

General Practice Swaps Procedure

1. Background

The General Practice Training Programmes have been designed to provide broad educational programmes which will enable trainees to achieve all of the General Practice competencies. As such it is felt that, regardless of the specialties that the programmes consist of, all trainees should be able to achieve the competencies to achieve their CCT. In light of this our normal stance is to decline to swap specialties.

Requests to swap rotations simply because you have not worked in a specialty before will not be accepted. There are a number of mechanisms such as Innovative Training Placements, use of study leave and independent learning time could be utilised to gain such exposure. Similarly, requests to change specialties that you have worked in previously will not be agreed as the competences of the GP curriculum that you are expected to achieve are different to those expected in specialist training.

However we do acknowledge that there may be special circumstances that would require us to consider a swap in rotation.

There are two types of swaps that we will consider

- a) **Change in Location** Occasionally you may be allocated a placement in a Trust outside the area of your Programme Location, if for example you live in Nottingham and have been allocated a post in Kettering and we have allocated a rotation to a trainee in Nottingham who live in Kettering we would consider such as swap, if it adheres to the guidance notes below.
- b) **Change of Specialty** As there are a number of different options to achieve exposure in different specialties this option will only be considered with the support of the GP StR's Educational Supervisor with the support of the local Programme Director who can clearly identify the competences that needs to be achieved and how these cannot be achieved by another method.

Requests to change rotations must be completed and submitted to **GP Specialty Liaison Manager** within the following timelines, a minimum of 6 months notice is required and all requests that do not meet these timelines will be refused, except in very exceptional circumstances.

Rotation change over	6 Months advance deadline
August	1 st February
December	1 st June
April	1 st October

Where the date above falls on a weekend or bank holiday, the deadline will be the Friday before.

Due to time constraints we will not be able to accept swaps in the August ST1 placements; however any requests for the December ST1 placement must be submitted by 1st September.

Trainees wishing to take part in the GP swap process will be responsible for finding a swap themselves. They should initially discuss this with their ES then with the local PD who may be able to advise them on a possible swap or other alternatives. **The procedure and guidance notes outlined in sections 3 and 4 must be followed in all instances.** Only one swap per training year will be considered.

All forms should be submitted direct to the GP Directorate and marked for the attention of the GP Specialty Liaison Manager c/o East Midlands Healthcare Workforce Deanery, Rutland House, 11 Merus Court, Leicester, LE19 1RJ. Swaps forms or requests for swaps submitted after the deadline will not be considered by the GP Directorate / Deanery

All swaps will be considered by a panel of GP Associate Postgraduate Deans and the GP Dean at a meeting held after the deadline (dates will be confirmed on receipt of the application). Trainees will be informed of the decision within 2 weeks of this meeting.

Swaps will only be considered by the panel from trainees who have an up to date portfolio including signed Educational Contracts, personal development plans, induction and end of placement meetings, self appraisal and reflective practice and are supported by the trainee's educational supervisor.

The GP Directorate will check that the above is in place using the ePortfolio system. If you have not completed the required assessments and maintained an up-to-date learning portfolio your swap application will not be considered by the swaps panel.

2. Guidance Notes

- a. In considering approval of the swap the panel will check that the planned changes do not include repetition of specialties and that there is a reasonable mix of posts to allow trainees to achieve all GP competencies.
- b. The panel will also consider any particular educational needs of the trainee. Trainees who are not making satisfactory progress may have approval to swap withheld unless the proposed changes are thought to be of educational benefit for the trainee.
- c. The panel will not approve swaps that repeat specialties that the trainee has already been offered and not completed due to previous swaps.
- d. E-signatures will not be accepted.
- e. If your application for a swap is declined by the panel and you wish to appeal, please refer to section 4 below for the Swaps Appeals Process.

3. Procedure

1. Discuss with your Educational Supervisor
2. Download the relevant form as detailed below from the Deanery Website
3. GPStR's to complete application in conjunction with their colleagues and educational supervisor
4. GPStR's to submit application form to the GP Directorate no later than midday of the deadline as stated above.

4. Swaps Appeals Process

A trainee will have the right to lodge an appeal wherever he or she is able to demonstrate that the actions of the GP Directorate have not followed the swaps procedure as outlined above.

If you wish to lodge an appeal you should follow these steps:

1. Please present your appeal in writing (letter or email) to the Acting GP Dean, Dr Roger Price. This should be done within 7 days of being notified of the decision that is being appealed.
2. Appeals will be reviewed by the Acting GP Dean.
3. You will be notified of the decision of the Acting GP Dean in writing.
4. The decision of the Acting GP Dean is final.

5. If you wish to withdraw an appeal, this may be done in writing to the GP Directorate at any stage of the process.

Last reviewed: August 2012

GP Directorate Specialty Swaps

Section 1 – Personal Details
(to be completed by GPStR)

	Trainee A	Trainee B
Name		
Email Address		
GP Trust/Hospital Site		
GP Rotations ST1		
GP Rotations ST2 (if known)		

Please indicate which type of swap you are requesting:

Change of Location – please go to section 2, your educational supervisor must complete section 3

Change of Specialty – please go to section 4, your educational supervisor must complete section 4

Section 2 – Change of Location
(to be completed by GPStR and co-signed by Educational Supervisor in Section 3)

	Trainee A	Trainee B
Allocated GP Site		
Proposed GP Site		
Reason for requesting swap (if necessary please continue on a separate sheet)		
Proposed GP Rotation 1		
Proposed GP Rotation 2		
Proposed GP Rotation 3		

We, the undersigned, request a swap of our GP Training Programme as detailed above. We confirm we have completed the specified number of assessments and have an up-to-date e-portfolio.

