

HEE-EM GUIDANCE FOR COMPLETING TRAINING EARLIER THAN THE ORIGINAL CCT OR CESR (CP) DATE

Background

Postgraduate medical training is currently competency based and recognises that not all trainees will achieve competencies at the same rate. Some trainees will require additional training time and are awarded an ARCP outcome 3, to recognise those competencies that may require more time to achieve. However, there are indicative times that the majority of trainees would require in order to successfully complete their training programme. These are published in the curricula.

The situation for trainees who are acquiring their competencies more rapidly than anticipated is less clear and this policy describes how a trainee may be recommended for CCT or CESR (CP) earlier than the date predicted by their indicative training time within the curricula. It is important to note that the European Union currently insists that the minimum time spent in training to become a specialist is four years (this includes any core programme), but that this may be extended to five years in the near future.

Some trainees will enter the programme with GMC approved transferable competencies which will be accounted for in the expected CCT date and some specialty curricula define some flexibility in the length of stages of training based on competencies gained within them which may then alter the expected CCT date. This judgment is made by the appropriate ARCP panel.

Rarely there may be circumstances where the trainee's progress within the programme may be judged to be truly exceptional and hence there may be grounds to consider an early completion of CCT/CESR (CP) (this does not generally apply to Core training programmes) but programmes should be aware that such requests would be most unusual.

There will be no consideration of an early CCT/CESR (CP) based on a Consultant post becoming available at a time earlier than the set CCT date.

This local operational guidance for HEE-East Midlands is consistent both with the information already available through the Joint Royal College of Physicians Training Board (JRCPTB)¹ as well as guidance agreed by Health Education English Deans². It is also in line with the GMC's position statement on Conditions for less than full time training³.

Guidance on the process for recommending an earlier CCT date

Any recommendation for a CCT/CESR (CP) date earlier than is indicative for their training programme should be based on sound educational principles. The trainee and their educational supervisor should have discussed this at an educational meeting, in advance of

¹ JRCPTB Early CCT advice for SACs September 2014

² HEED Early CCT Guidance April 2016

³ GMC position statement: Conditions for less than full time training. November 2017

it being raised more formally in an ARCP. In order for an early CCT or CESR (CP) to be recommended, the following conditions **must** be met:

- The trainee should have had no periods of additional training time during their time in the programme.
- There should be no significant concerns about professional behaviour noted at the last two ARCP panels.
- The trainee and the educational supervisor should agree that it is in the trainee's educational interest to obtain an early CCT or CESR (CP) and **this recommendation must be supported by both the Training Programme Director (TPD) and Head of School (HoS)**.
- If the trainee is seeking a dual CCT then the dates for both specialties must be the same.
- The duration of training must not be less than the EU minimum.
- A request for an earlier CCT date must be made to the ARCP panel at least 12 weeks in advance of their penultimate ARCP (i.e. approximately one year before the currently agreed CCT date and with sufficient notice).

If and only when all of the criteria listed above have been fulfilled will there be any consideration of an earlier CCT/CESR (CP) date. The process in HEE-EM will be:

- 1) It is the trainee's responsibility to initiate and seek both TPD and HoS agreement for consideration of an earlier CCT/CESR (CP) date.
- 2) Trainees should make any request for consideration of an earlier CTT/CESR/CP date by email to assessments.EM@hee.nhs.uk at least 12 weeks ahead of the notified date of their penultimate ARCP. The request must be accompanied by detailed reasons in support of their application along with documented evidence of support from the TPD and HoS. Late applications will not be accepted.
- 3) The Assessments team will notify the College/Faculty of the application and request the presence of their representative to ensure externality.
- 4) A Lay representative will be requested to attend.
- 5) Appropriate adjustments to the ARCP timetable will be made to give sufficient time for the panel to scrutinise and make a decision on the application.
- 6) The trainee's educational or clinical supervisor must not be on the ARCP panel in accordance with the Gold Guide.
- 7) The panel will scrutinise the e-portfolio for evidence of progress that might be considered truly exceptional and document their view as to whether an early CCT/CESR (CP) date might be supported (this is a very high standard to achieve and is not simply based on acquisition of competences). The panel will include an Associate Postgraduate Dean (APD). The College/Faculty advisor is there to guide but the decision to support an earlier CTT/CESR (CP) date is a HEE-EM decision.
- 8) If the trainee is seeking a dual CCT then the dates for both specialties must be the same and both ARCP panels must agree with the proposed date.

When the panel support an earlier CCT/ CESR (CP) date

If the panel support an earlier CCT/CESR (CP) date the APD will approach the GP or Secondary care Dean as appropriate for their consideration. If support is approved the APD

will approach the GMC for their confirmation that an earlier CCT/CESR (CP) date is accepted.

The final CCT/CESR(CP) date must be agreed at the time of the penultimate year ARCP and recorded on the ARCP form.

Once the final CCT/CESR (CP) date has been recommended at the penultimate year ARCP, no further alterations to make it earlier are acceptable. In the unlikely event that the trainee fails to meet the mandatory targets required for an outcome 6 then the panel would subsequently need to award an ARCP outcome 3, detailing the need for a further period of training and ARCP decision.

At the final ARCP, where the outcome 6 is awarded, the CCT/CESR (CP) date on the ARCP form must be updated to the new date and the previous completion date should be recorded in the "detailed reasons for recommended outcome" with text to confirm that on review of progression an earlier completion date is supported.

Any appeal by the trainee must be made to the Postgraduate Dean and will be heard by a panel of senior educators with appropriate specialty input. The decision of any such appeal is final.

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