**Period of Grace policy for Dental Specialty Trainees**

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| **Section 1: Introduction** |
| This document aims to set a framework for management of specialty trainees' “period of grace” after CCST/post-CCST training. This document is subject to change resulting from national decisions or guidance.  The Dental Gold Guide (2016 edition) specifically references the entitlement to a period of grace after CCST/post-CCST training (section 6.4). Most trainees are not on a pathway leading to a consultant appointment but the period of grace is equally applicable. |
| **Section 2: Purpose of Period of Grace** |
| Trainees are usually able to apply for consultant posts up to six months before their anticipated end of training date.  Not all trainees are able to do this or are successful in their applications. The Period of Grace allows trainees who have completed their training to continue in their post for a time limited period of time, whilst they find employment, usually in a consultant level post. The trainee is no longer considered to be in training, but is in post for the purposes of service.  Once a trainee has accepted a Consultant post, they must resign from their training programme with effect from either their end of training date or following the appropriate period of notice (See Termination below for full details). In doing so the trainee's National Training Number (NTN) is relinquished and the right to a Period of Grace is given up. There is no option to return to training after this.  Please see Appendix B: Period of Grace Flow Chart. |
| **Section 3: Length of Period of Grace** |
| The standard Period of Grace is six calendar months. There is no pro-rata modification for less than full time working. The period of grace will start on the CCST/end of training date whether or not a CCST has been applied for by the trainee.  Extension is typically not available. In exceptional cases the Postgraduate Dental Dean may agree to extend this for up to a maximum 12 months. To do this the trainee must have support from their Training Programme Director (TPD). The request should be made in writing to the Postgraduate Dental Dean. Lack of availability of suitable consultant posts within the trainee’s specialty is not considered to be exceptional.  Extension will be considered if:   * Active attempts have been made to apply for posts in that speciality with no geographical restrictions * There are no available locum posts * There is a service need * The TPD supports the extension |
| **Section 4: Requesting a Period of Grace** |
| Trainees are required to notify the Postgraduate Dental Dean of their intent to take up a Period of Grace a minimum of 6 months prior to the date of end of training using a Period of Grace Intent Form.  Please see Appendix A: Period of Grace Intent Form  Trainees should have discussions with their TPD prior to the mid point of their final training year to support their decision as to whether or not a Period of Grace will be required.  If the Period of Grace Intent form is not submitted by the required deadline, the TPD will not arrange for a Period of Grace for the trainee. The trainee’s NTN will be relinquished at the end of their training period.  It is not possible to guarantee the availability of a post for a trainee to complete a Period of Grace. All posts are subject to availability within the training programme. |
| **Section 5: Confirmation of a Period of Grace** |
| Once a Period of Grace Intent Form has been received within the programme, the TPD will work to accommodate the requests within available posts.  Trainees will receive the offer of a Period of Grace no later than 14 weeks prior to the date of CCST/completion of training. The trainee will have two weeks in which to accept or decline the post.  If the post is accepted by the trainee, they will be expected to work to the end of the agreed timeframe, normally 6 months. If the trainee opts to leave the Period of Grace early, they will be expected to work the agreed normal notice period of three months.  If the post is declined, the trainee will relinquish their NTN. The trainee will give up the right to a Period of Grace. |
| **Section 6: Commencing a Period of Grace** |
| A trainee has to be in programme on their CCST and have not relinquished their NTN to be eligible for the period of grace. A trainee can only commence the placement if they have been recommended to award a CCST/ARCP Outcome 6. |
| **Section 7: Paternity/Maternity Leave** |
| Maternity or Paternity Leave taken during the Period of Grace will be subject to local employment terms and conditions. |
| **Section 8: Placement, Location and Suitability** |
| The Period of Grace is offered at the discretion of the relevant Specialty School and employing organisation.  Placement is subject to the availability of posts in the programme and the service needs of the employing organisation within the region. The placement should not be to the detriment of other trainees in the scheme.  Therefore, a specific location may not be possible. |
| **Section 9: Employment Rights** |
| Individuals in the Period of Grace have completed their training. They are not able to avail themselves of the opportunities that are normally available to trainees (e.g. Inter-deanery transfer, Out of programme etc).  They will not be expected to undertake research or other training orientated sessions without the explicit agreement of their employer.  Trainees will be entitled to annual leave, study leave and sick leave according to local policy. |
| **Section 10: Termination** |
| Once a trainee has accepted the offer of a post for the Period of Grace, three months’ notice starting from expected date of CSCT/end of training date is required to terminate. This is to ensure that the employing Trust is given adequate time to make provision for service need and is in line with NHS Employers’ Junior Doctors Terms and Conditions for StR level Trainees.  If a trainee has already started the Period of Grace, should they wish to leave the post prior to the agreed end date, a letter of resignation is required. The trainee will be required to work the usual three-month notice period.  If the trainee chooses not to accept a Period of Grace, they will relinquish their NTN on the date of CCST. They are not required to follow a resignation procedure. Their training post will come to an end subject to satisfactory completion of the training programme. |

**Appendix A: Period of Grace Intent Form**

**Period of Grace Intent Form**

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| **Personal Details** | | |
| First Name: |  | |
| Surname: |  | |
| GMC/GDC number: |  | |
| Phone number: |  | |
| e-mail address: |  | |
| **Training Details** | | |
| NTN: |  | |
| Specialty: |  | |
| Expected CCST date: |  | |
| Scheduled ARCP date: |  | |
| Final Trust Placement: |  | |
| **Intention to take up Period of Grace**  Please indicate below whether or not you intend to take up the offer of a Period of Grace commencing from your expected CCST date.  *T/CESR(CP) date* | | |
| ☐ **I confirm that I intend to take up the offer of a Period of Grace to commence from the expected CCST date stated above subject to satisfactory ARCP outcome. I understand that I will be required to work the full three month notice period with the arranged employing Trust commencing on the expected CCST date should I subsequently wish to resign from the post** *(please attach an additional sheet should you wish to submit any supporting information to be considered by the TPD’s in the*  *allocation of your post)*  ☐ **I confirm that I do not wish to take up the offer of a Period of Grace following the award of CCST I understand that I will therefore relinquish my NTN on the date of CCST**  **I declare that the information given on this form is correct** | | |
| Signed | |  |
| Date | |  |
| **Please return this form to:** [**susan.tierney@hee.nhs.uk**](mailto:susan.tierney@hee.nhs.uk) | | |

**Appendix B: Period of Grace Flow Chart**

**Six months prior to CCST**  
Complete Period of Grace Intent form

**Complete 6 months Period of Grace**

Relinquish NTN

**Work 3 month notice commencing from CCST date**

**Work 3 month notice commencing from date of resignation letter**

**Relinquish NTN following CCST**

**Receive offer of Substantive Post/wish to resign from Period of Grace**

Commenced

Period of Grace?

**Three months prior to CCST**  
Confirm Acceptance Period of Grace Post within 2 weeks of offer

Satisfactory ARCP?

**Follow ARCP Process**

Satisfactory ARCP?

Register intent?

**Give up right to Period of Grace?**

**Relinquish NTN**Hand in notice to employer

No Yes

No No

Yes

Yes

Yes

Yes No