



**ROYAL
COLLEGE OF
PHYSICIANS
OF IRELAND**

RCPI Post Re-assignment Policy

2017 - 2018

RCPI Post Re-assignment Policy

1. Policy Statement:

- Under the current criteria for applications for Post Re-assignment, RCPI and its constituent Training Bodies will examine applications for Post Re-assignment 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 Post Re-assignment.
- The aim of the post re-assignment policy is to support Trainees who have had an unforeseen and significant change in their personal circumstances since the commencement of their current Training Programme which requires a change to the agreed post/rotation.

2. Outline of Policy:

- Postgraduate trainees on the Higher Specialist Training and Basic Specialist Training Programmes can avail of post re-assignment opportunities for a set period of time.
- In order to provide a consistent, transparent and robust process for all trainees, RCPI will make all decisions on eligibility and allocations in accordance with these guidelines and criteria.
- Trainees can apply for a change to their agreed rotation if they have a significant and unforeseen change in their personal circumstances.
- Re-assignments are not an entitlement. Requests for a change will depend on compliance with eligibility criteria, vacancies in the region into which the trainee are apply to move and training requirements.

3. Eligibility:

- Significant and unforeseen change in a Trainees personal circumstances relating to:
 - Own Disability or ill health
 - Responsibility for caring for ill/disabled partner, relative or other dependent
 - Responsibility for caring for school age children
- Other well-founded reasons may be considered but it would be dependent on the particular situation and the needs of the specialty in which the individual was training.

4. Application Process:

- Trainees must complete the Post Re-assignment Form and submit it to their National Specialty Director (NSD)/Associate Director for BST GIM for approval
- Applications made under the reassignment policy must be received prospectively, where possible no later than 9 months before the rotation is due to commence
- Trainees may be required to provide documentation and evidence to support their application

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5. Decision Process:

Applications will be considered by the NSD/Associate Director for BST GIM as appropriate to the governance structures of the Training Programmes. Applications will generally be considered as part of the allocation process. Priority will be given to trainees with significant change in circumstances due to their own disability. Applications from trainees with change in circumstances related to caring or parental responsibilities will then be considered. Applications from trainees with a change involving a committed relationship will be considered afterwards.

If the availability of appropriate vacancies is insufficient to accommodate all requests eligible trainees will be selected on a first come, first serve basis.

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

- No existing trainee can be disadvantaged by the reassignment. For example, a trainee cannot have their rotation changed without their agreement to accommodate a request for reassignment from another trainee
- The reassigned post must meet the training requirements appropriate to a trainee at that level
- The reassignment should not result in the trainee having to undertake extra training in order to fulfill training requirements

If a trainee declines the post offered as a result of the reassignment application process this will mean that a trainee has withdrawn the application. No subsequent offers will be made and the trainee will remain assigned to their original rotation.

Trainees whose application for reassignment is not successful will be informed of this decision by the NSD/Associate Director for BST GIM. A reason for the decision will be provided. They will do their best to accommodate such requests but applicants must be aware that requests will be dealt with on an individual basis and decisions will be taken based on post availability and other criteria.

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 Process for Trainees" will then be activated.