

# Planning a Non-Working Career Break

Information sheet 2

October 2018

**NHS England and NHS Improvement**



## Six-point information sheets for GPs

Sheet 2	Planning a non-working career break
1	The most important thing to do is to make contact with the appraisals team as soon as you are planning your non-working career break. We will try to be as flexible as possible, bringing your appraisal backwards or forwards to fit in with your plans, and there should be no difficulty fitting your time out around your appraisal if you are going to be away from practice for less than a year
2	If you are intending to be off work for more than a year, PLEASE contact us so that we are aware of your plans and we can advise you if necessary. The Academy of Royal Colleges says that all doctors out of work for more than a year should have some return to work support and we can provide this via the GP Tutor network. GP Tutors are experienced GPs and appraisers, with educational expertise and they can work with you to define your educational needs after a period of absence and help you plan how to address these needs.
3	We would strongly recommend that you keep going with some UK based CPD even if you are doing something completely 'un-medical' whilst you are away from work, as this will help your transition back to clinical practice. This can be internet based –eg reviewing NICE guidance, doing some BMJ learning or doctors.net learning modules, reading the BMJ online, or attending occasional meetings or peer group learning sessions etc Keep your CPD log going with a note of your reflections from any formal learning you do, and you can also include any relevant learning from non-work activities such as travelling, carer responsibilities etc
4	If you intend to be away from clinical work for between one and two years, then you will need to postpone your appraisal -use the form on the CNE appraisals website .If the timing of your period away from work is under your control, then leaving soon after your annual appraisal gives the maximum flexibility, with one postponed appraisal the following year, and a 'return to work' appraisal when you get back to work, this gives you two years away without the need to resign from the NPL
5	<b>Please be aware that if you are out of UK practice for more than TWO years, you will need to resign from the NPL and to restart work you will have to undergo formal re-entry assessment and update training before you can re-join the NPL and return to clinical work.</b> In these circumstances you will need to the Induction and Refresher Scheme <a href="https://gprecruitment.hee.nhs.uk/induction-refresher">https://gprecruitment.hee.nhs.uk/induction-refresher</a> [contact Dr Iain Lawther at HEE in the first instance <a href="mailto:iain.lawther@nhs.net">iain.lawther@nhs.net</a> ] You will need a formal assessment of your skills/knowledge [via a formal exam or submission of an agreed portfolio]and then a funded programme of return to work support [usually for between 3 weeks and 6 months]in a practice with trainer, and an outcome assessment that you are competent to return to work independently This whole process can take some time and for a smooth transition back to clinical work we would strongly recommend planning a maximum of around 18 months of time away from clinical work.
6	If your revalidation is due when you are away from the UK, this can still go-ahead if your previous year's appraisal took place within the previous 12 months and was fully revalidation ready [with MSF complete etc]-otherwise your Revalidation date can be postponed for up to a year [longer than a year requires GMC involvement and an individual review ]
<b>Appraisal Team</b>	<b>Telephone: 0113 824 7242 Email: <a href="mailto:england.cnegpappraisals@nhs.net">england.cnegpappraisals@nhs.net</a></b>