

# Acting Up to Consultant Guidance

## Health Education England working across Yorkshire and the Humber

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## Document Status

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This document is not intended to be interpreted as a policy statement. This is a local guidance document for medical and dental trainees, HEE faculty and staff.

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# 1. Introduction

## 1.1. Overview

“Acting up” provides doctors and dentists in training with the experience of navigating the transition from junior doctor or dentist to consultant, whilst maintaining the supervision and training plan required of doctors or dentists in training.

Medical Specialty doctors in training who are within one year of their anticipated completion of training date are eligible to act up as consultants, for a fixed-term period of 3 months (pro rata for less than full time trainees).

Dental Specialty Trainees may act up as a consultant/specialist within six months of their CCST date for individual sessions or longer periods of time (until the end of training).

Trainees should normally apply prospectively for acting up opportunities and acting up placements will require appropriate supervision arrangements. Applications which do not meet the application notice period and placement requirements stated within this guidance will not normally be accepted.

## 1.2. The purpose of this guidance

This guidance outlines the arrangements for approval of acting up to consultant opportunities within Health Education working across Yorkshire and the Humber (HEE YH).

This guidance should be read in conjunction with the following:

- *HEE Standard Operating Procedure for Acting Up within Postgraduate medical training [1]*
- *A Reference Guide for Postgraduate Specialty Training in the UK (The Gold Guide) January 2018 [2]*
- *A Reference Guide for Dental Specialty Training in the UK (The Dental Gold Guide) June 2018 [3]*

Licensing bodies and some Colleges/Faculties have guidance and/or additional requirements when applying for Acting Up to Consultant posts. It is the responsibility of the individual doctor or dentist in training to check their respective curriculum, Royal College/Faculty and licensing body guidance and fully comply with any requirements.

## 1.3. Trainees covered by the guidance

This guidance applies to all medical doctors appointed to GMC approved Specialty training programmes (Gold Guide 1.2, 1.3) since 1st August 2007 and includes:

- Higher trainees;
- Specialty trainees appointed to Run through Specialty programmes;
- Trainees appointed to higher and run through Specialty programmes who are Out of Programme with the permission of the Postgraduate Dean (PGD)
- Clinical Academics appointed to higher and run through Specialty programmes e.g. Academic Clinical Fellowships and Clinical Lectureships on these Specialty Programmes

- Public health trainees with backgrounds other than Medicine;
- Specialist Registrars (SpRs) appointed before 1st August 2007.

This guidance also applies to all Dental Specialty trainees as defined within the Dental Gold Guide [3].

#### 1.4. Trainees not covered by the guidance

Core Training, Lower Specialty Training, Foundation (including Dental Foundation) and GP Specialty trainees are not eligible for acting up placements.

#### 1.5. Equality and Diversity

HEE YH is committed to ensuring that the principles of equality and diversity are always applied in the delivery of education and training. This guidance is based upon the principles of natural justice, fairness, equality and reasonableness, as supported by legislation, and should be applied with those principles in mind.

## 2. Eligibility for Acting Up

### 2.1. Acting Up Opportunities

Opportunities to act up are not available to all doctors and dentists in training; they are only possible if the opportunity arises and an employing or host local education provider/Trust extends an invitation.

Trainees should normally apply for acting up opportunities **16 weeks prior to the proposed start date** in order to meet national Code of Practice requirements [4].

Doctors and dentists in training approved for acting up will always need to have appropriate named supervision arrangements in place, including any on call work. Approval will only be considered if the acting up placement is relevant to gaining competences, knowledge, skills and behaviours required by the curriculum.

Trainees will retain their National Training Number (NTN) throughout the period of approved acting up.

To retain access to the Period of Grace, a doctor in training must complete their period of 'Acting Up' before their CCT/CCST date. There is not normally access to acting up once the CCT/CCST date is reached.

#### 2.1.1. Postgraduate Medical Specialty Trainees

Doctors in training who intend to act up should normally be within one year of their anticipated completion of training (CCT).

