**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) trainees to go LTFT for 4 or 6 months at 0.8 WTE only. 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 in August 2022, 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 offer has already previously been agreed and implemented for trainees in the following specialties earlier in the year:

* Intensive Care Medicine
* Medicine (Higher)
* Psychiatry
* Radiology

Specific FAQ documents (for trainees) for these specialties can subsequently be found at the following link:

<https://www.yorksandhumberdeanery.nhs.uk/learner_support/policies-less-full-time/faqs>

This model is now being rolled out to all specialties not previously included.

**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 or 6-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.

From February 2022, 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 remaining specialties for the ‘lead in year’ will open on 1st September and close on 31st October 2021, for a February 2022 commencement date.

Applications at other points during the ‘lead in year’ would only be considered in exceptional circumstances (with supporting evidence also potentially requested).

From 1st February 2022 onwards trainees will then be eligible to apply for Category 3 training under the full model.

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

In order to manage both service based and educational requirements, HEE offices are also able to restrict applications (10 or 15% of the individual specialty trainee workforce for example) accordingly. This responsibility falls under the remit of the Training Programme Director with support from a number of other stakeholders, including HEE administrative staff, Heads of School and College Tutors.

**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 the 4 or 6-month LTFT period?**

Where possible your HEE local office will try to accommodate the 4 or 6-month LTFT period to ensure it doesn’t span across a 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 the contractual employer on such matters in the first instance.

**Can trainees remain LTFT after the 4 or 6-month period?**

Trainees will need to resume full time working automatically after the 4 or 6-month period. The employers will not subsequently receive a completed Form D document.

If a trainee wishes to continue to train LTFT Category 3 they can reapply under the full model based implementation from February 2022 onwards.

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