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***Recommendations for Distribution of Leave Entitlements for Specialist Registrars on the  
Radiation Oncology Specialist Training Programme,  
Faculty of Radiologists, RCSI, Dublin***

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Agreed by the Educational Committee, Faculty of Radiologists, RCSI, Dublin on 30<sup>th</sup> January 2020  
Discussed and approved by the Board of Faculty of Radiologists, RCSI, Dublin on 14<sup>th</sup> February 2020

***General Entitlements***

Specialist registrars (SpRs) in approved training positions are entitled to the following:

***Annual Leave:***

This is determined by the NCHD contract and will be honoured by each of the radiation oncology departments according to local hospital agreements with NCHDs.

***Educational Leave (Copied from NCHD contract)***

(i) The employer may, taking account of the NCHD's medical education and training status, grant the NCHD up to a maximum of 18 working days (based on a 7.8 hour working day) per 6-month period to facilitate:

1. Attendance at courses, conferences, and educational events determined to be appropriate by the HSE, the recognised training bodies and the universities;
2. Study leave prior to an examination or repeat examination for higher degrees or diplomas determined to be appropriate by the HSE, the recognised postgraduate training bodies and the Universities;
3. Attendance at examinations determined to be appropriate by the HSE, the recognised postgraduate training bodies and the Universities;
4. Attendance at interviews within the Irish public health service appropriate to the NCHD's training/ career pathway;

(ii) All Educational leave must be:

- a. be relevant
- b. takes account of service and rota needs
- c. be recommended by the supervising consultant/ clinical director and
- d. be approved by the Employer in advance in line with the Employer's leave policy and with cognisance of the requirements of any specialist training/ professional competence scheme the NCHD is participating in and related medical education and training requirements.

***General Comments:***

A minimum number of SpRs must be present in each department at all times. The exact number required must be decided by each individual hospital with the local trainee co-ordinator.

Every effort must be made to organise all leave at the beginning of each six-month period.

SpRs within a particular department must work together to ensure that all SpRs get their leave entitlements while services within the department are adequately maintained.

There are certain weeks during the year when annual leave may not be appropriate because of low staffing levels. These include the week prior to and the week of, FFR (RCSI) Part I and II examinations, the week(s) of the visiting professor, The Christie Hospital Part I courses and the days of national meetings including the Faculty Annual Scientific meeting.

### ***Educational Leave:***

Recognition must be given to the considerable amount of time spent by radiation oncology SpRs at lectures and tutorials throughout their training and in particular in the months coming up to FFR (RCSI) parts I and II. To promote fairness and equity across all training centres it must be acknowledged that departments differ significantly in their staffing levels and therefore full educational leave entitlements may not be possible or appropriate.

It is the aim of the faculty and the local co-ordinators to adopt a fair, reasonable and standardised approach to educational leave

Educational leave should be co-ordinated with the local trainee co-ordinator

Travel time to and from relevant exams, courses and conferences must be included in the educational leave taken

### ***Faculty educational events included in educational leave:***

Annual Scientific Meeting 1day (optional)

Visiting Professor 1 day (optional)

Annual Assessment 0.5 days (mandatory )

### ***First year (32.5 days)***

Annual Scientific Meeting 1 days

Visiting Professor 1 day

Annual Assessment 0.5 day

Human Factor 3 days ( could be done in year 2 due to large number of leave days in year 1)

\*Part 1 FFR teaching courses: 15 days

- Christie November Pharmacology, Chemotherapy and Molecular Biology – 5 days
- Christie February Radiobiology and Medical Statistics – 5 days
- Christie May Physics – 5days

\*Part 1 FFR Lecture series: (October – June)

- Lectures 12 days (24 weeks of lectures x 0.5 days)

### ***Second year (20.5 days)***

Annual Scientific Meeting 1 days

Visiting Professor 1 day

Annual Assessment 0.5 day

PBL 5 days

Human Factor 1 day

\*FFR (RCSI) part I 2 days

\*Study leave 10 days (before each sitting of the FFR (RCSI) part 1)

### ***Third year (15.5 days + 12 days if attempting FFR (RCSI) part 1)***

Annual Scientific Meeting 1days

Visiting Professor 1 day

Annual Assessment 0.5 day

Human Factor 1 day

Lectures 12 days (24 weeks of lectures x 0.5 days)

\*FFR (RCSI) part I 2 days

\*Study leave 10 days

\*(Assuming SpR has not passed part 1 after 2 attempts – applies to Autumn sittings of chronological year 3)

**Fourth/ Fifth year: (18.5 days)**

Annual Scientific Meeting	1 days
Visiting Professor	1 day
Annual Assessment	0.5 day
Human Factor	1 day (4 <sup>th</sup> year only)
*Course leave	3 days
*FFR (RCSI) part 2a and 2b	2 days
*Study leave	10 days
Conferring ceremony	0.5 days

***Approved Examinations:***

Educational leave for higher degrees not related to radiation oncology training is discouraged. The SpR may take annual leave prior to non-radiation-oncology examinations.

**FFR (RCSI) parts I and II.**

Two weeks, i.e. 10 working days, of educational leave is deemed appropriate in each six months (including additional sittings of the same exam).

***Courses/ Conferences: (to be limited to year 4/5 when submitting abstracts to the conference/ meeting )***

Educational leave must be kept for courses, conferences and clinical meetings relevant to radiation oncology training.

Conferences deemed suitable for educational leave for radiation oncology SpRs include but are not restricted to:

ESTRO  
ASTRO  
ASCO

***Other courses as approved by the Local Coordinator:***

Courses deemed suitable for educational leave for radiation oncology SpRs include pre-fellowship courses eg Cardiff Part 2 course.

It may not be feasible to grant extra days to the candidate for this course in the same six months as FFR (RCSI) part II.

All CPD/CME and attendance certificates should be submitted to the Local co-ordinator for inclusion on SpR's individual file.

**Maternity, Paternity, Parental, Sick leave etc**

SpRs' entitlement for each of these types of leave is determined by their contract with the individual hospitals.

**Prolonged absence through sick or maternity leave reduces the time spent in radiation oncology training and may affect examination eligibility.**

A total of three months (12 weeks) may be accumulated in maternity or sick leave or leave for any reason deemed appropriate by the local and national co-ordinator, over the course of the five years of training. SpRs who have taken extended leave will be assessed by the local and national co-ordinator on a case by case basis, in order to assess their eligibility for accreditation for the academic year and/or FFR(RCSI) Part 1 or Part 2 examinations.

**SpRs must notify the Faculty of extended periods of leave during their training.**

**An SpR wishing to take leave of absence must apply in writing to the Faculty and their local co-ordinator at least six months in advance.**