Those with current unmet objectives, unsatisfactory Annual Review of Competence Progression (ARCP) outcomes or outstanding competences are not normally eligible to apply to act up.

When in an 'acting up' position, the term 'acting up' and not 'locum' must be applied for doctors who still hold a National Training Number (NTN).

Doctors in training who are post-CCT are not normally eligible to act up and will be expected to take up the post as Locum Consultant. Although acting up often fulfils a genuine service need, it is not the same as being a Locum Consultant. Upon taking up a Locum Consultant post, doctors in training will be required to resign their NTN and fulfil contractual arrangements as agreed with their employer.

Doctors undertaking a period of acting up will normally continue to be 'connected' to the HEE YH Responsible Offer (RO) for revalidation purposes. It is the responsibility of the individual and organisation hosting the Trainee who is acting up, to report applicable matters in conjunction with revalidation to the HEE YH Revalidation Team.

Acting up will normally be for a period of three months (normally pro rata for LTFT trainees). However, length of periods approved for acting up as a consultant may be specified in the relevant curricula and where referenced in a curriculum specific provisions around acting up roles need to be adhered to (Gold Guide 3.126).

Recognition of the period of acting up is subject to conditions set by the Colleges/Faculties and the competences contained within their curricula. These conditions vary between Colleges. It is therefore important that the doctor in training is aware of their own College guidance on acting up prior to submitting an application (see section 3.1.1).

A doctor in training will only be permitted to act up in the same organisation in which they are currently occupying a training post. Only in very exceptional circumstances will an application for acting up in a different local education provider be accepted. This would require approval from the Postgraduate Dean.

### **2.1.2. Less Than Full Time Postgraduate Medical Specialty Trainees**

For postgraduate medical trainees who train Less Than Full Time (LTFT), the three-month acting up period is normally pro rata (Gold Guide 3.104 and 3.126).

### **2.1.3. Postgraduate Dental Specialty Trainees**

Dentists in training intending to act up should normally be within six months of their completion of training (CCST) date, provided they have passed the relevant examination, have satisfactorily completed training to date and are deemed by their Educational Supervisor to be competent to undertake the role.

Trainees can normally credit time towards training as acting up if this has been prospectively approved by the Postgraduate Dental Dean. Trainees can act up for individual sessions or longer periods of time (until end of training). Such appointments do not affect the CCST date or grace period.

CCST holders in Orthodontics and Paediatric Dentistry must have completed 18 months (pro-rata) in a post-CCST appointment before acting up.

Acting up is not the same as trainees undertaking a locum placement within six months of their CCST date. In these circumstances, the Trainee will retain their NTN, but time completed in the locum consultant/specialist appointment will not count towards training.

## 3. Application Process

### 3.1. How to apply for acting up approval

Before commencing an acting up position, doctors and dentists in training must formally apply and request approval using the application form [Appendix 1] **a minimum of 16 weeks** before the anticipated start date of the prospective acting up period. Due notice is required in accordance with the Code of Practice [4]. In exceptional circumstances, the minimum application deadline may be waived, with consent from the Postgraduate Dean (or nominated deputy) and the Trainee's current placement provider.

Trainees are responsible for arranging the completion of Sections A, B, C, D and E. Upon completion, trainees should send the form (along with evidence of support for the arrangement from the relevant local education provider[s]) to HEE YH electronically via corresponding School Support inbox.

### 3.2. Review of application

Upon receipt, HEE YH Programme Support will arrange for the application to be reviewed by the Postgraduate Dean/Postgraduate Dental Dean or nominated Deputy. The nominated Deputy may include (but is not limited to) a Deputy Dean or Associate Dean.

The Programme Support Team will notify the Trainee of the outcome, which will normally be a copy of the completed form and an accompanying letter sent by email. The outcome will also be communicated to the faculty and local education provider(s) affected by the application.

The Programme Support Team will save a copy of the application form to the Trainee's file, update the trainee database and ensure the rotation grid is updated to reflect any approved acting up opportunities as necessary.

