



## Exit from GP Training Policy

Version control		
Document name	Exit from GP Training Policy	
Owner	GP Training Academic Council	
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Version	Version 1.0	
Approved	GPTAC	
Date	30 April 2025	



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## **1.0 Purpose**

The purpose of this policy is to outline the circumstances under which a trainee can exit (that is resign, or be removed from) the National Specialist Training Programme in General Practice (GP Training Programme);

This policy should be read in conjunction with the Progression Review Committee policy and procedures and the Disciplinary Action policy and procedures.

## **2.0 Scope**

This policy applies to all trainees enrolled in GP Training Programme who exit prior to meeting Criteria for Satisfactory Completion of Specialist Training Criteria for Satisfactory (Completion of Specialist Training (CSCST)).

The policy also applies to Scheme Directing Teams, Exams and Assessment, the GP Training Directorate, or any other persons who may be party to the resignation or removal of a trainee from the GP Training Programme.

## **3.0 Policy statement**

A trainee may resign or be removed from the GP Training Programme. Removal is usually as a result of performance or disciplinary issues.

Trainees may exit as follows:

- Resignation for personal reasons not related to training performance or competency;
- Removal following a decision by the Disciplinary Action Committee (DAC);
- Removal following an assessment by the Progression Review Committee (PRC);
- Removal following events not covered by the DAC or the PRC.

All trainees who exit the GP Training Programme prior to completion are expected to participate in an exit interview.

### **3.1 Resignation**

Trainees who choose to resign from the training programme should meet with their Scheme Directing Team (SDT) to discuss their intention to resign, the reasons for the resignation and to explore any additional



supports that may enable them to continue their training. If following this meeting the trainee still wishes to resign, then they are required to formally submit a letter of resignation.

Trainees who resign will be subject to the same notice period as the employer's to ensure hospital/rotation coverage.

### **3.2 Removal**

Removal will terminate the GP Trainee Agreement with immediate effect.

#### *3.2.1 Removal by the Disciplinary Action Committee (DAC)*

The reader is referred to the Disciplinary Action policy and the corresponding procedure for the conditions and process upon which a trainee may be removed from the GP training programme due to disciplinary issues.

#### *3.2.2 Removal by the Progression Review Committee (PRC)*

The reader is referred to the Progression Review Committee policy and the corresponding procedures for the conditions and process upon which a trainee may be removed from the GP training programme due to performance or progression issues.

#### *3.2.3 Removal following events not covered by the PRC or the DAC*

The trainee must immediately inform the College in writing if their employment contract is terminated or rescinded, or if other acute and sudden external events impacting their participation in the GP training programme occur and for which the College would not be necessarily privy to (e.g. loss of registration with the Irish Medical Council (IMC), a breach of article 21 of the GP Trainee Agreement, loss of work permit).

### **3.3 Notification to the employer**

Upon exit, the SDT will notify the employer's Human Resources Department of the termination of the GP Trainee Agreement.

### **3.4 Notification to the Irish Medical Council**

For registration purposes, the National GP Training Unit will notify the IMC of all resignations and removals. In some circumstances, the College may also submit a complaint against the trainee.

### 3.5 Notification to NDTP

The GP Training Unit reports annually on exits from the GP Training Programme to National Doctors Training and Planning (NDTP).

### 4.0 Roles and responsibilities

Disciplinary Action Committee	Receive and process referrals for disciplinary action from training schemes and the College's Examinations and Assessment department pursuant to Disciplinary Action Policy.
Progression Review Committee	Review and determine a trainee's suitability to pursue training toward obtaining CSCST.
Scheme Directing Teams	Notify the employer of the termination of the GP Trainee Agreement. Perform exit interviews and provide results to the GP Training Units.
GP Training Unit	Report to NDPT and IMC.

## 5.0 Definitions

Resignation	Withdrawal from a training programme of the person's own volition.
Removal	Termination, dismissal, expulsion from a training programme or employment contract and usually as a result of performance or disciplinary issues.
Exceptional circumstances	<p>Exceptional circumstances may be defined as a demonstrated change in circumstances, which can be shown on the ability to train at that time and may include severe personal illness or family caring responsibility incompatible with continuing to train.</p> <p>Whilst it is difficult to define 'exceptional circumstances', it should be accepted that this must have been something that directly and specifically affected the person's ability at the time. An exceptional circumstance is not something that could have been dealt with and managed at the time and should be able to be evidenced as justifiably exceptional.</p>

## 6.0 Related and supporting documentation

- Exit from GP Training Procedures
- Disciplinary Action Policy
- Disciplinary Action Procedure
- Progression Review Committee Policy
- Progression Review Committee Procedures

## 7.0 Contact

Quality assurance and enhancement

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