

# Guidance Notes

## Application for Foundation Status for Clinicians working in Secure and Detained Settings of the Faculty of Forensic & Legal Medicine (FFLM)

### 1 Background

- 1.1 Applications for Foundation Membership and Fellowship of the FFLM are strictly time limited and will be considered only from 01 August 2021 until the closing time of 23.59 on 31 July 2024, after which time admission for clinicians working in secure and detained settings (SDS)<sup>1</sup> Membership of the Faculty will be by examination only.

### 2

- 2.1 The criteria used by other Royal Colleges for Foundation status have been adapted as the basis for Foundation Membership or Fellowship of the FFLM.
- 2.2 These criteria are:
- 2.2.1 A minimum level of experience in the specialty (see 3.1 and 5.1).
- 2.2.2 Possession of the relevant postgraduate qualification(s) in a medical specialty for SDS that is Membership/Fellowship Royal College of General Practitioners or equivalent (JCPTGP)/Membership/Fellowship Royal College of Psychiatrists (see 3.1, 5.1).
- 2.2.3 (Fellowship only) AND evidence of the significant contribution the applicant has made to the specialty.

### 3 Foundation Membership

- 3.1 Foundation Membership will be restricted to doctors, who are registered with the GMC or equivalent, who have a relevant qualification in primary care/psychiatry (see 2.2) **AND** who have at least **THREE** years' experience in their respective specialty of primary care and/or psychiatry in the secure and detained settings.

### 4 Affiliate Membership

- 4.1 Affiliate Membership will be restricted to clinicians who are currently registered with their regulatory body General Medical Council (GMC), Nursing & Midwifery Council (NMC), General Dental Council (GDC), General Optical Council (GOC), General Pharmaceutical Council (GPhC), and Health Care Professions Council (HCPC) and who are working in the secure and detained settings.

### 5 Foundation Fellowship

- 5.1 Foundation Fellowship will be restricted to doctors who are registered with the GMC or equivalent, who have a relevant qualification (see 2.2) **AND** who have at least **FIVE** years' experience in their respective specialty of primary care and/or psychiatry

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<sup>1</sup> SDS does not include, for the purposes of FFLM membership, working with those detained under mental health or children's legislation.

in the secure and detained settings and relevant postgraduate qualifications see 6.1.

- 5.2 Foundation Fellowship requires, **IN ADDITION** to 2.2, evidence of the significant contributions the applicant has made to the specialty.

## 6 Relevant Qualifications

- 6.1 Relevant postgraduate qualifications in medicine, law or allied subjects, such as:

- Master of Science (MSc) in a relevant subject
- Master of Arts in a relevant subject (MA)
- Master of Philosophy in a relevant subject (MPhil)
- Master of Medical Law (LLM)
- Bachelor of Law (LLB)
- Graduate Diploma in Law (DipLaw/LLDip)
- Barrister and Barrister at Law
- Diploma of Legal Medicine (DLM)

## 7 Appraisals

- 7.1 Annual appraisal for doctors should be maintained up to date along with revalidation processes. Revalidation should be up to date for all allied health professionals as appropriate.
- 7.2 If you are struggling with the above please contact the Registrar ([registrar@fflm.ac.uk](mailto:registrar@fflm.ac.uk)) to discuss.

## 8 Referees

- 8.1 Two referees are required. Ideally at least one of the referees should be a Member or Fellow of the FFLM however in the initial stages it is accepted that this may not be possible and in those circumstances two Senior Colleagues with RCGP/JCPTGP/MRCPsych will suffice.
- 8.2 Referees are expected to include the following within their reference:
- 8.2.1 An explanation of how they know the applicant.
- 8.2.2 A confirmation of the accuracy of the information on the application form.
- 8.2.3 A description as to how they feel the applicant has contributed to the speciality of prison medicine (this is of particular importance for fellowship applications).

## 9 Exceptional Circumstances

- 9.1 In exceptional circumstances, Foundation Status may be awarded to doctors, who do not have any of the above qualifications but who are working in and have made significant contributions to the specialty.

## 10 Application Forms and Membership and Fellowship Committee (MFC)

- 10.1 The application form specifically designed for clinicians in secure and detained settings Foundation Status can be downloaded from the FFLM website

- 10.2 Please complete these forms fully and then sign and date: both electronic and hand signatures are acceptable.
- 10.3 All forms should be submitted electronically to [forensic.medicine@fflm.ac.uk](mailto:forensic.medicine@fflm.ac.uk).
- 10.4 The completed application form will be sent to EACH of your named referees by FFLM together with a copy of (or details of the link to) the clinicians working in secure and detained settings Referee Form for them to complete and return.
- 10.5 Your referees must return the completed form direct to the Faculty and these must arrive at the Faculty office / email before the closing date for the bi-monthly MFC meetings.
- 10.6 The closing dates for applications and references to the bi-monthly MFC meetings are two weeks before the date of the meeting and are shown in the meetings section of the FFLM website. Unless specifically confirmed by an email from the Registrar (which will only occur in exceptional circumstances) these submission deadlines will be strictly enforced and any late applications will be held until the next MFC meeting.
- 10.7 Please note that the completed and signed clinicians working in secure and detained settings Foundation Status application form and the two completed referee forms will be the only sources of information that will be considered by the members of the MFC. CVs will not be considered and should NOT be submitted either electronically or by post.
- 10.8 If successful, an initial registration fee and the annual subscription are payable (as per all Members and Fellows) as set out in the "[Fee Information](#)" section of the "[Membership](#)" page of the FFLM web site
- 10.9 Any questions or problems may be addressed to [registrar@fflm.ac.uk](mailto:registrar@fflm.ac.uk)

Appendix A – Secure and Detained Settings include the following:

Prisons  
Young Offender Institutions  
Secure facilities for children and young people  
Immigration Removal Centres  
Liaison & Diversion Services (Police & Court)