

# Redeployment Guidance

## Health Education England working across Yorkshire and the Humber

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## Document Status

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This document is not intended to be interpreted as a policy statement. This is a local guidance document for postgraduate doctors and dentists, education providers, HEE faculty and staff.

# Contents

<b>Document Status .....</b>	<b>2</b>
<b>Contents 3</b>	
<b>1. Introduction .....</b>	<b>4</b>
1.1. Overview .....	4
1.2. The purpose of this guidance .....	4
1.3. Trainees are covered by this guidance.....	4
1.4. Equality and Diversity .....	4
<b>2. Redeployment Arrangements .....</b>	<b>4</b>
2.1. Overview .....	4
2.2. Responsibilities .....	5
2.3. Key Principles .....	5
2.5. Contacts within HEE YH.....	7
<b>3. Equality Impact Assessment (EIA) .....</b>	<b>8</b>
<b>4. Monitoring Compliance and Effectiveness .....</b>	<b>8</b>
<b>5. Appendices.....</b>	<b>9</b>
<i>Appendix 1: Redeployment Plan Transfer of Information Process.....</i>	<i>9</i>

# 1. Introduction

## 1.1. Overview

NHS services in the Health Education Yorkshire and Humber area can face year round pressures, particularly in Acute/Emergency departments. Winter pressures and the Covid-19 pandemic have resulted in many Trusts across the country having to cancel scheduled care and divert bed and staff capacity.

## 1.2. The purpose of this guidance

The purpose of this document is to clearly outline to NHS Trusts as Local Education Providers (LEPs) HEE YH's process when contemplating redeployment of postgraduate doctors and dentists in training during increased service pressures, including Covid-19 pandemic surges and winter pressures.

## 1.3. Trainees are covered by this guidance

This guidance applies to all Dental Specialty trainees as defined within the Dental Gold Guide.

This guidance applies to all medical doctors appointed to General Medical Council (GMC) approved Specialty training programmes and includes:

- Foundation doctors;
- Core trainees;
- Higher trainees;
- GP Specialty trainees;
- Specialty trainees appointed to Run through Specialty programmes;
- Trainees appointed to higher and run through Specialty programmes who are OOP with the permission of the PGD;
- Clinical Academics appointed to higher and run through Specialty programmes (e.g. Academic Clinical Fellowships and Clinical Lectureships on these Specialty Programmes);
- Public health trainees with backgrounds other than Medicine.

## 1.4. Equality and Diversity

HEE YH is committed to ensuring that the principles of equality and diversity are always applied in the delivery of education and training. This guidance is based upon the principles of natural justice, fairness, equality, and reasonableness, as supported by legislation, and should be applied with those principles in mind.

# 2. Redeployment Arrangements

## 2.1. Overview

During times of increased service pressures, providers may look to redeploy staff to manage increased activity levels and patient care. In the case of doctors and dentists in training, this may be out with their normal training specialty/unit depending on the nature of the patient care requirements.

Redeployment lasting more than 7 calendar days will normally be reviewed every 48 hours; the Postgraduate Dean is required by the regulator (GMC or GDC) to review whether overall training time needs to be extended.

It is essential that doctors and dentists in training continue to train, and have appropriate education and clinical supervision in place. Providers must ensure that there are sufficient levels of increased activity which necessitate the need for redeployment before considering moving doctors and dentists in training.

It is imperative that doctors and dentists in training are consulted and agree with changes to their working practices at the earliest opportunity.

To ensure that quality assurance continues, a process has been developed to capture any changes providers are planning, to ensure there is appropriate governance in place and capture any concerns or conditions. Providers must ensure that approval from the Postgraduate School has been sought and confirmed before redeploying any doctors or dentists in training.

## **2.2. Responsibilities**

It is the overriding purpose of a training provider to serve the needs of its patient population safely and effectively. Providers are also responsible for ensuring and delivering a suitable and safe environment to enable training progression.

All doctors and dentists have a professional duty to help patients in need and there is an expectation therefore that doctors and dentists in training assist providers to meet exceptional services demand.

