



## Health Education England

<b>Name of Guidance</b>	Less than Full-time Training (LTFT): Postgraduate Medical and Dental Training
<b>Category</b>	Less Than Full-Time Training
<b>Authorised by</b>	Postgraduate Dean's Senior Management Team
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<b>Document Author</b>	Deputy Dean (Jon Hossain) and Business Managers Group

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0.1	April 2013	Business Managers	First draft
1.0	April 2014	Business Managers	Amendments made in line with organisational change
2.0	November 2014	Deputy Dean and Business Managers	Amendments made in line with the introduction of a new national policy and local administrative based changes
3.0	April 2015	Deputy Dean and Business Managers	Amendments made in line with the introduction of a new national policy and local administrative based changes
4.0	March 2016	Jill Hanson	Amendments in line with new HEE branding guidelines
5.0	March 2017	Jon Hossain	Ammended to allow 80%

## Introduction

Health Education England, working across Yorkshire and the Humber (HEEYH) offers support to all trainees who, for well-founded individual reasons, wish to be considered for Less than Full-time Training (LTFT). The intention is to keep doctors within the NHS who might otherwise leave due to an inability to work on a full time basis. LTFT is available to all training grades within HEEYH.

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

The key aims of LTFT training are:

- To retain doctors within the NHS workforce who are unable to train on a full time basis
- To promote career development and work/life balance for doctors training within the NHS
- To ensure continued training in programmes on a time-equivalent (pro rata) basis
- To maintain a balance in LTFT arrangements with regards to educational needs and those of the service

New LTFT training applications must be submitted a minimum of 3 months in advance of planned start date.

Newly appointed trainees should be aware that training posts are offered on a full-time basis and a request for LTFT training does not guarantee that it will be in place for the post start date.

## Eligibility for Less than Full-time Training

Those wishing to apply for LTFT must demonstrate that training on a full time basis would not be practicable for them. The following categories have been described by consensus to serve as guidelines for prioritisation of LTFT requests. The needs of category 1 will take priority

**Category 1** - Those doctors in training with:

- Disability
- Ill health
- Responsibility caring for children (men and women)
- Responsibility caring for ill/disabled partner, relative or other dependent

**Category 2** - Those doctors in training with:

- Unique opportunities for their own personal/professional development, e.g. training for national/international sporting events
- Religious commitment – involving training for a particular role which requires a specific time commitment
- Non-medical professional development such as management courses, law courses, fine arts courses, etc.

## Applying for Less than Full-time training

A trainee who wishes to work LTFT should download the LTFT training application form:-

[http://www.yorksandhumberdeanery.nhs.uk/pgmde/policies/less\\_than\\_full\\_time/](http://www.yorksandhumberdeanery.nhs.uk/pgmde/policies/less_than_full_time/)

This should be submitted via either email or post to the relevant HEEYH LTFT Administrator, as detailed on the application form. The application form should be accompanied by appropriate supporting evidence and a copy of the trainee's CV. Trainee's should note that the LTFT Administrator is likely to be different to the Programme Support Team that would be responsible for the day to day running of the trainee's specialty.

### Category 1 Applications

For the purpose of LTFT applications, HEEYH defines a "child" as being less than 16 years old. For requests in relating to child care, a copy of the child's full birth certificate is required. In instances where the child's and applicant's surname differ, the copy of the full birth certificate will have to be counter-signed with a statement from another doctor (with GMC number provided) to confirm that the applicant is the child's parent/carer. An interview with an Associate Dean (AD) is not normally required in child care LTFT requests, but is available on request. For all other category 1 applications a meeting with an AD would normally be arranged.

For requests relating to health and/or disability, an AD will contact Occupational Health requesting an assessment and report (if this has not already been performed or requested by an employer). The trainee may also provide information from their own General Practitioner if they feel it would be helpful or appropriate. Occupational Health may give advice relating to a suitable pattern of work or suggest reasonable adjustments that can be made. (e.g. only day-time work, restricted out of hours etc.) The final decision however rests with HEEYH. Trainees approved for LTFT training on health grounds may be subject to periodic reviews.

