

## ***How much annual leave do we get?***

Annual leave is a statutory right for all doctors in training. GP trainees are allowed 25 days a year annual leave, exclusive of Bank Holidays. However, specialty training doctors who have been training for some years and have reached the third increment of the Specialty Registrar's scale (which will be unusual for most GPStRs) are eligible for 30 days. Helpful information can be found at the NHS Employers website <http://www.nhsemployers.org/Pages/home.aspx>

## ***How much study leave do we get?***

The KSS GP Deanery supports study leave for all GP trainees with the intention that this is used to support successful completion of GP training and the award of a CCT. To this end the KSS GP Deanery provides a number of mandatory days that come out of the normal allocated study leave. These are the learning sets, normally for ST3 GP trainees in all Programme areas, but also at a lesser frequency for ST1 and ST2 in many areas, Practice days with the Educational Supervisor for trainees in hospital posts, induction days for ST2 and ST3 trainees, CSA training and triage and telephone skills training. GP trainees may have up to 30 days study leave overall per annum, out of which allowance the above activities will be taken and guidance about this is given in the KSS Study Leave Guidance, which has a section covering GP training. This can be found at <http://kssdeanery.org/sites/kssdeanery/files/GP%20Study%20Leave%20Policy%20-%20July%202009.doc>

## ***How do we apply for an inter-deanery transfer? How do we apply for an inter-programme (intra-deanery) transfer?***

The Guide to Postgraduate Training in the UK (The Gold Guide) gives guidance for the process of Inter-Deanery Transfers, and there is now a nationally agreed process for doing this in the UK Deaneries. There will be 2 application windows each year and the criteria for eligibility for this are described in the guidance. **Some important points.** Personal circumstances must have significantly changed since the offer of the appointment. There will not normally be any transfer in the first year of training. Transfers will normally only proceed if the trainee is making satisfactory progress in their training, and transfers that have been approved will only take place if a vacancy exists in the receiving Deanery. Eligibility for inter-programme transfers is treated in the same way, and again, if approved, can proceed only if there is the capacity at the intended location.

Please ensure that you read the latest information and apply on the latest forms as the national process is subject to change and updating. This information can be found on the Resources for GP Trainees webpage of the GP section of the KSS Deanery website at <http://kssdeanery.org/general-practice/trainees/gp-specialty-training/transfers>

## ***What is an Integrated Training Placement (ITP)?***

Integrated Training Placements are posts in general practice where there will also be opportunity to learn in another specialty area. This is often undertaken with a working week split between the base GP Practice and a hospital specialty department (or other such as a Hospice or Community Clinic). The proportion of the split is variable, but normally involves at least two days in the Practice and two days in the specialty area. In addition to hospital specialties such as Paediatrics, O&G and Medicine, the specialty part of the week may involve a PCT, Palliative Care, Dermatology clinics, Psychiatry clinics, etc. The post is both educationally and for employment purposes recognised as a GP post. Most GP Training Programme areas have these

available, and should you wish for any further information then you should contact your GP Programme Director.

## ***What if I am off sick?***

It is your responsibility to inform your employer if you are off sick for even the shortest period of time. For an episode of sickness extending to longer than 7 continuous days, you may be asked to provide a self-certification form as evidence. For episodes of sickness longer than that, you will need to provide more formal evidence to your employer, which is normally done by getting a fit note from your GP. **It is essential for all GP trainees to be registered with a GP.**

For return after longer periods of sickness (e.g. of a month or more) or after a period of recurrent or significant illness, the employer will need further evidence of fitness to undertake the required duties, or information about any appropriate adjustments which may be needed. This is normally provided from an assessment by an Occupational Health Department contracted with the employer. For posts in general practice, the KSS Deanery has a contract with the Occupational Health Department of Imperial College.

Do I need to make up any time lost by sickness?

Under the present regulations, all GP trainees need to complete no less than 36 months in a GP training programme (less statutory study and annual leave) to qualify for a CCT. Any other leave, greater than 2 weeks in any one year will need to be made up by the end of training. You are responsible for keeping your GP Trainer or employer informed, and providing them with the relevant sick certificates and they will inform the GP Deanery.

## **Maternity leave, paternity leave**

Both maternity and paternity leave are regulated by legislation and are statutory rights of employees. There are however, a number of complexities that need to be understood, particularly in the case of maternity leave which are beyond the scope of these FAQs. This areas need to be negotiated directly with the employer, and the Deanery has little input into this area. Trainees wishing to get advice and information concerning maternity leave may contact the BMA for advice. Doctors taking maternity leave will normally be recorded as being out-of-programme for supervisor review and ARCP purposes. This leave will need to be made up before the end of training.

Guidance to the allowances that may be claimed is given on the NHS Employers website and the (present) Directions to Strategic Health Authorities is available at

[http://www.nhsemployers.org/SiteCollectionDocuments/GP%20Registrar%20Directions%20July%202009%20\(3\).pdf](http://www.nhsemployers.org/SiteCollectionDocuments/GP%20Registrar%20Directions%20July%202009%20(3).pdf)

## **How do I train less than full-time?**

The KSS Deanery supports those doctors who wish to train on a part-time basis (LTFT). Trainees will need to have their eligibility and approval for this confirmed in order to undertake this by the Deanery LTFT office. At present the arrangements for managing this are different for GP trainees in hospital posts and for those in GP placements. In all cases, the first person to approach to discuss your requirements will be your GP Training Programme Director.

Normally it is much easier to train LTFT during GP placements, as GP has much more flexibility for coping with this. You will need to ensure that the Practice and your GP Trainer are happy with the proposal that you will jointly negotiate with them. Your LTFT weekly timetable must be a direct percentage pro-rata of the quantity and mix of session of the normal GP trainee contracted working week, as the percentage of full-time that you will be working at.

Working LTFT in hospital posts can normally be done only with a slot-share partner. This means that not all hospital posts are necessarily easily available, but you will work with your PD and Medical Staffing to find the best combination of posts in your training programme to fulfil the criteria. You should normally be looking to have 18 months full-time equivalent of hospital posts and 18 months full-time equivalent of GP placements in the mandatory 36 months (FTE) of a GP training programme.

It is important to note that LTFT GP trainees need to undertake their assessments and reviews at the same frequency as full-time trainees.

Further information on LTFT training can be found on the Deanery website at <http://kssdeanery.org/less-than-full-time-training>

Some useful links/websites

**GPVTS curriculum:**

[http://www.rcgp-curriculum.org.uk/rcgp\\_curriculum\\_documents.aspx](http://www.rcgp-curriculum.org.uk/rcgp_curriculum_documents.aspx)

Department of Health Careers Website:

<http://www.medicalcareers.nhs.uk/>

NHS Medical Education England (MEE). Independent advice on training and education:

<http://www.mee.nhs.uk/>

<http://www.pulsetoday.co.uk/>

Website linking GP curriculum to resources:

<http://medicalmindmaps.com/>