

Notification of placement

- Doctors provided pathway for leave requests (annual leave, study leave etc)
- Less than full time training (LTFT) bespoke work schedule is built

Minimum of **12 weeks** before starting rotation

Annual leave entitlement

< 5 years service	27 days
5 years service	32 days

Study leave entitlement

Foundation year 1	15 days
Other training grades	30 days
Non-training grades	To be negotiated

Generic working schedule

- Duties
- Learning outcomes as per curriculum
- Quality improvement/audit time
- Teaching time

Minimum of **8 weeks** before starting rotation

- Hours as per rota cycle
- Expected service commitments
- Two consecutive weeks available for leave request, wherever possible

Duty roster

- Duty roster (specific working pattern, with leave included)
- Inclusive of mandatory training time

Minimum of **6 weeks** before starting rotation



Personalised work schedule to be agreed at least **4 weeks after placement**

Induction

- Receive a full statement of particulars
- Reiterate how to book leave
- PDP to include educational requirements
- Occupational health adjustment to be discussed

Start of rotation

- Exception reporting to be set up prior to first shift
- PDP and personalised work schedule breaches of unincorporation = ER
- Occupational health adjustment breaches or unincorporation = HR escalation



Personalised work schedules

These must be personalised according to the doctor's learning needs and opportunities within the the post. This must include adequate allocated time for the doctor to achieve all expected educational outcomes for the post.



Personalised work schedule to be agreed within **4 weeks of start of rotation**

Occupational health services



Employers must ensure staff have access to confidential occupational health services.

Employers should protect staff health from physical and environmental health hazards arising from work or work conditions; reduce risks which lead to ill-health (physical and mental), staff absence and accidents.

Mid-point meeting



Update doctors on unallocated leave

Mid-point of rotation



Review PDP and personalised work schedule incorporation