

## Less Than Full-Time (LTFT) Guidance

Health Education England – Yorkshire and Humber

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### Document Status

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As a controlled document, this document should not be saved onto local or network drives but should always be accessed from the website.

### Executive Summary

This document sets out local guidance for Yorkshire and Humber, it outlines the process for the region following the principals of the national Standard Operating Procedure.

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## 1.Purpose

This guidance was designed by members of the HEEYH Directorate administrative teams, with Postgraduate Doctor in Training and Trust representation.

## Less Than Full-Time (LTFT) Training Guidance

Health Education England, Yorkshire and the Humber (HEEYH) offers support to Postgraduate Doctors in Training who wish to be considered for Less than Full Time Training (LTFT).

The aims of Less Than Full Time Training are to:

1. Retain doctors in the workforce who are unable to continue their training on a full-time basis for a well-founded individual reason
2. Promote career and personal development as well as work/life balance and wellbeing
3. Ensure continued training in programmes on a time equivalence (pro rata) basis

## 2. Scope

This guidance should be followed by Postgraduate Doctors in Training applying for LTFT training, including those in a Foundation, Specialty, General Practice and Dentistry training programme.

Training Programme Directors, Associate Deans and Programme Support Teams as well as members within the Trusts (such as LTFT Champions, Flexible Working Champions, Medical Staffing Teams, Rota Co-ordinators) must support the process as detailed below.

## 3. Duties

This section sets out the roles and responsibilities of those involved in the LTFT Process.

| Role                              | Responsibility   |
|-----------------------------------|--|
| Postgraduate Doctor in Training   | <ul style="list-style-type: none"><li>• Review all relevant documentation on the HEEYH website.</li><li>• Submit their application together with all relevant supporting information</li><li>• Provide 16 weeks' notice of intentions where possible</li><li>• Meet with their Training Programme Director, to discuss their circumstances</li></ul>   |
| Training Programme Director (TPD) | <ul style="list-style-type: none"><li>• Support the Postgraduate Doctor in Training</li><li>• Have a good understanding of the LTFT process</li><li>• Meet with the Postgraduate Doctor in Training, utilising relevant supporting resources available on the HEEYH website</li><li>• Complete the TPD section of the application in a timely manner</li><li>• Facilitate slot shares, where appropriate</li></ul> |

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|  | <ul style="list-style-type: none"> <li>• Manage the rotation</li> </ul>   |
| School administrative teams              | <ul style="list-style-type: none"> <li>• Facilitate the application and approval process</li> <li>• Ensure the data is of acceptable quality to enable accurate reporting on LTFT information</li> <li>• Maintain a detailed understanding of the LTFT process</li> <li>• Ensure the HEEYH website is kept up to date, reflecting changes to LTFT practices</li> <li>• Work with the TPD to ensure that rotation changes are updated</li> <li>• Ensure that all documents relating to individual applications and approvals are saved appropriately, under local document retention guidance</li> </ul> |
| Medical Staffing/Human Resources (Trust) | <ul style="list-style-type: none"> <li>• Work with local colleagues (Rota Co-ordinators for example) to enable LTFT where possible</li> <li>• Provide 8 weeks' notice of the rota to the Postgraduate Doctor in Training</li> <li>• Maintain a working knowledge of the LTFT process</li> </ul>   |
| Associate Dean                           | <ul style="list-style-type: none"> <li>• Host a supportive meeting with the Postgraduate Doctor in Training, where applicable</li> <li>• Provide on-going support for Postgraduate Doctors in Training during their training, where required.</li> <li>• Maintain a detailed understanding of the LTFT process</li> </ul>   |
| Educational Supervisor                   | <ul style="list-style-type: none"> <li>• Be aware of the support available (HEEYH website, Trust contacts, TPD) for signposting purposes</li> <li>• To have a working knowledge of the LTFT process</li> </ul>  |
| Sponsorship Team in Yorkshire and Humber | <ul style="list-style-type: none"> <li>• Our role is to monitor HEE Sponsored Postgraduate Doctors in training and signpost for further/advice guidance</li> <li>• Where LTFT is concerned, our role is to ensure HEE sponsored doctors in training meet the minimum salary requirements for Tier 2/Skilled worker visas</li> <li>• Have a basic understanding of the LTFT process</li> </ul>   |

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|--------------------------|--|
| Deputy Postgraduate Dean | <ul style="list-style-type: none"><li>• To have a detailed understanding of the LTFT process</li><li>• Review supernumerary funding requests and retain full over-sight of the HEEYH LTFT budget</li></ul> |
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## 4. Less Than Full Time Guidance

### Guiding Principals

LTFT training must take place in posts and programmes prospectively approved by the GMC/GDC for training purposes. LTFT training is subject to eligibility, the identification of a suitable placement and availability of resources.

