



NATIONAL SURGICAL TRAINING PROGRAMME:

EXCEPTIONAL CIRCUMSTANCES POLICY

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

Surgical Affairs

Doc No: SA-POL-STP-003

Issue Date: March 2015

Approved: ISPTC April 2015

NATIONAL SURGICAL TRAINING PROGRAMME

EXCEPTIONAL CIRCUMSTANCES POLICY

PAGE 1

Surgical Affairs	Doc No: SA-POL-STP-003	Issue Date: March 2015	Approved: ISTPC
------------------	------------------------	------------------------	-----------------

Exceptional Circumstances (*Force Majeure*)

Purpose

To define Surgical Affairs policy on exceptional circumstances and implementation of same.

In Scope

A Trainee who has undergone exceptional circumstances that could have influenced their academic or work based performance on a Surgical or Emergency Medicine Programme. Individual cases are reviewed in the first instances at the discretion of the Professor Surgical Education, Dean of Emergency Medicine and Programme Directors of Specialty Training.

An Applicant to a programme where an exceptional circumstance has occurred that affects the individual's ability to progress or adhere to the criteria for selection to training.

Eligibility

Any Trainee or eligible applicant to an RCSI Surgical or Emergency Medicine Training Programme.

Definition

Employer /HSE

Force Majeure means urgent family reasons where, owing to an injury to or the illness of an immediate relative, the employee's immediate presence in the same place is indispensable. Under Parental Leave Act 1998 – 2006 short term paid leave to cover staff in tie of an emergency due to illness or accident to an immediate family member and where their presence is required. This is subject to employer discretion.

Definition

Training Body/RCSI

An Exceptional circumstances (*force majeure*), which the trainee could not control or reasonably foresee and when the trainee could not prevent these circumstances or their consequences. An exceptional circumstance that may occur within the training context may affect the trainees' ability to attend

- Surgical Bootcamp
- A Mandatory class (e.g. OSS or HFPS)
- Completing a workplace assessment
- Completing a RCSI assessment
- Attending a CAPA or Annual Review
- Attending an interview

**Please note this list is not exhaustive*

Surgical Affairs	Doc No: SA-POL-STP-003	Issue Date: March 2015	Approved: ISTPC
------------------	------------------------	------------------------	-----------------

An Exceptional circumstances (*force majeure*), which the applicant could not control or reasonably foresee and when the applicant could not prevent these circumstance or their consequences. An exceptional circumstance that may occur within applicant context may affect the individual's ability

- Submit documentation within required timeframe
- Attend interview

**Please note this list is not exhaustive*

Procedure

In the case of demonstrable exceptional circumstances (*force majeure*) which prevented a trainee from participation in training related activity that may hinder their ability to accrue marks for progression must be reported in the first instances to the HBdCST or Specialty Director. The Trainee must then apply for *force majeure* which must be approved by HR on their clinical site and the HBdCST /Trainer notified also.

The trainee must inform the Surgical Training Office as soon as is reasonable practical via email/letter or phone call. In order that a *force majeure* situation has caused the trainee inability to complete a required part of their training curriculum the exceptional circumstances form (see appendix 1) must be complete and submitted for approval with 48hrs of the situation occurring or earliest time permitting

Surgical Affairs	Doc No: SA-POL-STP-003	Issue Date: March 2015	Approved: ISTPC
------------------	------------------------	------------------------	-----------------

RCSI EXCEPTIONAL CIRCUMSTANCES FORM

This form **MUST** be submitted by the **Trainee** to the Surgical Training Office (surgicaltraining@rcsi.ie) for all circumstances which affects a trainees ability to complete a mandatory part of the curriculum.

All requests for consideration under Exceptional Circumstances must be **TYPED** and submitted on this form, with supporting evidence, if applicable. Forms must be signed and dated. See the Exceptional Circumstances (Force Majeure) procedure before submitting this form.

Please note that the Surgical Training Office may contact medical practitioners etc. for verification of supporting evidence.

Trainee Name:

IMC Number:

Current Year (ST1, ST2 etc.):

Specialty:

Current Post/Rotation:

1. Please outline the event which you could not attend:

2. Please outline the nature of the circumstances which prevents you from completing the mandatory part of the curriculum:

3. Have you informed your Clinical Supervisor Yes / No

4. List of supporting evidence attached. If you do not have evidence, or cannot attach such evidence, please explain why.

Signature: _____ Date: _____

