

# North West School of Surgery Early Completion of a Training Programme Guidance

- The specialty curricula for doctors in postgraduate training (DrPgTs) have indicative programme durations. However, some flexibility exists to bring forward Certificate of Completion of Training (CCT) dates if a DrPgT can demonstrate acquisition of the curriculum competencies and capabilities significantly more rapidly than this. The new surgical curriculum, introduced in 2021, has altered the focus to a competency basis.
- Any decision to agree an earlier CCT date must be based on sound educational principles and consider the impact on other staff, including DrPgTs, and the clinical service, of early completion.
- Changes to a training programme completion date do not remove the need to meet contractual requirements with the Lead Employer or placement provider, including notice periods.
- **All applications will be managed exclusively through the formal ARCP process advising the Postgraduate Dean.**


## Principles for review of a CCT date

DrPgTs may be seeking acceleration through their training programme for several reasons:

1. They have had previous experience or training (in UK or overseas) that has meant that they had already acquired significant capability prior to entering the formal GMC approved training (this should be assessed at the first available ARCP and not considered later).
2. They have entered the training programme without prior relevant experience but are acquiring capability at a significantly faster rate than that suggested by the indicative programme time in all aspects of training. This should be consistently evidenced in their ISCP portfolio, particularly in index procedure-based assessments (PBAs) and multiple consultant reports (MCRs) that demonstrate capabilities in practice ahead of their training trajectory. It should also include evidence of satisfactory and accelerated progression in all components of the curriculum assessment for that stage of training (including case-based discussions (CBDs), educator reports and development of other core requirements (including teaching, research, audit competencies, examinations and courses.)

Although a CCT change may be agreed on educational principles, the service and training rotation impact may mean that it is not appropriate to release the doctor from the training programme earlier than planned for. The decision being taken at the latest at the penultimate ARCP should reduce the impact on the rotation by allowing forward planning and provide a consolidated process.

Changes to a CCT date should represent **at least 10% of the total indicative programme duration** (i.e. at least 3 months for a 2-year programme (core surgical training), and 6 months for higher surgical training). Smaller reductions in training time than this are unlikely to be agreed given the possible negative impact on other doctors in the programme or rota and the risks to services.



The total time that training can be shortened should generally be **no longer than 1 year in total** (encompassing all stages of training) other than in exceptional circumstances.

### **Gold Guide Version 10:**

“4.12 Early achievement of the CCT needs to be planned via the ARCP process and would not normally be advanced by more than one year, the final opportunity to bring forwards the CCT date would normally be at the penultimate ARCP.”

## **Recognition of prior learning**

Changes to CCT due to previous experience in a UK training programme should be managed in line with the Academy of Medical Royal Colleges guidance: [https://www.aomrc.org.uk/wp-content/uploads/2016/05/Accreditation\\_of\\_Transferable\\_Competerences\\_0914-1.pdf](https://www.aomrc.org.uk/wp-content/uploads/2016/05/Accreditation_of_Transferable_Competerences_0914-1.pdf)


Changes may recognise previous experience outside of a UK training programme. However, it is assessment of current capability that is critical. There is no requirement to say what previous experience will “count” towards training progression.

It is recognised, however, that some of the professional maturity to deal with uncertainty and become a senior decision maker can only be acquired by experiential learning within appropriate posts. Some trainees may have accrued a significant amount of experience before entering the formal training programme whilst others may have had little prior experience. It is therefore critical that clinical experience both in the UK and abroad in posts that are not recognised for training is carefully considered. This is particularly because surgical curricula assess both technical surgical skills as well as the capabilities in practice (CiPs) and generic professional capabilities (GPCs) inherent to MCRs.

## **Process**

It is a requirement that a DrPgT and their educational supervisor (ES) will have discussed early completion of training at an educational meeting before it is raised formally via an ARCP, and that the support from the ES is documented in the ES report. This should then be formally discussed and documented with the training programme director at least 6 months in advance of the ARCP, to allow adequate planning of the rotation assignments and allow for recruitment processes to ensure ongoing programme stability. The following conditions would need to be met for a CCT to be brought forward:

- There have been no significant concerns about the DrPgTs clinical or professional progress and that they have completed all necessary examinations and assessments required for their stage of training.
- The DrPgT and their ES must agree that the DrPgTs will have already, or will have, achieved all the clinical and professional capabilities required significantly before the CCT date and this recommendation must be supported by the Training Programme Director (TPD) and the Head of School at least 6 months in advance of assessment by the ARCP panel.
- The ARCP panel that is considering acceleration through the training programme must agree that the DrPgT is ahead of the expected capability/competency progression.
- This would at the latest be the penultimate ARCP panel but may be earlier in training. (This may result in DrPgT “skipping” an ST grade. The ST grade would be changed with effect from the next rotation date.) It is a requirement to review and either confirm or alter the CCT date at



each ARCP panel. Applications to bring forward a CCT date will not be considered after the penultimate ARCP.

