

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.fourteenfsh.com/hc/en-gb/articles/360016666417-Time-out-of-training>

RCGP guidance:

[General Practice Specialty Training Guidance](#)

C O G P E D Gold Guide:

[Gold Guide - 10th Edition - Conference Of Postgraduate Medical Deans](#)

Absence Policies:

- TOOT will need to be recorded by the trainees on 14Fish in real time
- LTFT, OOP and Mat leave will extend the CCT as soon as HET is informed
- HET will not extend CCT for any other absences, regardless of their length
- Amendment to the programme length will be decided at the next scheduled ARCP, which will indicate if other absences need to be made up
- The only exception to extend a grade/CCT due to absences, prior to annual ARCP, is if HET has received a request from the AD following an educator note.
- HET to record absence that are 30 days or above on TIS
- It is the trainee's responsibility to make HET aware of prolonged absences that need to be recorded on the TIS database, via the trainee portal:
 - https://lasepgmdesupport.hee.nhs.uk/support/tickets/new?form_7
- Absence above two months need to be reviewed by the AD
- Any delays in reporting substantial absences to HET may result in incorrect grade changes and salary
- Time missed during a hospital allocation will likely need to be recouped in a secondary care placement
- If the additional secondary care placement will not match exactly to the 12/24 months split, service provision will take precedent
- Trainees that have completed under 10 months in secondary care will be expected to complete another hospital rotation, trainees that have completed under 12 months in secondary care their next post will be decided by availability and service needs
- If trainee is on sick leave during the final stage of their training, their CCT date may be extended only upon the advice of the AD/HOS.
- Following an extension of the CCT date, the CCT can only be brought forward based on advice from the AD, and only if the appropriate timescale for the final ARCP panel is met
- Any extension to grade changes and CCT decided by a panel prior to the new system coming to place, cannot be changed retrospectively