Postgraduate Doctor in Training Guide to Less Than Full Time Training in the East Midlands

2024

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INTRODUCTION

Welcome to your guide to Less than Full Time Training for the East Midlands. We are really pleased that you are either choosing to train or currently training flexibly.

The aim of this guide is to provide you with a broad range of information regarding LTFT including applications, training, rota, pay, leave entitlements and how to access further information.

Less than full time training can be extremely rewarding however it does require flexibility by all parties to achieve training needs and goals.

We hope that you will find this guide useful but if you have any queries or feedback then please contact your local Trust in the first instance on the contact information found on Page 16 of the guide. This includes the Champion of Flexible Working for your Trust.

**Why Choose LTFT?**

WHY CHOOSE LTFT

LTFT training is a great opportunity for many reasons; caring responsibilities, health needs and to explore non-clinical training. It can also enable you to improve your work life balance, to focus on your life outside of medicine and to have more time to spend doing other things that you enjoy or want to do. LTFT training should offer you the same opportunities as your full-time colleagues.

You should be aware that your training will take longer to complete and if you choose to work 60%, for example, you will be paid approximately 60% of what your full-time colleagues earn.

Each speciality will approach LTFT training differently, but in many instances you will rotate in line with your full time colleagues (i.e. every 4, 6 or 12 months). This may not be the case in the foundation programme.

There should be flexibility from all parties to ensure you meet your training needs whilst trying to maintain your preferred working days. In the first instance, discuss the departmental timetable and days when key opportunities happen (such as teaching, departmental meetings or clinics). Also consider if there are fixed regional teaching days.

**Please be aware, it may not be possible to keep the same fixed working days throughout your training however it can be beneficial to adjust your working days through the years to maximise learning opportunities. Please also note that although you may be signed off to train LTFT the employer needs to agree to employ you on an LTFT basis.**

Please talk to your Educational Supervisor (ES) /Training Programme Director (TPD) about your intentions before making any firm arrangements for non-working days as they should be able to give you guidance about maximising training opportunities.

**Why do doctors choose to work LTFT?**

Any doctor in training can apply for LTFT training, the only requirement being a well-founded individual reason. Please see below for an illustrative list of previous reasons for requesting LTFT.

* Disabled or in ill-health (includes those on in vitro fertility programmes)
* Caring for an ill/disabled partner, relative or other dependent
* Providing care for young children (both male and female applicants)
* Unique opportunities for personal or professional development e.g. participation in national sporting events
* Medicolegal politics, committee involvement or journalism
* Religious commitments
* Non-medical and professional development e.g. management courses
* Personal choice that meets their individual professional or lifestyle needs.

Choice to train LTFT is not subject to the judgement of anyone else and is only limited by service considerations.

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**What hours do LTFT Postgraduate Doctor in Training work?**

WHY CHOOSE LTFT

Full time training equates to 100%. When you apply to train LTFT, you will be asked what percentage you wish to work.

You cannot train at less than 50% clinically except in very exceptional circumstances, which would be discussed on an individual basis.

The GMC is supportive of LTFT training for anything over 50% up to 80%.

|  |  |  |  |
| --- | --- | --- | --- |
| **Percentage** | **Working Time equivalent** | **Hours worked (per week)** | |
| 100% | 1 | 40 to 48 |
| ​80% | ​0.8 | ​32 to 38.4 |
| ​70% | ​0.7 | ​28 to 33.6 |
| ​60% | ​0.6 | ​24 to 28.8 |
| ​50% | ​0.5 | ​20 to 24 |

**What types of training posts are available for LTFT Postgraduate Doctor in Trainings?**

**Slot share:**

Slot share can be accomplished in several ways:

1. 2 Postgraduate Doctors in Training occupying one full time post, usually 2x 50% or 2x 60%, with both Postgraduate Doctors in Training arranging the out of hours component between them. Please note that Out of Hours is typically shared as per training percentage. You may need to add in other short days to make up the required number of each shift type & total average weekly hours.
2. 3 Postgraduate Doctors in Training sharing 2 slots if there are 2 60% and 1 80% LTFT Postgraduate Doctor in Training.
3. If the rota is over the number of Postgraduate Doctors in Training for a safe and compliant rota then sometimes the rota will be built to account for everyone in line with the 2016 Contract; for example as a 7.6 frequency rota with 7 whole time equivalent (WTE) Postgraduate Doctors in Training and one 60% LTFT Postgraduate Doctor in Training.