Trainees who are caring for others will be asked to provide HEEYH with a note from their dependant's General Practitioner briefly outlining the nature of the condition. Whilst HEEYH appreciates the sensitivity of this issue, medical confirmation of the need of a carer's role is required to satisfy the LTFT eligibility criteria.

### Category 2 Applications

All applications under Category 2 will require approval by an AD responsible for LTFT training. Applicants should provide written details of the unique opportunity being considered, together with relevant letters of support. All Category 2 applicants will also be offered an interview with an AD.

HEEYH will offer workshops to inform trainees how best to work in LTFT roles. Workshops will be advertised on the website.

Once eligibility has been confirmed by the AD, the relevant LTFT Administrator will notify the trainee's Training Programme Director (TPD), in writing, of the trainee's wish to train LTFT. **Form A - Confirmation of Placement** (Appendix A) will be sent to the TPD (Appendix A) and which must be completed and returned to the LTFT administrator. The LTFT administrator will also confirm in writing to the trainee their eligibility status. The TPD should look for the most suitable placement for the trainee, asking for advice from the ADs for LTFT training if required.

When a placement has been identified and confirmed by the TPD, the trainee will receive a correspondence from HEEYH confirming their placement. The trainee should then make arrangements to discuss an appropriate time-table with their Clinical and/or Educational Supervisor. It is also advisable that trainees in slot shares meet with their slot share partner prior to commencing their placement. Once a time-table (including out of hours work where necessary) has been agreed the trainee must contact Human Resources/Medical Personnel at the Trust in which they will be working to discuss and agree their working arrangements which will include a discussion with regards to pay banding. The trainee will be sent **Form C- Confirmation of Placement and Timetable** (Appendix B)

by the relevant HEEYH office which must be completed and returned. It is **the responsibility of the trainee** to ensure all forms are completed in good time. A new confirmation of placement form will be required for every LTFT placement the trainee undertakes. Please note banding arrangements are the responsibility of the Trust, not HEEYH.

### Placements for Less than Full-time Training (Percentages)

LTFT training in HEEYH is normally supported in placements at 50%, 60% or 80% of full-time contracts. Day time working, on call and out of hours work should be undertaken on a basis pro rata to full time trainees in the same grade and specialty. Trainees will be encouraged to slot share or occupy a full time slot dependant on the capacity of the programme.

Should a trainee wish to train at a percentage other than 50%, 60% or 80% this will require written support from the TPD and the authorisation of the Deputy Dean (DD) for LTFT training. Such applications must be for well-founded reasons. The [GMC](#) has produced a position statement on LTFT which states that trainees should be required to train at no less than 50%. In the exceptional cases where less time is requested, 20% is the absolute minimum. It is expected that trainees would only work less than 50% for a maximum of 12 months.

### Research and Academic Trainees

Research should be accommodated within the standard training programme. By working with TPDs nearly all trainees should be able to pursue research as part of this programme, whether they are working full time or LTFT. It is not the purpose of LTFT training to subsidise trainees doing research. Academic trainees should refer the [GMC](#) position statement on academic training when designing their pattern of work.

### Slot Share Placements

If possible, LTFT training should be accommodated within slot shares. Each slot share will be offered at 50% or 60%. This may include out of hours work where appropriate. Both halves of 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 halves of the slot share. It is essential that the whole of the post is covered and this must be agreed mutually by both trainees.

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 funds. Alternately the trainee may continue in the slot share with the other half of the clinical workload covered by the Local Education Provider (LEP), or left vacant.

Whenever there is a change of slot share partner, both halves of the slot share must re-visit their time-table to ensure that new arrangements are appropriately reflected.

Slot shares are not available for trainees wishing to work at 80%

### Occupying a Full-Time Slot

If a slot share is not available or the trainee wishes to work at 80%, the option of the trainee remaining in their own placement but working reduced hours should be considered. It is essential that the trainee's time-table encompasses all necessary components of the training programme.

