

## **Recommendations for distribution of leave entitlements for specialist registrars on the radiology specialist training programme, Faculty of Radiologists, RCSI, Dublin**

Agreed by the Educational Committee, Faculty of Radiologists, RCSI, Dublin on 01/06/11.  
Discussed and approved by the Board of Faculty of Radiologists, RCSI, Dublin on 17/06/11.

### **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 radiology 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. take 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.
- Faculty rotations (including paediatrics and neuro-radiology) and approved educational leave must take priority over annual leave.
- There are certain weeks during the year when annual leave is not 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 days of national meetings including Faculty Spring Meeting, Faculty Annual Scientific meeting.

## **Educational Leave:**

- Recognition must be given to the considerable amount of time spent by radiology SpRs at lectures and tutorials throughout their training and in particular in the months coming up to FFR (RCSI) parts I, IIa and IIb.
- 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***

#### All Years

- Annual Scientific Meeting 2 days
- Combined Spring Meeting 1 day
- Visiting Professor 1 day
- Annual Assessment 0.5 days
- Fifth year interviews 0.5 days
- Interviews days including days taken to visit departments will count as educational leave

#### First year

- Ultrasound physics 2 days
- Radiation protection 2 days
- Interventional Skills 1 day
- A/E course 1 day
- Radiographics 1 day
- Mock exams 2 days
- FFR (RCSI) part I 3 days
- As there are a significant number of study days in first year a maximum of 10 working days educational leave will be granted to each SpR prior to the FFR (RCSI) part I exam. This will be the same for additional sittings of the same exam.

#### Second year

- Management course 1 day
- Practice based learning 1 day

#### Third year

- Part IIa 1-2 days

#### Fourth year

- FFR (RCSI) part II 3 days
- Conferring ceremony 0.5 days

### ***Approved Examinations:***

- Educational leave for higher degrees not related to radiology training is discouraged. The SpR may take annual leave prior to non-radiology examinations.
- FFR (RCSI) parts I, IIa and IIb.

- Two weeks, i.e. 10 working days, of educational leave is deemed appropriate in the six months of the exam including additional sittings of the same exam. Additional leave is subject to approval by the local educational coordinator.
- While the following degrees are not organised through the Faculty of Radiologists it is the opinion of the Faculty that they benefit radiology SpR training and therefore SpRs who choose to sit these examinations may take educational leave, as follows,
  - MSc Radiological Sciences, UCD, Masters of Medical Sciences, NUIG, Masters of Medical Sciences, UCC, Medical Doctorate
    - 5 working days as long as it is not in the same six months as FFR (RCSI) part I or II.
  - FRCR part 2a and 2b
    - 5 working days as a once-off for each exam as long as it is not in the same six months as FFR (RCSI) part I or II. Therefore, this is a maximum of 10 working days in the four years. It may not be feasible to grant extra days to the candidate for the actual days of the exam, especially in the same six months as the FFR (RCSI) part I and II.
  - USMLE or Canadian & other similar radiology licensing examinations
    - This leave cannot be taken in the same six months as FFR (RCSI) part I or II.
    - USMLE part 1 and 2 (or equivalent)
      - Days of the exams only as educational leave
    - USMLE clinical skills/ USMLE part 3 (or equivalent)
      - 5 working days of educational leave to include exam and travel days

***Courses/ Conferences:***

- Educational leave must be kept for courses, conferences and clinical meetings relevant to radiology training.
- Conferences deemed suitable for educational leave for radiology SpRs include but are not restricted to:
  - Faculty Spring Meeting
  - Faculty Annual Scientific Meeting
  - RSNA
  - ECR
  - ESGAR
  - CIRSE
  - Other courses as approved by the Local Coordinator
- Courses deemed suitable for educational leave for radiology SpRs include pre-fellowship courses eg St Barts Course, London.
  - 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 coordinator for inclusion on SpR's individual file.

***AIRP***

- SpRs attending AIRP must use 2 weeks of annual leave, leaving one week of annual leave.

- The remaining 2 weeks required for AIRP will be granted as educational leave.
- If the AIRP course happens to fall during a national public holiday(s) in Ireland the SpR is not entitled to additional days of leave on return to their department.

### **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 radiology training and may affect examination eligibility.**
  - A total of three months (13 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 the their local co-ordinator at least six months in advance.**