Normally, new LTFT training applications must be submitted a minimum of 16 weeks in advance of the planned start date. Amendments to an existing LTFT arrangement should also be submitted with 16 weeks' notice. Unless applying under disability, ill-health, or caring responsibilities, the LTFT start date will be the date of the next rotation.

Newly appointed postgraduate doctors in training should be aware that training posts are offered on a full-time basis and a request for LTFT training does not guarantee that a new arrangement will be in place for the rotation start date or may commence immediately. Any change will be dependent on the availability of an appropriate training placement and the individual may be required to consider the option of starting full-time or waiting until a suitable placement is available.

Postgraduate doctors in training working LTFT must rotate through placements designated by the HEEYH training programme.

Postgraduate doctors in training working LTFT should re-apply, via the standard process, if they are moving into a new training programme.

Postgraduate doctors in training who wish to train LTFT after maternity leave should be aware that whilst every effort will be made to allow them to return at their planned point/location, a LTFT placement may not always be immediately available.

Postgraduate doctors in training wishing to return to fulltime training should usually give a minimum of 3 months' notice of their intentions to their TPD. The TPD should then notify the appropriate School administrative team. Returning to full-time training will be at the discretion of the TPD and subject to the programme being able to accommodate the postgraduate doctor in training in a full-time capacity. If an individual has returned to full-time training but then finds that they need to recommence LTFT, they should re-apply under the standard process.

### Eligibility for Less Than Full Time Training

Employees have a legal right to request flexible working – not just parents or those with caring responsibilities. Therefore, all doctors in training can apply for LTFT training and section 3.123 of the [Gold Guide](#) provides a list of illustrative examples for requesting LTFT training: -

- i. Trainees with a disability or ill health – this may include ongoing medical procedures such as fertility treatment.
- ii. Trainees (men and women) with caring responsibilities (e.g. for children, or for an ill/disabled partner, relative or other dependent)
- iii. Welfare and wellbeing – There may be reasons not directly related to disability or ill health where trainees may benefit from a reduced working pattern. This could have a beneficial effect on their health and wellbeing (e.g. reducing potential burnout).
- iv. Unique opportunities – A trainee is offered a unique opportunity for their own personal/professional development and this will affect their ability to train full time (e.g. training for national/international sporting events, or a short-term extraordinary responsibility such as membership of a national committee or continuing medical research as a bridge to progression in integrated academic training).
- v. Religious commitment – A trainee has a religious commitment that involves training for a particular role and requires a specific time commitment resulting in the need to work less than full time.
- vi. Non-medical development – A trainee is offered non-medical professional development (e.g. management courses, law courses or fine arts courses) that requires a specific time commitment resulting in the need to work less than full time.
- vii. Flexibility for training and career development with the option to train less than full time with flexibility that might enable development of a broad career portfolio

### Principals of Eligibility

- All well-founded reasons will be considered, however support to progress the application may be dependent on the capacity of the programme and the impact the arrangement may have on other colleagues.
- It is expected that applications relating to disability/ill health and caring responsibilities (i and ii above) will be accommodated and will take priority over the other eligibility examples.
- For the purpose of LTFT applications, HEEYH defines a “child” as being less than 16 years old.

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- For requests relating to health and/or disability, the requestor may be required to evidence that an appointment with Occupational Health has taken place, and/or a letter from a GP/Consultant or hospital can be provided. Occupational Health or a GP/Consultant may give advice relating to a suitable pattern of work or suggest reasonable adjustments that can be made. final decision rests with HEEYH. Postgraduate doctors in training approved for LTFT training on health grounds should meet regularly with their TPD to ensure they are fully supported.
- For applications relating to complex health needs, an appointment with an Associate Dean is offered. The TPD will discuss this option during initial discussions.
- Postgraduate doctors in training who are caring for others may be asked to provide HEEYH with confirmation from their dependent's GP briefly outlining the nature of the condition.
- Applications relating to unique opportunities should be supplemented with written details of the unique opportunity, together with relevant letters of support.
- Applications relating to personal choice and/or individual professional or lifestyle needs will be considered by the TPD. Whilst these applications are not subject to judgement, agreement is dependent upon service considerations.

