Programme Management

TPD Update Session – 29 March 2023

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Programme Management Updates

Today we will cover:

- **Deferrals Process**

- **ARCP**

- **Key performance Indicators**

- **Less than Full Time Training (LTFT)**

- **Out of Programme (OOP Panels)**

- **Study leave**

- **Standard Grid**

Programme Management

Recruitment numbers	**Trainees on an extension**	**Inter-Deanery Transfers**	**Deferrals**
Academic trainees	**Less than full time**	**Out of Programme**	**Parental leavers and returners**
Period of Grace	**Acting up**	**Trainees requiring additional support**	**Long term sick leave**

Deferrals Process

- 12 months (for GP the limit is 6 months)
- Statutory reasons (parental/adoption/ill health
- Any non-statutory exceptions require HoS and PGD approval.
- Apply via MS form no later than 16 weeks before original planned start date align with COP
- HEE sponsorship/VISAs – duration of deferral depends on visa status and fits in with rotation dates. Should contact Overseas Sponsorship team for further info

ARCP updates

- Outcome 3
  - Stipulate SMART targets on the outcome form, date of next review, mid point local review & additional training time issued (pro-rata or fixed).
  - This outcome will extend the CCT date – please note on outcome form.
- Outcome 5
  - panel makes recommendation as to future outcome around missing evidence. Panel chair reviews evidence after 2 weeks and applies panel recommendation. No need for follow up panel
    - All OK future outcome = outcome 1, 6.
    - Not OK = outcome 2,3,4.
  - Panel chairs agrees with officer date for follow up. Enter onto outcome form

ARCP updates

- Form R.
  - No form R = outcome 5.
  - If no Form R after 2 weeks, outcome has to be 2,3,4. No progressionary outcome

- HET staff will check for Form R after portfolio upload deadline (2 weeks before ARCP Window).
  - Can only check for Form, not upload to portfolio

KPIs – important for TPDs to note

- Rotations
  - 95% complete before COP publication. Need TPD buy-in to meet TPD deadline
  - Validation errors cleared within 1 week. Needs good comms between TPD and officers
- ARCPs
  - 90% of Outcome 5s reviewed and updated within 3 weeks. Need chairs to meet with officers to do so
  - Validation errors no more than 10% of programme numbers and cleared within 2 weeks. Need careful collaboration between panel and admin support

KPIs – important for TPDs to note

- PSP & mailboxes
  - First response within 2 working days
  - Resolve 90% within 5 working days.
  - May require active TPD response

- **OVERALL MESSAGE**
  - **Importance of regular TPD – Officer catch ups**

Out Of Programme Panels

- Alleviate issues with late applications

- Rotation planning

- More consistency in approvals across each School

- Wash up panel

- Exceptions

Out Of Programme Application Windows

Rotation Month	Window	First Panel Deadline	Wash-Up panel Deadline	Final Approval Deadline	TPD Grid Deadline
August	20th February - 6th March	17/03/2023	04/04/2023	11/04/2023	18/04/2023
September	20th March - 3rd April	14/04/2023	05/05/2023	12/05/2023	19/05/2023
October	17th April - 1st May	12/05/2023	06/06/2023	12/06/2023	20/06/2023
November	22nd May - 5th June	16/06/2023	04/07/2023	11/07/2023	18/07/2023
December	19th June - 3rd July	14/07/2023	08/08/2023	12/08/2023	22/08/2023

Out Of Programme Reminders

- 1 OOP per programme

- OOPC/E/T/P- 12 months

- OOPR – max 3 years extendable with Dean approval.

- OOPC – not to be used for sick leave

- Academic trainee that take up OOP relinquish their academic award

Less than Full time summary of changes

Eligibility Criteria

1. Trainees with a disability or ill health
2. Trainees (men and women) with caring responsibilities
3. Welfare and wellbeing
4. Unique opportunities
5. Religious commitment
6. Non-medical development
7. Flexibility for training and career development

Less than Full time

Application timeframes

Any time throughout the training year

- Parental care
- Trainees with a disability or ill health
- Trainees with caring responsibilities

During HET LTFT Windows

- Welfare and wellbeing
- Unique opportunities
- Religious commitment
- Non-medical development
- Flexibility for training and career development

LTFT Windows

Rotation Month	LTFT Window	HoS Sign off	Confirmation to trainee	TPD Grid Deadline
August	6-20 March	28-Mar	03-Apr	18-Apr
September	3rd -17th Apr	28-Apr	02-May	19-May
October	8-22 May	30-May	31-May	20-Jun
November	5-19 Jun	27-Jun	28-Jun	18-Jul
December	10-24 Jul	01-Aug	02-Aug	22-Aug

Less than Full time

Rejections and Appeal process:

- If necessary supporting evidence has not been submitted
- the burden of additional costs
- an inability to reorganise work amongst existing staff
- an inability to recruit additional staff
- a detrimental impact on quality
- a detrimental impact on performance
- a detrimental effect on ability to meet customer demand
- insufficient work for the periods the employee proposes to work
- a planned structural change to the business

Appeal process

- Trainee to submit ticket via PSP
- OM to take to SPOC for HoS to review
- Escalate to Deputy Dean if necessary

Study Leave

- From 1st April 2023, HEE will reimburse **50%** of the total costs of approved international events, **up to a maximum of £1,000.** 'Total costs' refers to course fees, travel, and accommodation expenses. All international events continue to require approval from TPD and HoS via the discretionary study leave process.

- From 1st April 2023 there will be a cap of **£750** on exam preparation courses.

- Funded leadership courses continue to require approval via the discretionary study leave process. Doctors in training should be encouraged to attend the LEEP/Edward Jenner programmes in the first instance.

- All study leave information can now be found on the PGMDE Support Portal [here.](here)

Working together

- TPD regular meetings with Officers - important relationship!!

- HET team SPOC meetings with Heads of Schools and Ops Managers

- HET Team - bitesized training for staff, SOPs (local and national)