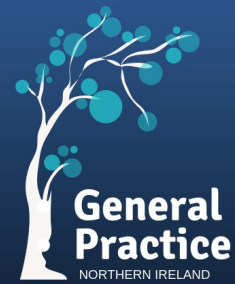


# General Practice Specialty Training



## KIT Days

'Keeping in Touch'

Guidance on KIT Days and the application process

# Introduction

## Keeping in Touch Days

### An overview of the process when in GP Training:

You can use a KIT day to attend Locality & Regional Days or your General Practice placement.

GP Trainees can work up to 10 days during their maternity leave. Keeping in touch days are optional, but should a trainee wish to avail of a KIT day and receive remuneration for it they must submit a KIT Day Application Form to NIMDTA for approval by the Deanery.

Trainees wishing to receive remuneration for their KIT days will also be required to submit a 'confirmation of attendance' form when they have completed all their KIT days, and this form must be countersigned by their GP Trainer.

Continue reading - this leaflet will outline the KIT day policy for GP Training in Northern Ireland remuneration is sought by the GP Trainee. Should GP Trainees wish to attend training or education which does not require remuneration they can do so at their own and their GP Trainer's discretion.



## KIT Days in GP - Policy

All requests for remunerated KIT days must be made to NIMDTA on the KIT Application Form preferably in advance of commencing maternity leave and following a discussion with their employer - their GP Trainer.

Remunerated KIT days are agreed at the discretion of the Deanery and must be by agreement. Neither the employer nor the trainee can insist upon them.

A trainee may work up to a maximum of 10 KIT days without bringing her maternity leave to an end. A KIT day refers to any period of time during a day e.g. half a day is counted as a whole day.

A trainee may not work during the two weeks compulsory maternity leave immediately after the birth of her baby.

KIT days do not normally count towards training under the RCGP guidance. KIT days therefore cannot offset periods of training eg. a training shortfall in a post.

Any days of work will not extend the maternity leave period.

The work can be consecutive days or not and may be used for attendance at the formal training programme or clinical work in the Trust or in the GP practice.

Where KIT days are used to attend NIMDTA GP training programme events the trainee will provide a day in clinical practice for those training days previously attended as KIT days.

On return to the programme there can be no duplication of attendance at a training event e.g. CPR.

The trainee will be paid at her basic daily rate for the hours worked, less appropriate maternity leave payment for KIT days worked.

A trainee who is breastfeeding must be risk assessed by the employer and facilities provided.

It is the trainee's responsibility to ensure they have appropriate indemnity cover if completing KIT days.

Should a GP trainee wish to sit the CSA whilst on maternity leave the RCGP requests a letter from the Deanery supporting that trainee's application.



## Remuneration for KIT Days

If you require payment an Application Form for KIT days must be submitted to the Deanery at least 6 weeks in advance of the first proposed date. Once the application is received specific dates should be identified at least two weeks before the first proposed KIT day. Days and dates once agreed cannot be changed.

Payment for KIT days will be made at the end of the trainee's maternity leave. The trainee needs to get an attendance sheet signed by the facilitator/GP Trainer to ensure payment can be made.



## Applying for KIT Days

If you wish to apply for KIT days please find the application form under Policies/Guidance Specific to General Practice Trainees on the NIMDTA website at the following link:

<http://www.nimdta.gov.uk/trainee-policies-and-guidance/>



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