

Interim policy v1 July 2015

**Scotland Deanery
Locum Appointment for Training (LAT)
Policy
7th July 2015
Effective from 1st August 2015**

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1 Introduction

- 1.1 It is inevitable that there will be gaps in training programmes as a result of people going out of programme (OOP), leaving programmes at variable rates after completion of training and variations in when appointments to programmes occur. These vacancies or gaps in training programmes can be filled by locums where there is a service or workforce requirement to do so.
- 1.2 These vacancies or gaps can be filled as a 'Locum Appointment for Training' (LAT) or 'Locum Appointment for Service' (LAS) depending on whether training is offered through the placement (LAT) or whether the locum is employed solely for service purposes (LAS). A LAT would generally only be defined as such if the gap was created by an NTN holder not being in post.
- 1.3 This policy sets out the procedure for the appointment to Locum posts (LAT) for Specialty Training Programmes managed by NES.
- 1.4 See appendix 1 for details on the approval process

2. Scope of the policy

- 2.1 This policy is applicable to the following:-
All recruitment to LAT vacancies within Specialty Programmes that are managed by NES.
Local Educational Providers within the Scotland Deanery.

NB Recruitment processes for LAS posts are not covered by this policy.

3. Recruitment process for locum appointment for training (LAT) outwith national recruitment process

- 3.1 If a number of vacancies in the programme have been identified in more than one employing Board, a joint recruitment process may be undertaken through one of the employing Boards. Workload pressures will be considered when making this decision.
- 3.2 Where there is one vacancy or all vacancies are at the same Board, the relevant employing Board will normally undertake the recruitment process.

4. Duration of LAT appointments

- 4.1 A LAT post can be for a minimum of 4 months, but should usually be for a minimum of 6 months' duration, varying depending on specialty. Vacancies or gaps of less than 4 months' duration must normally be appointed as LAS posts.
- 4.2 Initial appointment to LAT vacancies can be for a maximum of 12 months duration. Any extension will be subject to an ARCP outcome 7.1 being awarded and / or a satisfactory educational supervisor's report confirming satisfactory progress.
- 4.3 LAT appointments are for a fixed tenure. An unsatisfactory outcome or insufficient evidence at ARCP does not entitle the trainee to any additional training time.
- 4.4 If LAT posts have potential to be available for more than 12 months, the expectation is that the LAT post would be readvertised annually. Should an incumbent in a LAT post wish to remain in that post for a second year, they would be expected to reapply in open competition.

4.5 The total duration of LAT appointments within the one programme is not limited, subject to the need for the LAT post to be readvertised annually. However, for training within extended periods as a LAT appointment to count fully towards training there should be progression of training opportunities and experience while in the post.

4.6 Appointment to a LAT carries no future entitlement to appointment into a specialty training programme leading to a CCT.

4.7 A doctor *cannot* obtain a CCT with only LAT appointments. They can, however, use LATs towards a CESR application.

4.8 Any doctor appointed to a LAT must be informed that the NES Medical Director (or delegate) is the Responsible Officer (RO) for revalidation for the period of that appointment, and the appointee must adhere to the requirements for annual declaration stipulated by NES.

5. Advert

5.1 Service HR should determine the required grade(s) & specialty programme of the LAT vacancy and verify with the Deanery team that the programme has capacity. Care must be taken to advertise the post under the appropriate specialty banner, as some posts may provide experience in more than one specialty. It is crucial that the advertisement is clear about this. The speciality **must** be one approved by the GMC for training and within an approved programme.

5.2 Service HR should send the proposed advert for approval to the relevant specialty team.

5.3 Adverts for LAT vacancies should include the wording 'Locum Appointment for Training (LAT) / Locum Appointment for Service (LAS)', to retain flexibility in appointment and to ensure that those who wish and will engage with training are appointed to LAT posts, and those who seek employment without commitment to training progression are appointed to LAS or equivalent posts.

5.4 LAT advertisements must include the following statements:-"There may be a possibility to extend this appointment to the end of the training year. The extension may be at any of the hospitals on the rotation." "If appointed to a relevant Specialty Training Programme through open competition, documented competences achieved through a LAT can count towards CCT, or towards a CESR application for those not entering an approved Specialty Training Programme."

5.5 Advertisements must be placed in accordance with NHS Scotland policy.

5.6 If There is a potential to appoint non UK/EEA candidates who require Tier 2 sponsorship, the employing Board should ensure the post and advertisement satisfy the Home Office Resident Labour Market Test requirements.

