

Trainees have responsibilities during their training which are set out in NHSE policies, Employer regulations and contracts and the RCGP requirements and regulations for CCT

The list is not a complete list of responsibilities and expectation and should be read along with other documents and policies issued by the RCGP, HEE and your employer.

<b>The Trainee Portfolio and WPBA</b>	
Engagement with the fourteen fish RCGP portfolio	<p>The portfolio is the evidence for your progression in training. It is part of your ongoing and endpoint assessment. Entries should be made throughout the training period and be released to your clinical or educational supervisor in a timely way.</p> <p>The work in the portfolio must be your own. It is your responsibility to ensure that you make the required number of entries, or more if needed, to demonstrate your experience and learning.</p>
Workplace Based Assessments (WPBA)	<p>It is your responsibility to ensure that these assessments are completed by an appropriate clinician. ST4 or above or Specialist Nurse if appropriate</p> <p>It is your responsibility to arrange these in a timely way to give time for an appointment to be made as needed with your supervisor.</p>
Evidence for ARCP	<p>It is your responsibility to ensure that all the evidence needed for your ARCP is on the portfolio for your educational supervisor to review. This is at the latest 2 weeks before your ARCP panel date. If the evidence is not present, you may not be eligible for a standard outcome at that ARCP panel.</p>
Sick leave	<p>It is your responsibility to ensure that all sick leave is recorded by you on the portfolio. This leave needs to be communicated to your placement supervisor, your HR department, and the training scheme administrator.</p> <p>You must record the leave on your Form R at ARCP</p> <p>If you have had over 14 days leave during one training year this time will be added to extend your CCT date. It is your responsibility to ensure that your CCT date has been amended by your training scheme before your ARCP each year.</p>
<b>Timetabled Teaching and Study</b>	
Contractual requirements	<p>The allocated time for teaching and private study is part of your employment contract. If you do not attend arranged teaching or use your private study sessions for education and study, then you are in breach of your contract, and this will be reported to your employer.</p>
Remote teaching	<p>During remote teaching you are expected to keep your camera on. You should be able to concentrate and study and should not have children in the same room.</p> <p>Please see the policy below</p> <p><a href="https://www.yorksandhumberdeanery.nhs.uk/sites/default/files/code_of_conduct_for_remote_teaching_and_learning.pdf">https://www.yorksandhumberdeanery.nhs.uk/sites/default/files/code_of_conduct_for_remote_teaching_and_learning.pdf</a></p>
<b>Exams and Assessments</b>	
Expectations on sitting exams	<p>GP Post Graduate Doctors in training (PGDiT) are expected to make at least one attempt at the exams required for CCT during their approved training programme. Failure to follow this will be a breach of the educational contract.</p>

Professional expectations	<a href="https://www.rcgp.org.uk/training-exams/training/workplace-based-assessment-wpba/code-of-conduct">https://www.rcgp.org.uk/training-exams/training/workplace-based-assessment-wpba/code-of-conduct</a>
Exam Submissions	There has been a suggestion on social media that it is acceptable to coach a patient before recording a consultation with them to submit for the RCA exam. This is not acceptable and is classed as cheating. If a trainee is found to have done this, they will be reported to the GMC. Please see the attached document from HEE and the RCGP.
Plagiarism	If work is submitted in your portfolio that is not your own work and has been copied in full or in significant part from another trainee or any other person this is called plagiarism. The portfolio is part of your assessment for CCT and if plagiarism is found it can be reported to the RCGP and the GMC.
<b>Locum work</b>	
Undertaking locum work	All locum work should be discussed with your educational supervisor. If you are not making satisfactory progress in your training, you will be advised not to undertake locum work.  Locum work must not be undertaken during your contracted hours with your employer, or you will be in breach of contract. Teaching and private study time is part of your contracted hours.  Locum work should not be undertaken that will affect your ability to work safely in your employed role and must meet your employers' rules on safe working.  Locum work should not be undertaken that will affect your ability to study and meet the educational requirements of your contract
Form R	All locum work needs to be recorded on the form R which is your form for GMC revalidation. If you do not record locum work on this form, you will be referred to the GMC
Indemnity	If you are undertaking locum work, you will need to ensure that you have appropriate medical indemnity and any extra costs of this will not be met by HEE.
<b>Applications for LTFT or OOP</b>	
Timescales for applications for a change to programme	Any applications that affect a programme need to be made through the Deanery processes, using the appropriate form, and giving the required notice period. Unless there are exceptional circumstances applications will not be considered if the appropriate notice period is not given.