The method of slot sharing depends on the individual rotas and the combination of LTFTs and their level of seniority for the roles required on the rota.

**Reduced hours in a full time slot**

WHY CHOOSE LTFT

The Postgraduate Doctor in Training occupies an established full-time post at reduced hours. Working LTFT in a full time slot offers the most flexibility as Postgraduate Doctors in Training are permitted to work at up to 80% of full time. This may mean you need to work on/into your non-working day (i.e. night shift) to ensure you work enough shifts. You will do your LTFT percentage of on-calls.

**Supernumerary**

NHSE WTE may agree to fund a supernumerary placement in exceptional circumstances (such as illness) for a limited period of time only. These exceptional circumstances will be the subject of discussion between the Deputy and Associate Deans, the Programme Director and the employing Trust.

**Will my monthly salary change if I choose to work LTFT?**

Yes. Your salary will be paid at a pro-rota rate to a full-time Postgraduate Doctor in Training.

**Application Process**

HOW TO APPLY

The process for applying for LTFT within NHSE East Midlands was updated on the 2nd August 2023 to simplify the application process. Please see below for the new process.

An **online checklist** is also available to help guide the discussion with your educational supervisor prior to submitting your LTFT application.

It is advised to give at least 16 weeks’ notice of your wish to train LTFT to allow sufficient time for the Trust to be notified and to discuss with the TPD for the purposes of rotation planning.

Acceptance of your application will be dependent upon capacity of the training programme, and might be limited by service considerations.

The process following submission can be found at: <https://tinyurl.com/yrpz5454>

**Once approved, what is the process prior to starting Less Than Full Time Training?**

HOW TO APPLY

It is important to note that whilst the Trust try their best to meet the deadlines, factors such as late submission of information from NHSE or Postgraduate Doctors in Training, ARCP outcomes and changes in individual circumstances may impact on the above timeline.

**To reduce the likelihood of issues in the timeline please ensure you submit all the information requested by NHSE or your rota coordinators as soon possible.**

**If you are requesting a change in percentage outside of typical rotation changeovers you are likely to be asked by the employer to give 3months notice.**

**Calculating Pay**

SALARY & FINANCE

A pay calculator is available online at <https://mindthebleep.com/doctor-pay-calculator/>

This can give a rough idea of the salary you can expect as an LTFT Postgraduate Doctor in Training compared to a Full Time colleague.

Please note that the figures provided are only a guide as pay can be affected by many different factors including on-call frequency, hours and pay supplements.

**Pay Queries**

Should you have any issues then please contact your Trust Pay Services in the first instance.

**LTFT Allowance And Concessions (there may be others)**

**GMC**

Gross Annual Income less than £34,000 - 50% discount.

**LTFT Allowance**

Postgraduate Doctors in Training are eligible for a £1000 LTFT allowance if you fit the following criteria:

* You commenced LTFT after 06/12/2019
* You are not section 2 pay protected

This should be included in your payslip as Flex PT Trans 2019 and the allowance is divided over a 12 month period.

**MPS/MDU**

Discount available for LTFT Postgraduate Doctors in Training.

Discount will depend on speciality and type of work undertaken.

**Royal College Fees**

Concession rates are available at some colleges whilst others cap the number of years you need to pay

**BMA Monthly Fees**

|  |  |
| --- | --- |
| Junior doctor on an LTFT contract and earns less £50,000 from all medical earnings | £20 |
| Member taking maternity/paternity leave | £14.67 |
| Spouse or partner of member | £20 |

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Each programme will have different requirements for ARCP and the number of work-based assessments depending on grade and training programme.

ARCP and Assessments

ARCP should normally be undertaken on an annual basis and no more than a maximum interval of 15 months.