5.7 The employing Board should contact NES HR (via the Tier 2 Sponsorship email address tier2sponsorship@nes.scot.nhs.uk) as soon as a trainee requiring Tier 2 sponsorship has accepted an offer.

6. Panel Constitution

6.1 The panel should comprise at least 3 people. There must be a minimum of two Consultants from the specialty on the panel; one of whom must be the TPD or a Deanery representative from the specialty, nominated by the TPD.

6.2 The Deanery representative nominated by the Training Programme Director would usually be chosen from membership of the Specialty Training Committee. Should the Deanery representative also happen to be based at the LEP where the appointee is to be placed, this is acceptable but it should be noted that the priority of this panel member is to ensure that the requirements of the Deanery and Training Programme are prioritised over other interests.

7. Roles of the Deanery-nominated representative

7.1 The Deanery representative should ensure that if a LAT post has been advertised the same standards for the LAT appointment process are used as are employed in SMT / National appointments' processes. The Specialty Training Committee should determine the actual format of the LAT interview process including the broad areas to be covered. While it is permissible for the interview to be shorter than for SMT/National recruitment processes, it is recommended that one or more of the elements used in SMT/National recruitment should feature in LAT interviews. Similar scoring schedules should be used as far as possible for those stations that are replicated from the national process. Interviews for LAT appointments should last at least 20 minutes.

7.2 The Deanery representative should ensure that applicants for interview for LAT appointments fully meet the person specifications as detailed for SMT/National training post appointments' processes.

7.3 The Deanery representative should evaluate the prior training experience of candidates to ensure that requisite competencies required for appointment are fulfilled. This may include delivery of a process to ensure implementation of any nationally agreed policy for ascertaining equivalence of prior training; for ST3 LAT appointments in Medical Specialties it is essential that verification of equivalence to CMT competence attainment using 'C' certification is used before a candidate with prior training outwith UK is appointed.

7.4 The Deanery representative should ensure that the training potential and commitment to training of candidates are explored to ensure that where a LAT appointment is to be made the appointee is aware of the need to engage with training processes, including enrolment with the relevant College & use of the relevant portfolio to log attainment of evidence of progression in acquiring the required competencies. Written information advising of these expectations of LAT appointees should be given to appointees at the end of the interview or subsequently.

7.5 It is HR's responsibility to ensure that the successful candidate(s) who are deemed suitable for appointment are notified to the Deanery Training Team who administers the relevant Specialty Training Programme on the LAT Recruitment Record Form. This is to ensure that the Deanery is aware at the earliest opportunity of appointees or potential appointees. The Deanery team will subsequently liaise with HR to ascertain acceptance of offers of appointment to ensure that the trainee is recorded within the Deanery systems.

8. General

8.1 Appointment to a LAT post must be made in open and fair competition. In all respects LAT posts should be equivalent to a training post within a full Specialty Programme, with the exception of limited tenure; the national person specification should be used.

8.2 Interviewers should be up to date in their Equality & Diversity training.

8.3 Interviewers should complete all relevant recruitment documentation including candidate assessment / scoring schedules and post-interview checklist.

9. Recognition towards CCT or CESR (CP)

9.1 Doctors appointed to a LAT post should register with the relevant Royal College before the finish date for their post, but preferably as soon as is practical after appointment. The Royal College may not allow retrospective approval for LAT posts to count towards CCT.

9.2. Doctors who are appointed to a LAT post must have, in addition to appropriate clinical supervision, a named educational supervisor. The educational supervisor should meet them early in their appointment to plan the training opportunities available in the placement which will allow them to gain competences in the specialty. Suitable assessments, comparable to those undertaken by trainees in specialty training programmes should be undertaken.

9.3 All LAT appointees will be automatically included in the specialty ARCP process. Progress will be determined proportional to that expected of any trainee in the specialty training programme depending on duration of the LAT appointment; typically this will include an educational supervisor's report confirming satisfactory progress plus a proportionate quantity of WBAs and sign-off of curricular competencies, and a current annual declaration of competency agreed and approved by the relevant delegated RO in NES.

9.4 For any LAT post an appropriate ARCP outcome must be awarded to demonstrate progression against the curriculum for the duration of the appointment.

9.5 In accordance with the Gold Guide, more than 12 months of LAT can be counted towards training as long as appropriate progression against the curriculum is confirmed with an ARCP for each 12 months of training undertaken.

9.6 A training pattern made up entirely of LAT posts will not result in the award of a CCT, as stipulated in the Gold Guide. However, all LATs can be used to count towards a CESR application.

Appendix 1:

LAT Appointments - Guidance for Deanery Representatives