### Supernumerary Placement

In some instances a supernumerary placement may be required, particularly in cases related to health. All supernumerary LTFT placements require approval from the DD for LTFT training. The LTFT Administrator will prepare a Form B document for the DD to review and sign. The funding covers the basic trainee salary only. Out of hours is requested from the employing LEP, although it is at their sole discretion as to whether it is provided.

Supernumerary LTFT funding sits outside tariff arrangements.

If a trainee who is approved for Supernumerary funding undertakes a period of leave (Maternity or Sick) then the arrangements could be subject to review by the TPD upon their return to work and training, to ensure that either personal or training circumstances (availability of slot-share, etc.) haven't now changed .

## **Foundation Programme Trainees**

Medical or Dental students who express a wish to train LTFT prior to Foundation Programme selection should apply for Foundation placements in the same way as other graduates. Every effort will be made to then accommodate a Foundation trainee to train on a LTFT basis within their appointed placement.

However, at the discretion of the Foundation Training Programme Director (FTPD) and relevant Deputy Foundation School Director, appropriate programmes may be created in order to accommodate Foundation programme trainees. Trainees who apply for LTFT between FY1 and FY2 may have to change programme dependent on local availability.

Due to the nature of the Foundation programme with short placements in multiple specialties, matching trainees within LEP's to facilitate slot shares is difficult. Many trainees therefore occupy a full time slot at 50%, 60% or 80% or are supported with supernumerary funding. All such supernumerary LTFT placements will require approval from the DD using the Form B document.

A Foundation trainee must complete the equivalent of a year's training at FY1 and FY2. If a trainee is returning to the training programme after a period of sickness or maternity leave then there must be clarification from the FTPD as to how much of the year they are required to do to complete training. An FY1 trainee's programme will be (where possible) arranged so that they finish their training year in August and are able to proceed to FY2 at the same time as other Foundation programme trainees. Similar arrangements will be made for FY2 trainees to complete their training in August, to allow progression to the next stage of training (Core or Specialty).

## Specialty Trainees

Trainees should approach their local HEEYH office to confirm that they are eligible for LTFT. HEEYH will endeavour to accommodate a LTFT trainee within 3 months of an application.

Trainees who have received approval to train on a LTFT basis in a HEEYH Foundation programme would need to re-apply through the policy if they are appointed to a Core or Higher training programme.

It cannot be guaranteed that a trainee will be able to immediately commence their training on a LTFT basis and subsequently may have to consider the option of starting full time or waiting until a placement is available.

Trainees who wish to train LTFT after maternity leave must be aware that whilst every effort will be made to allow them to return at their planned point, a LTFT placement may not always be immediately available.

In cases relating to health, all attempts (including the use of supernumerary funding) will be made to facilitate a smooth transition.

## Period of Grace

LTFT is available to trainees who are undertaking an agreed period of grace (up to 6 months), with the same principles in the policy adhered to. Supernumerary funding would not be available however to any trainee in their period of grace.

Ideally trainees in their period of grace should be accommodated into a full time slot, although this is at the discretion of the TPD and employing LEP.

## Rotation changes

It is not possible to guarantee that the rotation initially offered to a trainee at recruitment will be replicated in the LTFT training rotation.

## Inter-Deanery Transfers

Inter-Deanery transfers who are accepted by HEEYH who are already training LTFT in their existing post will need to re-apply. Every effort will be made to accommodate them in a timely fashion. They should contact the TPD of their specialty as well as HEEYH in relation to LTFT training as soon as the transfer is confirmed, to ensure they follow the appropriate application process.

Inter-Deanery transfers who are currently training full-time, but would wish to apply for LTFT on transfer to HEEYH, should apply for LTFT training following the standard process, and giving as much notice as is possible after transfer has been confirmed.

It may not be possible to accommodate them immediately into a LTFT placement. Trainees may subsequently have to consider the options of starting full-time or waiting until a placement is available.

## **Rotations within Specialty Training Programmes**

Trainees who are training LTFT must rotate through placements designated by the HEEYH training programme.

