

Guidelines on Less Than Full Time Training for GP Trainees

The Less Than Full Time Training (LTFTT) Guidelines for Training Posts were updated by the Department of Health in October 2005. This document summaries current guidance and practice for **Hospital training posts** in GP Training Programmes in the Wessex Deanery.

For LTFTT placements in the GP Training posts please contact the Patch Associate Dean

All applicants need to meet the Less Than Full Time Training (LTFTT) eligibility criteria which are normally **reviewed annually for each individual**. Application by GP Trainees in Hospital Posts must be made to the GP School of the Deanery. (Please download form B) with the support and approval of the Patch Educational Team.

Eligibility

Category 1 applicants have priority and the Deanery will support all Category 1 applicants.

Access to Category 2 funding is dependent on individual circumstances and funding availability.

- Category 1: These are doctors in training with disabilities or health problems, the responsibility of caring for children, a partner, relative or other dependent(s). These result in the individual being professionally disadvantaged by their circumstances and less able to fulfil their potential on a full-time rather than a part-time basis
- Category 2: These are doctors in training with unique opportunities for other professional or personal development.

All applicants must also

- EITHER already have secured a place on or have already commenced a GP Training Programme
- OR will be required to apply for such schemes through the National GP Recruitment process, having already secured FTP approval.

All trainees in GP training Programmes can only be appointed through the National Recruitment process, and equal opportunity rules will apply throughout.

Candidates who have been granted approval for LTFTT and were successfully appointed to a GP Training Programme (these include both Hospital and GPStR training posts) following the National Recruitment process, can be offered the opportunity to commence a Less Than Full Time Training **only when funding has been confirmed**.

Candidates who already have a confirmed or have commenced a GPStR post and wish to undertake part time training will be managed separately through the GP School and Patch Associate Dean. (see separate guidelines on "Planning the LTFTT in GPStR posts")

Planning the Timetable

LTFT training guidance requires that all training posts are undertaken on a pro-rata working arrangement of the substantive equivalent Hospital post. The timetable should therefore include **pro-rata day time working, on-call and out-of-hours of the full-time** equivalent training post in the same grade and speciality.

The maximum training that can be approved with in a LTFTT post with no out-of-hours work at night and weekends is six months. Therefore within the overall planning of the Hospital rotation a pro-rata out-of-hours commitment needs to be incorporated in all but one of the programme posts

Some full-time Hospital posts may not normally include any out of hours, e.g. Sexual Health/GUM, A+E, Public Health, Community Paediatrics etc., so a part-time post in these departments will not require additional out of hours work planned into an approved programme.

It is therefore important when devising any programme or plan for LTFTT that only one post is exempt from the out-of-hours rule, unless it is in a speciality which does not require this

The programme should include:

At least 18 months full time employment (or its equivalent part time) as a GP Registrar, under the supervision of an approved GP trainer must be included in the training programme to qualify for a CCT.

At least 12 months full time employment (or the equivalent part time) in hospital training posts approved for GP training in relevant hospital specialties.

The remaining 6 months may be made up from further appropriate Hospital Speciality posts or time as a GPStR .

The total length of the training programme must be 3 years full time or it's equivalent in LTFTT. The GP Trainee is required to register as an Associate in Training (AiT) with the RCGP Certification Unit at the start of the GP 3 year training programme

Planning the Programme and GMC Approval

Approval of a GP Approved programme Slot Share or Part time substantive post is through the usual Deanery/RCGP approval process

Approval for Supernumerary posts however requires individual post approval in advance even where the full-time posts in the department already have approval for GP training on a Form B submitted to the Deanery

Detailed local planning, supervision and local attachments in the Hospital Trusts will be arranged in consultation with the Patch Associate Dean and GP Educational team

Approval for the Overall Training Programme will be granted by the GP Head of School on an individual basis in writing following review of the documentation.

Post Allocation Process

For GP Trainee's who have meet the above DH and Deanery criteria are approved for a LTFTT programme and who have confirmed funding, the following guidelines for post allocation will apply to Hospital posts. GPR placements are managed under a separate budget allowing for greater flexibility in allocation and planning usually managed by the Patch Associate Dean;

All approval LTFTT programmes are dependent on SHA funding availability.

General Management of all LTFTT scheme is co-ordinated by the Deanery and they should be copied into all plans and correspondence by the GP Education Patch Team and Office.

Allocation of training posts for LTFT Trainee's will be offered in the following priority and are dependent on approval of additional funding by the host Hospital Trust;

Remain or start in a existing GP approved Speciality Training post and work as;

1. A 60 % **Slot Share** with another LTFT Trainee of similar or equivalent grade in a GP or other Speciality Training programme. Or
2. Work at **Reduced Sessions** with the agreement of the Hospital Trust which is required to cover the remaining sessions.

Rotation dates remain in line with other GP Programmes.

