

Summary of Changes to all Standard Operating Procedures (SOPs)

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Yorkshire and Humber Deanery

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Summary of Changes

This document summarises the changes to the following SOPs ahead of the SOP Development and Delivery Group in January 2024. The SOPs detailed have been reviewed and updated by members of the group, and should be read by all members prior to the meeting in January.

Acting Up

Reviewed and updated by Hannah Glew, changes below:

- Updated with NHSE branding



- Clarification that there is no appeals process
- Confirmation that if a specialty curriculum does not refer to a period of acting up, then it will not count towards training
- Further information added to Dentists in Postgraduate Training section confirming period of Acting Up and RCP process for confirming this

Distribution and Amendment of Training

Reviewed and updated by Emma James, changes below:

- Updated with NHSE branding
- Removed references to HEE
- Updated the lines of governance to reflect the Deanery Directorate structure

Lay Representatives

Reviewed and updated by Zoe Robb, changes below:

- Branding has been changed to align to the new NHSE formatting
- References to trainees has been changed to Postgraduate Doctors in Training (PGDiTs)
- References to Health Education England have been changed to NHSE or the YH Deanery
- The responsibility of the process now lies with the Portfolio Management Office instead of the Quality Team
- The communication with Lay Representatives section (6.7) has been updated to reflect the new email addresses and to add a link to our Contact Us page on the website
- Added process maps

Longitudinal Integrated GP Training

Reviewed and updated by Calum Smith & Caroline Mills.

- Updated with NHSE branding
- Updated SOP to reflect changes to the scope of the pilot and updates to the programme construction of GP

Period of Grace (POG)

Reviewed and updated by Hannah Glew, changes below:

- Requirement for a covering letter if applying for POG with less than 6 months notice
- Confirmation that POG rights are reset if a doctor receives an ARCP outcome 3
- Clarification that POG will be calculated from CCT date as stated on ARCP 6 form
- Confirmation that POG is suspended when statutory leave starts. New POG Intent form required. to confirm intention to continue POG on return from statutory leave
- Clarification POG will not necessary be in same place of work as last placement
- Updated reference to employment terms and conditions
- Clarification that there is no entitlement to funded study leave during POG
- Doctor/Dentist must notify NHSE YH when resigning from a POG, as well as employer