

Managing Time out of Training

- Going forward training should be referred to as phases, rather than years, eg ST1 Phase.
- When statutory leave is taken the training “clock” will stop, this includes sick leave, paternity and maternity leave, as well as jury service, compassionate leave, parental leave, carers leave and sabbaticals.
- The determination on whether absence should be made up is not discretionary- the 14 days per ST phase is NOT an entitlement.
- Calculations will be made using calendar days.
- The RCGP calculator is the standard method of calculators to be used by deanery staff but, **should not be published or shared with trainees.**
- Trainees need to declare number of days absence on their Form R entering a zero in any TOOT boxes that don’t apply.

ST1 Phase- 14 Calendar days exceptional time out of training will be permitted. Anything in excess of this MUST be added to the trainee’s CCT date at the ARCP nearest to the ST1/2 transition. If there is an unsatisfactory ARCP outcome, the full amount should be added to the trainee’s CCT date

ST2 Phase- 14 Calendar days exceptional time out of training will be permitted. Anything in excess of this MUST be added on to the trainee’s CCT date at the ARCP nearest to the ST2/3 transition. If there is an unsatisfactory ARCP outcome the full amount should be added to the trainees CCT date.

ST3 Phase- 14 Calendar days PLUS a further 7 calendar days will be permitted. If the CCT date has been adjusted in both the ST1 and ST2 phases it becomes less likely that the CCT date will need to be extended towards the end of training.

- The total amount of exceptional time out of training permitted over the full duration of training is 7 calendar weeks.
- The statutory minimum of training time is 34 months, although it is generally expected that the full 36 months will be completed.
- The ARCP panel should make it clear in the additional comments box that they have considered the trainee’s absences and adjusted the CCT date accordingly if needed.
- If a trainee has absence after their final ARCP panel that takes them above the 21 days permitted in their ST3 phase, please contact the central assessment team for advice.
- Please note that phased returns generally do NOT count towards training as the trainee is concentrating on their return to work rather than their training
- Please record ALL continuous absences of more than 30 days as a post on the eportfolio post list.

Janet Rutherford, March 2019