

LESS THAN FULL TIME TRAINING (LTFTT)

(Previously “Flexible Training”)

Policy and Guidance

Version number	2.1
Author	KL/SR
Date approved	Feb 2012
Review date	Feb 2015
Updated	Apr 2015

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1. Introduction

- 1.1 Less Than Full Time Training (LTFTT) is a scheme whereby eligible trainee doctors 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.
- 1.2 Health Education North West manages LTFTT for all trainees, including General Practice Specialty Trainees (GPSTs) in general practice (GP) based placements (and Integrated Posts), in the North West.
- 1.3 General Practice Specialty Trainees (GPSTs) in GP based placements (and Integrated Training Posts or GP+ Posts):

The GP section in Health Education North West (HENW) manages LTFTT for GP based placements. If you are applying to train Less Than Full Time in a GP based post (including GP+ and ITP posts), please complete the form, Appendix 10.5, in conjunction with your Programme Director, Educational Supervisor and GP Trainer and return to the PostGraduate Medical and Dental Section of Health Education North West.

For hospital based placements, GPST’s are no different from other specialty trainees. As the programme rotates in and out of GP and hospital placements the Trainee is responsible for managing the completion of the necessary paperwork in conjunction with the Training Programme Director.

GPST’s in general practice based placements are arranged through the GP team once eligibility has been confirmed.

- 1.4 From 30 June 2014 every employee has the statutory right to request flexible working after 26 weeks employment service. Request for flexible working are not covered within this Policy and you should liaise with your employer regarding such requests

2. Scope/Aim

- 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.
- 2.2 HENW 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
- 2.3 HENW 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 trainees as possible.
- 2.4 This policy is non-contractual.

3. Eligibility

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 full time 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.

3.2 There are two eligibility categories:

Category 1: Those doctors in training with:-

- A disability or ill health
- **Caring responsibilities for children up to and including the age of 16, eligibility needs to include an acknowledgement of being the primary or shared carer.**
- **Caring responsibilities for other dependents (for example a spouse or a parent), eligibility need to include an acknowledgement of being the primary or shared carer.**

Category 2: Those doctors in training with:-

- Unique opportunities for personal/ professional development

3.3 Applicants whose circumstances place them into category 1 will always take priority over category 2 applicants, though HENW will do its best to accommodate all those who are eligible.

3.4 It should be noted that while a trainee has the right to **request** LTFTT and HENW has a duty to consider each application positively, there is no right to LTFTT in itself.

3.5 For information on the eligibility screening process see section 5 of this policy.

3.6 Appeals

If the trainee is deemed not to be 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 10.4.

4. Forms of LTFTT

- 4.1 The training programme for a LTFT trainee should contain the same educational opportunities on a pro-rata basis as that of a full-time trainee, including but not limited to, out of hours opportunity, audit, research and teaching.
- 4.2 On the 18 October 2011 the GMC's Postgraduate Board reinstated a minimum time requirement of 50% for doctors in specialty training who work on a less than full-time basis. There will be provision for Postgraduate Deans to further reduce the time requirement to a minimum of 20% where trainees are experiencing exceptional difficulties.

There are currently three ways a LTFT trainee can be accommodated within the HENW

4.3 Slot-Shares

- 4.3.1 Slot-shares comprise of two trainees occupying one full time-post with both trainees arranging the out of hours component between them. Each trainee in a slot-share works at 60% of their full time counterparts (to both facilitate effective handover and enable each partner to benefit from the formal teaching programme).
- 4.3.2 The HENW of the LTFTT funding for slot-share arrangements is agreed automatically and there is no separate authorisation needed from the Associate Dean for LTFTT funding in the post approval process (see sections 5 & 6). 50% of each basic salary is funded centrally through the education contract, with the remaining 10% funded by the HENW LTFTT budget.
- 4.3.3 "Slot-sharing" is distinct from "job-sharing" in that it does not restrict the trainees to work up to a maximum of 50% each for the duration of their contract.

4.4 Reduced hours in a full-time post (RHFT)

- 4.4.1 In a RHFT arrangement the trainee occupies an established full-time post at reduced hours. RHFT arrangements offer the most flexibility as trainees are permitted to work between 50% and 80% of their full-time equivalents, subject to Local Education Provider (LEP) /Host Trust and specialty agreement. The full-time post is funded through the education contract and so no further funding is committed from the LTFTT budget.
- 4.4.2 The LTFT Post Approval Form must still be completed for a RHFT post.
- 4.4.3 LEPs/Host Trusts are entitled to utilise the left over funding for the full-time post (for example where a trainee is occupying 60% of a post, the LEP/Host Trust would have 40% left over) as they see fit. Usually this would be to fund additional cover. A trainee may, if willing, fulfil the full-time on-call commitment providing the total hours worked does not exceed 40 hours per week.

