

## **Accelerated progression of specialty medical training and bringing forward a Certificate of Completion of Training (CCT) date**

While postgraduate GMC approved specialty curricula have indicative durations, some Postgraduate Doctors in Training (PgDiTs) may progress to completion in a shorter time than indicated, due to the earlier acquisition of capabilities than is normally expected.

This document outlines the principles for reducing training time based on individual circumstance.

### **Principles**

- a) The agreement to an application to bring forward a CCT date will normally be at the ARCP at least 6 months before the proposed new CCT date. Ideally this should be considered at the penultimate ARCP. Trainees should also refer to guidance from their Royal College or Faculty as arrangements vary.
- b) The decision on adjustment of CCT date rests with the Postgraduate Dean or Deputy advised by the ARCP panel.
- c) The principles set out in Gold Guide Ed. 9 paras 4.1- 4.17 apply.
- d) Acceleration of training and change to a programme completion date will be based on evidenced current clinical capability and speed of progression to guide a learning needs assessment and estimation of the time needed to achieve the remaining curriculum competencies.
- e) Changes to a programme completion date do not remove the need to meet contractual requirements with an employer or placement provider, including notice periods.
- f) A reduction in training time will not be agreed if there are unresolved concerns about capability or conduct
- g) Acceleration of training due to previous experience or rapid progression is not possible in Foundation year 1.
- h) For PgDiTs on dual- or triple- accreditation programmes, all programmes must be completed prior to application for CCT (Gold Guide 3.87).

### **Process**

- i) The decision to bring forward a CCT date will normally be at the ARCP held at least 6 months prior to the proposed new CCT date. Ideally this should be considered at the penultimate ARCP. Trainees should also refer to guidance from their Royal College or Faculty as arrangements vary.

- j) The application to accelerate training should be agreed by the Educational Supervisor and PgDiT and communicated to the Training Programme Director prior to the ARCP date.
- k) The PgDiT must ensure that there is demonstrable curriculum sign off, supported by appropriate evidence, to support such an application.
- l) The Educational Supervisor will provide a statement of support to the ARCP panel if they agree that a change in programme end date is appropriate.
- m) The ARCP panel will assess the information provided and determine whether sufficient evidence exists to bring forward the CCT date.
- n) The reduction in training time will be a minimum of a single placement within the programme.
- o) The maximum reduction in programme duration would not normally be in excess of 1 year.
- p) Where the ARCP panel supports the request, the Chair will write to the Postgraduate Dean or deputy to seek approval for a change to the CCT and defining the next training year that will be entered. The final decision rests with the Postgraduate Dean or deputy.
- q) Once agreed, any additional training time required will be provided as an extension as defined by Gold Guide para. 4.100 – 4.115.

#### **Principles for PgDiTs working less than full time.**

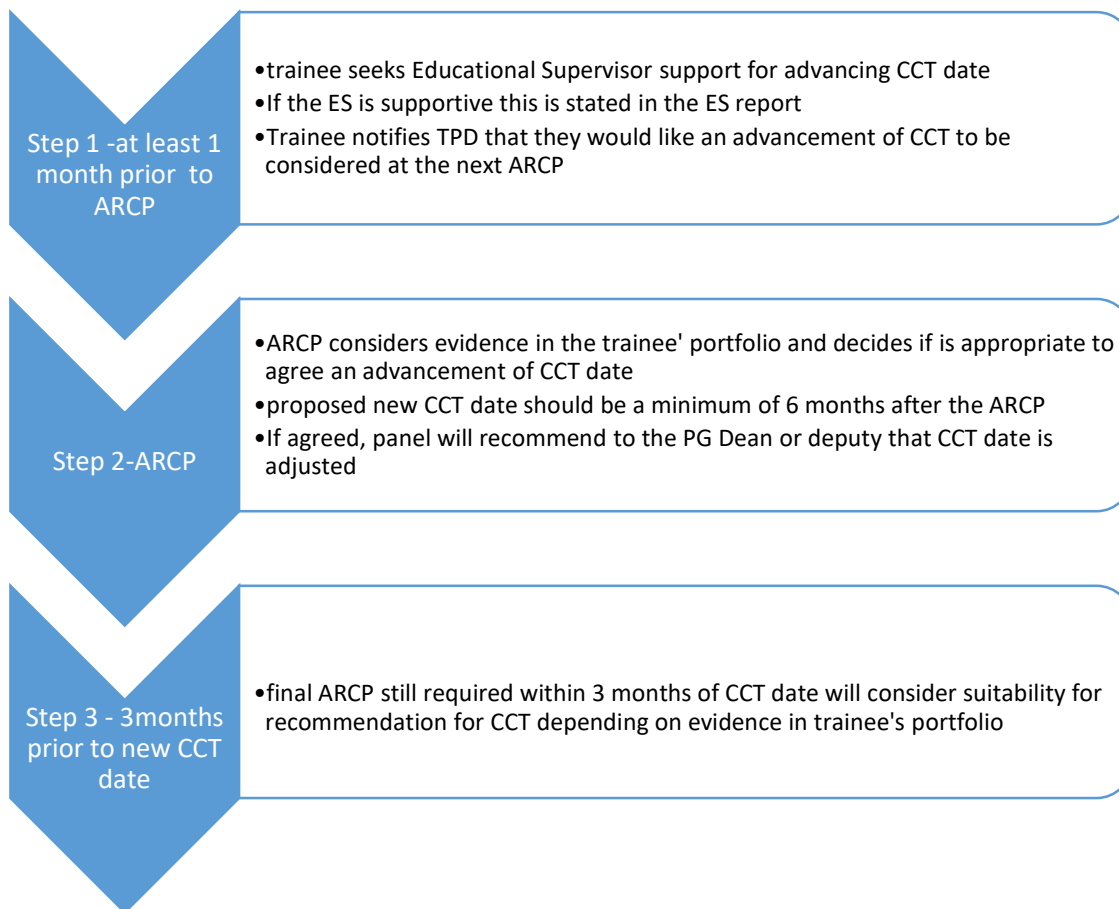
- r) Where a PgDiT applies for, and is accepted for, LTFT training, the CCT will automatically be moved to allow for the increased duration of the programme (Gold Guide para 4.87 iv.)
- s) A PgDiT working less than full time can apply to have a CCT brought forward in line with the principles and process described above.

#### **Review and Appeal of a decision**

- t) A PGDiT may seek a review of a decision on acceleration of training made by the ARCP panel in line with the provisions of the Gold Guide (9<sup>th</sup> Ed, 4.164). The review will offer the opportunity for the trainee to submit additional evidence and for the original ARCP panel to consider their decision again. The outcome of the review is final and there is no further appeal process.

Requests for review should be submitted within 10 working days of the decision being communicated to the trainee and should be emailed to the Training Programme Administrator.

## Scotland Deanery process for requesting advancement of CCT date



### Notes:

- A recommendation to advance the CCT date can only be made by the ARCP panel to the PG Dean/deputy PG Dean and is not at the discretion of TPD or ES
- CCT dates will only be considered for advancement if the ARCP panel is confident that the trainee will have met all of the required competencies by the time of the proposed new CCT and has no outstanding curricular or probity issues
- A new CCT date will not normally be within 6 months of the ARCP and should ideally be considered at the penultimate anticipated ARCP.
- The maximal advancement of CCT will usually be 12 months
- Competencies gained prior to entering a training programme should be considered at the **first** ARCP and CCT adjusted as appropriate. Prior competencies should not therefore be a reason to seek an accelerated CCT towards the end of a programme