## 4. Bibliography

1. Health Education England Acting up within postgraduate medical education. Standard Operating Procedure. 2017 June
2. Health Education England, Department of Health. A Reference Guide for Postgraduate specialty Training in the UK. 7 ed. 2018 Jan pp. 1-109
3. UK Committee of Postgraduate Dental Deans and Directors (COPDEND), Department of Health. A Reference Guide for Postgraduate Dental Specialty Training in the UK. 5 ed. 2018 Jun pp.1-42
4. Health Education England, NHS Employers, British Medical Association. Code of Practice. 2 ed. 2017 pp.1-17

## 5. Equality Impact Assessment (EIA)

Under the Equality Act, the need for public bodies in England to undertake or publish an equality impact assessment of their policies, practices and decisions was removed in April 2011 when the 'single equality duty' was introduced. Public bodies must still give "due regard" to the need to

avoid discrimination and promote equality of opportunity for all protected groups when making policy decisions and are required to publish information showing how they are complying with this duty.

## **6. Monitoring Compliance and Effectiveness**

This Operational Guidance will be reviewed in accordance with updated or new guidance published by COPMeD, COPDEND, Health Education England, the General Medical Council, the General Dental Council, or any other organisation as applicable. New iterations of this guidance will be ratified by the Postgraduate Dean's Senior Team within HEE YH.

# 7. Appendices

## Appendix 1: HEE YH Acting Up Application Form

### Acting Up to Consultant: Application Form

- Doctors and dentists in training must read the HEE YH Acting Up to Consultant Guidance prior to completing and submitting this form.
- Doctors and dentists in training must complete all sections of this form prior to submission to HEE, including signatures of support, collecting written evidence, etc.
- Completed form to be emailed to the relevant HEE YH School mailbox:  
 Anaesthesia – [anaesthetics.yh@hee.nhs.uk](mailto:anaesthetics.yh@hee.nhs.uk) Paediatrics – [paediatricsupport.yh@hee.nhs.uk](mailto:paediatricsupport.yh@hee.nhs.uk)  
 Dental – [Dentalsupport.yh@hee.nhs.uk](mailto:Dentalsupport.yh@hee.nhs.uk) Pathology – [pathology.yh@hee.nhs.uk](mailto:pathology.yh@hee.nhs.uk)  
 Emergency Medicine – [emsupport.yh@hee.nhs.uk](mailto:emsupport.yh@hee.nhs.uk) Psychiatry – [psychiatry.yh@hee.nhs.uk](mailto:psychiatry.yh@hee.nhs.uk)  
 Medicine – [Medicine.YH@hee.nhs.uk](mailto:Medicine.YH@hee.nhs.uk) Public Health – [publichealth.yh@hee.nhs.uk](mailto:publichealth.yh@hee.nhs.uk)  
 Obstetrics and Gynaecology – [oandg.yh@hee.nhs.uk](mailto:oandg.yh@hee.nhs.uk) Radiology – [radiology.yh@hee.nhs.uk](mailto:radiology.yh@hee.nhs.uk)  
 Ophthalmology – [ophthalmology.yh@hee.nhs.uk](mailto:ophthalmology.yh@hee.nhs.uk) Surgery – [surgery.yh@hee.nhs.uk](mailto:surgery.yh@hee.nhs.uk)

#### Section A: Trainee Information

Surname		Forename	
Training Programme	GMC/GDC number	Mobile No	
Current training post			
Address of current training post			
Current employer (if different to above)			
Current email address (for contact regarding the application)			
Email address for contact whilst acting up (if approved). <i>It is essential that you provide us with an email that will allow us to contact you whilst acting up.</i>			
Please confirm that you will be in your last year of training at commencement of the acting up post. <i>Applications without confirmation that doctors/dentists in training are in their final training year will be rejected.</i>	Yes / No	CCT/CCST date	
Current ARCP outcome			

## Section B: Acting Up Post Information

Is the acting up post with the same Local Education Provider (e.g. Trust) in which you are currently based? <i>Applications which answer 'no' will not be accepted.</i>		Yes / No	
Title of acting up post			
Proposed dates	From:	To:	
Location of acting up (full address)			
Supervising consultant whilst acting up		Email address of Consultant	
Structure of planned acting up post. <i>Where possible a timetable should be provided.</i>			

