

HEE LESS THAN FULL TIME LOCAL POLICY AT A GLANCE:

Please see the below table which outline the key guidance contained in the HEE Northwest LTFT local policy.

To read the full policy please download a copy [here](#).

1	INTRODUCTION
	<p>1.1 Less Than Full Time Training (LTFTT) is a scheme whereby eligible Postgraduate Doctors/ Learners in training and dentists of all grades are able to work on a part time basis. Full time training relates to a 40-hour week and for the purposes of the scheme, “part time” means working from between 50% and 80% of a full time equivalent.</p> <p>1.2 Health Education England, working across North West manages LTFTT for all Postgraduate Doctors/Learners , including General Practice Specialty Postgraduate Doctors/Learners (GPSTs) in general practice (GP) based placements (and Integrated Posts), in the North West.</p>
2	SCOPE
	<p>2.1 The Improving Working Lives (IWL) Initiative, NHS Policy 2002, aims to improve doctors’ working lives by improving their work/ life balance and providing employment conditions which enable all doctors to work and train in the NHS to their full potential. LTFTT is included as one of the IWL standards.</p> <p>2.2 HEENW fully endorses the principles set out in the NHS Employers’ guidance document – “Doctors in Flexible Training: Principles underpinning the new arrangements for flexible training”. http://www.nhsemployers.org/~media/Employers/Documents/Pay%20and%20reward/doctorstraining_flexible_principles_cd_080405.pdf</p> <p>2.3 HEENW aims to provide a robust provision of LTFTT, to promote LTFTT and to manage the LTFTT budget in such a way that LTFTT is available to as many eligible Postgraduate Doctors/Learners as possible.</p>
3	ELIGIBILITY
	<p>3.1 LTFTT is available to doctors and dentists (of either gender) in training who are able to present well founded reasons as to why fulltime training is impractical. The eligibility criteria are described in European Union Council Directive 93/16-/EEC 1993 and provisions of the Employment Rights Act (as amended)1996 and its associated legislation and may change from time to time.</p> <p>3.2 From December 2022 the Eligibility categories have been amended to the following:</p> <ul style="list-style-type: none"> • Disability / Ill Health • Caring Responsibilities • Welfare and Wellbeing • Unique Opportunities • Religious Commitment

	<ul style="list-style-type: none"> • Non-Medical Development • Career Development <p>Categories 1,2 and 3 are no longer in use.</p> <p>3.3 Please note the below points which apply to all Postgraduate Doctor/ Learners & Learners in Training:</p> <ol style="list-style-type: none"> 1. LTFT will commence only at rotation points – unless an unexpected reason is identified during a placement for example health, carer, parental leave, this includes changes in any percentage in LTFT training. 2. Increasing back to fulltime will only be allowed at a rotation change and with notice unless exceptional circumstances apply. 3. Should a submit an application for LTFT under the ‘Welfare & Wellbeing’ category this will be via two windows mid-March to mid-April and mid-September to mid-October each year. 4. If the welfare situation escalates to an ‘Ill health issue’ then the Postgraduate Doctor/ Learner in training must notify the LTFT team and provide Occupational Health documentation. 5. Each subsequent rotations for a LTFT Postgraduate Doctor/ Learner in training will be managed as at present <p>3.4 Once eligibility is confirmed, the Postgraduate Doctor/ Learner in training will be sent the Less than Full-Time Training Approval Form and a Step-by-Step Guide to assist in it’s completion. Please note that for training approval LTFT Postgraduate Doctors/Learners have to work a minimum of 50% (5 sessions) of the full-time equivalent although 60% is the norm.</p> <p>3.5 It should be noted that while a Postgraduate Doctor/ Learner in training has the right to apply LTFTT and HEENW has a duty to consider each application positively, consideration of service needs will always be taken into consideration.</p>
4	APPEALS
	<p>4.1 If the Postgraduate Doctor/ Learner in training is deemed not to be immediately eligible for LTFTT they have a right to appeal that decision. They can do this by following the appeals process found in the appendix at section 11.4.</p>
5	APPLICATION PROCEDURE
	<p><u>Please see the full version of the local policy for the application procedure</u></p> <p>A Postgraduate Doctor/ Learner in training can have their eligibility screened for the scheme by submitting an online Application to Commence LTFT training form. which can be accessed at https://www.nwpgmd.nhs.uk/content/less-full-time-training</p> <p>Postgraduate Doctors / Learners in training are required to give 16 weeks’ notice of their application for LTFTT to their local office. This is in line with the National LTFTT guidance.</p>

	<p>For applications submitted under the ‘<u>Welfare & Wellbeing</u>’ section, there are two application windows per year in line with the rotations.</p> <ul style="list-style-type: none"> • Mid-March to Mid-April for anyone who has an August to January rotation start. • Mid-September to Mid-October for anyone who has a February to July rotation start. <p><u>The next application window dates are Monday 13th March 2023 to Friday 14th March 2023.</u></p> <p>This is only needs be followed if you are applying for LTFT for the first time or you are changing the reasons why you wish to classed as LTFT.</p> <p>This is a local office arrangement, designed to help with placement forward planning. Communications regarding each window will be circulated by the HEE LTFTT team to all Post Graduate Doctors / Learners</p>
6	<p>LTFT IN GP</p>
	<p>Existing LTFT Postgraduate Doctors/Learners in GP practice-based placements who are rotating into placements in a different practice must complete a new time table to confirm that the new practice is happy with the planned arrangement. These must be discussed with the Training Programme Director and GP Trainer before submitting for approval.</p>
7	<p>FUNDING ARRANGEMENTS</p>
	<p>HEENW will fund the basic salary of LTFT Postgraduate Doctors/Learners – either via the education contracts or directly from the LTFTT budget (depending on which form of LTFTT), and the LEP/Host Trust will pay the out of hours component.</p> <p>The funding arrangements for LTFT Training is in line with National policy.</p>
8	<p>CONTACTS</p>
	<p>Less Than Full Time Team can be contacted via LTFT@hee.nhs.uk</p> <p>For LTFTT in GP please contact: gptraining.nw@hee.nhs.uk</p> <p>For more information and a complete list of LTFT trust champions please check the LTFT Trust Champions section on the LTFT website page at https://www.nwpgmd.nhs.uk/content/less-full-time-training/</p>