

## **Guidelines for Applications for Approval of New or Reconfigured Training Posts**

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### **1. Background & Definitions**

PMETB is the only body that can approve all postgraduate medical training posts and programmes that lead to a CCT or equivalent award in the UK. However, PMETB rests the responsibility for quality managing the approval of individual training posts at the Deanery level.

These guidelines outline how the Deanery will manage the approval of all new postgraduate training posts in Wales.

#### **Definitions:**

**POST** – *this does not refer to a trainee*, this refers to an educationally approved unit of training within a Trust, which is Full or Less than Full Time (LTFT). Trainees rotating through the post may vary in level and associated specialty, e.g. various medical specialties via a Core Medical Training Post

**PLACEMENT** refers to a specified period of time which a trainee spends in a post in order to gain the competencies for the associated training programme

**ROTATION** refers to a combination of training placements within a defined time period e.g. 1 year, 18 months etc

**PROGRAMME** refers to the Specialty Training Programme through which a Specialty Trainee progresses. A programme is a formal alignment or rotation of posts which together comprise a programme of training in a given specialty or subspecialty. For further information see Section 4 Programme Approvals.

NB: Applications for **Academic Clinical Fellowship/Clinical Lecturer Posts** will need to be discussed with the PG Dean prior to submission, (Section 5 Academic Posts).

### **2. Creating a new Training Post:**

New training posts can be generated in one of two ways, as outlined below. Both options will require completion of a Deanery Approval form, available at [www.cf.ac.uk/pgmde/qa](http://www.cf.ac.uk/pgmde/qa)

#### **1 - Creation of a brand new training post which is either:**

- Whole Time or Less Than Full Time (LTFT)
- Fixed Term Ad Personam post

## **2 - Conversion of an exiting post via:**

- Conversion from Trust post e.g. Staff grade or other
- Conversion of an existing training post, (i.e. changing a post's grade/specialty/site)

**FUNDING;** Both the above options will require identifying a source of funding from the Trust, Deanery or WAG prior to submission of the Deanery Approval Form. Evidence of any approved funding should be submitted with the application form.

## **3. Overview of the Deanery's Post Approval Process**

### ***Submitting the Form:***

- Applications for all new training posts (including Ad Personam, LTFT and Post Conversions) should be submitted via the Deanery's standard form. This form is designed to provide details of how the post will meet the required competencies.
- It is expected that the Programme Director (PD), Specialty Training Committee (STC) Chair or Head of School will co-ordinate completion and submission of the form.
- Before submission, each form will need to be approved and signed by the relevant Educational Supervisor, College Regional Specialty Advisor and either the PD, STC Chair or Head of School.
- When submitting the form to the Deanery, you will need to enclose evidence of funding approval and, if the post exceeds the Specialty Programme's Approved Maximum Training Capacity (MTC), a revised PMETB Form A. (See Section 4). Please note that failure to provide this information will delay the approval process.
- Completed applications should be sent to the QA Unit, contact details on page 3.

### ***Processing the form:***

- On receipt of the application, the QA Unit of the Deanery will co-ordinate the approval process, which includes sign off from the Dean/Vice Dean and Finance Director.
- The QA Unit will also confirm whether the post is within the Specialty Programme's approved MTC. If the post exceeds the MTC, approval from PMETB will need to be requested by the Deanery.

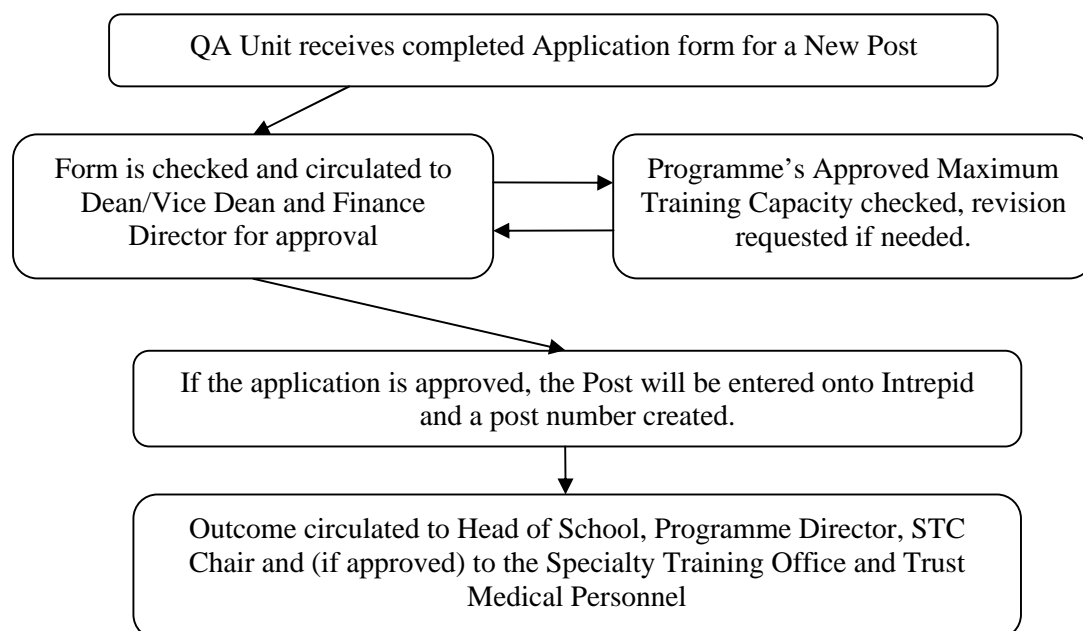
### ***Notification of Outcomes:***

- If the application is approved, the Post will be entered onto Intrepid and a post number created.
- The outcome of the application will be circulated to the Head of School, Programme Director, STC Chair and, (if approved), to the Specialty Training Office.

### ***Recruitment Timeframe:***

- Applications for Posts to be included in the November round of ST recruitment (February start dates) must be received by the Deanery by the **end of June**.
- Applications for posts which are to be included within the February round of ST recruitment (August start dates) must be received by the Deanery by the **end of October**.

## Process Overview:



## 4. Programme Approvals

The Deanery must submit an application for the Maximum Training Capacity (MTC) for each Specialist run-through training Programme to PMETB for approval, via the PMETB Form A. Further details on this process are available from the PMETB website at: <http://www.pmetb.org.uk/index.php?id=guidanceandprocesses>

The MTC is a ceiling figure which refers to the maximum number of trainees of any grade that could be within a Specialty Programme at one time. If a requested new post falls outside of the Programme's MTC, the Programme Director will also need to submit a revised Form A to the Deanery with a letter of support for the increase from the relevant College/Faculty. Providing the PG Dean endorses the application, the Form A will be forwarded to PMETB for approval.

If you are unsure of your Specialty Programme's approved MTC, please contact the QA Unit.

## 5. Academic Posts

Applications for an Academic Clinical Fellow or Clinical Lectureship must first be discussed with the PG Dean or Deputy prior to submission of a PMETB 'Form C'.

## 6. Contact Details

For further information please contact the Quality Assurance Unit at:

QA Unit,  
School of Postgraduate Medical & Dental Education  
Cardiff University  
9<sup>th</sup> Floor, Neuadd Meirionnydd  
Heath Park  
Cardiff  
CF14 4YS

[walesdeaneryqa@cf.ac.uk](mailto:walesdeaneryqa@cf.ac.uk)  
Tel: 029 206 87490