4.5 Supernumerary

- 4.5.1 Supernumerary placements should only be considered if slot-shares or RHFT placements are not feasible as identifying the necessary funding from the LTFTT budget will be subject to financial constraints and may lead to a significant delay in the start of LTFTT.
- 4.5.2 Supernumerary posts are temporary and exist for a trainee only for that specific post and not the entire duration of training.
- 4.5.3 Once a substantive post has been secured and the LEP/Host Trust has agreed to accommodate the trainee, a new supernumerary post is created in addition to HENW funded full-time training post.
- 4.5.4 The basic salary for supernumerary placements is usually wholly funded from HENW LTFTT budget, and the LEP/Host Trust pays the out of hours component. Therefore, supernumerary placements place considerably more strain on the LTFTT budget than either of the other forms of LTFTT.
- 4.5.5 The relevant Training Programme Director (TPD) must also confirm that there is capacity within the training programme and host site to support a supernumerary placement – see section 7.3.
- 4.5.6 Trainees in supernumerary funded placements are permitted to work up to a maximum of 60% of their full time counterparts. The only exception to this is for trainees in their final year of training when by increasing to 70 or 80% there is no additional funding required as the total number of sessions is unchanged and has already been budgeted for. However, in the period of grace this reverts to 60%.

4.6 On-call

- 4.6.1 LTFT trainees must do the same amount of on call work pro rata as full- time trainees as a minimum requirement
- 4.6.2 Additional hours will inevitably vary from specialty to specialty, and also within a specialty, and even for the same level within a specialty across different LEPs/Host Trusts; this does not affect Certificates of Completed Training (CCT) dates.
- 4.6.3 If willing, LTFT Trainees are permitted to carry out full time on-call as long as the total hours worked per week (basic plus on-call for which they will receive a LTFT banding) does not exceed 40 hours.; this does not affect CCT dates. As with all LTFT placements, the banding is calculated individually.
- 4.6.4 If a LTFT trainee wishes to maintain their on call work at the same level they can do so (and in fact if willing can increase their on call work up to full time providing total hours worked do not exceed 40 as described in 4.6.3) but this will not affect CCT date.

- 4.6.5 LTFT trainees are permitted, if willing, to carry out additional on-call responsibilities within the LEP/Host Trust to cover unexpected short-term gaps in the rota, e.g. to cover sickness. It is not permissible for planned absences except with specific consent of the Associate Dean leading LTFTT.
- 4.6.6 In some specialties trainees are permitted to train for one year with no on-call responsibilities. This needs to be agreed in advance, in writing, with the relevant Head of School and HENW.
- 4.6.7 LTFT trainees will receive LTFT banding in line with the rota worked.

5. Application procedure

5.1 Eligibility screening

- 5.1.1 Once the trainee has decided they wish to apply for LTFTT, they need to have their eligibility assessed against the standard eligibility criteria as set out in section 3 of this policy.
- 5.1.2 A trainee can have their eligibility screened for the scheme by submitting an online eligibility screening form which can be accessed at <https://www.nwpgmd.nhs.uk/content/less-full-time-training>
- 5.1.3 Following submission of the eligibility screening form, the trainee's eligibility is assessed by the Associate Dean with responsibility for LTFTT.
- 5.1.4 If the trainee is deemed not to be eligible they have the right to appeal as outlined in section 3.6 above. If the trainee is deemed to be eligible a confirmation of eligibility letter and a LTFTT post approval pack will be sent to them. The LTFTT post approval pack comprises of the LTFT Post Approval E-form and a copy of the current LTFT policy which includes a step by step placement arrangement guide, a copy of which can be found in the appendix, section 10.3
- 5.1.5 Usually, trainees will be informed of the Associate Dean's decision within two working weeks of submitting their application form.
- 5.1.6 Please note that the time period set out in section 5.1.5 may be extended where a trainee is applying on the grounds of disability or ill health where further investigations are required, for example where occupational health screening will be required.
- 5.1.7 There may be occasions where the Associate Dean for LTFTT wishes to interview a trainee who has applied for LTFTT.

