



# THE SCOTTISH OFFICE

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## Department of Health

**N.B. this is a scanned version rather than an exact facsimile of the paper original. There are some minor differences in format.**

Dear Colleague

### THE RECRUITMENT OF DOCTORS AND DENTISTS IN TRAINING

#### Summary

A consistent and high standard of postgraduate medical and dental education is essential to sustain and improve patient care. A key component in delivering this goal is assuring the quality of training provided in individual placements<sup>(1)</sup> and programmes. The booklet accompanying this MEL sets out the arrangements for ensuring that all training opportunities to which trainees are recruited in the NHS are of an acceptable standard and accord with workforce planning requirements by applying the following:

- i. any post or programme can only be designated a training placement or programme if it has both educational approval and approval by the relevant postgraduate dean;
- ii. in the same way, a post which is not in a recognised NHS training grade, for example a "trust SHO", "trust registrar", "non-training registrar", "visiting fellow" or "research registrar" cannot be regarded as a recognised training placement or programme. Doctors or dentists occupying such posts cannot be considered to be in training and experience in those non-training (in effect career grade) posts cannot be assumed to count towards the completion of specialist or general practice training;
- iii. placements or programmes in NHS training grades for doctors and dentists may not be advertised, nor an appointment made unless the placement and/or programme has valid *educational and postgraduate dean's* approval;

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<sup>1</sup> In this MEL and the attached guidance "placement" instead of "post" is used where appointment is to a training programme instead of to a post. This is the norm within the specialist registrar grade and increasingly so within the SHO and PRHO grades. Use of the term 'post' implies that experience in the post may not count towards the individual's training record.

**NHS  
MEL(1999)36**

NHS Management Executive  
St. Andrew's House  
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**7<sup>th</sup> April 1999**

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The General Medical Council,  
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- iv. recruitment procedures should comply with policy on equal opportunities; and
- v. advertisements should contain a statement from the postgraduate dean confirming that the placement or programme has the required approval.

**Action**

All NHS employing bodies and postgraduate deans are asked to follow the guidance set out in the attached booklet.

Yours sincerely

ROBIN NAYSMITH  
Assistant Director of Human Resources(Policy)

**The Recruitment of  
Doctors and Dentists  
in Training**

**MARCH 1999**

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### **Glossary**

**Annex A NHS Training Grades: Summary of arrangements for educational and postgraduate dean's approval and for advertising placements**

## **Foreword**

A consistent and high standard of postgraduate medical and dental education is essential to sustain and improve patient care. A key component in delivering this goal is assuring the quality of training in individual placements and programmes. This booklet sets out the arrangements for ensuring that all postgraduate medical and dental training opportunities in the NHS in Scotland are of an acceptable standard and that recruitment procedures comply with policy on equal opportunities.

## Defining training placements or programmes

1. Only placements or programmes (*see glossary*) which comply with this guidance can be regarded as training placements or programmes. Within the NHS doctors or dentists may undertake postgraduate training only where they hold substantive, honorary (or in some limited circumstances, locum) appointments in placements or programmes in the following training grades:

### *Hospital and Community Health Services*

- Pre-registration House Officer (PRHO) (*doctors only*);
- House Officer (HO) (*dentists only*);
- Senior House Officer (SHO);
- Specialist Registrar <sup>1</sup> (*for registrars and senior registrars see footnote 1*);

### *General Medical or Dental Services (including Personal Medical or Dental Services)*

- Medicine: General practice (GP) registrar;
- Dentistry: Vocational Dental Practitioners.

2. Within the Specialist Registrar Grade trainees may be recruited to:

- appointments in substantive placements which include Fixed-Term Training Appointments (FTTA)<sup>2</sup>
- honorary appointments;
- Locum Appointments - Training (LAT)<sup>2</sup>;
- Locum Appointments - Service (LAS)<sup>2</sup> which are not recognised for training.

