trainees to swap elements of their programme **ONLY** at the beginning of each training year. The programmes will need to remain balanced between Medicine/medical related specialities and Surgery/surgical related specialities.

Trainees wishing to swap will be responsible for finding the swap themselves after the School indicates that the Swap Shop is open. Swap Shop is generally offered around May/June of each year after the F1 and F2 programmes have been assigned.

A deadline for submitting swaps will be set by Foundation School and this will be strictly adhered to. No applications for swaps will be considered **after this deadline**. Applications for swaps will need to be submitted on the Swap Application Form provided by the Foundation School Office. To assist trainees in finding a swap, a full list of programmes for both F1 and F2 will be distributed just prior to the opening of the Swap Shop together with the application form. Swap forms will not be accepted unless signed by both Foundation Trainees consenting to the swap.

All swaps will be considered by a panel of Foundation Programme Directors and Foundation School Directors. In considering approval of the swap, the panel will check that the planned changes do not include repetition of specialities (eg. x 2 Paediatric rotations) and that there is a reasonable mix of posts to allow trainees to achieve the FP competencies. Also swaps which will result in an entire programme based within one specialty (i.e. all medical or all surgical specialities) will not be allowed. The panel will also consider any particular educational needs of the trainee. Trainees who are not making satisfactory progress may have approval to swap withheld unless the proposed changes are thought to be of educational benefit for the trainee.

Foundation School reserves the right to a final decision on the approval of swaps.