5.2 LTFT Post Approval E-form

- 5.2.1 For detailed guidance on how the LTFT Post Approval E-form should be completed please see the associated guidance document – “Less Than Full Time Training Placement Arrangement Guide”, a copy of which can be found in the appendix of this policy at page 19.

- 5.2.2 If the only way a trainee can be accommodated is as a supernumerary trainee, the authorisation of HENW funding may be delayed by budgetary constraints and the trainee placed on a waiting list until it becomes available. This is time based as trainees have to request approval for each placement therefore a trainee may not receive the funding for each placement
- 5.2.3 If a trainee is placed on a waiting list they will be kept up to date regarding the progress of funding authorisation.
- 5.2.4 The LTFT Post Approval E-form must be completed **before** the trainee starts in post. Failure to do so could lead to adverse consequences such as non-recognition of training time or being paid incorrectly.

5.3 Existing LTFT Trainees

- 5.3.1 Existing LTFT trainees who are rotating into placements in a different LEP/Host Trust **must** complete a new LTFT Post Approval E-form to confirm that the new LEP/Host Trust medical staffing and finance departments are happy with the planned arrangements. Training Programme Directors should discuss rotations and complete the form with the trainee in a timely manner.
- 5.3.2 For the avoidance of doubt, section 5.3.1 is applicable whether the trainee is supernumerary, RHFT or in a slot-share as all of these arrangements will have a staffing impact, a financial impact, or both.
- 5.3.3 When planning the rotation of a supernumerary LTFT trainee it should be considered whether their form of LTFTT should change, i.e. can they be moved into a slot-share or a RHFT. **Every effort should be made to accommodate trainees in slot-shares or RHFT posts.**

5.4 LTFTT in General Practice

- 5.4.1 Existing LTFT trainees 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 Programme Director and GP Trainer before submitting for approval.

5.5 LTFTT application and arrangement timelines

- 5.5.1 Eligibility screening applications may be submitted at any time. Trainees applying for eligibility under the child care heading may apply as soon as they know they are pregnant. Any trainees applying before they give birth (and who are not otherwise eligible) will be deemed to be eligible pending the birth of their child, and the confirmation letter will have wording to that effect.
- 5.5.2 If eligible, HENW will send the Trainee a confirmation letter and a LTFT Post Approval E-form to be completed prior to commencement of LTFT hours.
- 5.5.3 The process of completing the LTFT Post Approval E-form should be initiated ideally three months before the trainee is hoping to start as a LTFT trainee or is

due to rotate into a new LEP/Host Trust in line with national guidance.

- 5.5.4 Trainees must not start in LTFT training before the LTFT Post Approval E-form has been fully completed as there are likely to be adverse consequences, such as non-recognition of training time or being paid incorrectly.

6. Funding arrangements

- 6.1 HENW will fund the basic salary of LTFT trainees – 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.
- 6.2 The method for calculating pay for LTFT trainees can be found in national guidance from NHS Employers, entitled “Equitable Pay for flexible medical training, 2005”. The system for paying LTFT trainees is one where the basic salary is determined by the actual hours of work, as derived initially from the rota and confirmed by subsequent monitoring.

Further funding information can be found on both websites.

7. Additional guidance

7.1 Study Leave

- 7.1.1 LTFT trainees are entitled to periods of study leave with funding pro-rata of their sessional commitments. For example, a trainee working at six sessions per week will be entitled to 60% of the equivalent full time study leave funding per year, subject to 7.1.2 below.
- 7.1.2 At the discretion of the study leave budget holder, LTFT trainees may be permitted to receive additional study leave funding to undertake necessary courses.

7.2 Annual Leave and Bank Holidays

- 7.2.1 Annual leave and bank holiday entitlement for LTFT trainees is calculated on a pro-rata basis. Employers may have additional policies in this regard.

7.3 LTFT post approval (GMC)

- 7.3.1 Supernumerary LTFTT posts only need to be separately approved by the GMC if the addition of a supernumerary post would cause the approved training capacity in that specialty to be exceeded.
- 7.3.2 If the addition of a supernumerary placement would cause the approved training capacity in the specialty to be exceeded then the relevant training programme director should inform the HENW who will need to apply for the increase to be approved by submitting an updated Form A to -GMC.

