

CHESTERFIELD GP SPECIALTY TRAINING PROGRAMME

GUIDANCE FOR GP PRACTICE

MANAGING SERVICE AND LEAVE REQUESTS

Background:

The Programme office is frequently asked for advice on the requirements for managing leave requests, and the potential impact of this on practice workload.

This brief paper is intended to provide basic guidelines for practices to work to.

BMA Standard GPST Contract Provisions:

The contract states:

'You are an integral part of the practice team but you are supernumerary to the workforce of the practice. At no point should the effective running of the practice be dependent on your attendance and you will not be used as a substitute for a locum in the practice.'

- In general, it is expected that a GPST will contribute to the practice workload in line with what is appropriate to their ability and stage in training
- It is expected that the practice should not be dependent in any way upon registrars for provision of practice services, and that these should be able to continue should a trainee not be allocated
- As a broad outline, it is expected that an ST3 GP Registrar will undertake 7 clinical sessions per week, and should progressively aim to see a minimum of 80 patients

and

'Reasonable notice must be given of your intention to take leave. You must discuss the proposed dates with the trainer and have them agreed. Leave dates must be agreed before booking holidays'

- Registrars are employees of the practice and their absence for either annual or study leave should be managed in line with practice policies and their contract of employment, which should be explained at the beginning of the placement
- Registrars should submit an application for leave, ensuring that appropriate notice (usually set at 6 weeks) is given to allow for clinic adjustments
- It would be reasonable for the practice to manage leave when multiple registrars are present, in line with practice policy

Further Information:

If you require any specific advice or further information, please contact the Chesterfield GPST Programme office (direct line 01246 512727).