



## Remediation of Time Away Procedure

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## **1.0 Purpose**

This procedure clarifies the process Trainees and Trainers must follow to make up time away from training following an absence of more than 10 days cumulatively in a training year (July to July).

## **2.0 Scope**

This procedure does not cover situations where a Trainee is away from training for an extended period and is developing a return to training plan with their Trainer and Scheme Directing Team (SDT). It is a quality improvement process and not a process to manage underperformance.

## **3.0 Procedure statement**

Per the Trainee Leave Policy, the trainee is responsible for keeping track of time away from training and notify their SDT once they have been on extraordinary or exceptional leave (that is, not on annual leave or ordinary statutory/bank holidays) for more than 10 days cumulatively in a training year. The Trainee should complete the Trainee Statutory Leave Notification Form. This Form formalises the need to remediate time away from training.

In conjunction with notification to the SDT, the Trainee should be prepared to demonstrate how they propose to remediate the time and curriculum missed. As described in the Policy on Managing Absences from Training, for each day missed above the grace period (unless the grace period is not permitted), one day must be remediated.

The Trainee and Trainer will consolidate the curriculum missed into a Remediation Plan and should include it with their Notification Form to the SDT. The Remediation Plan should also include the goals and performance requirements to meet for each day so that the trainer can effectively track progress and update the trainee's educational portfolio. Depending on the length of time away from training and the curriculum to be remediated, the trainee may find it helpful to review and complete the Knowledge and Clinical Skills Self-Assessment Form. This process may help them better articulate their gaps in knowledge and/or clinical skills.

The SDT will review the information provided along with the Trainee's educational portfolio to ensure the proposed plan addresses all gaps. The scheme director will then work with the relevant HSE line manager to schedule each day to be remediated into appropriate clinical rotations.

The template for the Remediation Plan can be found in Appendix 1.

The Trainer will keep note of the trainee's performance for each day remediated on the remediation plan and share with the scheme director once all make up days have been completed. At that stage, the Trainer and/or SDT may recommend more training or close the plan and the trainee's educational portfolio updated to confirm they are current with their training.

## 4.0 Roles and responsibilities

GP National Training Directorate	Act as an escalation point for the scheme director, where appropriate on matters related to managing a trainee's out of programme event.
Scheme Director	<ul style="list-style-type: none"> <li>• Review and approve/deny proposed remediation plan.</li> <li>• Submit a trainee's proposal for a return to training arrangement to the GP National Training Directorate as appropriate for recommendations and/or decisions.</li> <li>• Recommend changes to proposed remediation plan.</li> <li>• Work with the relevant HSE line manager to schedule days missed into appropriate clinical rotations.</li> <li>• Agree to close a remediation plan or recommend further training.</li> </ul>
Trainee	<ul style="list-style-type: none"> <li>• Notify the scheme director of their time away from training.</li> <li>• Complete a Knowledge and Clinical Skills Self-Assessment.</li> <li>• Collaborate with the trainer and scheme director to develop and implement a remediation plan.</li> <li>• Complete all days to be remediated.</li> <li>• Complete an end of plan review of performance with their trainer.</li> </ul>
Trainer	<ul style="list-style-type: none"> <li>• Collaborate with the trainee and scheme director develop and implement a remediation plan.</li> <li>• Supervise the trainee.</li> <li>• Provide written feedback and performance review on the trainee's progress.</li> <li>• Complete an end of plan review of performance with the trainee.</li> <li>• Add the completed remediation plan to the trainee's educational portfolio.</li> <li>• Upon request, make recommendations to the scheme director on the appropriate return to training arrangement.</li> </ul>

## 5.0 Related and supporting documentation

- Trainee Leave Policy
- Policy on Managing Absences from Training
- Knowledge and Clinical Skills Self-Assessment Form
- Trainee Statutory Leave Notification Form
- Trainee Exceptional Leave Application Form



## **6.0 Contact**

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## **Appendix 1—Remediation Plan Template**

[Remediation Plan Template.xlsx](#)