### Applying for Less Than Full Time Training

An initial conversation should take place between the postgraduate doctor in training and their TPD. This discussion will ensure that the TPD understands the circumstances and eligibility for LTFT, and that the postgraduate doctor in training is fully supported.

Postgraduate doctors in training should complete the LTFT application form and specify which eligibility criteria they are applying under. This should normally be submitted along with any relevant supporting documentation (as required) to the TPD. The relevant School administrative team should receive the application with at least **16 weeks' notice**.

Unless applying under disability, ill-health or caring responsibilities, the LTFT start date will be the date of the next rotation. This allows time for the application to be processed and at least 12 weeks' notice to be given to the employing Trust before the commencement of the proposed changes to working patterns.

Postgraduate Doctors in training who are HEE sponsored are able to work LTFT however the minimum salary requirements for a Skilled Worker/Tier 2 visa must be met which will determine what LTFT hours can be requested.

All sponsored postgraduate doctors in training, regardless of whether they hold a Tier 2 visa or Skilled Worker visa, must meet the minimum salary requirements outlined in the [NHS Medical and Dental \(M&D\) pay scales](#).

If approved for LTFT training, a sponsored postgraduate doctor in training must complete the required [reporting form](#).

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LTFT Training should commence with the start of the new rotation.

### Process of Application

Find the process map on our website [here](#).

### Appeal of Decision

In the event of a LTFT application being declined, the applicant has the right to appeal. The Postgraduate Dean will consider the appeal and their decision will be final. Details on how to appeal are available [here](#).

### Less Than Full Time Training Percentages

LTFT training in HEEYH is normally supported in placements at 50%, 60%, 70% or 80% of full-time contracts. Day-time working, on-call and out-of-hours work should be undertaken pro-rata to that of full-time colleagues of the same grade and specialty. Postgraduate doctors in training will be encouraged to slot-share or occupy a full-time slot at the discretion of the TPD.

In exceptional cases other % arrangements may be accommodated. It is expected that postgraduate doctors in training would only work less than 50% for a maximum of 12 months, as per the Gold Guide.

Postgraduate Doctors in Training occupying a slot-share should normally cover 50% of the on-calls regardless of their working percentage.

### Principals of Slot-Share

Where possible, LTFT training should be accommodated within slot-shares. This may include out-of-hours work where appropriate. Both parties occupying the slot-share will be required to attend the appropriate number of teaching programmes, department meetings, etc. during their placement. This will require flexibility and co-operation by both parties. It is essential that the whole of the post is covered, and this must be agreed mutually by both parties.

If one of the pair leaves the rotation and a new partner is not available, HEEYH may consider limited support with the provision of supernumerary funding.

Whenever there is a change of slot-share partner, both parties should re-visit their timetable to ensure that new arrangements are appropriately reflected.

It is the responsibility of the postgraduate doctor in training to contact the TPD for information on who the slot-share partner is.

If a slot-share is not available, the option of the postgraduate doctor in training remaining in their own placement but working reduced hours should be considered. It is important that the timetable encompasses all necessary components of the training programme.

### Support for LTFT Trainees

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Conversations between the TPD and the postgraduate doctor in training should be supportive. Postgraduate doctors in training should be given adequate space to explore their options with their supervisors.

Other sources of support are available to postgraduate doctors in training. The Flexible Working/LTFT Champion and Guardian for Safe Working based in the Trust may be useful contacts. The HEEYH Lead Associate Dean for LTFT may also be contacted, particularly for postgraduate doctors in training applying under health/disability.

### Research and Academic Trainees

Research should be accommodated within the standard training programme. The majority of postgraduate doctors in training should be supported to pursue research as part of their training programme, regardless of their working arrangement.

It is not the purpose of LTFT training to subsidise postgraduate doctors in training doing research. Academic trainees should refer the [GMC](#) position statement (section 17) on academic training when designing their pattern of work.

