

Combined Training Process Guidance

Responsibility key:

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|----------------|-----------------------|------------------------------|---------|------|-------|
| Trainee ATC | Trainee CCT(CP) UK | Trainee CCT (CP) Overseas | Deanery | GPSA | Other |
|----------------|-----------------------|------------------------------|---------|------|-------|

| ATC UK Specialty Training | CCT (CP) UK Experience <small>Previously CEGPR (CP)</small> | CCT(CP) Overseas Training or Experience <small>Previously CEGPR (CP)</small> |
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| Combining other GMC approved specialty training with GP training | Combining other relevant previous UK experience with GP training | Combining relevant non-UK training and/or experience with GP training |
| Eligibility | | |
| <ul style="list-style-type: none"> • A minimum of 12 months in any other relevant GMC approved specialty training programme • No restriction on which specialty • Was in a GMC approved specialty programme training post within the five years preceding the planned start date of GP specialty training | <ul style="list-style-type: none"> • A minimum of 12 months of other non-GMC approved training or experience above Foundation level • Experience must have been within the past 5 years • May include experience of already qualified specialists or SAS doctors | <ul style="list-style-type: none"> • A minimum of 12 months of training or experience above Foundation level or equivalent • Experience must have been within the past 5 years • May include family medicine or other relevant experience |

- A combination of experience totalling 12 months will be considered for eligibility
- Any application with overseas experience included must follow the CCT (CP) Overseas pathway
- Late applications will not be considered - the appropriate box must be ticked on Oriel in the recruitment process to be eligible

Application to GP Training

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| <ul style="list-style-type: none"> • Apply through open recruitment for GP training indicating your preference for previous experience to be considered • GP National Recruitment Office (NRO) • If successful, accept an offer of a place on the training programme | <ul style="list-style-type: none"> • Apply through open recruitment for GP training indicating your preference for previous experience to be considered • GP National Recruitment Office (NRO) • If successful, accept an offer of a place on the training programme | <ul style="list-style-type: none"> • Apply through open recruitment for GP training indicating your preference for previous experience to be considered • GP National Recruitment Office (NRO) • If successful, accept an offer of a place on the training programme |
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- NRO provides reports for each recruitment round to deaneries alerting them to trainees on flexible pathways

- Provide a list of all Combined Training trainees to the RCGP GPSA team

Prepare for GP Training

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| <ul style="list-style-type: none"> • Register as an Associate in Training (AiT) with the RCGP as early as possible • Gain access to the Trainee Portfolio • Upload CV to the Trainee Portfolio for Combined Training screening | <ul style="list-style-type: none"> • Register as an Associate in Training (AiT) with the RCGP as early as possible • Gain access to the Trainee Portfolio • Upload CV to the Trainee Portfolio for Combined Training screening | <ul style="list-style-type: none"> • Register as an Associate in Training (AiT) with the RCGP as early as possible • Gain access to the Trainee Portfolio • Upload CV to the Trainee Portfolio for Combined Training screening |
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- Initial screening - review the CV in the Trainee Portfolio and confirm eligibility to trigger application process
- Hold a discussion with the trainee as early as possible confirming eligibility
- Plan the training programme ensuring that where possible any previous specialty experience is not repeated

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| <ul style="list-style-type: none"> • Begin to gather all required evidence as soon as possible and prior to starting training | <ul style="list-style-type: none"> • Begin to gather all required evidence as soon as possible and prior to starting training | <ul style="list-style-type: none"> • Begin to gather all required evidence as soon as possible and prior to starting training |
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Application for Combined Training

| DETAILED GUIDANCE [PDF] | DETAILED GUIDANCE [PDF] | DETAILED GUIDANCE [PDF] |
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| <p>Complete the Application Form and upload evidence in the Trainee Portfolio</p> <p><u>Evidence of Previous Experience</u></p> <ul style="list-style-type: none"> • Details of previous posts and qualifications • The most recent ARCP forms covering at least 12 months (FTE) of donating training time (any Outcome) • Reflection on and an explanatory statement of any non-standard ARCP outcome (Outcome 2, 3 or 4) • PDFs of the original ARCPs should be submitted <ul style="list-style-type: none"> ○ Photos, images, or Word documents will not be accepted • A letter from the Postgraduate Dean if there was a corrective strategy in place - essential for a non-standard ARCP Outcome <p><u>Capability Mapping</u></p> <ul style="list-style-type: none"> • Reflection on how previous experience can be mapped to the capability requirements for GP training • There may not be evidence for every capability however there should be some reflection on each • Supporting evidence (up to 3 documents) for each capability that is mapped | <p>Complete the Application Form and upload evidence in the Trainee Portfolio</p> <p><u>Evidence of Previous Experience</u></p> <ul style="list-style-type: none"> • Details of previous posts and qualifications • Job description or list of duties and learning objectives for each post • References from recent relevant roles • Appraisal and revalidation documents • Copies of certificates for any relevant qualifications <p><u>Capability Mapping</u></p> <ul style="list-style-type: none"> • Reflection on how previous experience can be mapped to the capability requirements for GP training • There may not be evidence for every capability however there should be some reflection on each • Supporting evidence (up to 3 documents) for each capability that is mapped | <p>Complete the Application Form and upload evidence in the Trainee Portfolio</p> <p><u>Evidence of Previous Experience</u></p> <ul style="list-style-type: none"> • Details of previous posts and qualifications • Job description or list of duties and learning objectives for each post • For previous training posts, details of the programme and assessments completed • For family medicine experience, details of your role, and the healthcare context you worked within • Signed Clinical Supervisor statements confirming details of each post • Reports and evaluations of your performance • Testimonials and references from recent relevant roles <p><u>Capability Mapping</u></p> <ul style="list-style-type: none"> • Reflection on how previous experience can be mapped to the capability requirements for GP training • There may not be evidence for every capability however there should be some reflection on each • Supporting evidence (at least 3 documents) for each capability that is mapped |

