LTFT FAQS

Q. How far in advance should I apply?
A. Applicants should apply to HEE-working across Wessex with no less than 12 weeks’ notice of their proposed LTFT start date; this is in order to comply with the Code of Practice. You must receive written confirmation of stage 1 and 2 (or stage 3 if you are renewing) before you begin to train LTFT. Please note that it may not be possible to accommodate your proposed LTFT training plan straight away.

We would recommend trainees apply 6 months prior to their planned start date of LTFT to ensure all forms and educational plans are in place with plenty of time and notice to employers.

Q. What is the maximum age my children can be to meet the criteria
A. You will be awarded priority for LTFT Training if you have a child up to and including the age of 16 years old, or a disabled child who is under 18 years and receives disability living allowance.

Q. Is the necessity to fill in LTFT funding forms on an annual basis when I am taking up a full time post, that had funding already allocated to it when I started?
A. Yes, the funding application forms allows the Trust (which may be a different employer each rotation) and HEE,W to ensure that your timetable is appropriate for your training and to re-calculate your CCT date based on the percentage you are working.

If LTFT trainees are remaining in the same Trust with no changes to the working pattern, we do require an extension to funding form to be completed; this only requires Educational Supervisor and Medical HR signatures.
Q. **It would be good to clarify the forms, and percentage worked/counted towards training?**

A. The percentage worked is based on the hours of the full time trainees, for example if a full time trainee works 40 hours with the LTFT trainee working 32 hours this would be 80% of the full time hours and therefore 80% counting towards training.

Q. **Can you explain the banding more clearly, it is confusing I work 28 hours so am I F6 0.6 or F7 0.7?**

A. The hours worked are based on the number of hours the full time trainees are working; the difference between F6 and F7 is whether the LTFT trainee is working less than or more than 28 hours as per national guidance. For example, if a full time trainee works 40 hours with the LTFT trainee working 28 hours this would be F7 (0.7 or 70%) whereas a trainee who works 24 hours this would be F6 (0.6 or 60%).

Q. **Increased % working requests**

A. We have noticed a definite rise in the number of LTFT trainees increasing their percentage/hours without prospective approval from the Deanery. The Deanery is obviously concerned that any additional hours that trainees are working are part of a well-rounded timetable that can be counted towards their training.

Therefore can we remind all trainees that if you are thinking of increasing your percentage/hours you must apply to the Deanery via the LTFT Funding Form and receive confirmation from us before you can commence any increased hours.

The Deanery will no longer approve any retrospective applications for increased percentage/hours.
Q. Rostered on-calls on LTFT days off for example I work mon-wed but have been rostered on-call nights mon-thurs or weekend on-calls starting on Friday which means I have arrange childcare. What is the official position on this?

A. LTFT trainees are required to cover shifts in the same way as full time trainees but on a pro-rata basis. This will include weekday and weekend out of hours shifts; this ensures that you have the same training opportunities as full time trainees.

LTFT trainees are advised to be as flexible as possible over their days of work to ensure all training opportunities are available to them.

Q. Training days on LTFT days off?

A. The programme for a LTFT trainee should contain the same educational elements as a full time trainee. If a training day occurs on the same day each week or month, LTFT trainees are advised to have this day as one of their working days. For example in Core Psychiatry the regional teaching is held on a Thursday where all LTFT trainees will be expected to have a Thursday as a working day, in Paediatrics Tuesday is the regional teaching day.

Q. ARCPs & LTFT training

A. All doctors should have an annual review of competency progression (ARCP). LTFT trainees also require an ARCP at or prior to a training gateway. This could mean more than one in a calendar year. The gateway ARCP will be the anniversary date for the next ARCP.

Q. Accrued Annual leave on maternity

A. This is addressed in NHS Terms and Conditions.
Q. **Calculation of CCT dates**

A. Individual doctors are encouraged to monitor any changes in CCT date related to % time in training and period of leave. This should be confirmed with the relevant Programme Manager.

Q. **Implications of new contract**

A. This is essentially an employment issue. If any individual education or training issues arise for LTFT doctor these need to be raised with HEE Wessex.