### LTFT Supernumerary Placement

In some instances, a supernumerary placement may be required, particularly in cases relating to health. All LTFT supernumerary placements require approval from the Deputy Postgraduate Dean for LTFT training. The application form will be sent to the Deputy Postgraduate Dean for review. The funding covers basic salary only. Out of hours work is built in at the discretion of the local education provider.

LTFT Supernumerary funding is outside tariff arrangements and is transferred to the employer via the NHS Education Contract.

If a postgraduate doctor in training is approved for supernumerary funding and subsequently undertakes a period of leave (for example, sick leave or maternity leave), the arrangements are subject to review by the TPD upon the return to work.

### Foundation Training

Postgraduate doctors in training working in Foundation should submit an application for LTFT (in addition to indicating interest to train LTFT on Oriol) as soon as they have been allocated to the Yorkshire and Humber Foundation School.

Postgraduate doctors in training who apply for LTFT between FY1 and FY2 may have to be required to change programme dependent on local availability. Further details are available on the HEEYH website.

Postgraduate doctors in training working in Foundation must complete the equivalent of a year's training at both FY1 and FY2, regardless of their LTFT working %.

It is at the discretion of the TPD that training completed prior to significant periods of absence/leave are counted towards training.

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If a postgraduate doctor in training is returning to the training programme after a period of sickness or maternity leave then there must be clarification from their TPD as to how much time is required to complete training and gain the necessary competencies.

### Period of Grace

The maximum duration of the period of grace is generally 6 months whether the doctor in training is full-time or less than full-time.

### Inter-Deanery Transfers

Postgraduate doctors in training working LTFT that have been accepted into the region via an Inter-Deanery transfer are required to re-apply under the Yorkshire and the Humber guidance. Every effort will be made to accommodate existing arrangements where possible.

### Out of Hours and Locum Work

Postgraduate doctors in training on LTFT placements are not precluded from undertaking work outside of their training programme.

The Postgraduate Dean as designated Responsible Officer should be aware of all additional work undertaken via submission of a form R.

### Study Leave

Postgraduate doctors in training working LTFT should adhere to the same HEE guidelines of access to [Study Leave](#) as their whole time colleagues.

### Annual Review of Competence Progression (ARCP)

Postgraduate doctors in training working LTFT must still adhere to the [ARCP process](#). The expectation at the ARCP review will be that the LTFT trainee has completed a pro-rata amount of the curriculum, assessments etc.

Those working LTFT will have an annual review and may also require an additional review at the point of FY/CT and ST transition.

It is recommended that postgraduate doctors in training working LTFT discuss their working arrangements with their Educational Supervisor at the start of their placement.

## 5. Equality Impact Assessment (EIA)

Under the Equality Act, the need for public bodies in England to undertake or publish an equality impact assessment of their policies, practices and decisions was removed in April 2011 when the 'single equality duty' was introduced. Public bodies must still give "due regard" to the need to avoid discrimination and promote equality of opportunity for all protected groups when making guidance decisions and are required to publish information showing how they are complying with this duty.

### 6. Education and Training Requirements

Initial training prior to implementation of this guidance will be as follows:

- Training will be delivered to School-based faculty prior to implementation. Changes will be cascaded across Trust networks via the Deanery Employers Engagement Forum (DEEF). Human Resources teams will have the opportunity to feed into the process changes in early 2023. Ongoing review of the effectiveness of LTFT processes will be undertaken through-out 2023 and 2024.
- The Trainee Executive Forum will run a recorded webinar for Postgraduate Doctors in Training describing the changes to the process.

### 7. Monitoring Compliance and Effectiveness

HEEYH will monitor the effectiveness of the LTFT process in the following ways;

- The Learner Support and Faculty Development (LSFD) Directorate will retain oversight.
- Administrative colleagues working within the Specialty, General Practice and Foundation teams will champion the process within their Directorates
- Feedback on the refreshed process will be sought from stakeholders once the process is embedded.
- Feedback will be reviewed and changes will be proposed to the LSFD Directorate for implementation. Discussion with School-based faculty and employer networks will take place before further changes are implemented.
- Those involved in the processing of applications will meet at least once every two-months. Opportunities and challenges may be brought to this meeting.
- Learning from the monitoring of this process will be shared as appropriate with the Deanery Management Team (DMT), DEEF, Trainee Executive Forum.

### 8. Associated Documentation

Documents associated with Less Than Full Time Training will be available via the [HEEYH Website](#).