7.4 Increase of sessions

- 7.4.1 LTFT trainees who are in **RHFT** posts have the greatest flexibility in terms of the number of sessions they can work per week. RHFT trainees can work between 50% and 80% of their full time equivalents. Increases to the initial agreed level must be agreed in advance with HENW, the trainee and the employer, taking into account training and service needs and must not commence without prior written approval. **A fully completed Post Approval E-Form will need to be completed before official confirmation will be provided.**
- 7.4.2 LTFT trainees who are in **slot-shares** are generally only permitted to work up to a maximum of 60% each. In the case of one slot share partner leaving the arrangement (for example a period of maternity leave) the remaining partner will usually, with local agreement, be treated as a RHFT trainee and has the flexibility described in sub-section 7.4.1. If the slot-share is re-established, both trainees will revert to 60% each. **A fully completed Post Approval E-Form will need to be completed before official confirmation will be provided should any circumstances change.**
- 7.4.3 LTFT trainees who are in **supernumerary** posts are permitted to work up to a maximum of 60% with no scope to increase beyond, subject to 7.4.4. below.
- 7.4.4 If the supernumerary trainee is in the final year of their training and is due to finish their training within the current financial year, they are permitted to increase sessions up to 80%, subject to prior written agreement from the LEP/Host Trust, specialty and HENW. **A fully completed Post Approval E-Form will need to be completed before official confirmation will be provided.**
- 7.4.5 If the LTFT trainee wishes to increase the number of sessions they work then they should contact the LTFT Administrator at the HENW to request the necessary form. An increase in hours must be approved by HENW, Head of School and LEP/Host Trust prior to undertaking increased hours. **A fully completed Post Approval E-Form will need to be completed before official confirmation will be provided.**

7.5 Additional employment

- 7.5.1 **LTFT trainees are not permitted to undertake any additional employment, either within or out of the NHS, to their LTFT training posts that requires a medical licence, or any other work without discussion with their TPD or Supervisor.**
- 7.5.2 Sub-section 7.5.1 may be waived from time to time in respect of certain initiatives that may present additional opportunities for LTFT trainees, for example Medical Education Fellow posts. All queries regarding opportunities such as the above **must** involve consultation with the Associate Dean with responsibility for LTFT training before commencement.

- 7.5.3 If there is a requirement in the LTFT trainee's department to work an occasional extra shift at short notice due to unforeseen circumstances then the trainee is encouraged to assist their fellow team members. This does not include situations where there are planned absences such as annual leave.

7.6 Returning to Full-Time Training

LTFT Trainees who wish to return to full-time training should contact the LTFT admin team at nwd.ltft@nw.hee.nhs.uk, at least 3 months prior to their proposed return date, and request a copy of the return to full time training form, which needs to be completed and returned back to the above email address. Trainees must not return to full-time training until approval from HENW has been granted.

7.7 Local Appointment for TRAINING (LAT)

- 7.7.1 LAT posts are up to one year fixed-term appointments. Those doctors appointed to LATs will not be allocated a National Training Number (NTN) and will be placed for the fixed duration of their appointment regardless of their working pattern (fulltime or less than full time.)

8. Responsibilities and duties

8.1 Trainees

- 8.1.1 Trainees should understand that LTFTT is not an automatic right and its availability is governed by finite resources.
- 8.1.2 When applying for LTFTT, trainees must ensure all information used in support of their application is accurate and is not in any way misleading. HENW reserves the right to cross-check all information entered on to eligibility screening forms.
- 8.1.3 Trainees should not dictate the terms and conditions of their LTFTT placements to LEP/Host Trust. The process is one of negotiation between all relevant parties.
- 8.1.4 Trainees are not permitted to carry out any additional employment not covered by sections 7.5.
- 8.1.5 Trainees must ensure that the LTFT Post Approval E-form is completed in good time before the planned start date. It is the trainee's responsibility to be knowledgeable of the whereabouts of the form at all times and raise concerns about the progress of an application with the relevant parties.
- 8.1.6 Existing LTFTT trainees must ensure that a new LTFT Post Approval E-form is completed for planned rotations where there is a move between LEPs/Host Trusts or a move between specialties within the same LEP/Host Trust, working in conjunction with the Training Programme Director.
- 8.1.7 Trainees should notify HENW (and other relevant parties) when there is a

change in circumstances relating to:

- 8.1.7.1 The planned start date
- 8.1.7.2 Their eligibility
- 8.1.7.3 A proposed change to their LTFTT arrangements
- 8.1.7.4 The LEP/Host Trust they are working at (i.e. rotations)
- 8.1.7.5 Resignation from the training programme