3. Within the Hospital and Community Health Services:

- ***all training placements, including ad hominem appointments, must have both educational and postgraduate dean s approval. (The term postgraduate dean in Scotland includes for all dental posts the Director of***

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<sup>1</sup> In **medicine** following introduction of the new *specialist registrar* grade during 1996 entry to the *registrar* and *senior registrar* grades has ceased and these grades have ‘closed’. No new appointments to the *registrar* and *senior registrar* grades could be made after 1 April 1997 other than as a locum registrar to a registrar post which has not yet closed. The exception to this is registrars in public health medicine who entered the grade prior to 1 April 1997, who retain the right to remain on their existing contracts. This provides them with a contractual right to non-competitive promotion to the senior registrar grade. New senior registrar contracts in public health medicine may be issued to existing senior registrars or honorary senior registrars in order to facilitate the completion of training.

In **dentistry** all specialties, except for the “additional dental specialties”, have completed transition to the *specialist registrar* grade and no new appointments to the *registrar* or *senior registrar* grades can be made in these specialties.

<sup>2</sup> More detailed descriptions of VITA, LAS and LAT appointments can be found in *A Guide to Specialist Registrar Training, February 1998*.

**Postgraduate Dental Education in Scotland).** The Specialist Training Authority of the medical Royal Colleges (STA) and the General Dental Council (GDC) have agreed that training or experience obtained in NHS placements which have not received the appropriate training approvals, will not be considered in assessing a doctor or dentist's fitness for recommending the award of a Certificate of Completion of Specialist Training (CCST).

- the need for *educational* and *postgraduate dean's* approval applies both to those placements funded by the Scottish Council for Postgraduate Medical and Dental Education (SCPMDE) as well as to those funded by other bodies, for example, universities, charitable institutions, research bodies etc. Training grade placements or programmes should not be created to meet service pressures.

- posts which do not have *educational* and *postgraduate dean's* approval **do not fall within the scope of the permit-free arrangements under the Immigration Rules.** Overseas doctors appointed to such posts will not be eligible for permit-free status, and may not be granted Limited Registration by the General Medical Council.<sup>3</sup>

4. Specific arrangements exist in the general medical and dental services (including the personal medical and dental services) to reflect the differing requirements of the hospital and general practice elements of training.

## **Restriction in use of training grade titles**

5. A post which is not in a recognised NHS training grade as described in *paragraphs 1 and 2*, for example a "Trust registrar", "non-training registrar", "Trust SHO", "visiting fellow" or "research registrar", cannot be regarded as a recognised training placement or programme. Doctors and dentists occupying such posts cannot be considered to be in training and experience in non-training (in effect career grade) posts cannot be assumed to count towards the completion of specialist or general practice training. When describing posts which are not approved training placements or programmes in the recognised NHS training grades, Trusts should not use titles which, because they may appear similar to recognised NHS training grade posts described in *paragraphs 1 and 2*, may mislead applicants, patients and other health professionals.

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<sup>3</sup> MEL(1997)42. Immigration and Employment of Overseas Medical and Dental Students, Doctors and Dentists in the United Kingdom: A Guide to Immigration and Employment of Overseas Medical and Dental Students, Doctors and Dentists in the United Kingdom. The Immigration Rules derive from the Immigration Act 1971 as amended.

## Non-standard career grade titles

6. The standard career grade titles for hospital doctors are consultant, associate specialist, limited specialist, staff grade, hospital practitioner and clinical assistant. Non-standard career grade titles can be misleading to patients and other health professionals and should therefore only be used when there is an exceptional and over-riding need to do so.

