

HET guidance on managing time out of training (TOOT)

Please note this guideline is for managing absences in compliance with the RCGP requirements and is not connected with HR absence policy.

Please find useful links to absence management:

Fourteen Fish guidance:

<https://support.fourteenfish.com/hc/en-gb/articles/360016666417-Time-out-of-training>

RCGP guidance:

<https://www.rcgp.org.uk/your-career/qualifying-as-a-gp/cct-guidance/training-guidance#calculations>

C O G P E D Gold Guide:

<https://www.copmed.org.uk/images/docs/gold-guide-9th-edition/Gold-Guide-9th-Edition-August-2022.pdf>

Important information to note:

- Discretionary absence policy (**DAP**) can only be applied after an ARCP panel, provided satisfactory outcome was issued
- CCT can be further adjusted after the final ARCP panel
- CCT date is always subject to RCGP's final approval, which can happen after trainees have submitted their request to CCT following an outcome 6
- CCT can take up to 4 weeks to be finalised
- Swiss Citizen's rights Agreement (**SCRA**) minimum directive training periods (6 months specialty, 6 months general practice and 36 months overall)

Based on the above guidelines please note responsibilities for each stakeholders as below:

Trainee responsibilities:

- Record all TOOT accurately on the (Fourteen Fish) training map
 - Absence should be added in calendar days in one continuous period from the first day of absence to the last day off from work.
 - If this period includes weekends, then weekends should be added.
 - LTFT trainees must add absences in calendar days regardless of working pattern
 - Communicate to HET any major adjustments to previously declared TOOT total
- TOOT declared in Form R should match total in the training map:
 - End of ST1/annual ARCP - Declare only TOOT from the beginning of your GP training to the form R submission date
 - End of ST2/annual ARCP - TOOT following from the last form R declaration to the date of second form R submission
 - Final form R – Same as above, however if any additional TOOT occurs between the completion of your form R and the CCT date you will need to contact us via the below link. As your CCT might be affected
- Trainees must report any absence above 14 days in a ST year to HET via https://lasepgmdesupport.hee.nhs.uk/support/tickets/new?form_7 this will ensure accurate CCT and grade changes are updated in real time
- Please refer to your Eportfolio regularly as amendments to your transition date /CCT date can happen anytime throughout your training

- Trainees should contact HET if they believe their CCT date is incorrect.
- If trainees wish not to comply with SCRA, instead wish to CCT based on their competencies, they will need to fully understand the implications and liaise with Educators team and inform HET team of their decision.

HET Responsibilities:

- Review trainees' records at regular intervals
- Recalculate trainees' programme based on declared absences, HET will assume that trainees recorded TOOT is accurate and up to date at any given time
- HET will adjust trainee's CCT in compliance with the requirements of the EU Directive and Swiss Citizens' Rights Agreement (SCRA).
- Updates to trainees' portfolio can be done at any point of the year based on programme management activities
- In rare instances trainees CCT can be changed/recalculated after final ARCP based on individual circumstances and RCGP advise

ARCP Responsibilities:

- By default, DAP will apply for satisfactory outcomes, and will not apply for unsatisfactory outcome (2 and 3). Where this default is not followed ARCP will comment on this on the ARCP form
- ARCP panel to inform Officer where TOOT declaration does not match the training map