* Some training programmes will pro-rota the number of assessments to your LTFT percentage and keep ARCP dates in-line with other full-time Postgraduate Doctors in Training.
* Some training programmes may adjust the ARCP date to when you are expected to have completed a full year equivalent of training with the full number of assessments.

As a Postgraduate Doctors in Training you should discuss your specific ARCP and Assessment numbers with your Educational Supervisor and Training Programme Director at the start of your placement.

Postgraduate Doctor in Training can complete more than the indicative minimum number of assessments in each calendar year on the basis that these are formative assessments intended to support feedback and further learning.

The advice on the minimum number of hours and salary that Postgraduate Doctors in Training can work while maintaining their Skilled Worker/Tier 2 Sponsorship has been updated. It has been confirmed that Postgraduate Doctors in Training on a Skilled Worker and Tier 2 Visas can reduce their hours below the previously advertised thresholds.

VISA INFORMATION

All sponsored Postgraduate Doctors in Training, regardless of whether they hold a Tier 2 visa or Skilled Worker visa, will need to meet the minimum salary requirements of £20,480 per annum when calculated as a percentage of the going rate. To do this the basic salary as outlined in the NHS Medical and Dental (M&D) pay scales.

A helpful guide, based on current pay scales, the minimum hours are set out in the table below: Please note that the minimum LTFT percentage is 50% clinical for a training post as per the GMC.

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade** | **Basic salary (M&D pay scale)** | **Minimum hours to meet salary requirement of £20,480** **per annum** | **Salary per annum** |
| **FY1** | £29,384 | 70% or 28 hours | £20,569 |
| **FY2** | £34,012 | 61% or 24.4 hours | £20,747 |
| **CT/ST 1/2** | £40,257 | 51% or 20.4 hours | £20,531 |
| **CT3 and ST 3/4/5** | £51,017 | 41% or 16.4 hours | £20,917 |
| **ST 6/7/8** | £58,398 | 36% or 14.4 hours | £21,023 |

Postgraduate Doctors in Training are also required to complete an NHS Sponsorship Reporting Form prior to commencing your LTFT as any changes in working hours or salary must be reported to the Home Office.

It is the Postgraduate Doctors in Training responsibility to liaise with your NHSE Local Office and UK Visas and Immigration (UKVI) to ensure that any proposed reduction in working pattern does not compromise your visa requirements.

LTFT Postgraduate Doctors in Training have pro-rota entitlement to study leave days.

STUDY LEAVE

The majority of training programmes have an uncapped budget allowance and this still applies for LTFT Postgraduate Doctors in Training in these programmes. Please check your individual programme or the local study leave policy for further information regarding individual budgets.

**Study Leave On Non-Working Days**

For study leave taken over weekends, bank holidays and days when you would not otherwise be working you can either take time off in lieu or not declare those as time off in the application process (by reducing the number for declared study leave days when submitting the leave request).

If you wish to take time in lieu, you must apply for the original leave date (on weekends/bank holidays/non-working days) prospectively on Accent. Arrangements for taking the time off in lieu should be discussed with employers prior to taking the initial study leave.

For more information regarding study leave please review the NHSE Midlands Study Leave Policy (<https://www.eastmidlandsdeanery.nhs.uk/policies/study_leave/ResourcesGuidance>) or email [CSL.EM@hee.nhs.uk](mailto:CSL.EM@hee.nhs.uk).

As a LTFT Postgraduate Doctor in Training you are entitled to public holidays at a rate of no less than pro rata to the number of public holidays for a full-time doctor, **rounded up** to the nearest half day.

ANNUAL LEAVE

Your public holiday entitlement will be added to your annual leave entitlement, and any public holidays will be taken from the combined allowance for annual leave and public holidays.

The figures in the table below show your entitlement for the year and the bank holiday allowance may fluctuate depending on the number of bank holidays per year. The total allocation may then divided into 4 or 6 month blocks depending on your rotations.