- The final CCT date must be documented at the relevant ARCP and formally agreed with both the SAC liaison member and the Head of School subsequently. The Postgraduate Dean or their designated representative (Associate Dean) will then authorise this. The documentation should include detailed justification of the accelerated CCT date by the ARCP panel.
- Once the final CCT date has been agreed at the penultimate ARCP no further alterations to make it earlier would be acceptable except in exceptional circumstances at the discretion of the Postgraduate Dean. In the unlikely event that the trainee failed to meet mandatory targets set by the ARCP that determined the earlier CCT date, or if for any other reason the panel at the final ARCP felt that additional training was required, then it would need to issue an ARCP outcome 3 detailing the need for a further period of training and a further ARCP review. This would be deemed an extension of training and not a reversion to the original training period. Whatever final CCT date is agreed then any 6 month “grace period” would start from that date (except core trainees who do not have access to a period of grace).
- The principles above apply to those undertaking training less than full time, as well as those undertaking training full-time.

Trainees will be required to complete an “Application to bring CCT date forward” (appendix B) in advance of an ARCP panel and shared with their Training Programme Director and administrative team ahead of this. This should be performed via an online form:

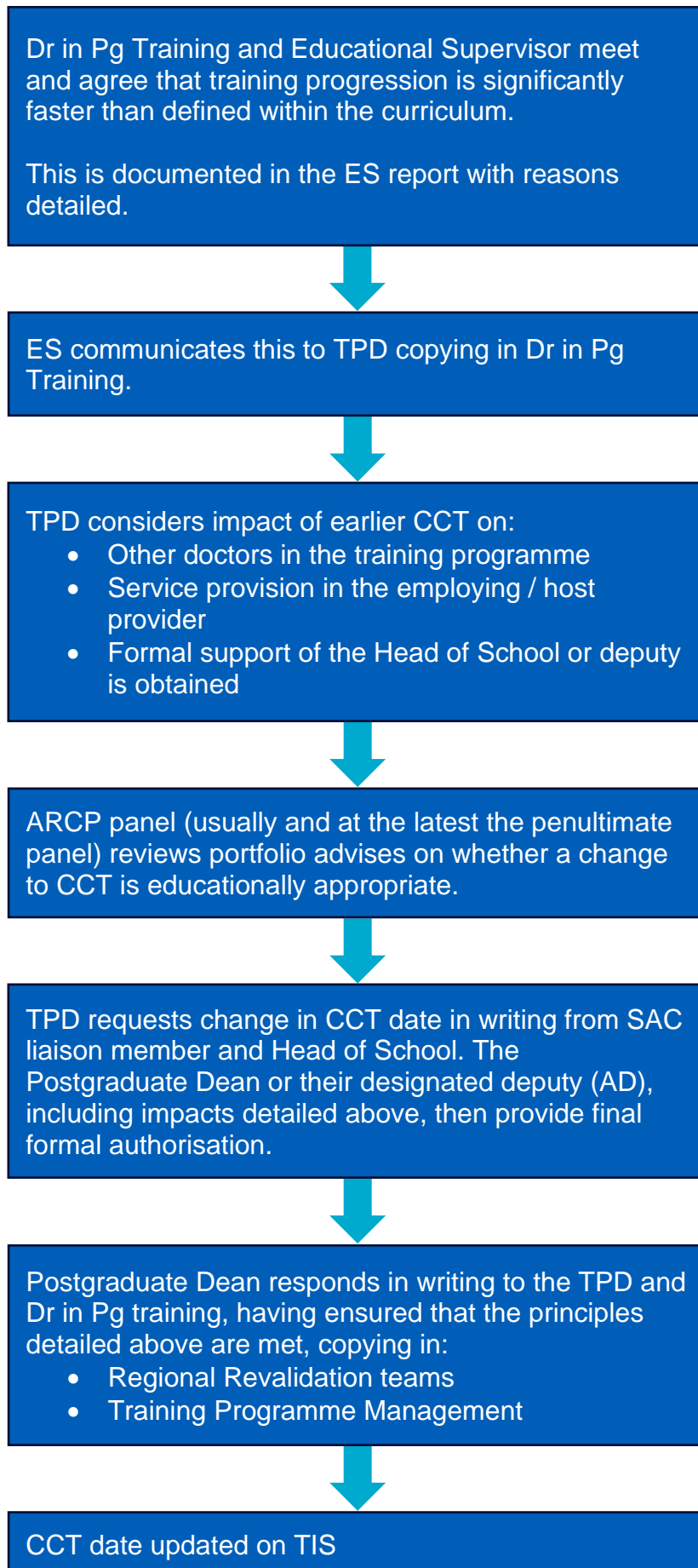
<https://forms.office.com/e/3P7qHMCvy6>

This information will then be made available to the ARCP panel to review and make a recommendation. The final decision rests with the Postgraduate Dean or nominated deputy.