## Equal opportunities

7. The NHS and the Departments of Health promote and implement equal opportunities policies. There is no place for discrimination on grounds of age, sex, marital status, race, religion, creed, sexual orientation, colour or disability. All advertisements should include a clear statement on equal opportunities including the suitability of the post for part-time/job share working. Appointment processes must conform to employment law and good practice in selection and recruitment. Discrimination on the grounds of race, sex and disability is prohibited under the Race Relations Act 1976, the Sex Discrimination Acts 1975 and 1986 and the Disability Act 1995. Good practice guidance is also available from the Equal Opportunities Commission<sup>4</sup> and the Commission for Racial Equality<sup>5</sup>. Helpful background advice can be found in the BMA's *Guidelines for Good Practice in the Recruitment and Selection of Doctors (June 1994)*. *A Guide to Specialist Registrar Training, February 1998*<sup>6</sup> gives guidance on specialist registrar recruitment. Further information will be issued in due course regarding the Implementation of the HR Strategy Towards a New Way of Working.

8. All applicants for placements in the NHS training grades should be monitored on the basis of race and sex to ensure a strong and diverse field of applicants.

## Appointing to training grades

9. An appointment to an NHS training grade may not be made unless the placement anchor programme has both *educational and postgraduate dean's approval*. Trusts and Health Boards hold the contracts for doctors and dentists but postgraduate deans have responsibility for operating the appointment process for the specialist registrar grade as set out in *A Guide to Specialist*

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<sup>4</sup> *Fair and Efficient Selection*, the Equal Opportunities Commission, Overseas House, Quay Street, Manchester M3 3HN, tel: 0161 833 9244.

<sup>5</sup> Commission for Racial Equality, Elliot House, 10-12 Allington Street, London SW1E 5EH, tel: 0171 828-7022.

<sup>6</sup> *A Guide to Specialist Registrar Training*, February 1998, published by the Departments of Health.

*Registrar Training, February 1998.* Appointment to a GP vocational training scheme or programme is the responsibility of the GP Sub-Committee of the appropriate Regional Committee for Postgraduate Medical Education. Specific arrangements apply to the following categories of appointment:

*i. honorary appointments:* Trusts or Health Board offering honorary NHS appointments in the training grades to doctors or dentists, who wish to pursue *clinical* specialist training, must secure the approval of the relevant postgraduate dean before the placement is advertised or the appointment confirmed. Honorary appointments to the specialist registrar grade must conform with the arrangements set out in *A Guide to Specialist Registrar Training, February 1998*. Only doctors or dentists who hold a *Training Number* for the specialist registrar grade may be granted an honorary appointment in that grade (*see para 11*). Otherwise, where a doctor or dentist is not undertaking clinical specialist training but seeks an honorary appointment to enable “clinical access”, it falls to the Trust or Health Board to offer an appropriate honorary NHS contract ***other than*** in the training grades, that is, as a career grade appointment.

Further information about Clinical Academic appointments can be found in *A Guide to Specialist Registrar Training, February 1998*.<sup>7</sup>

*ii. locum appointments:* **Locum doctors or dentists should not be appointed to training grades where there is no substantive placement to be covered.** While these are not substantive appointments they should be made with great care. Locum appointments will not normally be recognised for training purposes. Applicants should be advised before appointment as a locum that, although the particular substantive placement may attract *educational* and *postgraduate dean’s approval*, a locum appointment should not be assumed to count towards the completion of specialist or general practice training. Except in relation to Locum Appointments - Training (LATs) in the specialist registrar grade, as explained below, occupation of a locum placement in a training grade is not in itself an indication that the doctor or dentist acting as a locum is a doctor or dentist in training.

*Hospital specialist training.* Advice about prospective approval of training for locum hospital placements should be sought from the relevant Royal College or Faculty or from the Specialist Training Authority of the medical Royal Colleges (STA). Within the Specialist Registrar grade appointment to a Locum Appointment - Training (LAT) requires prospective training recognition for each appointee on a personal basis. Where this is not possible a Locum Appointment - Service (LAS) may be made, but this is not a training appointment.

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<sup>7</sup> *A Guide to Specialist Registrar Training, February 1998, Sections: 2 (Part II, paras 63-64), 4 (appendix 4), and 10 (para 20).*

*Training for general medical practice.* In respect of locum hospital placements which may be approved for training for general practice, the advice of the Joint Committee on Postgraduate Training for General Practice (JCPTGP) should be sought. However, there is no provision for a locum appointment as a General Practice (GP) registrar.