If or when a trainee rotates the training and educational opportunities occur on different days, the trainee must make personal arrangements to access training. Trainees must bear in mind that this may mean changing days of attendance for children at nursery or making new child care arrangements. It is the trainee's responsibility to make these arrangements, as trainers and supervisors are not expected to revise their working time-table to suit LTFT training.

## **Out of Hours Work**

LTFT trainees will normally be required to do pro-rata out of hours work. Their in-hours timetable should mirror the time-table of the full-timers over the whole of each training post.

In slot shares, this will require the two halves of the slot share dividing the out of hours work between them.

The payments for any out of hour's work which is agreed must be agreed by the contractual employer prior to the commencement of the placement.

## **Examinations**

Trainees working LTFT will still be subject to the same maximum number of attempts at any examinations as full time trainees.

## **ARCPs**

LTFT trainees 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.

It is recommended that less than full-time trainees speak to their Educational Supervisor at the start of their placement to discuss any difficulties they may anticipate experiencing with unexpected work commitments/clinical emergencies.

## **GP Specialty Training Programme (GPSTP)**

Trainees who are undertaking General Practice Training are asked to approach their Training Programme Directors to confirm eligibility. It is the responsibility of the General Practice Training Programme Director to identify suitable placements for trainees on the GPSTP who wish to work LTFT. These placements must be appropriate for their training needs and must have training recognition prior to the trainee commencing the placement.

Trainees who apply for LTFT during their GPSTP may find that it is not be possible to provide them with an identical programme to that which they were originally appointed to.

Trainees who train LTFT from the commencement of their GPSTP may need to be offered a modified training programme going forward based on local availability.

## **Ad Hoc Hours/Additional Employment**

Trainees who are eligible for LTFT training are not permitted in the gold guide to undertake any regular paid employment, either within or out of the NHS, in addition to their agreed timetable and their timetabled out of hours work. However, if there is a requirement within the department for an occasional additional shift due to unexpected circumstances (i.e. sick leave) trainees are encouraged to assist their fellow team members. It should be noted that this is not for planned absences (i.e. annual leave). Any exceptional requests around this issue will be considered by the DD for LTFT

## **Returning to Full Time Training**

Trainees wishing to return to full time training should give six months' notice of their intention to both the TPD and HEEYH. Returning to full time training will be at the discretion of the TPD and subject to the programme being able to accommodate the trainee in a full time capacity. If a Trainee has returned to full time training but then finds that they need to recommence LTFT, they will have to re-apply following the standard process.

## **NHS Employers - Flexible Working for the NHS**

The statutory rules are set out in the Employment Rights Act 1996, and extended in the Flexible Working (procedural Requirements) Regulations 2002 and the Flexible Working (Eligibility, Complaints and Remedies) Regulations 2002. The Flexible Working (amendment) Regulations 2010, Employment Act 2002, Work and Families Act 2006 further extended these provisions to caring for disabled and sick adults.

Under these rules, NHS employees with caring responsibilities who have at least 26 weeks' continuous service are entitled to make a written request to their employer for flexible working outside the LETB process. Employers have an obligation to deal with such requests in a reasonable manner. More information can be found here: <http://www.nhsemployers.org/flexible>

HEEYH recommend however that trainees should use this LTFT policy to achieve their aims, as it provides a balance between service and educational needs. It also allows trainees to receive appropriate support.



**What is LTFT Training?**

This is an arrangement that allows doctors to train in their specialty, when they would be prohibited from doing so on a full time basis, due to well-founded personal reasons. It allows the creation of a post that balances the educational needs of the trainee with the service needs of the employer.

**What is flexible working?**

This is an entitlement open to all NHS employers with 26 weeks employment who have caring responsibilities. The employer has to treat all such requests reasonably, but their primary issue may be the service and not the education needs of the trainee.

**Returning to medicine after a career break**

Individuals who have been out of medicine and wish to explore a return to practice will be offered an appointment with an HEEYH AD for guidance and support.