Within providers, the Director of Medical Education and Specialty College Tutor should be consulted on all potential redeployments prior to seeking approval from HEE. For Foundation doctors, the Foundation Programme Director should be included.

The Postgraduate Dean remains the Responsible Officer for doctors and dentists in training. Curriculum requirements remain the same despite extraordinary circumstances.

## **2.3 Key Principles**

The following principles should be followed:

- When a provider believes their circumstances to be exceptional and that trainees need to be reassigned to a different Specialty, this must have the **prior** agreement of the Postgraduate Dean or assigned deputy. The process outlined in Appendix A must be followed to ensure that requests are considered fully, which includes the review of plans and timescales. Additionally, records will be maintained by HEE.
- The level of exceptionality for redeployment would normally be the equivalent to a Major Incident. Whilst the declaration of a Major Incident would justify the reassignment of staff in the provider to respond to the situation, the provider needs to have a proactive definition of 'exceptional circumstances' which would justify redeployment of trainees to prevent escalation to a Major Incident. Without this definition there is a risk of redeployment becoming 'normalised'.

- Attendance and participation at local and regional teaching events (including School-led teaching programmes) will need to be considered on an individual basis and following the same principles.
- Rather than redeploying staff on the basis of which group are most readily available, the provider must proactively identify which staff groups would have the appropriate skills and experience for different contexts. For example, postgraduate doctors in Surgical specialties, whose lists have been cancelled are not necessarily the appropriate group to redeploy on the Emergency Medicine department but might more usefully work on the wards to supervise earlier discharge of post-surgical patients.
- Redeployed doctors and dentists in training must be fully supervised, either directly or have access to a more senior clinician and must only be asked to work within their competence.
- Doctors and dentists in training must not be expected to work longer than is acceptable within Working Time Regulations.
- Doctors and dentists in training will not normally be redeployed back into secondary care from Mental Health Trusts, Primary Care or academic programmes. This will only be considered in exceptional circumstances and must be approved by the Postgraduate Dean.
- Annual leave and study leave should continue to be taken.
- Wherever and whenever doctors and dentists in training are redeployed, there is always the opportunity for them to learn from the experience. Directors of (Medical) Education could usefully produce some educational outcomes for doctors and dentists in training in the event of such incidents, which might range from involvement in planning at senior management level to reviewing different clinical experience.
- The provider must act after the period of redeployment to ensure fulfilment of the required curriculum (e.g. access to surgical lists if they were cancelled).

The following groups should **not** be redeployed

- Foundation Year 1 doctors, recognising that these posts are super-numerary and are pre-registration roles.
- Doctors and dentists in training currently identified as needing extensions to training or having additional training needs (usually on a current ARCP outcome 3 / 10.2) as they are at high risk of requiring further extensions to their training if they are unable to continue in their current, educationally tailored placement.
- Doctors and dentists in training on an ARCP outcome 2 / 10.1 should not be redeployed, if at all possible, due to risk of requiring an extension to their training if they are unable to continue in their current, educationally tailored placement.

- Doctors and dentists in training in 'high risk' specialties are not redeployed if their specialty workload is continuing (e.g., operating / diagnostic lists)
- Doctors and dentists in training in the last year of a programme where a redeployment would likely impact completion and progression.

## 2.4 Management of Redeployment

The following process must be followed when the redeployment of trainees is considered due to service pressures:

- HEE YH will support the response and forwarding of redeployment plans relating to service pressures (including Covid-19 surges and winter pressures).
- Schools must deal with and escalate requests in a timely manner.
- Queries arising from communications will be managed at School-level where possible, reducing wider system volume and resolving queries at source as much as possible.
- Redeployment plans and School responses will usually be collated by HEE's Portfolio Management Office.