Further details on locum appointments are given in *A Guide to Specialist Registrar Training, February 1998*, and PCS(DD)1998/1<sup>8</sup>

*Training for general dental practice.* Graduates of UK and non-EEA dental schools who wish to become principals with the NHS General Dental Service are required to undergo one year of recognised vocational training. This is overseen by Regional Advisors and the Dental Director of SCPMDE.

iii *overseas doctors and dentists appointments:* The immigration arrangements for the employment of overseas doctors and dentists are detailed in MEL(1997)42 and the accompanying guidance.<sup>9</sup> This sets out the new arrangements for postgraduate training following the changes to the Immigration Rules effective from 1 April 1997. The provisions of the Asylum and Immigration Act 1996<sup>10</sup> are also relevant for NHS employers.

## Training Numbers

**10. Training Numbers:** Each doctor or dentist who is accepted for a specialist registrar training programme *and* who holds a substantive or honorary appointment in the specialist registrar grade requires a *Training Number*. This number is unique to the doctor/dentist and, other than by exception as described in *A Guide to Specialist Registrar Training, February 1998*, is held until training is completed and the doctor/dentist has left the grade.

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<sup>8</sup> PCS(DD)1998/1 Code of Practice in the Appointment and Employment of HCHS Locum Doctors.

<sup>9</sup> MEL(1997)42: Immigration and Employment of Overseas Medical and Dental Students, Doctors and Dentists in the United Kingdom: A Guide to Immigration and Employment of Overseas Medical and Dental Students, Doctors and Dentists in the United Kingdom, Department of Health.

<sup>10</sup> The Asylum and Immigration Act 1996: for further information refer to the Home Office publication "Prevention of illegal working - Guidance for employers" obtainable from the Home Office. Under the Act it is a criminal offence to employ a person aged 16 or over who is subject to immigration control unless: that person has valid and current permission to be in the United Kingdom and that permission does not prevent him from taking the job in question; or the person comes into a category where such employment is otherwise allowed.

## Educational Approval

11. Arrangements for *educational approval*, including its justification in statute, differ in respect of specific training grades and disciplines. These are summarised below and in *Annex A*:

i. **Pre-registration House Officer (PRHO) grade (*doctors only*):** The Medical Act (1983) requires the General Medical Council to secure the arrangements for basic medical education as described in Council Directive 93/16/EEC and universities to be responsible for the *educational approval* of all PRHO placements. The local postgraduate dean acts on behalf of a university in making such approvals and also determines *postgraduate dean 'S' approval* (see also paras 12- 15).

ii. **House officer grade (*dentists only*):** Educational approval of these posts, which follow registration with the GDC, is granted by the Director of Postgraduate Dental Education in Scotland who also has responsibility for the management and delivery of postgraduate education. In the future such posts may form part of integrated programmes for general professional training.

iii. **SHO and specialist registrar grades:** Educational approval<sup>11</sup> for training placements or programmes in the Hospital and Community Health Services is required for *all* placements and programmes in the SHO and specialist registrar grades:

*In Medicine:* The European Specialist Medical Qualifications Order 1995 requires the STA to recognise and approve placements and programmes for basic and higher specialist training intended to lead to the award of a Certificate of Completion of Specialist Training (CCST). The STA ordinarily takes advice from the relevant Royal College or Faculty which approves placements or programmes on its behalf including SHOs. However, not all placements or programmes confirmed by the postgraduate dean as having *educational and postgraduate dean's approval* necessarily lead to the award of a CCST or to a certificate of prescribed experience in general practice. For example, within the specialist registrar grade, a *fixed-term training appointment (FTTA)* requires both educational and dean's approval although it cannot in itself lead to a CCST. Arrangements for the approval of placements for the purpose of training for general practice are described in *para 11 iv*.

*In Dentistry:* The European Primary and Specialist Dental Qualifications Order 1998 requires the General Dental Council to approve specialist dental training intended to lead to the award of a CCST.

