

COVID-19 Guidance

Completion of Form R Time Out of Training (TOOT) section for Foundation Trainees

Foundation trainees are required to document on their Form R on their e-portfolio any Time Out of Training (TOOT) since their last ARCP.

Foundation trainees are asked to provide the number of days they are absent from training against 6 different reasons as well as providing an overall Total:

Short- and long-term sickness absence

Parental leave (incl maternity/paternity leave)

Career breaks within a programme (OOPC) and non-training placement for experience (OOPE)

Paid/unpaid leave (eg compassionate, jury service)

Unpaid/unauthorised leave including industrial action

Other (see note below first)

In addition to first five reasons given above which may be applicable in any training year, doctors in training may have needed to have been absent from training during the COVID-19 pandemic due to the need to self-isolate as a consequence of:

1. suspected or confirmed personal COVID-19 infection,
2. suspected or confirmed COVID-19 infection in your household,
3. a personal underlying health condition or pregnancy.

If you have been able to work remotely while self-isolating, shielding or observing stringent social distancing, then this time **does not need** to be recorded as Time Out of Training. Instead, please record the remote working as a distinct entity (ie in its own row) in Section 2: Whole Scope of Practice noting "Remote working due to COVID-19 isolation" in the Type of Work column.

If you have **not been able to work remotely** while self-isolating, shielding or observing stringent social distancing then you should record the days absent in the box beside the "Other" category and include in the overall Total. You may want to document in 4) Health statement in Section 3, the number of days that you have been absent from training due to the need to self-isolate during COVID-19.

Scotland has alternative procedures for trainees to record self-declarations including absences

COVID-19 Guidance

Completion of Form R Time Out of Training (TOOT) section for Specialty Trainees

Specialty trainees are required to document on their Form R any Time Out of Training (TOOT) since their last ARCP.

There are six possible options to explain TOOT on Form R:

- ✓ Short- and long-term sickness absence
- ✓ Unpaid/unauthorised leave
- ✓ Maternity/paternity leave
- ✓ Compassionate paid/unpaid leave
- ✓ Jury service
- ✓ Career breaks within a programme (OOPC) and non-training placements for experience (OOPE)

In addition to the reasons given above which may be applicable in any training year, doctors in training may have needed to have been absent from training during the COVID-19 pandemic due to the need to self-isolate as a consequence of:

1. suspected or confirmed personal COVID-19 infection,
2. suspected or confirmed COVID-19 infection in your household,
3. a personal underlying health condition or pregnancy.

If you have been able to work remotely while self-isolating, shielding or observing stringent social distancing, then this time **does not need** to be recorded as Time Out of Training. Instead, please record the remote working as a distinct entity (ie in its own row) in Section 2: Whole Scope of Practice noting "Remote working due to COVID-19 isolation" in the Type of Work column.

If you have **not been able to work remotely** while self-isolating, shielding or observing stringent social distancing then you should include the days absent due to self-isolation within the total number of days of TOOT in the top left corner of the TOOT section. You may want to document in 4) Health statement in Section 3, the number of days that you have been absent from training due to the need to self-isolate during COVID-19.

Scotland has alternative procedures for trainees to record self-declarations including absences