

**Resignation from a training post within the Trent or LNR Foundation School**

Although it is rare for a trainee to wish to resign from a foundation training post it is important that those who do are given appropriate support and advice. This document details the process that should be followed by the educational faculty and trainee.

The **trainee** should discuss their intended resignation with their Educational Supervisor (ES) and Foundation Training Programme Director (FTPD).

The **ES and FTPD** should ensure that

* There are no health issues, leading to the trainee’s decision, which require further input from Occupational Health or the trainee’s GP.
* There are no bullying or harassment issues leading to the trainee’s decision.
* The trainee has accessed appropriate support, such as the Training Support Service or Career’s team at the LETB.
* The trainee is aware of other training options that could be explored instead of resigning, such as Less-Than-Full-Time-Training (LTFT), Inter-Foundation School Transfer (IFST) or Time Out of Foundation Programme training (TOFP).

Any discussions between the trainee and FTPD or ES should be recorded in the trainee’s file at the employing trust. If the trainee still wishes to resign from their training post they should make an appointment to meet with their Foundation School Director (FSD) – Dr Nick Spittle for Trent Foundation School or Dr Charlie Mackaness for LNR Foundation School.

At the meeting the **Foundation School Director** will

* Ensure that the trainee has been offered all available support to keep them in training.
* Ensure that the trainee is aware that should they resign and subsequently wish to return to training they will need the FSD to formally support their re-application.
* Discuss the impact of resignation on the trainee’s future medical practice.

If the trainee decides they definitely wish to resign they must do so by formally writing to both the employing trust and the Foundation School (via the FSD at HEEM) giving at least the minimum contractual notice.

The **Foundation School** will then ensure that the graduating medical school is made aware of any F1 resignations and the employing trust are advised as to how to manage the vacancy created.