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<sup>11</sup> In some circumstances *educational approval* may relate to a service facility or department (eg pathology, radiology) rather than to an individual placement or training programme.

iv. **General Medical Services (*including Personal Medical Services*):** The Joint Committee on Postgraduate Training for General Practice (JCPTGP) is responsible for granting *educational approval* of training in general medical practice. The JCPTGP approves trainers in general practice as well as posts in hospital specialties for the purpose of training for general practice. The Committee may seek advice from other bodies which may undertake work on its behalf. These arrangements are provided for in the NHS Vocational Training for General Medical Practice (Scotland) Regulations 1998.

The current policy of the JCPTGP is that it will not consider posts overseas on a prospective basis, except where they form part of a formal vocational training scheme. Overseas posts will be approved prospectively when:

- they are within the parameters of the Armed Services
- they are part of a VTS and the post is subject to inspection and selection procedures similar to those for UK posts. This applies almost exclusively to posts in the Channel Islands and the Isle of Man, but also occasionally to posts elsewhere.

Enquirers will otherwise be advised that the JCPTGP can only consider the experience retrospectively and for the purposes of a “UK only” certificate.

v. **General Dental Services (*general practice*):** The Director of Postgraduate Dental Education approves trainers for vocational training on the advice of Regional Vocational Trainer Selection Committees.

## Postgraduate dean’s approval

12. SCPMDE through regional postgraduate deans are responsible for the management and delivery of all medical and dental postgraduate training carried out in the NHS and grant *postgraduate dean’s approval* to specific placements or to placements associated with training programmes.

13. It is a pre-requisite of *postgraduate dean’s approval* that *educational approval* has been granted. There are two elements to *postgraduate dean’s approval* which must be met before it can be granted:

i. where there is a national or specialty specific target for the number of doctors or dentists to be trained, the postgraduate dean must comply with the targets set and must not grant *postgraduate dean’s approval* to individual placements or to placements on programmes which may cause such targets to be breached.

ii. in contracting with Trusts or Health Boards for the delivery of training through specific placements or programmes, postgraduate deans will only recognise those placements or programmes which meet agreed standards. These will normally include that:

- training is adequately supported;
- trainees are supervised and assume clinical responsibility relevant to their progress in training;
- employment contracts comply with national terms and conditions of service;
- national standards as defined in the New Deal on junior doctors' hours of work are implemented. Regardless of working pattern, rest periods should be adequate to meet training needs and no junior should be expected to work more than 56 hours a week on average;
- trusts are expected to provide acceptable living and working conditions, including decent standards for overnight on-call accommodation and out of hours catering. Within the Trust there should be a Trust Implementation Group designed to identify and address problems in the training grades. Regular meetings should be held and a junior doctor representative should be included.

14. Where NHS trainees seek to undertake part of a training programme leading to a CCST or to a Certificate of Prescribed or Equivalent Experience (general medical practice) in a placement outwith the NHS, *postgraduate dean's approval* (and where training forms, or will form, part of specific training for general practice, prospective approval from the JCPTGP subject to its current policy as stated in para 11 iv) is always required for that placement. The postgraduate dean will take into account the support for training, including supervision provided, before granting approval. It will lie with the employer or the doctor to secure *educational approval* before *postgraduate dean's approval* may be granted.

15. Arrangements for *postgraduate dean's approval* differ in respect of specific grades and disciplines. These are summarised below and in **Annex A**:

i. **Pre-registration House Officers (PRHO) (doctors only)**: The number of PRHOs is subject to national agreement and direction. Postgraduate deans will grant *postgraduate dean's approval* against an existing deanery establishment of posts.

ii. **House Offices (HO) (dentists only)**: At present, the number of house officer placements is not subject to national workforce controls but to funding constraints and local decisions.

iii. **SHOs**: The number of SHOs is geared to the need for doctors and dentists in training to meet the requirements for specialist and general practice. **SHO**