	Trainee A	Trainee B
Trainees	Signature:	Signature:
	Date:	Date:

Section 3- Educational Supervisor Support

We, the undersigned, support the GPStR application to swap their GP Training Programme as detailed above, due to location we confirm they have an up-to-date e-portfolio and there are no educational concerns that should prevent this swap taking place.

	ES for Trainee A	ES for Trainee B
Educational Supervisor	Signature:	Signature:
	Date:	Date:

Section 4 - Change of Speciality

(to be completed by GPStR)

	Trainee A	Trainee B
Allocated Speciality		
Reason for requesting swap (if necessary please continue on a separate sheet)		
Proposed GP Rotation 1		
Proposed GP Rotation 2		
Proposed GP Rotation 3		

We, the undersigned, request a swap of our Training Programme as detailed above. We confirm we have completed the specified number of assessments and have an up-to-date e-portfolio.

	Trainee A	Trainee B
Trainees	Signature:	Signature:
	Date:	Date:

Section 5- Educational Supervisor Support

We, the undersigned, support the GPStR application to a swap of their GP Training Programme as detailed above. We confirm they have an up-to-date e-portfolio

	ES for Trainee A	ES for Trainee B
Educational Supervisor	Signature:	Signature:
	Date:	Date:
Reason to support this application and what actions have been taken to achieve the competences that you feel this swap would achieve.(if necessary continue on a separate sheet)		

Please submit the form to GP Directorate no later than midday (12:00 BST) on 1st February/ June /October (6 months prior to planned rotation change) for consideration at the school's Associate Postgraduate Deans meeting.

(GP Directorate, Rutland House, 11 Merus Court, Leicester, Le19 1RJ)

Section 6 – Authorisation/Sign-Off

(to be completed by Head of Academy only)

We approve/do not approve* this application (*delete as necessary)

	Trainee A	Trainee B
Head of Academy	Signature:	
	Date:	
GP Dean	Signature:	
	Date:	

Section 7 - Training Record Update

(GP Directorate Office use only)

Alteration Agreed	Doctor Informed	Intrepid Updated	Programme Manager Informed

EQUALITY IMPACT ASSESSMENT
Initial Screening: Level 1

Which of the following equality profiles could suffer detriment as a result of the item under assessment?		Race (includes Travellers/Gypsies)	Gender (includes considerations relating to transgender/transsexual)	Disability	Age	Sexual Orientation	Religion/Belief (includes atheism/non-belief)
ID:		Title: General Practice Swap Procedure					
1.	What is the purpose of the item?	To allow GPStR's the opportunity to change/swap the rotation and or specialty of their allocated programme.					
2.	What is the background to the item? (eg in response to a statutory requirement, development of good practice, organisational review etc)	Developments of good practice and aim to ensure transparency in ensuring all GPStR's have the opportunity to swap their rotation.					
3.	Who is intended to benefit from it?	General Practice Specialty Training Registrars.					
4.	Is there any potential for impact on non-beneficiaries?	No					
5.	i) Is there up to date data on the groups/individuals that this item has potential impact?	Yes					
	ii) Has this data been used to develop the item being reviewed?	Yes					
6.	Have there been changes to the equalities profile of any of the areas or groups upon which this item could impact?	No					
7.	Does the item positively influence relations between different groups of people across all dimensions of equality?	n/a					
8.	Does it promote equality of opportunity across all dimensions of equality?	n/a					



East Midlands Healthcare Workforce Deanery

9.	Does the item either eliminate or contribute to the elimination of unlawful discrimination across all dimensions of equality?	Yes	By providing the opportunity for all GPStR's to be able to swap the rotation of their training, the document doesn't eliminate discrimination but does promote good practice.
10.	Are there any concerns expressed about the policy having the potential for adverse impact on any group/s of people?	No	
Assessment Outcomes: No further action required ✓			
Revisions required – brief details of proposed actions:			
Level 1 assessment – 04.02.2011		Assessment carried out by: Kerry Rainford	
Level 1 assessment – signing off date: 04.02.2011		Peer review carried out by: Julie Lupton	

EQUALITY IMPACT ASSESSMENT
Initial Screening: Level 1

COVER SHEET

DEPARTMENT/SERVICE: Primary Care

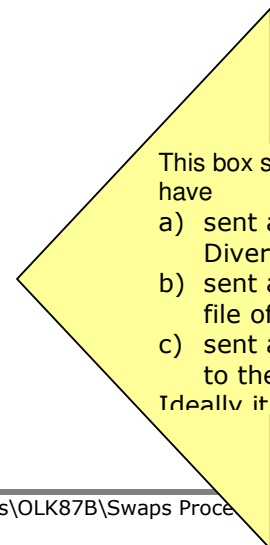
ASSESSMENT DATE: 04.02.2011

ASSESSORS: Kerry Rainford

ASSESSMENT REVIEW DATE: 04.02.2012

PEER REVIEWERS: Julie Lupton

DISSEMINATED TO:



This box should be used as a checklist for "assessors" to confirm that they have

- a) sent a copy for storage on the Shared drive – Equality & Diversity information resource
- b) sent a copy to the "corporate co-ordinator" for inclusion in the file of assessments being maintained for statutory purposes
- c) sent a copy to the IT/Communications people for uploading on to the external website

Ideally it should contain a check-list