

North West School of Medicine Guidance: CCT Date Acceleration on grounds of prior experience

A Resident Doctor will have a CCT date calculated on commencing a training programme based on the indicative time required in the specialty curriculum. Award of CCT is competency based, and in some scenarios the indicative training time may not be required. One basis for CCT acceleration is that previous experience has permitted acquisition of skills and competencies prior to entering the programme.

Key Principles

1. CCT date reflects capability, not time alone

The CCT date should be based on achievement of required capabilities and competencies, rather than purely elapsed time in training. Previous relevant experience or accelerated capability acquisition may justify recalculation. However, not all prior previous experience will result in CCT date change.

2. CCT date confirmation

Prior experience can be considered at the first ARCP in programme only. If a Resident Doctor believes their CCT date should be brought forward, this must be discussed with their ES and TPD well in advance of the ARCP.

The ES report and supporting evidence should clearly justify any proposed adjustment. The ARCP panel will determine whether a revised CCT date is appropriate.

3. Rationale for CCT date adjustments

Any ARCP decision to adjust a CCT date must be based on documented evidence, including:

- A clear folder of evidence in the portfolio outlining previous experience undertaken
- Evidence of assessments undertaken demonstrating skill and knowledge acquisition
- Demonstrated capabilities mapped to the curriculum and sign off to a relevant level by both Resident Doctor and Educational supervisor.
- Supervisor reports confirming level of performance
- For dual programmes (e.g. Group 1 specialties) the evidence but demonstrate a concordant level of previous experience and competency acquisition for both specialties (i.e. for IMS2 as well as primary specialty).

4. Later request to amend a CCT date

Once a CCT date has been agreed at the first ARCP, it should not be routinely revised.

A request to bring forward a CCT date after this point would normally only be considered where there is clear evidence of exceptional progression, and the School's acceleration process is followed.

5. Additional training time

If a CCT date has been brought forward and the required capabilities are not subsequently achieved, additional training time must be awarded via an ARCP Outcome 3.

A CCT date cannot be retrospectively extended purely on the basis of time recalculation; this must follow formal ARCP processes (see Gold Guide).

6. Contractual requirements

Changes to a CCT date do not remove the requirement to meet contractual obligations with the employing organisation, including notice periods and rota commitments.

7. LTFT adjustments

Where a Resident Doctor undertakes Less Than Full Time (LTFT) training, the CCT date will be recalculated to reflect reduced training time, in line with standard policy.

Process for Requesting CCT Date Recalculation

- **Step 1:** The Resident Doctor liaises with their ES and TPD to review prior training time and current capability evidence to determine whether a CCT date adjustment may be appropriate.
- **Step 2:** If appropriate, the Resident Doctor agrees a proposed revised CCT date with their ES and TPD, ensuring this is supported by mapped evidence to the curriculum.
- **Step 3:** The Resident Doctor informs the relevant specialty administrator in advance of the ARCP (normally at least eight weeks), specifying the proposed CCT date.
- **Step 4:** The Resident Doctor ensures their e-portfolio is up to date, including:
 - Folder of evidence of previous experience and competency acquisition
 - Capability mapping to curriculum outcomes
 - Supervisor reports supporting the request
- **Step 5:** The specialty ARCP panel (and IMS2 panel, if a Group 1 specialty) reviews the request alongside all submitted evidence.
- **Step 6:** If the ARCP panel(s) agrees, the outcome form will document recommendation of the revised CCT date, including rationale.
- **Step 7:** The request is sent to HOS/AHoS for review and final confirmation. The HOS/AHoS will confirm with a comment on the ARCP form.
- **Step 8:** If approved, the revised CCT date is confirmed to the Resident Doctor, TPD, employer, and relevant stakeholders.

- **Step 9:** The CCT date is updated on TIS, and supporting documentation is stored in line with School processes.