

RCSI

DEPARTMENT OF SURGICAL AFFAIRS

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Revision Level	Revision Date	DCO/ECO Number	Description of Revision	Revision Author
1.0	March 2015	15-00008	Initial Release	Caroline McGuinness
2.0	30/05/2018	15-00008	Update to formatting and inclusion of submission form	Zoë Cruise
3.0	12/06/2018	15-00008	Updated application form to include internal record sign off	Caroline McGuinness
3.0	21/06/2018	15-00008	Updated application form to include additional record sign off	Caroline McGuinness



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

Please note Exceptional Circumstances /Force Majeure are interchangeable terms in the context of this document

Employer /HSE

Force Majeure means urgent family reasons where, owing to an injury to or the illness of an immediate relative, the employees 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 circumstance (including *force majeure*), which the trainee could not control or reasonably foresee and when the trainee could not prevent these circumstance 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*

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

RCSI EXCEPTIONAL CIRCUMSTANCES FORM



This form **MUST** be submitted by the ***Trainee*** to the Surgical Training Office (corest@rcsi.ie) or to the specialty administrator of the programme.

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, ST3 etc.):

Programme & Specialty:

Current Post/Rotation Hospital:

Please outline the event which you could not attend:

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

When did you inform your TPD, HbDCST, Specialty Director ST2 &/or Clinical Supervisor

Date:



Name of Supervisor informed:

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

Signature: _____

Date: _____

Internal use only

Reviewed by:

Date:

Sign off @ CST Committee

Date:

Sign off CST Chair

Date:

Recorded Outcome

Notes:

Dean of Postgraduate Surgical Education & Training:

Date: