Trainee Guidance for Less Than Full Time Trainees (LTFTT) in General Practice
- COGPED 2012

Part-time specialty registrar placements in general practice

The part-time timetable should be based on a full-time registrar working in the same practice. The GMC requires the part-time registrar to work the same percentage of clinical sessions, educational sessions and out of hours (OOHs) as a full-time registrar. The registrar cannot reduce the number of clinical sessions but continue with a 100% of educational activities. At the end of their period of training as a part-time registrar they should have completed the same amount of clinical and educational training as a full-time registrar.

For the purposes of this guidance one session equates to four hours and a full-time working week comprises 10 sessions (COGPED guidance), which equates to 40-48 hours per week including OOHs.

ARCP Panels

All Trainees must have an Annual Review of Competence of Progression (ARCP) to make a judgement about the trainee’s suitability to progress to the next stage of training (“Gateway”) or confirm training has been satisfactorily completed.

The purpose of the ARCP panel is to ensure that trainees have engaged with the training process; have undertaken WPBA and are making satisfactory progress for their stage of training and will fulfil the requirements of future trainee revalidation.

No period of LTFTT can be approved for certification without documented evidence (in the e-portfolio) demonstrating their progression in training and education during the reviewed period.

The LTFT Trainee will be subject to an ANNUAL ARCP PANEL regardless of the length of equivalent full time training they have completed. The annual panel may also act as a GATEWAY PANEL to allow transition from ST1 to ST2 or from ST2 to ST3 or for final certification and application of a CCT.

The LTFT Trainee will still be required to have a separate GATEWAY PANEL to allow progression to the next stage of training (i.e. ST1 to ST2, etc) if it does not coincide with a Annual ARCP, which may mean more than one ARCP panel in any calendar year.

WPBA Requirements

For ANNUAL ARCP PANELS (calendar)

- Annual panels, which are not at the gateway points in training, will review engagement and progress with training.

- As a guide, the indicative number of assessments that would normally be expected will be the pro rata equivalent of a Full Time Trainee.
• However, it may be more than the pro rata equivalent; this will depend on the trainee’s performance, progress and any recommendations from the previous review.

For GATEWAY ARCP PANELS (at transition between ST years)

• The trainee must provide the minimum amount of evidence specified by the RCGP for satisfactory transition from one training stage to the next.

See the RCGP website for details of WPBA requirements for Full Time and LTFT Training.