

Application for SpRs/StRs to Act Up as Consultants

Guidance Notes

SpRs and StRs who are within one year of their anticipated CCT are eligible to 'Act Up' as consultants, to a maximum period of three months.

Before 'Acting Up' trainees must obtain formal approval from the Postgraduate Dean. The mechanism to request approval is to complete an application form available from the website.

Applications should reach the Deanery a minimum of four weeks prior to the proposed start date of the 'Acting Up' arrangement.

Time spent acting up may be recognised towards a training programme leading to the award of a CCT. Recognition of the period of 'Acting Up' is subject to conditions set by the Royal Colleges and these conditions vary from College to College. For more details about the process of obtaining educational approval trainees should contact the appropriate College or Joint Committee directly.

When in post, the term 'acting up' and not 'locum' must be applied.

SpRs/StRs will retain their National Training Number during the period of acting up.

SpRs/StRs who are post CCT will not be eligible to 'Act Up' but will be expected to take up the post as Locum Consultant. Upon taking a Locum Consultant post SpRs/StRs will be asked to resign their National Training Number (NTN).

APPLICATION PROCEDURE

1. Trainee to complete Part A of the Deanery application form
2. Trainee to obtain the approval of the **Head of School or Training Programme Director** (Part B), who must discuss the application with the Educational Supervisor.
3. Trainee to send application form to the Trust's Human Resources (HR) Department.
4. HR completes Part C to confirm the funding for the period of 'Acting Up'.
5. HR to fax the signed application form to NIMDTA for the attention of the Postgraduate Dean (to complete Part D).
6. NIMDTA will notify all appropriate parties of the decision.
7. NIMDTA will formally inform the College of Deanery approval for the request.