8.2 Health Education North West

- 8.2.1 HENW will treat all LTFTT applicants, who meet the eligibility criteria, equally, regardless of race, gender, age, disability, religion or belief, sexual orientation or any other protected characteristic.
- 8.2.2 HENW is responsible for ensuring that all LTFTT of any kind is undertaken in posts and programmes that have been prospectively approved by GMC.
- 8.2.3 HENW will manage the LTFTT system in such a way that information pertaining to a LTFT trainee (application information or otherwise) flows between all relevant parties. “Relevant parties” includes, but may not be limited to; the Trainee, Training Programme Directors, Lead employer personnel, trust staffing officers, finance officers and sections of the HENW
- 8.2.4 HENW is committed to enabling as many eligible LTFTT applicants as possible to train on a LTFT basis. This includes promoting the mainstreaming of LTFTT and ensuring that supernumerary placements are arranged only as a last resort.
- 8.2.5 HENW will endeavour to adapt its policy from time to time to reflect changes in national guidance and/or legislative changes relating to LTFTT or part-time working in general. Changes to LTFTT policy will be communicated to all relevant parties in good time.

8.3 LEPs/Host Trusts

- 8.3.1 LEPs/Host Trusts are expected to treat LTFT trainees no differently from full-time trainees, and in accordance with the policies and procedures of the lead employers.

8.4 The Training programme

- 8.4.2 The responsibilities of training programme directors and educational supervisors (or college tutors/ specialty leads) for LTFT trainees are no different to full-time trainees except for the additional requirements described in the “LTFT Placement Arrangement Guide” which can be found in the appendix at page 18. This includes annual training assessments (nb. Assessments should not be carried out pro-rata for LTFT trainees).

9. Further resources/contacts

9.1 National guidance

- 9.1.1 NHS Employers have published two guides to LTFTT which can be downloaded from:
<http://www.nhsemployers.org/PayAndContracts/MedicalandDentalContracts/JuniorDoctorsDentistsGPReg/Pages/DoctorsInTraining-FlexibleMedicalTraining.aspx>

9.2 Contacts

The following lists of contacts will be updated on a six monthly basis.

- 9.2.1 HENW contacts
(Link to current PP3 and Regatta information on each deanery website)

9.2.2 LTFT Trainee representative

Name	Position	Email address
Dr Aaron Sutherland	LTFT Trainee rep	dr_aaron @doctors.org.uk
Dr Liz Huddleston	LTFT Trainee rep	lizhuddleston@hotmail.co.uk

9.2.3 LTFT Advisers (Medical consultants)

A list of LTFT specialty advisers will be available on each Deanery website, if there are any queries please email nwd.ltft@nw.hee.nhs.uk for advice.

9.2.4 Medical staffing LTFT contacts

A list of medical staffing contacts from each trust with responsibility for LTFT will be available on each Deanery website, if there are any queries please email nwd.ltft@nw.hee.nhs.uk for advice.

9.2.5 Finance department/Budget Holder LTFT contacts

A list of finance contacts from each trust with responsibility for LTFT will be available on each Deanery website, if there are any queries please email nwd.ltft@nw.hee.nhs.uk for advice.

10. Appendix

10.1	Eligibility screening form (online)	p15
10.2	E-Approval Form	p16 - 17
10.3	Placement Arrangement Guide	P18
10.4	Appeals process	P19 - 20
10.5	GPST LTFTT application form	p21 – 23
10.6	GP Specialty Trainee Timetable	p24

10.1 Eligibility Screening Form

Name	<input type="text"/>	Date	<input type="text"/>
Training Grade	<input type="text"/>	Specialty	<input type="text"/>
Please state your reasons for wanting to train on a LTFT basis:		<input type="text"/>	
When do you hope to start as a LTFT trainee?		<input type="text"/>	
Please indicate which eligibility criteria you satisfy (please tick):			
Category 1:		Category 2:	
<input type="checkbox"/> Disability/III Health <input type="checkbox"/> Responsibility for Children <input type="checkbox"/> Caring for a Dependent		<input type="checkbox"/> Professional Development <input type="checkbox"/> Service to Wider NHS <input type="checkbox"/> Research	
If you have indicated that you have a responsibility for children please enter your child(ren)'s age(s) :		<input type="text"/>	
How did you find out about the LTFT training scheme?		<input type="text"/>	
Address:		<input type="text"/>	
Telephone Number:		<input type="text"/>	
Email Address:		<input type="text"/>	

By sending this form I confirm that the information given is correct and complete to the best of my knowledge. I understand that any false or misleading statements may be sufficient grounds for terminating any arrangements made.

