SOP - Acting up as a Consultant (AUC)

Trainees who are within one year of their anticipated completion of training date are eligible to 'Act up' as consultants, for a fixed-term period of a maximum of three months (based upon a whole time equivalent). "Acting up" provides trainees with the experience of navigating the transition from junior doctor to consultant, whilst maintaining the supervision associated with being a trainee.

Information for London trainees and managers: https://london.hee.nhs.uk/medical-training/trainee-resources/acting-consultant

Information for Luton and Beds trainees and managers: https://heeoe.hee.nhs.uk/psychiatry/higher-specialist-training-psychiatry/consultant-acting-posts

Clinical Director advertises and recruits a higher trainee eligible to act up into a consultant post



Higher Trainee submits application to HEE (see above for correct link) for AUC Approval



Clinical Director informs Medical staffing elft.medical.staffing@nhs.net of the trainee name and email address of who they have appointed, along with expected start and end date



Higher Trainee to contact Medical staffing elft.medical.staffing@nhs.net with HEE approval letter



Medical staffing to contact trainee:

If internal (ELFT employee) - Medical staffing to submit change form and issue trainee new contract for the acting up period

If external (not an ELFT employee) - Medical staffing to arrange apointment with trainee to complete relevant pre employment checks, add to ESR, and issue contract for acting up period

This process can also be supported by (but not reliant on) the TPD of the scheme which the trainee is working.

There will be a delay to the appointment start date if Medical Staffing have not received a copy of the HEE approval letter.