**How much am I expected to work?**

Normally, a LTFT trainee will work 50% or 60% or 80% of the working week. Daytime working, on call and out of hours will be undertaken on a basis pro rata to full time trainees in the same specialty and grade. Other patterns of work must be justified and are at the discretion of the Deputy Dean for LTFT. A LTFT trainee's programme should contain the same elements as that of a full time trainee including departmental meetings, audit, research, teaching, etc.

The duration of training (e.g. until CCT date) will be extended according to the number of hours worked.

**What if I want to work more?**

HEEYH does not allow LTFT trainees to undertake extra regular paid work. However, if there is a requirement within the department for an occasional additional shift due to unexpected circumstances (i.e. sick leave) trainees are encouraged to assist their fellow team members. It should be noted that this is not for planned absences (i.e. annual leave. Any exceptional requests will require approval from the Deputy Dean for LTFT.

**Do I have to do on call?**

If the equivalent post has on call duties you will need to do approximately pro-rata the on call to full time trainees. If you have already undertaken and met the curriculum requirements for on call/out of hours work within your specialty, then whether or not you are required to do on call will depend on the service needs of the employer. If there are health reasons that would prohibit such work, particularly in the case of suggested patterns of work in an occupational health report, you will need to meet with HEEYH faculty (TPD, Head of School, AD or Deputy Dean) to agree a bespoke placement.

**How much leave should I get?**

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

### **What about courses?**

As a LTFT trainee you still have to complete all the courses that a full timer has to do in your allotted time, in order to achieve the required Work Placed Based Assessment (WPBA) competencies for the specialty. These are not completed on a pro rata rate.

### **Can I 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.

### **What impact does LTFT have on my increment?**

The incremental date for salary increases remains annual. It does not become a pro-rata for sessions worked. As with full timers the incremental date is not affected by time out of training due to maternity leave.

### **Can I request an Inter-Deanery transfer?**

LTFT trainees can apply for an Inter-deanery Transfer (IDT) in the same way as any other trainee provided they satisfy the requirements of the national IDT process. There is no guarantee that the new host HEE local office will be able to accommodate LTFT in a slot at the time of transfer though.

### **Can I return to Full Time training?**

You may at a future date return to full time training. You will need to apply through your TPD and give 6 months' notice. You may also need to wait for a full time vacancy to appear in the programme

### **Can I train LTFT in a Foundation programme?**

Medical or dental students who express a wish to train LTFT prior to Foundation Programme selection should apply for Foundation placements in the same way as other graduates. Once you have secured a rotation you should apply to HEEYH for LTFT training. Your local Foundation school will work with you to identify a suitable location and rotation.

### **Can I train LTFT on the GP training programme?**

You will need to apply for GP training as per the norm and apply to HEEYH for LTFT training. Once you have secured a place the GP School will work with you to identify a suitable training location and rotation.

### **What if my partner wishes to apply for LTFT?**

When life partners request LTFT training, this should be made clear on the application form. Eligibility will be determined in accordance with national criteria.

The case to support both partners training on a LTFT basis will need to the Deputy Dean, with an appointment with an AD made as part of this process.

**I am on a Tier 2 visa, can I train LTFT?**

Provided you meet the eligibility criteria, it is possible to train LTFT. However reducing your hours will mean a drop in salary and this could impact on your ability to work on a Tier 2 visa. If you are applying for a new visa, you must ensure that your salary meets the minimum requirements. If you already hold a Tier 2 visa, you will not have to comply with new minimum salary regulations. We would encourage you to check with the borders agency and HEE's Tier2 visa office in HEE West Midlands.

**I am on a Tier 4 visa, can I train LTFT?**

If you are currently on or are considering applying for a Tier 4 visa and wish to train LTFT, you will not be eligible and will subsequently need to apply for a Tier2 visa instead.

**As a LTFT GP trainee, am I required to work one week full time in a hospital post and one week full time in a general practice post?**

This requirement was removed from GP CCT requirements in 2007. This is therefore no longer required for trainees applying for a CCT after 2007.

