**Acting Up to Consultant: Application Form**

* *Doctors and dentists in training must read the HEE YH Acting Up to Consultant Guidance prior to completing and submitting this form.*
* *Doctors and dentists in training must complete all sections of this form prior to submission to HEE, including signatures of support, collecting written evidence, etc.*
* *Completed form to be emailed to the relevant HEE YH School mailbox:*

*Anaesthesia –* [*anaesthetics.yh@hee.nhs.uk*](mailto:anaesthetics.yh@hee.nhs.uk)

*Dental –* [*Dentalsupport.yh@hee.nhs.uk*](mailto:Dentalsupport.yh@hee.nhs.uk)

*Emergency Medicine –* [*emsupport.yh@hee.nhs.uk*](mailto:emsupport.yh@hee.nhs.uk)

*Medicine –* [*Medicine.YH@hee.nhs.uk*](mailto:Medicine.YH@hee.nhs.uk)

*Obstetrics and Gynaecology –* [*oandg.yh@hee.nhs.uk*](mailto:oandg.yh@hee.nhs.uk)

*Ophthalmology –* [*ophthalmology.yh@hee.nhs.uk*](mailto:ophthalmology.yh@hee.nhs.uk)

*Paediatrics –* [*paediatricsupport.yh@hee.nhs.uk*](mailto:paediatricsupport.yh@hee.nhs.uk)

*Pathology –* [*pathology.yh@hee.nhs.uk*](mailto:pathology.yh@hee.nhs.uk)

*Psychiatry –* [*psychiatry.yh@hee.nhs.uk*](mailto:psychiatry.yh@hee.nhs.uk)

*Public Health –* [*publichealth.yh@hee.nhs.uk*](mailto:publichealth.yh@hee.nhs.uk)

*Radiology –* [*radiology.yh@hee.nhs.uk*](mailto:radiology.yh@hee.nhs.uk)

*Surgery –* [*surgery.yh@hee.nhs.uk*](mailto:surgery.yh@hee.nhs.uk)

**Section A: Trainee Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Surname | | | Forename | | | |
|  | | |  | | | |
| Training Programme | GMC/GDC number | | | | Mobile No | |
|  |  | | | |  | |
| Current training post | | | | | | |
|  | |  | | | | |
| Address of current training post | | | | | | |
|  | |  | | | | |
| Current employer (if different to above) | | | | | | |
|  | |  | | | | |
| Current email address (for contact regarding the application) | |  | | | | |
| Email address for contact whilst acting up (if  approved). *It is essential that you provide us with an email that will allow us to contact you whilst acting up.* | |  | | | | |
| Please confirm that you will be in your last year of training at commencement of the acting up post.  *Applications without confirmation that doctors/dentists in training are in their final training year will be rejected.* | | Yes / No | | CCT/CCST date | |  |
| Current ARCP outcome | |  | | | | |

**Section B: Acting Up Post Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is the acting up post with the same Local Education Provider (e.g. Trust) in which you are currently based? *Applications which answer ‘no’ will not be accepted.* | | | | Yes / No |
| Title of acting up post |  | | | |
| Proposed dates | From: To: | | | |
| Location of acting up  (full address) |  | | | |
| Supervising consultant whilst acting up |  | Email address of Consultant |  | |
| Structure of planned acting up post. *Where possible a timetable should be provided.* | | | | |
|  | | | | |

**Section C: Trainee Declaration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | **Yes/No or Not Applicable** |
| I have discussed this application with my Educational Supervisor and Training Programme Director and they both support my application. | | | |  |
| I have completed all relevant parts of the form and, to my knowledge, all information is correct. | | | |  |
| I have adhered to all guidance and provide evidence attached that the local education provider/Trusts affected are aware and supportive of this acting up and proposed timescales (losing Trust, gaining Trust and employer where this is not the same). | | | |  |
| I have obtained approval from HR/budget holder (section E) to confirm that all associated costs for the acting up are payable by the gaining organisation. | | | |  |
| I understand that I must not begin acting up until I have approval from HEE. | | | |  |
| I am aware that I cannot act up without supervision being in place and I have included details of my supervisory arrangements in section B. | | | |  |
| I provide evidence of College approval (where applicable). | | | |  |
| I provide evidence of GMC/GDC approval (where applicable). | | | |  |
| Where you have been unable to tick any of the above boxes, please explain why in the field below. | | | | |
|  | | | | |
| Trainee Name |  | Date |  | |
| Trainee Signature |  | | | |

**Section D: Training Programme Director Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | **Yes/No or Not Applicable** |
| I can confirm that the Trainee is meeting all educational requirements, and this application is appropriate. I support the approval of this acting up period. | | |  |
| I can confirm that the relevant trust(s) are aware of and have endorsed the acting up post. | | |  |
| The Trainee will remain in their current post until the application receives HEE approval. | | |  |
| Where you have been unable to tick any of the above boxes, please explain why in the field below. | | | |
|  | | | |
| Training Programme Director Name |  | Date |  |
| Training Programme Director Signature |  | | |

**Section E: Local Education Provider HR or Designated Budget Holder Authorisation (for the gaining organisation) Declaration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | **Yes/No or Not Applicable** | |
| I can confirm that the receiving organisation will fund all costs relating to the acting up position (this includes, but is not an exhaustive list, salary, travel and out of hours). | | |  | |
| I can confirm that the receiving organisation has endorsed the application. | | |  | |
| I can confirm the Trainee will remain in their current post until the application receives HEE approval. | | |  | |
| Where you have been unable to tick any of the above boxes, please explain why in the field below. | | | | |
|  | | | | |
| LEP HR/Budget Holder Name (or nominated Deputy) |  | Date | |  |
| LEP HR/Budget Holder Signature (or nominated Deputy) |  | | | |

**Section F: Postgraduate Dean (or nominated Deputy) Decision**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Is the acting up approved or declined? | | Approved  *Please see conditions on support section below and complete if relevant* |  | Declined  *Please explain reasons fully below* | | |  |
| Are there any conditions on the approval?  *This may be proposed dates to be changed to fit with rotational changeover. If none, please write n/a.* | | | | | | | |
|  | | | | | | | |
| If you have declined the application, you must complete the section below giving full reasons for your decision. | | | | | | | |
|  | | | | | | | |
| Name of Postgraduate Dean |  | | | | Date |  | |
| Signature |  | | | | | | |

**For office use only**

|  |  |  |
| --- | --- | --- |
| **To be completed by HEE YH Programme Support Team** | **Yes / No** | **Date** |
| Complete application received |  |  |
| Evidence of LEP/Trust(s) agreement(s) provided |  |  |
| Postgraduate Dean/Postgraduate Dental Dean (or Deputy) approval granted |  |  |
| Details added to HEE Trainee Information Systems (TIS) – where approved |  |  |
| Rotation grid updated – where approved |  |  |
| All correspondence saved to Trainee file |  |  |
| Copy of completed form and covering letter sent to:   * Doctor/Dentist in training * Local Education Provider in which the Acting Up will take place * Employer (if different from the above) * Training Programme Director |  |  |