**Annual Leave Entitlement (2016 Junior Doctor Contract)**

**<5 Years NHS Service**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Percentage | | | | | |  |
|  | **50%** | **60%** | **70%** | **80%** | **90%** | **100%** | |
| Annual Leave Allowance | 13.5  days | 16  days | 19  days | 21.5  Days | 24.5  days | 27  days | |
| Bank Holiday Allowance | 4  days | 5  days | 5.5  days | 6.5  days | 7  days | 8  days | |
| Total Allowance | 17.5  days | 21  days | 24.5  days | 28  days | 31.5  days | 35  days | |

**Annual Leave Entitlement (2016 Junior Doctor Contract)**

**>5 Year NHS Service**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Percentage | | | | | |  |
|  | **50%** | **60%** | **70%** | **80%** | **90%** | **100%** | |
| Annual Leave Allowance | 16  days | 19  Days | 22.5  days | 25.5  days | 29  days | 32  days | |
| Bank Holiday Allowance | 4  days | 5  days | 5.5  days | 6.5  days | 7  days | 8  days | |
| Total Allowance | 20  days | 24  days | 28  days | 32  days | 36  days | 40  days | |

**Note:**

ANNUAL LEAVE

Each bank holiday falling on a day a LTFT Postgraduate Doctor in Training normally works will result in a day’s leave being deducted from the total allocation.

Please visit <https://www.gov.uk/bank-holidays> for an updated list of the bank holidays in each calendar year.

If a bank holiday falls on a day not normally worked, then the leave allocation is not changed.

Any additional bank holidays which do not form part of your bank holiday allowance will be taken from your annual leave allowance.

Where a doctor’s working pattern includes scheduled rest days (sometimes known as zero hours’ days) and such a day falls on a public holiday, then the doctor will be given a day off in lieu of the public holiday.

***Examples:***



*Alex is an ST5 in paediatrics who works at 60% WTE. His non-working days are Thursday and Friday.*

*As he has >5 years service, he would receive a combined total of 24 days annual leave (19 days annual leave + 5 days bank holiday allowance).*

*In 2024, there are 8 bank holidays (5 on Mondays, 1 on Wednesday, 1 on Thursday and 1 on Friday).*

*Alex checks his rota and notes that he is not working at all on the bank holiday days. Furthermore, as Alex does not usually work on a Thursday or Friday, he would need to use 6 days of leave to cover his bank holiday period which would leave him with 18 days of annual leave.*



*Jane is a CT1 in General Surgery* working at 80% WTE. Her non-working day is Monday.

*As she has <5 years service, she would receive a combined total of 28 days annual leave (21.5 days annual leave + 6.5 days bank holiday allowance).*

*In 2024, there are 8 bank holidays (5 on Mondays, 1 on Wednesday, 1 on Thursday and 1 on Friday).*

*Jane checks her rota and notes that she is not working at all on the bank holiday days. Furthermore, as Jane does not usually work on a Monday she would need to use 3 days of leave to cover the bank holiday period which would leave her with 25 days of annual leave.*

**FAQs**

FAQs

**Q: Can my request for LTFT be declined?**

A: Yes, although in practice this is uncommon. Applications may be rejected for one of the following reasons

* If necessary supporting evidence has not been submitted
* A detrimental impact of the ability to deliver patient care safely
* A detrimental impact on educational attainment
* An inability to reorganise work amongst existing staff
* An inability to recruit additional staff
* The burden of additional costs

**Q: How do I work out my annual leave and study leave entitlement?**

A: Annual leave and study leave will be calculated on a pro-rata basis i.e. if you are working at 80% FTE (full-time equivalent), you will be entitled to 80% of your FTE annual leave and study Leave.

**Q: Will my monthly salary change if I choose to work LTFT?**

A:  **Yes.** Your salary will be paid at a pro-rota rate to a full-time Postgraduate Doctor in Training.

**Q: Can I have a fixed day/s off, of my choosing?**

A: Employing Trusts will endeavour to support you with a fixed day/s off. For employers to effectively manage rotas, you will need to negotiate with your employing Trust what day/s you do not work. However, when you rotate to a new Trust, these arrangements will have to be discussed and renegotiated with your new Trust, and it may sometimes be the case that your arrangements have to change in your new rotation. Try and make these arrangements with as much notice as possible. Please also consider the training opportunities available to you when considering which days to work/train.