## Section C: Trainee Declaration

		Yes/No or Not Applicable
I have discussed this application with my Educational Supervisor and Training Programme Director and they both support my application.		
I have completed all relevant parts of the form and, to my knowledge, all information is correct.		
I have adhered to all guidance and provide evidence attached that the local education provider/Trusts affected are aware and supportive of this acting up and proposed timescales (losing Trust, gaining Trust and employer where this is not the same).		
I have obtained approval from HR/budget holder (section E) to confirm that all associated costs for the acting up are payable by the gaining organisation.		
I understand that I must not begin acting up until I have approval from HEE.		
I am aware that I cannot act up without supervision being in place and I have included details of my supervisory arrangements in section B.		
I provide evidence of College approval (where applicable).		
I provide evidence of GMC/GDC approval (where applicable).		
Where you have been unable to tick any of the above boxes, please explain why in the field below.		
Trainee Name		Date
Trainee Signature		

## Section D: Training Programme Director Declaration

		Yes/No or Not Applicable
I can confirm that the Trainee is meeting all educational requirements, and this application is appropriate. I support the approval of this acting up period.		
I can confirm that the relevant trust(s) are aware of and have endorsed the acting up post.		
The Trainee will remain in their current post until the application receives HEE approval.		
Where you have been unable to tick any of the above boxes, please explain why in the field below.		
Training Programme Director Name		Date
Training Programme Director Signature		

## Section E: Local Education Provider HR or Designated Budget Holder Authorisation (for the gaining organisation) Declaration

		Yes/No or Not Applicable
I can confirm that the receiving organisation will fund all costs relating to the acting up position (this includes, but is not an exhaustive list, salary, travel and out of hours).		
I can confirm that the receiving organisation has endorsed the application.		
I can confirm the Trainee will remain in their current post until the application receives HEE approval.		
Where you have been unable to tick any of the above boxes, please explain why in the field below.		
LEP HR/Budget Holder Name (or nominated Deputy)		Date
LEP HR/Budget Holder Signature (or nominated Deputy)		

## Section F: Postgraduate Dean (or nominated Deputy) Decision

Is the acting up approved or declined?	Approved <i>Please see conditions on support section below and complete if relevant</i>	<input type="checkbox"/>	Declined <i>Please explain reasons fully below</i>	<input type="checkbox"/>
Are there any conditions on the approval? <i>This may be proposed dates to be changed to fit with rotational changeover. If none, please write n/a.</i>				
If you have declined the application, you must complete the section below giving full reasons for your decision.				
Name of Postgraduate Dean			Date	
Signature				

### For office use only

To be completed by HEE YH Programme Support Team	Yes / No	Date
Complete application received		
Evidence of LEP/Trust(s) agreement(s) provided		
Postgraduate Dean/Postgraduate Dental Dean (or Deputy) approval granted		
Details added to HEE Trainee Information Systems (TIS) – where approved		
Rotation grid updated – where approved		
All correspondence saved to Trainee file		
Copy of completed form and covering letter sent to: <ul style="list-style-type: none"> <li>• Doctor/Dentist in training</li> <li>• Local Education Provider in which the Acting Up will take place</li> <li>• Employer (if different from the above)</li> <li>• Training Programme Director</li> </ul>		

## **Appendix 2: Glossary of Terms**

*Please refer to the Medical Gold Guide (Appendix 7) and Dental Gold Guide Glossary of Terms.*

ARCP	Annual Review of Competence Progression
CCT	Certificate of Completion of Training
CCST	Certificate of Completion of Specialist Training
GDC	General Dental Council
GMC	General Medical Council
HEE YH	Health Education England, working across Yorkshire and the Humber
LTFT	Less Than Full Time
NTN	National Training Number
PGD	Postgraduate Dean
PGDD	Postgraduate Dental Dean
RO	Responsible Officer
SOP	Standard Operating Procedure
TPD	Training Programme Director