

Addendum for the Exceptional Extenuating Circumstances (EEC) – Extensions due to COVID-19 pandemic

Purpose

To outline the circumstances in which an extension of training may be considered due to the impact of the pandemic on training. This document should be read in conjunction with the [full EEC policy](#) which describes the process and timelines required for the submission of applications.

Scope

This process is available to all final year STP trainees. Trainees in years 1 and 2 will not be considered for an extension until they reach their final year where the impact of the pandemic can be better understood and only if the issues affecting the training are still relevant.

Conditions

- It is expected that all trainees and training departments will have continued to train where reasonably practicable and that a flexible approach should be taken. This could include enabling trainees to work remotely or at home to complete competencies or academic work or supporting temporary redeployment opportunities where learning is still possible such as completing professional practice competencies. Where this has not been possible there will need to be a demonstration of how the training has been managed, and if not possible to continue to train, a full description of the reasons why will be required.
- This document should be read in conjunction with the [revised completion policy for the STP in 2020](#) which has been updated to reflect the impact of the pandemic and offer flexibility to enable trainees to complete on time where possible.
- Training must have been significantly affected for 10 or more weeks. Anything less than this there will be an expectation that the time lost will be balanced with the revised criteria for completion and trainees should be supported to complete wherever possible.
- It is not expected that extensions of more than 3 months will be offered. If further time is required then there will need to be exceptional circumstances not related to the pandemic which fall into the criteria outlined in the main EEC policy.

- Applications will not be considered without a written statement from the training department which supports the evidence provided and the extension period requested. There will be no opportunity to relocate trainees and therefore it is expected that employers will take responsibility for supporting their trainees to completion.

All applications should be accompanied with a training plan which identifies how and when the remaining activities will be completed in line with the length of extension requested.

Criteria for extension to training due to COVID-19 pandemic

1. Shielding due to medical reasons

Trainees who are considered clinically extremely vulnerable in line with Government guidance who have been unable to complete training activities remotely.

Trainees would need to provide a copy of the letter from the Government which confirms the requirement to shield. If this is not available then a written letter from the GP or other medical professional could be considered.

Any correspondence between trainee and employer in relation to requirement to shield and/or any issues with not being able to facilitate home working should be provided.

2. Reduction/suspension of clinical services

Considered only if there has been no other opportunity to train e.g., home working or redeployment.

Would need to be accompanied by written confirmation from the trust of the requirement to reduce service provision and how long this was effective for.

3. Sickness absence due to COVID

Where a trainee has contracted the virus and rendered unable to complete any training activities for 10 weeks or more.

Would need to be accompanied by medical evidence of the diagnosis and period of time away from training.

4. Sole carer responsibilities for those shielding or self-isolating

Where the trainee is a sole carer for dependents e.g., children, parents or other which has stopped them from engaging with or completing any training activities during the pandemic.

Evidence of the arrangements agreed with the employer during this period will be required including details of why training was not possible from home.

5. Achievement of clinical competence affected by the pandemic - completion criteria for sign off by HCPC registered Clinical Scientist

Unlike all other EEC applications, the department/training officer may submit the EEC application with a detailed description of the reasons for the competencies not acquired, the previous actions taken to address the concern and a plan to identify how the issue will be resolved should an extension be agreed.

Trainees will still be expected to achieve all other completion criteria if this criterium is to be considered. Departments will be expected to support any extension until clinical competence can be signed off.

It will be unlikely that an extension period for this issue will be considered on more than one occasion.

Timescales

All applications will be reviewed by the Training Management Panel at the School. Deadlines for the submission of applications and all required evidence are outlined below.

EEC panel date	Latest submission date	Likely outcome date
Wednesday 9th September 2020	Wednesday 2nd September 2020	Wednesday 16th September 2020