

GUIDANCE FOR PERIOD OF GRACE and APPLICATION FORM FOR DENTAL SPECIALTY TRAINEES

What is a Period of Grace (PoG)?

The PoG is a time limited period to allow Specialty Trainees who have completed their training to continue in the Specialty Registrar grade whilst they find employment. During the PoG you are no longer considered to be in training, but will be in post for the purposes of service.

Who can apply for a Period of Grace?

Every NHS employed Specialty Trainee, whether in pre- or post-CCST training, is allowed to request a PoG. This period is part of the Terms and Conditions of the StR contract of employment. However, the offer of a PoG is dependent on capacity in the training programme and some in some specialties e.g. pre-CCST Orthodontics a PoG will not normally be offered. As a period of grace is a contractual issue academic university employed trainees should check their university contract.

Do I need to take a Period of Grace?

No. Trainees are able to apply for Consultant posts up to six months before their anticipated CCST date. If you have been successful in securing further employment then you need not apply.

How long is a Period of Grace?

The standard PoG is six calendar months

There is no pro-rata modification for less than full time working

The period of grace will start on your CCST date

Do I need to take the full 6 month Period of Grace?

No. Once you have been successful in securing further employment you must resign from your training post, giving the appropriate period of notice (normally 3 months).

Can I extend my Period of Grace?

Not usually. However, in exceptional cases the Postgraduate Dental Dean may agree to extend this for up to a maximum 12 months.

To do this you need support from your Training Programme Director (TPD). The request should be made in writing to the Postgraduate Dental Dean. Lack of availability of suitable consultant posts within your specialty is not considered to be exceptional.

Extension will be considered if:

- You have made active attempts apply for posts in your specialty with no geographical restrictions
- There are no available locum posts
- There is a service need
- Your TPD supports the extension

How do I apply for a Period of Grace?

At the mid-point of your final training year you should discuss with your Educational Supervisor and TPD whether or not a PoG will be required and if they support your intention to apply.

You then need to submit the attached form indicating your intent to take up a PoG a minimum **of 6 months** prior to your CCST date.

What happens next?

The Postgraduate Dental Dean will confirm your offer of a PoG within 14 weeks of your CCST date. You will have 2 weeks in which to accept or decline your PoG.

Your PoG is dependent on satisfactory completion of training and the award of your CCST.

What is expected of me during my Period of Grace?

During your PoG you are no longer considered to be in training; the post is for the purposes of service.

As you are no longer in training, you are not eligible to make applications or enter into arrangements which are normally available to trainees (e.g. Inter-Deanery Transfer, Out of Programme etc). You will not be expected to undertake research or other training orientated sessions without the explicit agreement of your employer. However, you will retain your NTN during your PoG.

You are still entitled to annual leave, study leave and sick leave, maternity/paternity leave subject to your local employment terms and conditions.

Pamela Ellis

Associate Postgraduate Dental Dean for Specialty Training

November 2017

Period of Grace Intent Form

Personal Details	
First Name:	
Surname:	
GDC number:	
Phone number:	
e-mail address:	
Training Details	
NTN:	
Specialty:	
Expected CCST date:	
Scheduled ARCP date:	
Final Trust Placement:	
Intention to take up Period of Grace <i>(Please indicate below whether or not you intend to take up the offer of a Period of Grace commencing from your expected CCST date)</i>	
<input type="checkbox"/> I confirm that I intend to take up the offer of a Period of Grace to commence from the expected CCST date stated above subject to satisfactory ARCP outcome. I understand that I will be required to work the full three month notice period with the arranged employing Trust commencing on the expected CCST date should I subsequently wish to resign from the post <i>(please attach an additional sheet should you wish to submit any supporting information to be considered by the TPD's in the allocation of your post)</i>	
<input type="checkbox"/> I confirm that I do not wish to take up the offer of a Period of Grace following the award of CCST. I understand that I will therefore relinquish my NTN on the date of CCST) and will not be able to return to a training post in this specialty	
I declare that the information given on this form is correct	
Signed	
Date	
Please return this form to Pamela Ellis, Associate Postgraduate Dental Dean. Pamela.Ellis@dchft.nhs.uk	