**Q: Will I work on-call?**

A: If the equivalent full-time post has on call duties, then you will almost always be required to work on-call shifts. The specific number of required on-call shifts will vary between training programmes, specialties and will depend on the type of post held. There are a minority of Doctors in Training who have individual reasons for not working on call.

**Q: Can I do locum work?**

A: You are allowed to undertake locum work. If you wish to take this on, please see the following guidance: <https://www.copmed.org.uk/publications/guidance-on-undertaking-additional-work>

**Q: Will my training be extended because I am working LTFT?**

FAQs

A: Yes, your training will be extended as a result of you training LTFT. The table below is a guide for how long you can expect your training to be extended by based on your LTFT percentage.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | Time Training At LTFT | | | | | |
| **6 Months** | **12 Months** | **18 Months** | **24 Months** | **30 Months** | **36 Months** |
| LTFT Percentage | **50%** | 12  Months | 24  Months | 36  Months | 48  Months | 60  Months | 72  Months |
| **60%** | 10  Months | 20  Months | 30  Months | 40  Months | 50  Months | 60  Months |
| **70%** | 8.5  Months | 17  Months | 25.5  Months | 34  Months | 42.5  Months | 51  Months |
| **80%** | 7.5  Months | 15  Months | 22.5  Months | 30  Months | 37.5  Months | 45  Months |

**Q: Can I increase or decrease the number of sessions I am working whilst training LTFT?**

A: Yes. Any changes to LTFT percentages must be discussed with the TPD as this will need to be reviewed in light of the wider training programme and funding available. You must submit a new NHSE Midlands Change in Percentage form at least 16 weeks prior to the anticipated start date of new percentage.

**Q: I am working at 80% whole time equivalent however my overall hours are more than 80% of my full time colleagues - why is this?**

LTFT doctors on the same rota are expected to work a pro-rata equivalent of a full-time colleague according to their specific LTFT percentage. The absolute maximum that an LTFT doctor can work if their full-time colleagues were working 48hrs per week would be:

\* 80% = maximum 38hrs per week on average

\* 70% = maximum 34hrs per week on average

\* 60% = maximum 29hrs per week on average

\* 50% = maximum 24hrs per week on average

Postgraduate Doctors in Training should expect these hours to be spread across a pro-rata reduced number of all shift types (nights, long days, short days etc.), i.e. if a full-time Postgraduate Doctor in Training works 20 night shifts over 6 months, a 50% FTE Postgraduate Doctor in Training should expect to work 10 night shifts over 6 months

**NHS England - Midlands**

CONTACT INFORMATION

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Programmes Team - Secondary Care england.specialtyprogrammes.em@nhs.net

Programmes Team - Foundation england.foundationprogrammes.em@nhs.net

Programmes Team - General Practice england.gpprogrammes.em@nhs.net

Programmes Team - Public Health england.publichealth.midlands@nhs.net

**Individual Trusts**

NUH: [LTFTQueries@nuh.nhs.uk](mailto:LTFTQueries@nuh.nhs.uk) Champion of Flexible Working: Dr Sue Snape

**BMA Flexible Training**

HELPFUL RESOURCES

<https://www.bma.org.uk/advice-and-support/career-progression/training/flexible-training>

**BMA Rota And Rostering Guidance For LTFT Doctors**

<https://www.bma.org.uk/pay-and-contracts/working-hours/work-schedule/managing-rotas-and-duty-rosters-for-junior-doctors-in-england/rota-and-rostering-guidance-for-ltft-doctors>

**BMA Good Rostering Guide – LTFT Doctors Section**

<https://www.bma.org.uk/media/1979/bma-nhse-good-rostering-guidance-may2018.pdf#page=22>

**Health Education England – Delivering Greater Flexibility**

<https://www.hee.nhs.uk/our-work/doctors-training/delivering-greater-flexibility>

**Financial Advice**

<https://www.juniordoctorfinance.co.uk>

**LTFT Trainees Facebook Forum**

<https://www.facebook.com/groups/852147548274259/>