Higher Specialist Training Guide

For Trainees Commencing In July 2017
In addition to the Welcome Packs we have developed a quick reference guide for trainees commencing HST in July 2017. Full details on each policy and application forms where applicable are available online at [www.rcpi.ie](http://www.rcpi.ie) or in your HST programme communities on The Physician Network.

### Out of Clinical Programme Experience (OCPE)

#### Outline of Policy:
- Available from Year 3 onwards only (OCPE is not granted in year 1 or 2 of HST). The maximum credit that can be received for Research/Clinical/Lecturer/Academic pursuits is 12 months over the course of the HST programme.
- If receiving research credit no additional clinical credit can be accrued within that period of research time.
- All Trainees must be in programme for at least 6 months before their proposed CSCST date.
- Applications for OCPE must be made and approved by the National Specialty Directors (NSDs) prospectively (at least 6 months in advance of taking the OCPE and before training site allocations are made).
- Retrospective credit will not be granted (e.g. credit from the Registrar Training Programme or credit for research undertaken prior to the HST programme).
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<tr>
<th>Leave During the Training Programme</th>
<th>Outline of Policy:</th>
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<tr>
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<td>- Attendance at study days, courses, exams &amp; conferences including study leave; entitlement is as per the NCHD Contract for educational leave (up to 18 working days per 6 months)</td>
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<td>- A leave of absence form must be completed for any leave taken in addition to annual leave (16 days per 6 months) and educational leave as above e.g. sick/maternity leave. Up to 3 months exceptional leave there is no change to the CSCST date. If any additional exceptional leave of more than 3 months duration is taken the CSCST date is extended accordingly</td>
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<td>- Trainees must discuss the extended leave with their NSDs in the first instance and then inform their Specialty Coordinator at least 4 weeks in advance of the intended leave of absence</td>
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<td>- Trainees returning from exceptional leave must notify their Specialty Coordinator in writing with as much advance notice as possible. Trainees are not guaranteed a post immediately but will be given the first available post</td>
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<td>- Extended sick leave, and its impact on date of CSCST, will be dealt with on a case by case basis</td>
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<th>Withdrawal from a Training Programme</th>
<th>Outline of Policy:</th>
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<td>- If a trainee wishes to withdraw from a Training Programme before their expected CSCST date they must first notify their NSDs then the Specialty Coordinator and Trainer of their wish to withdraw from the Training Programme</td>
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<td>- Trainees should give at least 4 weeks written notice before they wish to leave their current training post</td>
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### Flexible Training Options

**Outline of Policy:**
- In exceptional circumstances, RCPI & HSE have agreed a policy on flexible training options. All applications will be treated positively but cannot be guaranteed. Training should be completed where possible within the training year timelines from July to July. Requests for flexible training options will be considered on an individual basis and in line with the current training intentions and allocations process. Applications for Option 1 and 2 will be available online from RCPI; for Option 3, trainees apply directly to the HSE NDTP. All applications for flexible training options must be approved by the NSDs.
- **Option 1:** Post Re-Assignment (Full-time training in an alternate geographical location, max 2 years)
- **Option 2:** Job Sharing (Part-time training, each trainee completes 50% of full time training, max 2 years)
- **Option 3:** HSE National Doctors Training & Planning (NDTP) scheme (Part-time training, 50% of full time training, ordinarily for a maximum of 2 years); trainees apply directly to the HSE for this scheme, limited number of places available
- Trainees returning from Flexible training must notify their Specialty Coordinator in writing at least 6 months in advance.

### HSE Clinical Courses & Exam Refund Scheme March 2017

**Outline of Policy:**
- Covered for max €450 towards approved courses/exams in Ireland
- Covered for max €650 towards approved courses/exams outside Ireland

### Specialist Training Fund March 2017

**Outline of Policy:**
- Covered for max €500 towards non-mandatory educational activities per year
### Trainer & Supervision Issues/Complaints & Disciplinary

**Outline of Policy:**
- Grievance, disciplinary and complaints policy for trainees & trainers is currently under review. In the meantime if you have any queries in relation to this please contact your Specialty Coordinator.

### Training Requirements

**Outline of Policy:**
- Trainees can spend up to 2 years in large training units e.g. 3 Dublin Maternity Hospitals, Cork, Limerick and Galway but only up to one year in each of the smaller training sites and gynaecology units.
- A maximum of 1 clinical year can be spent with the same trainer.
- Individual training requirements are a significant consideration when posts are being allocated. While we cannot guarantee that trainees will be placed in one of their preferred posts they will be accommodated in so far as possible. If a trainee rejects a training allocation they will be effectively withdrawing themselves from the training programme.
- In general, no more than 2 years maximum can be added to the duration of the training programme e.g. 5 years in duration plus 2 years, a total of 7 years to complete CSCST. This includes Trainees who participate in flexible training. The revised training requirements and CSCST date for Trainees on extended leave of absence who return to the programme will be assessed on an individual basis.
### Acting Up as a Consultant

#### Outline of Policy:
- Maximum of 3 months is allowed in the final year of the training programme
- Must be an approved Substantive Consultant post within the same training site
- Require supervision by another Consultant
- Require to cover periods of leave for a Consultant in a substantive post – not to cover a long term locum or to start a substantive post earlier than training complete
- Must have no outstanding issues from the Penultimate Year Evaluation
- Application form to be completed by trainee including work plan for the post and both agreed by the NSD and supervising Consultant

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**These are general rules and guidelines and may be subject to change. Certain exceptional circumstances will be dealt with on a case by case basis.**