| Begin GP Training | | |
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| <ul style="list-style-type: none"> Submit application via the Trainee Portfolio within the first month of training | <ul style="list-style-type: none"> Submit application via the Trainee Portfolio within the first month of training | <ul style="list-style-type: none"> Submit application via the Trainee Portfolio within the first month of training |
| | | <ul style="list-style-type: none"> Alert GPSA to CCT(CP) Overseas applications |
| <ul style="list-style-type: none"> Preliminary assessment of application Add comments and a recommendation for the maximum length of time to contribute to GP training | <ul style="list-style-type: none"> Preliminary assessment of application Add comments and a recommendation for the maximum length of time to contribute to GP training | <ul style="list-style-type: none"> Adviser confirms eligibility and that all required evidence is presented Liaise with deanery if there are queries One CEGPR evaluator assesses the application Evaluator completes a short report Clinical Lead reviews the report and application and adds <ul style="list-style-type: none"> comments recommendation for the maximum length of time to contribute to GP training Adviser prepares confirmation letter and uploads it to the Trainee Portfolio |
| <ul style="list-style-type: none"> Adviser confirms eligibility and that all required evidence is presented Liaise with deanery if there are queries Senior Adviser double checks application and adds <ul style="list-style-type: none"> comments recommendation for the maximum length of time to contribute to GP training If any doubt or anomalies, escalate to Head of GPSA and/or Clinical Lead | <ul style="list-style-type: none"> Adviser confirms eligibility and that all required evidence is presented Liaise with deanery if there are queries Senior Adviser reviews application Clinical Lead reviews application and adds <ul style="list-style-type: none"> comments recommendation for the maximum length of time to contribute to GP training Adviser prepares confirmation letter and uploads it to the Trainee Portfolio | |

First ARCP Panel

- Held after 6 months (FTE) in the GP training programme
- The preliminary assessment, application and progress in training are evaluated and reviewed
- The panel makes the final decision on how much previous training or experience can contribute to complete GP training successfully based on evaluation of all the evidence
 - This is usually between 4 and 12 months but if evidence and progress does not support this, the full three years of training may be required
 - The panel adds a standard statement to the ARCP form confirming review, length of time contributing and end of training date
 - The trainee's learning agreement is adjusted based on the panel decision

Standard Statement

The panel has reviewed the evidence presented for ATC/CCT (CP) and confirms that [length of time] (FTE) can contribute to the GP training programme. The end of training date is amended to [new date] OR remains [original date]

Outcome of first ARCP Panel

- If progress is satisfactory and Combined Training is approved the panel issues an Outcome 1
 - The programme may need to be adjusted to comply with legislative requirements
 - The trainee moves into the next phase of training depending on the agreed programme length
- If progress is satisfactory and Combined Training is not approved, the panel issues an Outcome 1
 - The trainee remains in a three year programme
 - The trainee may appeal this decision by following the appeal principles set out in the Gold Guide (GG8: 4.155 – 4.179)
- If progress is not satisfactory and Combined Training is not approved, the panel issues an Outcome 2 or 3
 - The trainee may appeal this decision via the ARCP process

- Apply to GMC for approval of trainee's entry to the CCT (CP) pathway
 - Complete a CN19 form
 - Add the form and College confirmation letter to GMC Connect

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| Complete Training | | |
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| <ul style="list-style-type: none"> • Progress through training as normal • Complete remaining training successfully <ul style="list-style-type: none"> ○ WPBA ○ AKT pass ○ RCA pass | <ul style="list-style-type: none"> • Progress through training as normal • Complete remaining training successfully <ul style="list-style-type: none"> ○ WPBA ○ AKT pass ○ RCA pass | <ul style="list-style-type: none"> • Progress through training as normal • Complete remaining training successfully <ul style="list-style-type: none"> ○ WPBA ○ AKT pass ○ RCA pass |
| <ul style="list-style-type: none"> • A final ARCP panel is held within 2 months of the agreed end of training date • If everything has been completed satisfactorily, the panel awards an Outcome 6 | | |
| <ul style="list-style-type: none"> • Trainee applies for CCT via the Trainee Portfolio and to the GMC | <ul style="list-style-type: none"> • Trainee applies for CCT via the Trainee Portfolio and to the GMC | <ul style="list-style-type: none"> • Trainee applies for CCT via the Trainee Portfolio and to the GMC |
| <ul style="list-style-type: none"> • GPSA makes a recommendation for CCT to the GMC | | |
| <ul style="list-style-type: none"> • GMC issues CCT and adds the doctor to the GP register | | |

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| Review dates: | July 2021 |
| | April 2022 |
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