**LTFT Category Expansion: FAQs for Providers**

**What is LTFT Category 3 Expansion model?**

This year will allow for trainees in specialities that do not currently offer Category 3 LTFT (Emergency Medicine, Paediatrics and Obstetrics and Gynaecology) and will allow trainees to go LTFT for 4 months at 0.8 WTE. This offer would be extended to trainees who currently do not work LTFT and could be taken up during a 12-month window from the planned rotation date.

The objective of undertaking this during a 12-month window will allow a staggered approach of trainees going LTFT temporarily to help manage service provision.

Following this the LTFT Category 3 full model will then be implemented, this will allow trainees to undertake a period of LTFT Category 3 at 50%, 60%, 70% or 80% WTE for a longer period of time.

This two year model is being rolled out to all specialties over a two year period.

**How much are trainees expected to work?**

**For the Lead in Year**

This period will allow trainees to work 80% of the working week for a 4-month period. Flexibility can be given to WTE and the LTFT period at the discretion of the Postgraduate Dean. On call and out of hours will normally be undertaken on a pro rata basis compared to trainees in the same specialty and grade. A LTFT trainee’s programme should contain the same elements as that of a full time trainee, including departmental meetings, audit, research, teaching, etc.

**For Year Two**

From year 2 trainees can apply to work at either 50%, 60%, 70% or 80% WTE. A LTFT trainee’s programme should contain the same elements as that of a full time trainee, including departmental meetings, audit, research, teaching, etc.

**Can trainees choose what day they have off?**

In order for providers to effectively manage rotas, it will be for the provider to determine which day off a week the trainee can take.

**What about backfill?**

This is a wellbeing intervention designed to prevent unplanned absence and improve retention. We would anticipate backfill not to needed in the majority of cases. Equally where trainees undertake less than full time work the funding arrangements will not alter.

**How much notice will providers get of trainees going LTFT?**

The application window for all of the specialties included in the expansion will open on 1st April 2021.

In line with Code of Practice timescales, trainees are asked to provide a minimum of three months’ notice (before their desired starting date). Therefore, a trainee wishing to work less than full time (80%) under the Category 3 criteria from August onwards should submit their application by no later than 30th April, unless in exceptional circumstances.

HEE YH will ensure that all applications are managed as expediently as possible in order to give providers optimum notice.

The window of application will then remain open until 31st December 2021.

**What about non LTFT trainees?**

The impact on non-LTFT trainees is being explored as part of the longitudinal evaluation. HEE Local offices will manage the number of applications ensuring that where possible any negative impact on non-LTFT trainees with regards to service provision will be mitigated.

**What happens if the trainee rotates during my 4-month LTFT period?**

Where possible your HEE local office will try to accommodate your 4 month LTFT period to ensure it doesn’t span your rotation date.

**Do trainees still have to do on call?**

If the equivalent post has on call duties, trainees will need to do approximately pro-rata the on call to full time trainees. If trainees have already undertaken and met the curriculum requirements for on call/out of hours work within their specialty, then whether or not they are required to do on call will depend on the service needs of the employer.

**How much leave will the trainees get?**

Annual and study leave will be calculated on a pro rata basis.

**What about courses?**

Trainees will still have to complete all the courses that a full timer has to do in their allotted time, in order to achieve the required Work Place Based Assessment (WPBA) competencies for the specialty. These are not completed on a pro rata rate.

**Can trainees take time off in lieu?**

Time recouped in lieu of work out of contracted hours is normally possible. For example, if a LTFT trainee who works Monday, Tuesday and Wednesday attends a training day on a Friday, they should be able to claim a day in lieu of study leave. It would be important however to seek out local arrangements with your contractual employer on such matters in the first instance.

**Can trainees remain LTFT after the 4-month period?**

Trainees will need to resume full time working automatically after the 4-month period. The employers will not subsequently receive a completed Form D document. If trainees wish to train LTFT Category 3 they can reapply in the second year for a longer period of LTFT working.