## 2.5 Contacts within HEE YH

<a href="mailto:Redeployment.yh@hee.nhs.uk">Redeployment.yh@hee.nhs.uk</a>	
<b>Specialty Training Programmes</b>	<p>Willy Pillay – Deputy Dean Specialty Training Programmes <a href="mailto:willy.pillay@hee.nhs.uk">willy.pillay@hee.nhs.uk</a></p> <p>Nick Sowerby – Senior Business Manager <a href="mailto:nick.sowerby@hee.nhs.uk">nick.sowerby@hee.nhs.uk</a></p>
<b>Primary Care</b>	<p>Caroline Mills – Primary Care Dean and Deputy Postgraduate Dean <a href="mailto:caroline.mills@hee.nhs.uk">caroline.mills@hee.nhs.uk</a></p> <p>Calum Smith – Business Manager <a href="mailto:calum.smith@hee.nhs.uk">calum.smith@hee.nhs.uk</a></p>
<b>Dentistry</b>	<p>James Spencer – Dental Postgraduate Dean <a href="mailto:james.spencer@hee.nhs.uk">james.spencer@hee.nhs.uk</a></p> <p>Hannah Glew – Dentistry Programme Support Manager <a href="mailto:Hannah.glew@hee.nhs.uk">Hannah.glew@hee.nhs.uk</a></p>
<b>Foundation</b>	<p>Shane Clark – Interim Foundation School Director <a href="mailto:Shane.Clark@hee.nhs.uk">Shane.Clark@hee.nhs.uk</a></p> <p>Sue Reid – Foundation Programme Support Manager <a href="mailto:Sue.reid@hee.nhs.uk">Sue.reid@hee.nhs.uk</a></p>

### **3. Equality Impact Assessment (EIA)**

Under the Equality Act, the need for public bodies in England to undertake or publish an equality impact assessment of their policies, practices and decisions was removed in April 2011 when the 'single equality duty' was introduced. Public bodies must still give "due regard" to the need to avoid discrimination and promote equality of opportunity for all protected groups when making policy decisions and are required to publish information showing how they are complying with this duty.

### **4. Monitoring Compliance and Effectiveness**

This Operational Guidance will be reviewed in accordance with updated or new guidance published by Health Education England and any other organisation as applicable. New iterations of this guidance will be ratified by the Postgraduate Dean's Senior Team within HEE YH.



# 5. Appendices

## ***Appendix 1: Redeployment Plan Transfer of Information Process***

### **Directors of Medical Education**

- DMEs (or their nominated representative) are responsible for the communication between their Trust and HEE with regard to any redeployment.
- DMEs should email all plans directly to [redeployment.yh@hee.nhs.uk](mailto:redeployment.yh@hee.nhs.uk) including trainee forename and surname, current level, GMC number, current specialty, proposed specialty, current location and proposed location.

### **Foundation doctor proposed redeployment**

When redeployment for Foundation doctors is proposed and accepted, the following must also be provided by the Trust:

- A new induction to the temporary placement.
- Appropriate clinical supervision arrangements are in place and named clinical supervisor provided on return.
- The proposed redeployment has been agreed by all parties, including with GP Clinical Supervisor or Mental Health Trust if trainee to be moved is on placement out with the Acute Trust.

### **School Responses**

- HEE YH will review plans to check for any quality, training, or patient safety concerns.
- When approved, the HEE Redeployment Team will communicate with the DME to confirm planned redeployment and retain a record.
- If there are concerns:
  - Deputy Dean/Associate Dean to communicate with the DME and inform the Redeployment Team.
  - If concerns are dealt with through mitigation, Redeployment Team to be included in the response for inclusion on the log.
- If redeployment is not supported at all by the School, this is to be communicated to the relevant DME(s) and the Redeployment Team will be copied in for recording purposes.
- Any concerns which cannot be dealt with by School level may be escalated to the Postgraduate Dean. The Redeployment Team will be copied in to any action taken by the Postgraduate Dean to ensure inclusion on the redeployment log.

### **HEE YH Redeployment Team Process**

The Team will:

- Check redeployment inbox twice daily (Mon-Fri) at 9am and 4.30pm for any communications.
- Acknowledge receipt of plan.
- Forward to relevant Deputy Dean and Head of School via the MS Teams channel.
- Collate responses.
- Maintain comprehensive records which will be shared with the Postgraduate Dean, Business Managers and DMT on a weekly basis. This includes nil returns.