

## Form 2

Date: \_\_\_\_\_

Please provide:

- 1 A short description of your work and training in your specialty. What different types of activity do you undertake?

- 2 Sub-specialist training and commitments (if applicable)

- 3 Details of emergency, on-call and out-of-hours responsibilities

- 4 Details of out-patient work

**5 Details of any other clinical work**

**6 Details of non-clinical work that you undertake, for example, teaching/academic work, management activities, research.**

**7 Study Leave**

**8 Work for regional, national or international organisations / other professional activities**

**9 Details of Current Educational Activities**

## Training Agreement for Senior House Officers

### *Part One: Background Information*

The parties to this agreement are

The Senior House Officer:

**Name:**

**GMC No:**

The Postgraduate Dean:

1. This agreement applies for the duration of your training as an SHO in Northern Ireland. Progress to the next year of training is subject to satisfactory educational review as documented in the Record of In-service Training Assessment (RITA). The review of training will be carried out under the aegis of the Postgraduate Dean's office and will be made available to the relevant authorities.

### *Part Two: The Training Placement*

5. **Induction:** At the start of each placement your consultant trainer will introduce you to the work of the unit. This will include the provision and discussion of the operational procedures of the unit along with any clinical guidelines or protocols in use.
6. **Further assessment:** During each placement there will be regular meetings with your consultant trainer when any necessary adjustment to your duties can be agreed to enable you to progress with your educational plan.
7. **Employment Contract:** For each placement, together with your employment contract, you should receive details of your working pattern (shift, partial shift, on-call), which give the arrangements for teaching and research as well as any on-call commitments.
8. **Protected Study Time:** Your weekly programme of duties for each placement should indicate when protected time will be available to you for study and research. It has been agreed with all Trusts in the training scheme that your contracted hours include the time required for formal in-service training within normal working hours. However local circumstances may dictate that some training is carried out outside the normal working day and you should be prepared to take part in such training.
9. **Study Leave:** Copies of the regulations regarding entitlement to study leave are available from the Postgraduate Clinical Tutor.

**Part 3: Declaration**

10. Successful senior house officer training requires time, effort and commitment on the part of trainers, trainees, those managing and funding training and employers. We will do our best to see that you receive all the help, support and resources, which will enable you to complete your training successfully.

Signature of the Postgraduate Dean: \_\_\_\_\_

(Date) \_\_\_\_\_

11. For your part, you are expected to:

- (a) Have read the detailed curriculum produced by relevant Royal College for training in your specialty and/or sub-specialty
- (b) Familiarise yourself with your training programme in each placement
- (c) Participate fully in your clinical and educational programme and be prepared to spend some of your own time on educational activities
- (d) Develop a personal educational plan with your trainer at each placement. This plan should take into account your current training needs and the time and resources available.
- (e) Give adequate notice of study and annual leave so that suitable arrangements can be made to organise the service provision of the department in which you are placed
- (f) Remember that your departmental colleagues have their own educational requirements and make sure that your own educational needs and plans integrate with those of your colleagues
- (g) Complete promptly all training and assessment documentation, including your training record, (log book) required of you by your trainers, Head of Training or Postgraduate Dean and participate as required in assessment interviews, particularly your annual assessment

I shall do my best to fulfill these commitments.

Signature of the Senior House Officer: \_\_\_\_\_

(Date) \_\_\_\_\_