

<b>Name of Guidance</b>	Acting up to Consultant Role
<b>Category</b>	Training
<b>Authorised by</b>	Postgraduate Dean's Senior Management Team
<b>Date Authorised</b>	March 2014
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<b>Document Author</b>	Nick Sowerby, Business Manager

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Notes</b> Reason for Change, what has changed, etc
1	September 2012	Nick Sowerby	New Guideline
2	March 2014	Nick Sowerby	Minor changes in line with organisational change
3	January 2015	Nick Sowerby	Minor changes to reflect the Gold Guide position on LTFT and Academic Acting Up opportunities
4	March 2016	Jill Hanson	Amended in line with new HEE branding guidelines

<p><u>Related Documents</u> (hyperlinks)</p>          
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## Section 1: Application for SpRs/StR's to act up to consultant level - guidance notes

SpRs and StRs who are within one year of their anticipated CCT are eligible to 'Act Up' as consultants, for up to a **maximum period of three months**. Trainees may only Act Up into a vacancy arising in an existing Consultant post. Newly created (as yet unfilled) Consultant posts are not suitable for Acting Up purposes. A trainee also cannot Act Up into a Consultant post vacancy to which they have been appointed by an Advisory Appointment Committee, as this could be interpreted as making a proleptic appointment.

SpRs and StRs will retain their National Training Number (NTN) during the period of Acting Up.

A trainee whose annual review of progress is deemed unsatisfactory or with unmet objectives identified at their penultimate year assessment (only applicable to the School of Medicine) will not normally be granted permission for a period of Acting Up.

**SpRs and 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 up a Locum Consultant post SpRs and StRs will be required to resign their NTN.

When in post the term 'Acting Up' and not 'Locum' must be applied.

A trainee may not Act Up beyond their CCT date. After this time, the trainee must take up the post as a Locum Consultant. To retain access to the Period of Grace, a trainee must complete their period of 'Acting Up' before their CCT date.

Before commencing an 'Acting Up' period trainees must obtain formal approval from the relevant Deputy Postgraduate Dean and the specialty Head of School. The mechanism to request approval is to complete an application form available from the Health Education England in Yorkshire and the Humber (HEE YH) website.

When completing the application it must be made clear who will be supervising the trainee during the Acting Up – they are still a trainee and cannot undertake Consultant level work without direct Consultant supervision still being available in an appropriate way.

Any 'Acting Up' opportunity will only be approved within the HEE YH region. Trainees will not receive approval to Act Up within another LETB.

Applications should reach the relevant office of HEE YH **a minimum of two 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. It is the responsibility of the individual trainee to check with the relevant College as to what the specific approval requirements and criteria are.

The Joint Royal Colleges of Physician's Board do not need to provide HEE YH with approval or support for applications within the School of Medicine.

The GMC also no longer need to grant approval for 'Acting Up' applications, unless this is based within another specialty to the one where the trainee is based. The full OOP process would then need to be followed. In these instances however it would be unlikely that approval would be granted by the facilitating Royal College or HEE YH.

Responsibility of educational approval should fall solely with the hosting HEE local office, in liaison with the Royal Colleges, where applicable.

The total educational credit that can be awarded towards CCT or CESR (CP) is 3 months. For trainees on less than full time training the chronological time is pro rata as appropriate based on

the grid below:

- 50% of full time = 6 months chronological time
- 60% of full time = 5 months chronological time
- 70% of full time = 4 months 8 days chronological time
- 80% of full time = 3 months 21 days chronological time
- 90% of full time = 3 months 10 days chronological time

The full time equivalent time spent in an 'Acting Up' role must not exceed 3 months in duration.

Trainees who hold an Academic NTN are not eligible to 'Act Up' on a pro-rata basis, and should adhere to the same principles as those based within clinical specialty training programmes.

## Section 2: Application Procedure

- 1 Obtain educational approval via the College mechanisms for the proposed period of 'Acting Up', if applicable.
- 2 Trainee completes Part A of the Acting Up application form
- 3 Trainee obtains the approval of the current Supervising Consultant (Part B of application form), who must discuss the application with the Training Programme Director and obtain their agreement.
- 4 Trainee obtains the approval of the specialty's Head of School (Part C of the application).
- 5 Trainee sends application form to the Trust Human Resources (HR) Department where the Acting Up is proposed to take place
- 6 HR completes Part D to confirm the funding for the period of 'Acting Up'.
- 7 HR faxes the signed application form to the relevant HEE YH office for the attention of the Deputy Postgraduate Dean.
- 8 The relevant HEE YH Office notifies all appropriate parties of HEE YH's decision, as per the list on Pages 2 and 3 of the application form.
- 9 Where a trainee is employed under a Lead Employer Arrangement, the 'Lead Trust' will also receive a copy.