10.2 LTFT Post Approval Form

North Western Deanery

Less Than Full Time Post Approval E-Form

As the trainee you are responsible for ensuring this form is completed IN FULL and returned to the North Western Deanery PRIOR to starting in post. The form is to be completed electronically by filling in the grey sections and forwarding for the next stage by email:

1. Complete the TRAINEE DETAILS section and forward **by e-mail** to your Training Programme Director for completion of their section.
 N.B: GP ST3 trainees do not need to complete this form. Please contact the GP team via Sally.Howorth@nw.hee.nhs.uk to obtain the correct form.
2. Upon completion of the TPD section forward the form to your Educational Supervisor.
3. Upon completion of the Educational Supervisor section forward the form to Medical Staffing at the Trust where you will be working for completion of the Medical Staffing and Finance sections.
4. Return to nwd.ITFT@nw.hee.nhs.uk **If the form is not completed in full it will be returned to you unprocessed. Please help avoid delays by ensuring all sections are completed in full and the form is completed in a timely manner.**

Trainee Details	
First name:	Surname:
Other Name(s):	Any previous name(s):
Address:	
Email Address:	GMC Number:
Specialty:	Grade:
N.B GP surgery posts should be applied for via the NW Deanery GP team. Please contact Sally.Howorth@nw.hee.nhs.uk for further information.	
Is this your first LTFT post? If not, please provide details of your last post.	
Check the box to confirm your circumstances have not changed and that you still meet the eligibility criteria:	
Signed:	Date:

To be completed by the Training Programme Director at the Trust	
Name:	
Email Address:	
Please confirm the post applying for (Choose only ONE of the following three options):	
Slot Share (60%) <input type="checkbox"/>	Reduced Hours (50% - 80% WTE) <input type="checkbox"/>

Name of slot share partner:	Percentage Hours/ WTE:
Supernumerary (60%) <input type="checkbox"/>	
N.B Supernumerary posts are subject to available funding. Please provide the reason for requesting a Supernumerary post: (additional supporting information may be requested)	
Start date of this LTFT post (dd/mm/yy):	Finish date of this LTFT post (dd/mm/yy):
Trust where this post will be based:	
Training Programme Director: I confirm the information in this section is accurate and has been agreed with the trainee and Educational Supervisor:	
Signed:	Date:
N.B Supernumerary posts require additional Deanery funding. Please forward to the LTFT team for approval before completion of the next stage (nwd.ltft@nw.hee.nhs.uk)	
LTFT Associate Dean: I confirm that Deanery funding has been approved for this Supernumerary post:	
Name:	Email Address:
Signed:	Date:
To be completed by the Educational Supervisor at the Trust	
I confirm the information in this section is accurate and can be accommodated:	
Name:	Email Address:
Signed:	Date:
To be completed by Medical Staffing at the Trust	
Medical Staffing Manager: By completing this section I confirm that the requirements for the trainee to commence in a LTFT placement which may include a banding supplement have been approved.	
Trainee pay band:	
Name:	Email Address:
Signed:	Date:
To be completed by Finance/Budget Holder at the Trust	
Finance Manager or Budget Holder: By completing this section I confirm that funding has been approved for this placement which may include a banding supplement or other associated costs.	
Name:	Email Address:
Signed:	Date:

Please return to the LTFT Team (nwd.ltft@nw.hee.nhs.uk) upon completion of ALL sections.

10.3 Placement Arrangement Guide

Less Than Full Time Training Placement Arrangement Guide

The following is a guide outlining the steps that must be taken in order to arrange a Less than Full Time (LTFT) Training placement

1. Trainee informs the Training Programme Director (TPD) that eligibility for LTFT training has been confirmed and indicates when they hope their LTFT training can commence.
2. Trainee discusses with the TPD possible placements at least three months in advance to determine which form of LTFT Training can be arranged (i.e. supernumerary, slot-share or reduced hours in a full time post), and to identify an educational supervisor (ES), or College Tutor where appropriate.

If only a supernumerary placement is feasible then the, LTFTT Administrator, must be informed to determine whether funding will be available before progression to the next step. Section 2 of the e-approval form stating the reason why Supernumerary funding is required needs to be completed and returned to the LTFT administrator. The information will be considered by the LTFTT Associate Dean and a response will be sent to the TPD and Trainee.

