

Name of Guideline	Period of Grace Guidance
Category	Training
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Version	Date	Author	Notes Reason for Change, what has changed, etc.
1	Sept 2013	Jon Hossain	New guideline
2	Sept 2014	Jon Hossain	Amendments made in line with revision of the Gold Guide
3	Dec 2015	Jon Hossain	New guidance on intent form
4	March 2016	Jill Hanson	Amended in line with new HEE branding guidelines

Section 1: Introduction

This document aims to set a framework for management of specialty (excluding general practice) “period of grace” after CCT/CESR(CP) in Health Education England working across Yorkshire and the Humber. This document is subject to change resulting from national decisions or guidance.

The Gold Guide (2014 5th edition) makes no reference to a period of grace after CCT/CESR(CP). In fact it states

“1.6 Nor does it address issues relating terms and conditions (e.g. pay, the “period of grace”) of doctors in specialty or general practice training.”

Section 2: Purpose of Period of Grace

Trainees are able to apply for Consultant posts up to six months before their anticipated CCT/CESR-CP date. Not all trainees are able to do this or are successful in their applications. The Period of Grace allows doctors who have completed their training to continue in the Specialty Registrar grade for a time limited period of time, whilst they find employment, usually in a consultant level post. The doctor is no longer considered to be in training, but is in post for the purposes of service.

Once a trainee has accepted a Consultant post or Locum Consultant post, they must resign from their training programme with effect from either their CCT/CESR(CP) date or following the appropriate period of notice (See Termination below for full details). In doing so the trainees National Training Number (NTN) is relinquished and the right to a Period of Grace is given up. There is no option to return to training after this.

Please see Appendix A: Period of Grace Flow Chart.

Section 3: Length of Period of Grace

The standard Period of Grace is six calendar months. There is no pro-rata modification for less than full time working. The period of grace will start on the CCT/CESR(CP) date whether or not a CCT/CESR(CP) has been applied for by the doctor.

Extension is typically not available. In exceptional cases the Postgraduate Dean may agree to extend this for up to a maximum 12 months. To do this the trainee must have support from their Training Programme Director (TPD). The request should be made in writing to the Postgraduate Dean. Lack of availability of suitable consultant posts within the doctor’s specialty is not considered to be exceptional. Extension will be considered if:

- Active attempts have been made to apply for posts in that specialty with no geographical restrictions
- There are no available locum posts
- There is a service need
- The TPD supports the extension

Section 4: Requesting a Period of Grace

Trainees are required to notify Health Education England within Yorkshire and the Humber of their intent to take up a Period of Grace usually within a minimum of 6 months prior to the date of CCT/CESR(CP).

Trainees should have discussions with their TPD prior to the mid-point of their final training year to support their decision as to whether or not a Period of Grace will be required

If Health Education England within Yorkshire and the Humber are not notified of the intention to take Period of Grace, the TPD will not be able to arrange this for the trainee. The trainee's NTN will subsequently be relinquished at CCT/CESR(CP).

It is not possible to guarantee the availability of a post for a trainee to complete a Period of Grace. All posts are subject to availability within the training programme.

Section 5: Confirmation of a Period of Grace

Once notification of intent been received within the programme, the TPD will work to accommodate the requests within available posts.

Trainees will receive the offer of a Period of Grace no later than 14 weeks prior to the date of CCT/CESR(CP). The trainee will have two weeks in which to accept or decline the post.

If the post is accepted by the trainee, they will be expected to work from the expected CCT/CESR(CP) date to the end of the agreed timeframe, normally 6 months. If the trainee opts to leave the Period of Grace early, they will be expected to work the agreed normal notice period of three months from CCT/CESR(CP).

If the post is declined, the trainee will relinquish their NTN at the expected CCT/CESR(CP) date. The trainee will give up the right to a Period of Grace.

Section 6: Commencing a Period of Grace

A doctor has to be in programme on their CCT/CESR(CP) date and have not relinquished their NTN to be eligible for the period of grace. A doctor can only commence the placement if they have been recommended to award a CCT/CESR(CP) by a RITA G or ARCP Outcome 6. The placement will commence on the date indicated on the RITA G or ARCP Outcome 6 Form.

It is not possible to complete a Period of Grace at the end of a Core Training Programme to bridge any gaps before the commencement of a Higher Specialty Training Programme.

Section 7: Paternity/Maternity Leave

<p>Maternity or Paternity Leave taken during the Period of Grace will be subject to local employment terms and conditions.</p>
<p>Section 8: Placement, location and suitability</p>
<p>The Period of Grace is offered at the discretion of the relevant Specialty School and employing Trust. Placement is subject to the availability of posts in the programme and the service needs of the employing Trusts within the region. The placement should not be to the detriment of other trainees in the scheme. Therefore a specific location or subspecialty attachment may not be possible</p>
<p>Section 9: Employment Rights</p>
<p>Doctors in the Period of Grace have completed their training. They are not able to avail themselves of the opportunities that are normally available to trainees (e.g. Inter-deanery transfer, Out of programme etc). They will not be expected to undertake research or other training orientated sessions without the explicit agreement of their employer.</p> <p>Doctors will be entitled to annual leave, study leave and sick leave according to local policy.</p>
<p>Section 10: Termination</p>
<p>Once a doctor has accepted the offer of a post for the Period of Grace, three months' notice starting from expected date of CCT/CESR(CP) is required to terminate. This is to ensure that the employing Trust is given adequate time to make provision for service need and is in line with NHS Employers' Junior Doctors Terms and Conditions for SpR and StR level Trainees.</p> <p>If a trainee has already started the Period of Grace, should they wish to leave the post prior to the agreed end date, a letter of resignation is required. The doctor will be required to work the usual three month notice period.</p> <p>If the Trainee chooses not to accept a Period of Grace, they will relinquish their NTN number on the date of CCT/CESR(CP). They are not required to follow a resignation procedure. Their training post will come to an end at the expected CCT/CESR(CP) date subject to satisfactory completion of the training programme.</p>
<p>Section 11: Revalidation</p>
<p>During the Period of Grace, the Postgraduate Dean will remain the doctor's responsible officer. This will be the case until the end of the Period of Grace or until the doctor relinquishes their NTN.</p>

Appendix A: Period of Grace Flow Chart

