

Name of Document	Withdrawal of NTN
Category	Standard Operating Procedure (SOP) - Trainee Management
Purpose	<p>This document is one of a suite of Standard Operating Procedures to support the management of doctors in training across England. This SOP is aligned to the principles of 'A Reference Guide for Postgraduate Specialty Training in the UK' (The Gold Guide). This SOP does not apply to Foundation and Dentistry trainees who are managed under separate Guides ('The Foundation Programme Reference Guide' and 'A Guide to Postgraduate Dental Specialty Training in the UK').</p> <p>Within the SOP, whenever reference is made to the Postgraduate Dean, it refers to the Dean or their nominated representative who will be responsible for managing the process on their behalf.</p> <p>This SOP is intended to be a guide to encourage consistency of practice across England. Due to the complex nature of Postgraduate Medical Training, there will be occasions where local PG Deans will apply their discretion in enacting this SOP to take account of individual circumstances and varying local structures (e.g. Lead Employer).</p> <p>This suite of SOPs will be screened against relevant Equality and Diversity documentation.</p>
Authorised by	Health Education England Deans (HEEDs)
Date Authorised	27/06/2017
Next Review Date	SOP to be reviewed in line with any future Gold Guide revisions, or every 12 months, whichever comes first
Document Author	HEEDs

Version	Date	Author	Notes Reason for Change, what has changed, etc
1	26/07/2017	HEED	Document sign off at HEED

Related Documents

Gold Guide Version 6: <https://www.copmed.org.uk/publications/the-gold-guide>

Standard Operating Procedure – ARCP, Standard Operating Procedure - ARCP Appeals

https://healtheducationengland-my.sharepoint.com/personal/kate_evans_hee_nhs_uk/_layouts/15/guestaccess.aspx?folderid=1b9902b00f7bf44e59842fcb28c1ef8ea&authkey=AU58_M0I3fn0qrhKz8ykeQk

1. Background

- i. A National Training Number (NTN) is assigned to an individual specialty trainee upon commencement of a training programme. A trainee must maintain an NTN for the duration of their training programme.
- ii. The NTN is withdrawn on successful completion of the training programme (having received an ARCP outcome 6 and if relevant completed a Period of Grace), or following resignation from the training programme.
- iii. Additional circumstances where an NTN is withdrawn are highlighted in Section 2.

2. Procedure

- i. The decision to withdraw a national training number (NTN) rests with the Postgraduate Dean.
- ii. The Postgraduate Dean will inform the trainee in writing of the reasons for this decision and whether they have the right to appeal the decision. The reasons for cessation of training should be recorded in the trainee's file held at the local office by the Postgraduate Dean, ARCP panel, TPD or Head of School.
- iii. An ARCP is not always required to withdraw a trainee's NTN.
- iv. Once the NTN has been withdrawn (following exhaustion of any appeal), the individual is no longer a trainee and should be disconnected from the designated body for the purposes of revalidation.
- v. The trainee will have the right to appeal in the following circumstances:

The trainee has a right to appeal if NTN withdrawn in the following circumstances	The trainee does not have a right to appeal if NTN withdrawn in the following circumstances
They are assessed as not being suitable for continuing training in the specialty	They successfully complete the training programme
They are erased or suspended (for any period of time) from the medical register or where restrictions are applied to their licence to practise (including loss of licence) where such measures are incompatible with continuing in a medical training programme at their level of training	They resign from the training programme
They do not hold GMC registration with a licence to practise	
The trainee is dismissed by their employer, which may be an individual employer or lead employer	
They do not comply with the requirements for registering and maintaining their registration with the relevant Postgraduate Dean i.e. completing their Form R and fulfilling the requirements of revalidation and/or;	
They have received an Outcome 4 recommendation from the ARCP panel	

- vi. The appeal process and format will follow that as stipulated in the Annual Review of Competency Progression (ARCP) Appeal Standard Operating Procedure.

- vii. If an appeal is conducted and the original outcome is upheld, there is no further right of appeal.
- viii. The Postgraduate Dean will also write to the trainee's employer regarding any decision for withdrawal of a training number from a trainee in the above circumstances, on the basis that following the withdrawal of the training number, the process for termination of the trainee's employment contract may need to be triggered.
- ix. Circumstances where the NTN is to be withdrawn:
 - A. On successful completion of a training programme
 - B. following the trainee's erasure from the Medical Register,
 - C. Where a trainee has been recruited to a different training programme
 - D. Where GMC restrictions are applied to their licence to practice (including loss of licence) where such measures are incompatible with continuing a medical training programme. (This relates to decisions of the GMC after their full and formal processes. It does not relate to decisions of the GMC Interim Orders Panels which are temporary arrangements pending the decision of a full GMC or GDC Panel).
- x. Suspension from the GMC register may not require an automatic removal of NTN. In some circumstances, it may be necessary to remove a training number. This will need to be considered on a case by case basis, but clear reasons for the decision must be recorded in the trainee file.

3. Resignation from the training programme

- i. Trainees that choose to resign from the training programme before their planned CCT date should normally meet with their Training Programme Director (TPD) to discuss their intention to resign from the programme and the reasons for the resignation. The TPD may explore with the trainee whether there is any opportunity for appropriate support to be put in place so that the trainee may continue in their training programme. If following this meeting, the trainee still wishes to resign from the programme, they are required to formally write a letter of resignation to the TPD and their Employer.
- ii. Trainees will be required to work a period of notice as per their contract of employment. This is GMC good practice and the employer has the right to refer trainees who do not work the appropriate notice period to the GMC.
- iii. Trainees will still require an ARCP in these circumstances, with appropriate supporting documentation to cover their training up until the point they leave employment and HEE. The appropriate N code should be recorded as part of the ARCP process.

4. Reapplying to Specialty Training

- i. Provided there are no outstanding fitness to practice issues, and that it is open to those who have had their training number withdrawn, or who have given them up voluntarily, trainees may reapply to specialty training at a later date. Individuals will only be eligible to reapply for any specialty programme if specifically supported by the most recent Postgraduate Dean. The applicant must declare that they have had a previous training number withdrawn in their application form.
- ii. The Postgraduate Dean will review the circumstances requiring removal and ensure that they are not relevant to the new application. Re-entry in such cases will be by competitive process with other applicants and meeting the eligibility criteria.