If the addition of a supernumerary trainee to the programme would exceed approved training capacity then the HENW will need to apply for the increase to be approved through submitting an updated Form A to GMC, signed by the Postgraduate Dean and the relevant Training Programme Director

3. The TPD will then contact the Educational Supervisor to confirm their acceptance of a LTFTT placement and forward the e-approval form.
4. The Educational Supervisor will first seek approval from the clinical director and then the trust's medical staffing and finance departments.
5. Medical staffing and finance departments' support must be confirmed as there will be staffing and financial implications.
6. If the proposed placement has not been accepted then the TPD will consider alternative placements.
7. The completed form must then be sent to the LTFTT Administrator as soon as possible.

For all subsequent placements steps 2-7 must be followed and a new LTFT Training approval form completed.

Please contact the [LTFT administrator](#) for further information or for LTFT, all Non Hospital General Practice LTFT post applications please contact ,

10.4 Appeals process

Scope

A trainee who has applied for Less Than Full Time Training (LTFTT) and has been deemed ineligible for the scheme can appeal that decision by following this appeals process.

Issues with the employing trust (or equivalent body) relating to salary, provision of out of hours in excess of those required for educational approval or an employers refusal to host a LTFTT trainee on cost grounds, should be addressed in accordance with the policies and procedures of the lead employer.

Notification of Appeal

Once the trainee has received the letter confirming their ineligibility from the Associate Dean, and they wish to appeal that decision, they must first contact the LTFTT Administrator (within 7 working days of the date of the aforementioned letter) who will provide a Notification of Appeal form and a copy of this appeals process.

The Notification of Appeal form should then be submitted to the LTFTT administrator within 21 working days of receipt.

Appeals process

Stage 1

Once the trainee's Notification of Appeal form has been submitted, a meeting will be arranged to be held within 14 working days.

The stage 1 meeting will involve:

- The trainee
- The trainee's representative
- The Associate Dean with responsibility for LTFTT
- An independent note taker

The trainee is permitted to be accompanied by a representative which may be; a friend, a representative of the relevant professional body or a work colleague. Legal representation is not permitted.

The stage 1 meeting will be informal and its aim is to provide an environment for both parties to air their views and reach an amicable conclusion.

If in concluding the stage 1 meeting there is an agreed outcome, this outcome will be confirmed by letter to the trainee within 3 working days of the meeting.

If there is no agreed outcome then the process moves on to stage 2.

Stage 2

If in conclusion of stage 1 there is no agreement between the parties then the trainee must confirm by letter that they wish to continue the appeal, addressed to the Associate Dean, and within 7 working days of the stage 1 meeting.

Upon receipt of this letter an appeal hearing will be arranged to take place within a further 30 working days and confirmed with the trainee. This appeal hearing will be led by the Postgraduate Dean or a nominated representative.

The trainee and the Associate Dean must submit a Statement of Case to the Postgraduate Dean no later than 14 working days prior to the date of the hearing. The Statement of Case should include:

- The reason for the appeal
- A simple list of events in chronological order
- Copies of all relevant correspondence and written evidence
- Details of any accompanying representatives

The appeal hearing will be a meeting between the trainee, the trainee's representative (if applicable), the Associate Dean and the appeal hearing panel, and is an opportunity for both parties to communicate their views and the panel to reach an equitable decision. Further information not included in the statements of case is also permitted to be discussed, provided the panel has had adequate time to review it.

The appeal hearing panel comprises of:

- The Postgraduate Dean (or a nominated representative)
- A representative from the NHS employer, nominated by the chief executive (this would normally be a member of Human Resources)
- A trainee representative
- A lay representative
- LTFT Admin minute taking (if required).

The decision of the panel, and the reasons for making that decision, will normally be announced at the end of the hearing and will be confirmed to both parties by letter within 7 working days. If, for any reason, a decision cannot be made at that time, it will be communicated to both parties as soon as possible, and within 14 working days.

The decision of the panel is final.

10.5 LESS THAN FULL TIME TRAINING (LTFTT) APPLICATION FORM

Department of Postgraduate General Practice Education

You should complete this form if you wish to train on a less than full time basis for posts in a GP Specialty Training Programme only – you will also need to apply separately for funding if you are in a hospital-based post.

For any queries please contact Sally Howorth, Primary Care Manager

All doctors are able to apply for less than full-time training. LTFT training in HENW is currently limited to those doctors in training who are unable to work or train full-time.