All procedures are subject to change.



**Specialty/Specialist Registrar – Application to ‘Act Up’ to Consultant Level**

Applications **MUST** reach the relevant HEE YH office a **minimum** of two weeks prior to the proposed start date. **Please refer to Application Guidelines to ensure there are no unnecessary delays.**

<b>PART A – Completed by Trainee</b>			
<b>Name:</b>		<b>GMC No:</b>	
<b>Specialty:</b>		<b>NTN:</b>	
<b>Email:</b>		<b>CCT Date</b>	
<b>Trust (at which Acting Up is taking place):</b>			
<b>On Call Category:</b>			
<b>Frequency of On Call:</b>			
<b>Number of PAs:</b>			
<b>Educational Supervisor’s Name:</b>			
<b>Name of Consultant</b> for whom cover is required:			
<b>Name of Consultant</b> who will supervise acting up:			
DATES OF COVER – period of cover <b>MUST</b> not exceed three months			
<b>From:</b>		<b>To:</b>	

<b>PART B – Completed by Current Supervising Consultant</b>	
<b>Name:</b>	
<b>Email:</b>	
<p>I confirm that I support this application for a period of ‘Acting Up’ and that this is an appropriate part of their training. I confirm that I have discussed this request with the Training Programme Director, who is also in support of this request, and will notify the relevant Trusts and HEE YH if there are rotational changes required as a result of this application. I confirm that the absence of the trainee from the date specified can be accommodated by the service</p>	
<p>SIGNED: _____ DATED: _____</p>	

<b>PART C – Completed by Head of School</b>	
<b>Name:</b>	
<b>Email:</b>	
<p>I confirm that I support this application for a period of ‘Acting Up’ and that this is an appropriate part of their training. I confirm that the absence of the trainee from the date specified can be accommodated by the service.</p>	
<p>SIGNED: _____ DATED: _____</p>	

<b>PART D – Completed by the Trust’s Human Resource Department or Designated Manager with Budgetary Authority (where acting up will occur)</b>			
<b>Name:</b>		<b>Designation:</b>	
<b>Email:</b>		<b>Telephone No:</b>	
<b>Confirmation of Funding:</b> I confirm that the Trust will accept a charge of 100% of salary costs and expenses for the period of the ‘Acting Up’ arrangement.			
SIGNED: _____ DATED: _____			

<b>PART E – Completed by the Deputy Postgraduate Dean (or nominee)</b>	
REQUEST APPROVED / NOT APPROVED*	*Delete as applicable
SIGNED: _____	DATED: _____
COMMENTS:	
<b>FOR OFFICE USE:</b>	<b>Copies to be sent to:</b>
	Trainee
	Current Supervising Consultant
	Trust HR Dept (where Acting Up will occur)
	Lead Employer Trust if applicable (ie. if trainee is employed under Lead Trust Arrangement)
	Training Programme Director
	Head of School
	Medical Workforce Manager

**HR departments should send completed application forms to.....:**

<b>Office</b>	<b>For the following specialties:</b>
Deputy Postgraduate Dean Health Education England Don Valley House Savile Street East Sheffield S4 7UQ	...for all South Yorkshire based School of Medicine trainees, and all trainees based in the Schools of Paediatrics, Pathology and Obstetrics & Gynaecology
Deputy Postgraduate Dean Health Education England Willow Terrace Road University of Leeds Leeds LS2 9JT	...for all West Yorkshire based School of Medicine trainees, and all trainees based in the Schools of Anaesthesia, Public Health, Radiology and Surgery
Deputy Postgraduate Dean Health Education England Ground Floor Block A Willerby Hill Business Park Willerby Hull HU10 6FE	...for all North & East Yorkshire based School of Medicine trainees, and all trainees based in the Schools of Emergency Medicine, Ophthalmology and Psychiatry