**placements can only be created or withdrawn with the approval of the postgraduate dean. They must not be created solely to meet service need.**

iv. **Specialist Registrars (*Higher Specialist Training*):** The number of UK/EEA doctors (together with overseas doctors with right of residence, also known as “settled status” in the UK) who are undertaking higher specialist training which will lead to the award of a CCST is subject to national agreement and direction. The recruitment of overseas doctors, who do not have right of residence in the UK or of non UK EEA nationals pursuing FTTAs in the specialist registrar grade, is not subject to national workforce controls but to funding constraints (*see para 3*). Accordingly postgraduate deans should not appoint overseas trainees to Type I<sup>12</sup> training programmes by restricted or closed competition in specialties where NTNs (National Training Numbers) are currently not available to EEA trainees. Approval of placements and programmes remains a matter for the postgraduate dean but *educational approval* is also required.

v. **Dental Training Grades in the Hospital and Community Services:** The arrangements for dentists are similar to those for doctors, but in Scotland educational approval is the responsibility of the Director of Postgraduate Dental Education.

vi. **General Medical Services (*including Personal Medical Services*):** Approval by the postgraduate dean for placements within general practice is not required. GP registrars are employed by approved trainers in accordance with the GMS regulations and the Statement of Fees and Allowances. In view of the complexities concerning the eligibility of overseas qualified doctors and certain nationals of other non-UK EEA member states to enter general practice training, GP trainers should seek the advice of the Director of Postgraduate GP Education before making an appointment in order to confirm the doctor’s eligibility for funding.

vii. **General Dental Services/Personal Dental Services (*general practice*):** Approval of training placements by the Director of Postgraduate Dental Education is required.

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<sup>12</sup> Type I training: a higher specialist training programme which, if completed satisfactorily, will lead to the award of a Certificate of Completion of Specialist Training (CCST).

## Recording educational and postgraduate dean's approval

16. Each postgraduate dean will require access to current records of information on the placements or programmes which have been granted *educational or postgraduate dean's approval*. **The postgraduate dean is responsible for identifying and maintaining a record of the approval status of each placement or programme.**

## Advertising training placements or programmes

17. Permission must be sought from the postgraduate dean whenever it is proposed to advertise a training placement or placements, including those associated with a planned programme or training rotation. Permission to advertise may be exercised on the postgraduate dean's behalf by designated members of his or her staff or by others to whom the postgraduate dean may delegate authority. In all cases, before advertising the placement or programme, it is necessary for the postgraduate dean to *confirm* that:

i. *there is valid educational approval* from the appropriate national approving body or agency, eg The Specialist Training Authority of the medical Royal Colleges (*see para 11*);

ii. *there is current postgraduate dean's approval* where this is required (*see paras 12-15*); and that

iii. *the post conforms to national controls on hours of work and rest periods* (the New Deal on Junior Doctors' Hours).

18. ***Educational and postgraduate dean's approval must be tied to specific and identifiable placements or programmes and are granted independently of each other. Both must be valid before the postgraduate dean can permit a placement or programme to be advertised and confirm its approval status.*** For General Dental Services, approvals should be included in any advertisements after confirmation from the Director of Postgraduate Dental Education or his/her designated representative. Different arrangements apply to general medical practice where *postgraduate dean's approval* is not required (*see paras 11, 15 and 22*).

19. Where the postgraduate dean permits a placement or programme to be advertised the advertisement, including those in electronic form, should be placed in accordance with locally-agreed procedures (*see para 17*). However, unless there are specific circumstances where advertising is not required, all substantive appointments should be advertised in a national medical or dental journal. **In all appropriate cases the advertisement should contain prominently at the end the words:**

**“The Postgraduate Dean confirms that this placement and/or programme has the required educational and postgraduate dean’s approval”**

or a notation representing that statement linked to a prominent explanation nearby.

20. Job descriptions: Employing authorities should ensure that current information on required *educational* and *postgraduate dean’s approval* is included in the job description for all training grade placements or programmes and provided to applicants.