You should complete this form if you wish to train on a less than full time basis for GP Practice Based posts – you will also need to complete the relevant forms separately for a hospital-based post.

I hereby formally apply for Less Than Full Time Training in a GP Practice Based Post

I confirm that:

- I have applied for and had my eligibility confirmed in accordance with HENW LTFTT Policy
- This application is only for GP practice based post(s) in the GP Specialty Training Programme
- I accept that I may be asked to verify any of the information supplied.
- I have discussed this with my GP Educational Supervisor and Programme Director
- I will notify HENW of changes to my circumstances that affect my eligibility for flexible training.

Signed Date

.....

GP Specialty Trainee

To be completed by Programme Director:

I can confirm that I have discussed this request with the GP trainee and Educational Supervisor

Signed..... Date

.....

GP Programme Director

(an e-mail statement supporting the application will be accepted)

When **ALL** signatures in the sections above have been obtained, please forward the completed form to: **GP Education Manager, Health Education North West, 3 Piccadilly Place, Manchester M1 3BN** for approval.

Please ensure that **ALL** sections of the form are complete. Incomplete applications will **NOT** be accepted and will be returned to the trainee for completion.

Start date of LTFT period:

End date of LTFT period:

Level of trainee: (eg ST1, 2, 3)

Please indicate below the activity of the trainee during the week, eg –

- Tutorial
- Structured teaching programme
- Surgery
- Team Meetings
- Visits
- Education activity (eg private study)
- Not working

	Time (e.g. 9-10.30)	Activity
MON	AM 1	
	AM 2	
	PM 1	
	PM 2	
TUES	AM 1	
	AM 2	
	PM 1	
	PM 2	
WED	AM 1	
	AM 2	
	PM 1	
	PM 2	
THU	AM 1	
	AM 2	
	PM 1	
	PM 2	
FRI	AM 1	
	AM 2	
	PM 1	
	PM 2	

We agree that the above timetable is an accurate reflection of the weekly timetable.

Signed (Trainee): _____

Signed (Trainer): _____

Date: _____

The general practice working week is made up of 10 half days – called sessions. Each session is approximately equivalent to 4 hours and 10 minutes of work. A full time GP trainee will have 7 clinical sessions (seeing patients) and 3 educational sessions. The educational sessions will be a combination of tutorials, formal GP study release teaching programme, and private study time. 10 sessions is the standard working week. OOH and extended hours are in addition to this.

The following table explains how this ratio of clinical to educational time will change in a standard week depending on the percentage of LTFT training. The total number of sessions for each category over the whole of your training period will be roughly the same whether you are full time or LTFT.

% training	Clinical	Educational time	Not at work
100%	7	3	0
90%	6.3	2.7	1
80%	5.6	2.4	2
70%	4.9	2.1	3
60%	4.2	1.8	4
50%	3.5	1.5	5

Every trainee should be having some tutorials, some formal teaching, and some private study time. There are no right or wrong answers about how you plan your weekly timetable. We advise you to sit down with your educational (or clinical) GP supervisor and plan how you are going to organise your working week taking into account the training time you have left and the GP practice you are working in.

Top Tip: It will be easier to run sessions together on different weeks to make up fractions. For example if working at 50%, you could have one 2 hour tutorial every 2 weeks rather than one 1 hour tutorial every week which might be too short. However, this depends on you and your supervisor.

ST3 Teaching Programme

The ST3 structured teaching programme is an essential part of GP training. Programmes run on an annual basis, starting in August, and have been designed as a complete package of essential material. They also provide an essential opportunity for peer support and learning. These programmes normally account for 30 sessions and are compulsory. In order to maintain attendance at the teaching programme and attend in one block with one cohort of peers, it is acceptable to vary the balance of clinical and educational sessions throughout your training ie have more educational sessions when the programme is running and less when not, maintaining the 7:3 ratio overall.

In ST1 and 2 it is recommended that you attend teaching every week where possible. Any variation in this should be discussed with your clinical and educational supervisor, and/or programme director.

Out of Hours (OOH) commitment

LTFT trainees are required to do the pro-rata equivalent of OOH sessions as full time trainees. This means a minimum of 12 OOHs sessions over the ST3 period and 6 OOH sessions over any period of 6 months WTE general practice in ST1 or 2. Any variation to this to be negotiated with GP educational supervisor and related to development of appropriate competencies.