3. Go on to the SHA waiting list for **Supernumerary** and Trust (On-Call) Funding.
 - Posts require prior approval by the Deanery (complete PMETB Form B and submit to the Deanery)
 - On-call pro-rata of the equivalent substantive post is required for all but one post (maximum 6 months) under the DH Guidelines
 - Approval for funding of these posts will only be given if options 1 and 2 are not possible and will be reviewed at each approval.
 - Rotation dates are planned flexibly around the needs of the training programme.
4. Start in original post Full time pending funding availability for above.
5. Stay on leave until funding is available.

Annual Review

All approvals must be reviewed on an Annual basis to check continuing qualification for the scheme and **were possible existing supernumerary trainees** must be placed in either a Slot Share or Reduced Sessions attachment in a Full Time post **if such positions become available**.

Post Composition

All posts must equate to a minimum of 3 months of full time to count for RCGP/PMETB approval

Top up training in the same speciality (if a prior post is equivalent to less than 3 months in total) should be for at least 1 calendar month, unless the gap is for sick or maternity leave and the post is "continuous".

The RCGP may accept some posts of less than 3 months **by prior arrangement** if the Trainee has at least 12 months in approved Hospital Training in their programme.

The LTFTT may be required to train in a different Hospital Trust to original programme.

Working at 60 % is the Deanery preferred recommendation though it is possible to work at other amounts (i.e. 50-80%). If the Trainee opts for LTFTT at 50% in a 6 month post this will only equate to 3 months of approved training

and carries a significant risk of not being compliant with the RCGP/GMC regulations for approval if there is any additional unscheduled leave (i.e. sick/compassionate leave etc)

The minimum Deanery and COGPED recommendation for LTFFT is not less than 50% of Full Time, though under European law, less is possible.

The final programme should where possible contain 18 months in GP training, if not this should be notified to the Final ARCP so that the appropriate assessment and documentation required for Certification can be completed.

All GP Training Programmes need to contain an appropriate “balance” of Specialties for approval by the RCGP

Additional GMC approval for LTFTT programmes is not required as this is already accounted for under the existing approved Deanery programme numbers.

If OOP training or research posts are required for Certification then prior approval is required from GMC.

CEGPR-CP

If a GP Training programme is shortened or radically altered from the normal posts or programme then approval from the GMC may be required under the CEGPR or CEGPR-combined programme regulations, **check with them before commencing**.

GPR/ST1&2 and GPStR/ST3 posts

GPR placements are managed under a separate budget allowing for greater flexibility in allocation and planning and are usually managed by the Patch Associate Dean.

Contract

The Contract should be altered in line with any changes in working arrangements and dates.

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The total sessions of study leave of a full time ST are taken on a pro rata basis and should include the GP ST programme or its planned equivalent

The total holiday leave allowance for a full time ST are taken on a pro rata basis

If the time table also has an effect on the attendance at the GP ST Training workshops this must be discussed with the Programme Directors

PAY 1/2 Forms for GPStR posts

The appropriate details need to be completed on the PAY 1 form showing percentage worked and the correct finish date, use the table below, (you may however check with the Deanery if you are uncertain on this). If there is a change in the part time working in an already approved post (i.e. Full time to LTFTT or a change in the percentage of

LTFTT) then a correctly completed PAY2 must be submitted after agreement and support by the Patch Associate Dean.

Duration

If planning or considering a change to a LTFTT programme it is essential to review this and have the support of the Associate Director.

The length of the training period will need to be extended!! Please use the table below to help calculate this.

Change in length of Programme from Full to LTFTT

“Easy Reckon-er” for Months!

Months	@ 90%	@ 80%	@ 70%	@ 60%	@ 50	@ 40%	Plus	Days required
Month = 30 days								Month = 30 days
1	1.1	1.3	1.4	1.7	2.0	2.5		0.1 3
2	2.2	2.5	2.9	3.3	4.0	5.0		0.2 6
3	3.3	3.8	4.3	5.0	6.0	7.5		0.3 9
4	4.4	5.0	5.7	6.7	8.0	10.0		0.4 12
5	5.6	6.3	7.1	8.3	10.0	12.5		0.5 15
6	6.7	7.5	8.6	10.0	12.0	15.0		0.6 18
7	7.8	8.8	10.0	11.7	14.0	17.5		0.7 21
8	8.9	10.0	11.4	13.3	16.0	20.0		0.8 24
9	10.0	11.3	12.9	15.0	18.0	22.5		0.9 27
10	11.1	12.5	14.3	16.7	20.0	25.0		1.0 30
11	12.2	13.8	15.7	18.3	22.0	27.5		
12	13.3	15.0	17.1	20.0	24.0	30.0		

Select remaining Fulltime months from Months column and read across to % Trainee will return at to determine new length of training, i.e. 6 mths at 70% becomes 8.6 months. To determine exact number of days that 0.6 equals read from second table where 0.6 = 18 days, therefore extension is 8 calendar months and 18 days (includes weekends).