**Feedback from Trainers’ Conference 16 and 17 May 2019**

Thank you for all for your positive feedback and contribution to our trainers’ conference.

Following the Trainers’ Conference, we hope that this will answer some of the questions raised.

**1: Arrangement for Exception Reporting:**

Alex Bates is no longer the guardian for safe working. This is now administered by the single lead employer.

There are now two guardians for safe working.

**Mr Michael Chadwick** is the designated Guardian for STHK and overarching Guardian for our lead employer in relation to speciality rainees working in acute trusts. Exception reports which initially go to the local trust’s Guardian can be escalated to Mr Chadwick.

His contact details are: michael.chadwick@sthk.nhs.uk /0151 280 4383

When based at hospital trusts, trainees will exception report in line with local process.

**Dr Peter Arthur** is the designated Guardian for trainees in GP Practice, Public Health and host trusts with less than 10 trainees and hospices.

peter.arthur@sthk.nhs.uk / 0151 290 4383

Trainees who fall under the remit of Dr Arthur, will receive separate login details for the Lead Employer allocate system in order to submit exception reports, if necessary. If your trainee did not receive this information they can notify medical.hr@sthk.nhs.uk.

\*\* Please forward details of any issues you have with the process to us and we will feed this back to the SLE and deanery. We will discuss the ES involvement (or not) at our next Deanery PD meeting and update you as soon as we have clarification on the matter.

**2: Leave arrangements:**

Trainees are entitled to **annual leave** as per their Employment Contract:

* 27 days or 216 hours: On first appointment to the NHS
* 32 days or 256 hours: After five years completed NHS Service (this does not necessarily need to be continuous service)

These should be split equally between rotations.

**N.B.** If scheduling your weekly timetable in your work schedule over a 4-day-week rather than 5-days, annual leave will need to be calculated in hours rather than days

Where the doctor's contract or placement is for less than 12 months, the leave entitlement is pro rata to the length of the contract or placement.

A doctor working less than full time will be allocated leave on a pro rata basis.

Trainees should normally provide a minimum six weeks’ notice of annual leave to be approved in accordance with local policies and procedures.

The employer should, where possible, respond positively to all leave requests, and shall normally agree reasonable requests.

In accordance to the new contract, employers must allow annual leave to be taken for life-changing events, for example a doctor’s wedding day, provided that the doctor has given notice to the employer.

If, due to circumstances beyond the doctor’s control, a reasonable request is made for leave outside the minimum six weeks’ notice period, then the employer will fairly consider this request while paying due regard to service requirements.

The doctor and the employer will work together to ensure that leave is appropriately planned and taken across the year. This is to ensure both access to training and the maintenance of service delivery, and to protect the safety of both doctors and patients.

In exceptional circumstances where agreement on planning leave is not possible despite the best reasonable efforts of the doctor and the employer, some leave may need to be allocated to ensure that all doctors are able to take their full leave entitlement while maintaining safe coverage of services. However, leave should not be fixed into a working pattern for this or any other reason without agreement from the doctor.

**3: Bank Holidays:**

Public holiday entitlement is additional to annual leave entitlement.

A doctor working less than full time is entitled to paid public holidays at a rate no less than pro rata to the number of public holidays for a full-time doctor, rounded up to the nearest half day.

Public holiday entitlement for a doctor working less than full time shall be added to annual leave entitlement, and any public holidays shall be taken from the combined allowance for annual leave and public holidays.

A doctor who in the course of their duty is required to be present in the hospital (or other place of work) at any time (from 00.01 to 23.59) on a public holiday, or who is rostered to be on call on a public holiday, will be entitled to a standard working day off in lieu.

**4: Study Leave:**

There is a different process for GP Trainees depending on if the trainee is applying for study leave in a hospital post or a GP post, please see the link below for details

<http://www.oxforddeanery.nhs.uk/pdf/Study%20Leave%20for%20GP%20trainees%20in%20TV%202018%20-%20v1.pdf>

Application form to use when in a hospital post (the last page includes details of where to send the form)

<http://www.oxforddeanery.nhs.uk/docs/HEETV_Study_Leave_Form_v4.2_Oct_2018.docx>

Application form to use when in a GP practice (please return to [gpstudy.tv@hee.nhs.uk](mailto:gpstudy.tv@hee.nhs.uk)  )

<http://www.oxforddeanery.nhs.uk/specialty_schools/school_general_practice/courses.aspx>

Please note, in a GP placement study leave funding is managed by the GP School to provide a maximum of £600 of educational allowance (pro rata per year)

This means in ST1&2 you can claim up to the limit of £300 and in ST3 up to the limit of £600.

**5: Out of Hours:**

The current educational and contractual requirements are that a GPST must have completed 6 hours of OOH training for each month that they are in a GP training post during their training (pro rata for LTFT trainees). Therefore for 4 or 6 month full time placement (ST1/2) trainees are required to complete 24 (4 months) or 36 (6 months) hours, and trainees in 12month placements (ST3s) are required to complete 72 hours which must be spread across the year in a safe pattern compliant with the working hours provisions of schedule 3 of the 2016 TCS. Trainees are required to book their out of hours training, which must be scheduled in accordance with availability and with agreement of their Clinical Supervisor.

When 6 hours ‘Out of Hours’ is worked time in lieu (TIL) will need to be provided from within the Standard 40 hour week in the work schedule.

This can sometimes be allocated at the discretion of the GP Practice and the trainee and need not always necessarily be in the same week. However dependent on when the out of hours is worked it may be necessary to structure the TIL to ensure compliance with the contract’s maximum working day and minimum break requirements, namely:

* Minimum 11 hour rest period – penalties if less than 8 hours (see section 8B)
* Maximum 13 hour working day
* A maximum of eight shifts of any length can be rostered on the trot

**6: Occupational Health:**

The Lead Employer’s HWWB department is based at Whiston Hospital in Merseyside. Where StHK require advice from HWWB, such requests are undertaken directly by our designated Lead Employer HR case management team via [leademployer.casemanagement@sthk.nhs.uk](mailto:leademployer.casemanagement@sthk.nhs.uk).

Trainees may also self-refer into the service at:

* [Well.being@sthk.nhs.uk](mailto:Well.being@sthk.nhs.uk)
* 0151 430 1985

**N.B.** You should not refer Trainees to your own Occupational Health departments (unless a Sharps injury has occurred) all referrals must go through StHK after being referred to HWWB by the Lead Employer Case Management team.