



**ROYAL
COLLEGE OF
PHYSICIANS
OF IRELAND**

RCPI Job Sharing Policy

July 2020

RCPI Job Sharing Policy

1. Policy Statement:

- Under the current criteria for applications for Job Sharing, RCPI and its constituent Training Bodies will examine applications for Job Sharing in the context of the educational needs of the individual Trainees and the overall delivery of the Training Programme.
- Other Trainees cannot be disadvantaged through a request for Job Sharing.
- The aim of the job sharing policy is to retain doctors within the medical workforce who are unable to continue training on a full-time basis.

2. Outline of Policy:

- Postgraduate trainees on the Higher Specialist Training and Basic Specialist Training Programmes can avail of job sharing opportunities for a set period of time.
- Job sharing works on the basis that two trainees will share one full-time post with each trainee working 50% of the hours.
- Job sharing training posts will ordinarily be for the period July to July each year, in line with the training year.
- Approved job share training posts will be for up to 12 months.
- Any trainee appointed to a job sharing training post and who wishes to continue in a job sharing training post after this period will be required to re-apply.
- Trainees are limited to no more than 2 years of training at less than full-time over the course of their training programme.
- The overall training capacity of a training programme, educational capacity of the post and service commitment will also have to be taken into consideration.

3. Eligibility:

A training post can be shared by two trainees who:

- are training in the same specialty and;
- are within two years on the training pathway this is desirable rather than mandatory

For example, a year 2 and year 3 trainee in the same specialty are eligible to share a training post. Trainees who are more than two years apart on the training pathway may job share if a consultant trainer, hospital, and the National Specialty Director (NSD)/Associate Director for BST GIM have agreed to the arrangement. Applications may be made up to 12 months in advance of the proposed date of commencement of the job share post and received no later than the month of October of the previous year of commencement.

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4. Application Process:

- Trainees must complete the Job Share Request Form and submit it to their National Specialty Director (NSD)/Associate Director for BST GIM for approval.
- Applications made under the job share policy must be received prospectively, where possible no later than 9 months before the rotation is due to commence.
- Applications will be acknowledged by the NSD/Associate Director for BST GIM and the timeline for the decision making process will be made clear.

5. Decision Process:

The following principles will be adhered to during the decision making process:

- Request for a job share post can only be considered if applications are received from two trainees who are eligible to be matched to one post
- No existing trainee can be disadvantaged. For example, a trainee cannot have their rotation changed without their agreement to accommodate a job share request
- The job share post must meet the training requirements appropriate to a trainee at that level
- When facilitating trainees to job share it is important to ensure that this will not limit the trainees learning opportunities particularly exposure to sub-specialties. The trainee should still meet the training objectives outlined in their curriculum.

If the NSD/Associate Director for BST GIM is in a position to offer a job share post, a conditional offer will be made to the two trainees in question. The offer can only be confirmed once both trainees have accepted the conditional offer.

If a trainee declines the post offered, no further offers of a job share post will be made at that time. Trainees whose applications for job share which are not successful will be informed of this decision by the NSD/Associate Director for BST GIM. A reason for the decision will be provided.

The location of the job share post will be determined by the NSD/Associate Director for BST GIM and will be made on the basis of educational capacity as well as the agreement of the hospital and consultant trainer.

All requests made under the job sharing policy will be treated positively. However, a job share post can only be accommodated if applications are received from two trainees who are eligible to be matched to one post.

6. Complaints Process:

Trainees who feel that their application has not been managed in accordance to this guideline can submit supporting evidence of this to the Postgraduate Training Body as a formal complaint. The Training Body "Grievance and Disciplinary Procedures for Trainees" will then be activated.