

<b>Name of Document</b>	<b>Rotational Management in line with Code of Practice</b>
<b>Category</b>	Standard Operating Procedure (SOP) <b>This SOP is applicable to all doctors in training within NHS England.</b>
<b>Purpose</b>	<p>This document is one of a suite of Standard Operating Procedures to support the management of trainees across England. This SOP is aligned to the principles of ‘A Reference Guide for Postgraduate Foundation and Specialty Training in the UK’ (The Gold Guide) and ‘A Reference Guide for Postgraduate Dental Core and Specialty Training’ (The Dental Gold Guide). Please refer to the most recent versions.</p> <p>Since 2020, Foundation Training is embedded within the Gold Guide. Therefore, the NHS England suite of SOPs applies to all doctors in training, including Foundation, unless specified otherwise.</p> <p>Within the SOP, whenever reference is made to the Postgraduate Dean, it refers to the NHS England English Dean/Postgraduate Dean or their nominated representative who will be responsible for managing the process on their behalf.</p> <p>Throughout the document, unless otherwise stated, the term ‘trainee’ refers to postgraduate doctors in training and also applies to public health trainees with a medical or non-medical qualification.</p> <p>This SOP is intended to be a guide to encourage consistency of practice across England. Due to the complex nature of training, there will be occasions where Postgraduate Deans will apply their discretion in enacting this SOP to take account of individual circumstances and varying local structures (e.g. Lead Employer).</p> <p>English Deans are committed to equality, diversity and inclusion (EDI), with a duty to eliminate discrimination, promote equality and ensure inclusive opportunities are available to all with regards to age, disability, gender, ethnicity, sexual orientation, religion or belief in the design and delivery of all our services. English Deans aim to meet and exceed their statutory obligations under the Equality Act 2010 by adopting a continuous improvement approach.</p> <p>This suite of SOPs will be routinely screened against relevant Equality and Diversity documentation.</p>
<b>Authorised by</b>	Health Education England Deans (HEEDs), now English Deans
<b>Date Authorised</b>	25/06/2018
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<b>Next Review Date</b>	SOP to be reviewed in line with any future Gold Guide revisions, or every 12 months, whichever comes first

Document Author		English Deans and Senior Managers Group (formerly HEED & HEED Senior Managers Group)	
Version	Date	Author	Notes Reason for Change, what has changed, etc
1	25/06/2018	HEED	Document signed off at HEED
2	17/09/2019	HEED	Document signed off at HEED
3	28/04/2021	HEED	Document signed off at HEED
4	11/10/2022	HEED	Document signed off at HEED
5	19/07/2023	HEED	Document signed off at PGMDE Operational Oversight Group
6	17/10/2024	English Deans	Document signed off at PGMDE Operational Oversight Group

### Related Documents

- *Gold Guide 10<sup>th</sup> Edition: A Reference Guide for Postgraduate Foundation and Specialty Training in the UK:*  
<https://www.copmed.org.uk/publications/gold-guide>
- *Code of Practice:*  
<https://www.hee.nhs.uk/sites/default/files/documents/Code%20of%20Practice%202018%20FINAL.pdf>

## 1. Introduction

Trainees are required to rotate across a variety of local education providers as part of their training. The purpose of this SOP is to outline the rotational process and timescales. It also notes the Code of Practice (CoP) requirements and reporting mechanisms.

## 2. Obtaining Rotational Information

NHS England teams (or equivalent teams such as lead employer, where relevant) should request rotational information from Training Programme Directors (TPDs), approximately 17 weeks prior to rotation date.

Rotational information should normally include identifying academic trainees, trainees who hold a visa, trainees who are returning to training, military trainees, Less Than Full Time trainees etc.

The TPD is responsible for producing the rotational information in the format requested by the NHS England office. It is recognised that this may require frequent dialogue between the TPD, NHS England office and employer if there are new starters, uncertainty about out of programme (OOP) status, less than full time training applications in progress or other issues that require discussion.

## 3. Complying with Code of Practice: 12 weeks

Once the rotation is validated, and at least 12 weeks prior to the rotation date, rotation information should be transferred to local education providers and trainees. This is to allow sufficient time for relevant employment checks to take place and for Code of Practice reasons.

Rotational information not provided with 12 weeks' notice may be a breach of Code of Practice.

Any changes to the agreed rotation should be exceptional. Consideration will need to be given as to whether any change is a Code of Practice exception, or a Code of Practice breach.

Deaneries should familiarise themselves with the 'exceptions' outlined in the Code of Practice, noting that late recruitment is no longer an exception.

Changes after the deadline should be kept to a minimum.

## 4. Rotation Information on TIS

Rotation information is to be inputted onto the Trainee Information System (TIS).

## 5. Code of Practice Reporting

It is important the records are maintained by local offices to provide any assurance as requested.