

## **Guidance for Trainees and Trainers on Undertaking Additional Work Whilst in a Postgraduate Medical Education Training Programme**

### **Introduction**

This guidance aims to give clarity for trainees and trainers about undertaking additional work, including private work, locum work and other medical related work whilst employed in a Hospital/GP training post. This applies to trainees working on a full time or less than full time (LTFT) basis. Significant periods of time performing additional work may detract from achieving the outcomes of a training programme. It is recommended that trainees do not undertake excessive amounts of additional work as postgraduate medical curricula are already challenging.

### **Considerations for Additional Work**

- All additional work that requires a licence to practice must be declared to the Responsible Officer (RO) on Form R (or alternative IT solution in Scotland). This should include any extra periods of duty in the normal place of work beyond contracted hours. It also includes any activity where the individual is described as a doctor (such as cosmetic practice or medical support at public events).
- All additional work must be indemnified, and this should be confirmed by the doctor performing the additional work.
- Individuals must not work beyond their capability as described in Good Medical Practice.
- If outside of their usual place of work, trainees should ensure that they receive appropriate induction and supervision.
- The employer, placement provider and RO must be made aware of all additional work.
- All work undertaken by the trainee should comply with the UK Working Time Regulations (WTR) and the requirements stipulated in the Terms and Conditions of Service (TCS). If the WTR opt of the total hours' requirement is exercised, note that the WTR rest requirements as well as TCS schedule 2 requirements on hours, rest and locum work will still apply.
- Additional work must not be undertaken during periods of absence for study or sickness.
- Additional work undertaken during annual leave must be with the agreement of the employer.
- Additional work will not impact on achieving educational goals. Trainees in periods of extended training (unsatisfactory ARCP) should not normally undertake any additional work.
- Additional work should be discussed with the educational supervisor (ES) to evaluate the suitability of this work and that they work safe hours with their level of competence. Ideally this should be done prospectively.
- It is recognised that a doctor may be asked to do additional work at very short notice to cover the service and be unable to discuss this prospectively with their ES. This should be discussed at the earliest opportunity afterwards and should not be a regular occurrence.
- Trainees must comply with other relevant guidance and policies as described in the Gold Guide or the Foundation Reference Guide.
- Trainees have the right to decline and should not be pressurised into undertaking additional work.

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**Specific Considerations for GP trainees**

- GP trainees can only work in an approved practice setting subject to the regulations of the performers list. If working in other settings, such as hospital practice, this must be within current capabilities which will usually be a role that the doctor has undertaken in the previous 2 years.

**Specific Considerations for LTFT Trainees**

- Repetitive additional work should lead to a review of LTFT training schedule or eligibility.
- LTFT for health reasons is unlikely to support additional working.