

Exit from GP Training Procedures

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1.0 Purpose

These procedures formalise the exit process for trainees in the GP training programme.

2.0 Procedure statement

The scheme directing teams (SDT) must inform the National GP Training Unit of all resignations and removals in a timely manner. In turn, the Unit will update central training records and the DIME system and remove the trainee from ePortfolio.

2.1 Exit from the GP Training Programme

A trainee who resigns from the GP Training Programme must submit a resignation letter to their Scheme Director (SD).

The reader is referred to the Progression Review Policy and the Disciplinary Action Policy for details on removal.

All trainees who exit the training programme prior to completion are expected to participate in an exit interview. The interview will be led by the Scheme Director (or his / her delegate) using the Trainee Exit Interview Form. The completed form and any other relevant documentation and interview notes, if available, must be added to the trainee's ePortfolio and the GP Training Unit notified. See Appendix 1 for details.

In the event the trainee refuses to participate in an exit interview, the SD or their delegate should add a note to that effect in the trainee's ePortfolio. The SD should also inform the GP Training Unit as part of their annual reporting process.

2.2 Notification to the employer

Upon exit, the Scheme Directing Team (SDT) will notify the employer's Human Resources Department of the termination of the GP Trainee Agreement.

2.3 Notification to NDTP

The GP Training Unit will collate exit interview results and make note of trainees who refused to participate. The information will be anonymised and reported annually to National Doctors Training and Planning (NDTP).



2.4 Notification to the Irish Medical Council

For registration purposes, the GP Training Unit will notify the Irish Medical Council (IMC) of all resignations and removals via the DIME system. The Unit will update the trainee's DIME record to reflect they are no longer in training. This moves the doctor in question from the IMC trainee specialist register to the general register.

If the trainee is removed from the GP Training Programme due to falling short of professional standards and/or engaging in misconduct and/or is adjudged a risk to patient safety, the relevant Committee Chair or their delegate (i.e. Progression Review Committee or Disciplinary Action Committee) will inform the IMC by submitting a complaint regarding the trainee's conduct.

3.0 Related and supporting documentation

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

4.0 Contact

Quality assurance and enhancement

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Appendix 1

Trainees that resign or are removed must complete an exit interview with their SD indicating their reasons for withdrawing from the following:

- Career change within medicine (e.g. transfer to another training body);
- Career change out of medicine;
- Emigration;
- Personal reasons;
- Dissatisfaction with training provided;
- Other.

Trainees that withdraw are also asked to advise on future plans from the following:

- Employment as a non-specialist doctor within the HSE;
- Employment within HSE other than as a doctor;
- Employment within Ireland other than HSE;
- Employment abroad as a doctor;
- Employment abroad other than as a doctor;
- Training with an alternate Irish postgraduate training body;
- Family commitments.

This information is anonymised and provided to NDTP annually.