**Version 1.1 update from V1.0**

Update to reference gold guide 10 rather than Gold Guide 9

## Appendix 1: Process Flow Chart



## Appendix 2: Application Form

Online Form at <https://forms.office.com/e/3P7qHMCvy6> will complete the form below.  
Submission of the Form will automatically send a copy to the DrPgT (via the email address provided), Educational supervisor (via the email address provided) and TPD (via the email address provided).

\* are required fields

<b>Blue Sections</b>	Submitted by doctor via online form
<b>Grey Sections</b>	Completed after submission of online form



# North West School of Surgery – Early Completion of Training Programme Request

**Please refer to the North West School of Surgery's Early Completion of a Training Programme guidance.**

This form is to request an early completion of a training programme. If approved the training programme completion date (CCT date or end of Core Training date) will be brought forward.

For early completion of Phase 2 of training, CCT dates will be two whole time equivalent years from the Phase 2 end date (or one whole time equivalent year for Neurosurgery).

Doctors may seek acceleration through their training programme for one of two reasons:

- They have had previous experience or training (in UK or overseas) that has meant that they had already acquired significant capability prior to entering the formal GMC approved training (must be assessed and agreed before the first ARCP in the training programme).
- They have entered the training programme without prior relevant experience but are acquiring capability at a significantly faster rate than that suggested by the indicative programme time.

Doctors on Higher (ST3+) specialty training programmes or run-through specialty training programmes will still be entitled to a period of grace of up to six months following the revised CCT date, if approved. Doctors on core training programmes do not have access to a Period of Grace.

Changes to a training programme completion date do not remove the need to meet contractual requirements with the Lead Employer or placement provider, including notice periods.

## Details of Doctor Requesting Early Completion of Training

<b>Surname:</b>	*
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Forename:	*
GMC Number:	*
Main Training Specialty:	*
Sector:	
Email Address:	*
Application Reference:	

## Details of Request

Type:	*	
Date request submitted by doctor:		
	End of Training Date	End of Phase Date
Current anticipated completion date (CCT, end of Core training or Phase):	*	
Requested revised completion date (CCT, end of Core training or Phase):	*	
<b>Details of early acquisition of competences:</b> <ul style="list-style-type: none"> <li>Competencies should include reference/map back to the relevant curriculum.</li> <li>If you wish to provide supporting documentation, please upload this to your ISCP portfolio in the "Other Evidence" section under the "Miscellaneous" heading, with a title "Early Completion of Training Request".</li> </ul>		
*		

## Educational Supervisor Support

Educational Supervisor supports request:	Yes/No*
Name of Educational Supervisor:	*
Email Address of Educational Supervisor:	*
Any other comments regarding ES approval (from submitted form):	
Notes / Comments RE: Educational Supervisor approval:	

## Training Programme Director Support

Has this request been discussed with your TPD?	Yes/No*
Does your TPD Support your request?	Yes/No*
TPD Name:	
TPD Email Address:	
Any other comments regarding TPD approval (from submitted form):	



<b>If support not given at time of application:</b>	
<b>Does the TPD support this request?</b>	
<b>Signature:</b>	
<b>Name:</b>	
<b>Email:</b>	
<b>Date:</b>	
<b>Notes / Comments / Reason for not supporting:</b>	

### SAC Liaison Support

<b>Has this request been discussed with your SAC Liaison?</b>	Yes/No*
<b>Does your SAC Liaison Support your request?</b>	Yes/No*
<b>SAC Liaison Name:</b>	
<b>SAC Liaison Email Address:</b>	
<b>Any other comments regarding SAC approval (from submitted form):</b>	
Click or tap here to enter text.	
<b>If support not given at time of application:</b>	
<b>Does the SAC Liaison support this request?</b>	
<b>Signature:</b>	
<b>Name:</b>	
<b>Email:</b>	
<b>Date:</b>	
<b>Notes / Comments / Reason for not supporting:</b>	

### ARCP Panel Support

<b>Do the ARCP Panel Support the request?</b>	
<b>Panel Chair:</b>	
<b>Panel Chair Email Address:</b>	
<b>Date of ARCP:</b>	
<b>Notes / Comments / Reason for not supporting:</b>	

## Head of School Support

Does the Head of School Support the request?	
Signature:	
Name:	
Email:	
Date:	
Notes / Comments / Reason for not supporting:	

Agreed Revised End of Phase 1 date (if applicable):	.
Agreed Revised End of Phase 2 date (if applicable):	
Agreed Revised Completion of Training date:	

## Postgraduate Dean or Nominated Deputy Approval

Does the PG Dean/Deputy Support the request?	
Signature:	
Name:	
Email:	
Date:	
Notes / Comments / Reason for not supporting:	

<b>For Office Use Only:</b>	
TIS Updated:	
Doctor notified:	
JCST Notified:	
LEO notified:	