21. Appointments for which advertising may not be required. Honorary appointments, some fixed-term training appointments (FTTAs), some locum appointments and certain placements for overseas doctors do not necessarily need to be advertised. However, the appointment procedures must assure the standard required for patient safety. Where such an appointment is advertised the advertisement should comply with this guidance. These arrangements are summarised in *Annex A*. Doctors holding UK CCSTs may be appointed to FTTAs only where there is an identified service need and with the agreement of the Scottish Office.

22. *General Medical Practice*: For appointments to training placements within the General Medical Services *postgraduate dean’s approval* is not required. Before proceeding to advertisement the postgraduate dean or, acting on his behalf, the Director of Postgraduate General Practice Education has to confirm that *educational approval* of the trainer and practice placement is valid. In common with other training placements confirmation of both *educational* and *postgraduate dean’s approval* is required when advertising placements on a rotational training programme or scheme which includes both hospital and general practice elements.

## **New placements or programmes**

23. The establishment of a new training placement or programme in the Hospital and Community Health Services requires the agreement of the employing Trust or Health Board and the postgraduate dean in consultation with the Royal College or Faculty before recruitment commences. With the exception of general medical practice (described in *paras 11, 15 and 22*), new or proposed placements or placements associated with programmes in the training grades (including placements for overseas doctors and dentists and for trainees awarded NHS honorary contracts) will require *educational* and *postgraduate dean’s approval*.

## GLOSSARY

**Certificate of Completion of Specialist Training (CCST):** once doctors have completed a defined College training programme successfully they can apply to the Specialist Training Authority (see below) for award of a CCST in the relevant specialty.

**Certificates of Prescribed or Equivalent Experience:** all doctors wishing to work in general medical practice in any capacity (other than as GP Registrars) must possess a Certificate of Prescribed or Equivalent Experience in general practice unless specifically exempt from the requirement to do so. The JCPTGP is the sole body charged with issuing these certificates.

**EC Directive 93/16/EEC (the European Medical Directive):** the European Council's Directive of 5 April 1993 designed to facilitate the free movement of doctors throughout the EC and the mutual recognition of their diplomas, certificates and other evidence of formal qualification.

**European Economic Area (EEA):** the EC provisions on training and mutual recognition of qualifications have also applied in certain other European countries, which together with EC member states, comprise the European Economic Area (EEA). The EEA includes the following countries: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, The Netherlands, Norway, Portugal, Spain, Sweden, and the United Kingdom.

**Fixed-Term Training Appointment (FTTA):** short-term training appointments within the specialist registrar grade to meet individual doctors' training goals.

**GDC:** General Dental Council.

**GMC:** General Medical Council.

**HCHS:** Hospital and Community Health Services.

**Joint Committee on Postgraduate Training and General Practice (JCPTGP):** the Joint Committee on Postgraduate Training and General Practice undertakes statutory functions in relation to the education of general practitioners under the NHS Vocational Training for General Medical Practice (Scotland) Regulations 1998 and is the *Competent Authority* in relation to Title IV of EC Directive 93/16/EEC.

**LAS (Locum Appointment - Service):** an appointment within the specialist registrar grade which provides cover for the service element of a placement for up to 3 months. It is implicit that because of the short-term, service-based nature of the LAS placement, there is little structured training or training benefit to be derived from such appointments which are therefore not approved for training purposes.

**LAT (Locum Appointment - Training):** an appointment within the specialist registrar grade where it is decided that CCST training experience can be offered and prospective training recognition has been given to a locum post.

**Limited Registration:** is by the General Medical Council (GMC) for a maximum period of five years and may, according to the doctor's circumstances, be restricted to employment in particular posts or confined to a particular grade or specialty. It permits a period of general or specialised training in the UK, usually in approved hospital posts. Doctors are usually granted limited registration for an initial twelve months, to enable the GMC to monitor their performance, as necessary. Thereafter, further periods may be applied for until the maximum period of five years has been reached. Applicants for limited registration must have completed a year's internship acceptable to the GMC and must either have passed the PLAB test or be exempt from taking it.

