

**West Midlands Core Surgery Training Programme**

**Placement and Swap Process - January 2020**

This guideline refers to the principles for the consideration and approval of any placement swaps for core surgery trainees within the programme.

**Principles of the core surgery training programme placements and swap requests**

1. **GMC approved posts for the delivery of core surgical training**
* Posts will provide the appropriate learning environment **(JSCT Quality Indicators)** and learning opportunities for the delivery of the competences required for the completion of the core surgery curriculum.
1. **Rotations to deliver the breadth of core surgery experience and ensure delivery of the competences required to complete core surgery (JCST core surgery completion checklist).**
* Many rotations are themed to provide up to 1yr in theme and aim to accommodate allied specialties however the curriculum requires placements in a breadth of specialties.
1. **Training units and core surgery trainees provided with details of placements in a timely manner.**
* Placement swaps should as much as possible not detriment the delivery of training within each unit (consideration of the loss of a trainee to the unit and impact on the training environment) or ability to obtain workforce cover.
* **HEE requirement to provide employers with post allocations 16 weeks prior to start date.**
1. **Core surgery training programme commitment to aim for each trainee to be placed in an optimum training environment for their individual needs.**
* Regular appraisal of each trainee’s progress may subsequently result in the reallocation of that trainee to an alternate placement based on learning needs.
1. **Core surgery training programme rotations being divided into North, Central and South regions with full implementation 2021.**
	* Any potential placement swaps must remain within the same West Midlands area.
2. **Placement swaps are discretional. Core surgery training committee does not guarantee that swap requests can be accommodated even if the application merit has been approved.**
3. **All swap requests will be regularly reviewed/audited and presented at core surgery training committee with current policy reviewed as needed.**

**Eligibility for Placement Swaps**

Where placement swaps are considered, excluding where the core surgery training committee believe it is required for specific development needs, a formal request is to be submitted by all trainees.

* 1. Requests to be submitted **minimum of 18 weeks** prior to placement wishing to swap.
	2. Requests for placement swaps **within** **CT1 year only considered in exceptional circumstances.**
	3. Requests for CT2 placement swaps only eligible if achieve outcome 1 at CT1 ARCP or on track for outcome 1 at CT1 ARCP. Outcome 2 only considered if exceptional circumstance (determined by reasons for outcome 2 and subsequent portfolio progression).
	4. Requests for swap must be submitted by completion of the core surgery training programme swap request form which includes a written statement detailing reasons for swap and why it will enhance individual training whilst also ensuring they are able to complete core surgery curriculum competences.

This statement will include a summary of portfolio progression and core surgery curriculum coverage achieved so far, areas remaining to achieve completion of core surgery competence including MRCS progress and attempts, career intention and evidence of activity to show commitment to specialty and excellence , how the swap will add value to your training and any relevant personal reasons.

* 1. If trainee has identified another trainee where a mutual swap has been agreed a **formal written request is still required** by completion of the core surgery training programme swap request form by each trainee.

**Placement Swap Approval**

Requests will be considered by a minimum of two members of the core surgery postgraduate training committee. If necessary further advice will be taken from relevant higher specialty training programme directors. If in agreement, then swap request merit will be approved. However, this does not guarantee placement swap with post reassignment subject to availability and effect on the training programme and local environment. Trainee will be informed of placement swap where possible with subsequent update provided by HEE to relevant trusts.

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