

SMPCETS Trainee Annual Leave – Scheme Guidance

Overview

Annual leave is recognised as an important component of the SMPCETS annual training cycle. It is important for trainees to utilise their annual leave entitlement for periods of relaxation to aid their physical and mental health, and benefit from a more successful training experience in the long term.

Trainee annual leave is dealt with via discussion between trainee and training coordinator at each participating centre. The following Steering Committee guidance is intended to assist trainees and training coordinators with this process, and maintain consistency across the Scheme. It is important to recognise that the training programmes do differ slightly between training centres, and for this reason there will, by definition, be some minor variation within the system.

Training within the SMPCETS is often very complex, and may require trainees to occasionally work overtime in order to gain access to equipment 'out of hours' when patients are not in attendance. Further, to gain a full and deeper understanding of the profession it is often necessary for the trainee to dedicate time away from the workplace to expand their individual learning experience.

Supervisors and Training Coordinators are also required to work overtime to ensure appropriate supervision of trainees as they use equipment – and this time is not claimed back by the staff involved. This is done via goodwill.

It is recommended that all centres and trainees should seek to maintain the existing collaborative 'flexible' approach to annual leave. The following general guidance applies:

MSc Year

The start- and end-dates of the MSc courses (Aberdeen, Glasgow and Strathclyde) will differ slightly, but annual leave opportunities will be available at Christmas (two weeks), Easter (two weeks) and at the end of the MSc (mid to late August – one week) where trainees will be able to take annual leave. Minor 'hospital based' commitments (aside from the MSc project) may be required at certain times within the period, but these will not be extensive. Examples of this are: (i) Pre-MSc 'meet the staff' sessions at hospital training centres, and (ii) Pre-Foundation Year preparation. These will be managed locally. Hourly accrual of 'time off' should not apply.

Foundation Year

The start- and end-dates of the Foundation Year are likely to differ slightly between each training centre, but the general approach to annual leave is as follows:

- Christmas – two weeks annual leave (shutdown of training activity)
- Late August – two weeks annual leave (prior to the onset of specialism training)

For the period of time between Christmas and late August, it is recommended that trainee requirement for a full week of annual leave should be identified as far as possible in advance, and timetabled into the training plan to enable major rotations to run for the full duration. For individual days of annual leave (e.g. a long weekend), these can be granted subject to the total leave accrual within a single placement remaining less than a full week. If the individual day total reaches a full

week for a given placement, then an extra week of training should be added to the training plan to enable the affected placement to be completed. Hourly accrual of 'time off' should not apply.

Specialism Year

At this stage, trainees should be in full-time training in the hospital environment. Annual leave will be managed locally and can be taken as/when required up to the full entitlement. Hourly accrual of 'time off' should not apply.

At all stages of the training programme, annual leave 'carried over' at the end of the year will fall under specific policies within each Board, and local guidance will be provided.

Summary

By maintaining the existing collaborative and flexible approach to annual leave, trainees will be able to benefit from their full annual leave entitlement on a yearly basis – and at the same time obtain the best training experience possible.