**FORM A Confirmation of Placement & Educational Approval for Less than Full-time Training**

**Section 1 - Trainee Details**

Name:		
Address:		
Email Address :		
School:		GMC No:
Training Programme Director:		NTN/DRN:

**Section 2 – For completion by Training Programme Director – (Proposed Placement)  
(Please indicate which form of Less than Full-time Training this placement will take and Location)**

Proposed Start/transfer date to LTFT:	
Location:	
Specialty:	
Percentage:	
Duration:	
Grade:	

**Please select one of the following:**

This placement will be:

- Slot Share (if this is ticked, please give name of slot share partner if known: \_\_\_\_\_ )
- LTFT trainee occupying a full time slot
- Supernumerary (this requires Deputy Dean approval)

**NB: If any on-call work is required, this must be agreed and paid for by the Trust**

**By signing below, I confirm that this post has appropriate GMC approval**

Signed..... (Training Programme Director)

Date: .....

**(Please return form to your local HEEYH office)**

## Form B: Less than Full Time Training Funding Approval Form

Only to be completed for Supernumerary funding or Exceptional circumstances

### Section 1: Trainee Details

Name:	GMC No:
Specialty:	Grade:
Trust:	
Training Programme Director:	
Proposed Start/Transfer Date to LTFTT:	

### Section 2: Placement

Status	Details		Percentage
Slot Share	Partner:		<input type="text"/>
	Specialty:		
	Site:		
Less Than Full Time in a Full Time Post	Specialty:		
	Site:		
Supernumerary	Specialty:		
	Site:		

### Section 3: Justification

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### Section 4: Approval

Authorisation:	Designation:	Signature:	Date:
Funding Agreed	Deputy Postgraduate Dean		

**Form C: Confirmation of Placement and Timetable for Less Than Full Time Trainee**

To be completed by trainee in consultation with Training Programme Director and/or Clinical/Educational Supervisor

<b>Name:</b>	<b>Placement Details:</b> <i>Please tick appropriate box</i>				
	Slot share:	<input type="checkbox"/>	Supernumerary:	<input type="checkbox"/>	LTFT in F/T slot: <input type="checkbox"/>
<b>GMC Number:</b>	<b>Trust:</b>				
<b>Date Placement Starts:</b>	<b>Date Placement Ends:</b>				
<b>Specialty:</b>	<b>Grade:</b>				
<b>Agreed Percentage:</b>	<b>Out of Hours Percentage (this should ideally align with the working hours):</b>				

**To be signed by both TPD and CS/ES:** *In signing this you are approving this post and confirming that this post is within training capacity and does not affect the duties of any other member(s) of staff*

**Training Programme Director**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please print name:** \_\_\_\_\_

**Clinical/Educational Supervisor**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please print name:** \_\_\_\_\_

I confirm that I have met with my Educational Supervisor to agree a work schedule.

I agree to work with the Trust Rota coordinator to agree my hours of duty at an appropriate percentage.

**To be signed by the trainee:**

*In signing this form you are confirming that you have met with your Training Programme Director and Clinical/Educational Supervisor and agreed to your proposed work schedule. You are also bound by the eligibility guidelines for LTFT training and must inform us of any changes to your personal circumstances which may affect your eligibility criteria.*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Form D: Change Form for Less than Full Time Training Placement**

**Section 1: Trainee Details**

Name:	GMC No:
Specialty:	Grade:

**Section 2: Changes**

	<b>Current</b>	<b>Planned</b>
Trust:		
Status:		
Percentage:		
End Date:		

**Section 3: Reason for Change**

Change to Contract Length (e.g. Extension)	
Change to Percentage	
Change to Status	
Authorised Absence (e.g. Maternity Leave, OOP)	
Rotation	

Resignation	
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*Health Education England*

**Section 4: Notification of Changes**

<b>Authorisation</b>	<b>Designation</b>	<b>Signature</b>	<b>Date</b>
Funding Approved	Deputy Postgraduate Dean		

Cc: Current Trust  
Data  
New Trust (If Applicable)  
  
Programme Support  
  
Trainee  
TPD

**Please ensure Trust Contracts are active**