**“Permit-free” Training:** overseas doctors who do not hold or are not entitled to a right of indefinite residence in the UK, who undertake postgraduate training in the hospital service and who intend to leave the UK on completion of training, are able to enter the UK under Immigration Rules commonly known as “permit free” training arrangements. Changes to the Immigration Rules were introduced in 1997 and enable overseas doctors in the specialist registrar grade to complete training programmes which have been agreed with the postgraduate dean.

**Placement:** in this booklet “placement” instead of “post” is used to reflect appointment to a training programme instead of to a post. This is the norm within the specialist registrar grade and increasingly so within the SHO and PRHO grades. Use of the term ‘post’ implies that experience in the post may not count towards the individual's training record.

**Postgraduate Dean:** postgraduate deans play a central role in managing the education and training of hospital doctors and dentists. They approve each training post and provide a coordinating management role for training programmes.

**Right of residence (also known as settled status or indefinite leave to remain) in the United Kingdom:** as determined by the provisions of Immigration and Nationality law which allows foreign nationals to be granted leave to remain in the United Kingdom without limit.

**Royal Colleges:** Medical Royal Colleges and their Faculties.

**Specialist Training:** all UK doctors entering higher specialist training programmes in the 53 different specialties do so from a base of general professional or basic specialist training undertaken in the SHO grade.

**Specialist Training Authority of the medical Royal Colleges:** the regulatory body established in 1996, comprising representatives of the UK medical Royal Colleges and non-

medical representatives, which is designated as the *UK competent authority* in accordance with the European Medical Directive.

**Substantive Appointments:** all permanent or honorary appointments but not including locum appointments.

**Training Number:** each doctor who enters a higher specialist training programme for the first time (other than a LAT) will be granted a unique, individual Training Number. This number will be issued as soon as the trainee is accepted into the training programme. It will be held by the trainee until training is completed or until it is given up for another reason. There are three types of Training Number: the National Training Number (NTN); the Visiting Training Number (VTN); and the (fixed-term training appointment) Training Number (FTN).

**Training Programme:** a structured period of medical training in the specialist registrar grade designed to culminate in the award of a Certificate of Completion of Specialist Training (CCST). They are usually managed by a programme director. Separate training programmes agreed with the postgraduate dean and which do not lead to a CCST are followed by doctors on fixed-term training appointments (Type II programmes). Training programmes are increasingly being introduced in the PRHO and SHO grades.

## Annex A

## NHS Training Grades:

## Summary of arrangements for educational and postgraduate dean's approval and for advertising placements

Grade	Educational approval required?	Approving body (*)	Deans approval required?	Advertising required?
<b>PRHO</b>	Yes	University	Yes	under review
<b>HO (<i>Dentists only</i>)</b>	Yes	Director of Postgraduate Dental Education	Yes (Director of Postgraduate Dental Education)	Required
<b>SHO</b>	Yes	STA/GDC	Yes	normally required
GP training	yes	JCPTGP	Yes	normally required
Locum	<i>see para 9(ii)</i>	<i>see para 9(ii)</i>	<i>see para 9(ii)</i>	not essential
<b>Specialist Registrar</b>	Yes	STA/GDC	Yes	Required
Fixed-Term Training Appointment (FTTA)	Yes	STA/GDC	Yes	Not essential
Locum (LAT)	Yes	STA/GDC	Yes	Required
Locum (LAS)	No	No	No	Not essential
<b>GP Registrar (<i>medicine</i>)</b>	Yes	JCPTGP	Not applicable	Required
<b>Vocational Dental Practitioners</b>	Yes	Director of Postgraduate Dental Education	Director of Postgraduate Dental Education	Required

\*Note: GDC: General Dental Council  
GMC: General Medical Council

JCPTGP: Joint Committee on postgraduate Training for General Practice  
STA: Specialist Training Authority of the medical Royal Colleges