

Full Time and Less Than Full Time GPR Training in GP Placements

1. The normal week for a GP Trainee at ST1/2/3 in a training practice placement (excluding the out-of-hours training) will comprise 10 sessions where the usual length of a session is 4 hours and should be broken down as follows:
 - 7 **Surgery based sessions to include the “in practice education”**,
 - 2 **structured educational sessions** (includes Mandatory Study Programme),
 - 1 planned **independent educational session**.
 - In practice teaching (tutorial) is nominally one session per week, and is to be included in the 7 Clinical sessions. There must be a scheduled minimum of 2 hours fully protected teaching (tutorial time) in addition to the remaining educational time of this session spread across the clinical week.
 - Out of Hours training is in addition to the above.
 - “Extended Hours” is part of the practices normal weekly timetable and GP Trainee’s are expected to undertake some supervised work and training in these sessions.
 - Each practice must clearly define the working week in the (BMA) contract as this may vary from practice to practice.
2. A degree of flexibility may be required from time to time in order to meet training needs i.e. **increasing either the number of educational or clinical sessions in order to gain specified competencies** (having decreased the number of clinical or educational sessions accordingly/respectively).
3. The GP Trainee will be expected to have had experience and training in all aspects of GP care and provision, this will include some experience of the “Extended Hours” surgeries but all training must continue to comply with the European Working time Directive.
4. Trainees need a reasonable balance of all types of practice provision and clinical experience and this should include the opportunity to work (under supervision) in another GP surgery, visit and experience Walk in Centres and any other appropriate local Primary Care provision.
5. The trainee must remain supernumerary to the provision of practice service commitment and work alongside or in addition to a Clinical/Educational supervisor with teaching built into all sessions which should be logged on the e-portfolio and record the activity and its setting.

The European Working time Regulations

6. The Wessex Deanery recommends that all GPR training must be compliant with the EWTR of a maximum 48 hours averaged across the training attachment.
 - Surgery Working week = 52.5hrs (GMS) plus Extended hours

- GPR Training week = 40 hrs (Wessex Deanery; 10 sessions see BMA Contract)
- Usual Session length; = 4 hours (This may on occasion vary to meet work or Educational needs)
- EWTR maximum = 48 hrs per week (averaged over a reference period)
- Continuous = 13 hrs per day (with 11hrs continuous rest in 24hrs)
- = And 24 hrs continuous rest in 7 days
- = And 20 minute break in work periods over 6 hrs
- Night workers = no more than 8hrs work in 24hrs

7. Occasional variation from week to week may occur over a reasonable time period however the EWTR regulations must be complied with.

A Typical week may look like this;

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|----------------|---|---|-----------------------------|----------------------------------|----------------------------------|--------------------|--------|
| AM Session | Surgery & Short Teaching session | Min 2 hrs Protected Tutorial (may also include a short surgery) | Educational Leave Session 1 | Surgery & Short Teaching session | Surgery | | |
| | Visits | Visits | | Visits | Visits | | |
| PM Session | Surgery | Surgery Don't forget EWTR rest periods | Educational Leave Session 2 | Personal Learning | Surgery & Short Teaching session | | |
| Extended Hours | | Occasional Session | | | | Occasional Session | |
| Out of Hours | ST1 and 2 are required undertake 36 hours Educational Activity across 6 months ST3 are required to train & work 72 hours across 12 months All OOH sessions must be documented and logged (scanned) into the e-portfolio using the OOH record form, | | | | | | |

Study Leave

8. Different amounts, purposes and the type of Study leave applies to ST1/2 GP posts from that permitted in the ST3/GPStR year.
9. ST1/2 GP Trainee's in Hospital posts fall under their individual Hospital Trust policies and Guidelines. They should however be able to attend the month GP Patch day and take study leave to meet with their Trainer in the practice (minimum 2 days per 6 months)

Seniority/Pay grade & Holiday leave (see BMA contract and Handbook)

10. Trainees (ST) are paid at a specified point on the GPT pay scale according to their years of seniority, counted from their 1st post after Foundation starting at the ST00 pay point of the scale with an annual incremental increase.

| | | |
|---------------------------------|---------------------------|---------------------------------|
| ST1 year of Training is usually | paid at ST00 on the scale | Holiday Leave = 25 working days |
| ST2 year of Training is usually | paid at ST01 on the scale | Holiday Leave = 25 working days |
| ST3 year of Training is usually | paid at ST02 on the scale | Holiday Leave = 25 working days |
| ST4 year of Training is usually | paid at ST03 on the scale | Holiday Leave = 30 working days |

11. Most Trainees in their ST3/GPStR will have gone straight from foundation to ST1 GP Training posts and therefore will be at the ST02 pay point of the scale and entitled to 25 days paid holiday leave.
12. Some Trainee's may enter a GP Training programme at ST1 level with 1 or more years seniority at ST grade (or higher) and be higher up the pay scale (IE ST1 but paid at ST03 pay point) and be entitled to 30 days paid holiday leave
13. The BMA/Trainee contract should be amended to show the correct amount of leave permitted.

Sick Leave

14. Any Non-Holiday leave (sick, maternity, paternity, jury etc) exceeding 2 weeks in any calendar year requires an extension to the training programme.
15. The GP Trainer/Practice Manager should keep a full record of the Trainee's attendance while employed in their Practice and inform the GP Training patch Office of any period of non-holiday or study leave that exceeds the 2 week allowance in a ST3/GPStR training year or in a 6 month training period any absence as in a training year (i.e. ST1/2) the cumulative absence may exceed the 2 weeks across the combined Hospital and GP posts in that ST year.
16. The hospital Trust will normally document sick leave in the Trainee's electronic intrepid file which will be reviewed prior to each ARCP panel.
17. However it remains the Trainee's responsibility to make certain that the GP Patch Office is **aware of all extra leave** over and above permitted leave for whatever the reason that might affect final Certification and this should be done as soon as possible. Documenting this on the e-portfolio in addition is recommended.

Planning a Part Time Week (Less than Full Time Training) in GP Posts

To apply for LTFTT in Hospital posts please see separate Deanery Guidance

To apply for LTFTT in a GPR(ST1/2) or GPStR(ST3) post please speak to Patch Office for planning and authorisation.

18. The attached tables (these are only a suggested guide) are to assist in planning a part-timers working time table and week.

19. A flexible approach to the weekly plan should be considered with possible options being:

- More time or sessions being committed during the GPT/ST3 Mandatory Study Programme (DRC) term time but less when outside term but with an annualised salary based on the % agreed plan.
- Although a session should be 4 hours it is recognised that some sessions may be longer while others shorter, but the overall full-time working week should on average be 40 hours or the agreed % thereof. (averaged over a reference period)
- Programme Directors like GPTs to attend the GPStR Mandatory Study Programme (MSP) every week to avoid disruption. A part-time GPT would be better to choose to attend every week for a year and then do other activities for the remainder of their training.
- If the GPT wants to continue going to the MSP beyond a “full academic year” it should only be on the basis of a specific identified learning or educational need and be part of the learning plan agreed with their GP Trainer or as an extra session on a voluntary basis and with the agreement of the Course Programme Directors.
- A GPT working 50% may also choose to go to the MSP during term time and have their Personal study sessions during the academic holidays
- Extended hours and OOH requirements remain and should be arranged across the extended training pro-rata.
- Some degree of flexibility around educational activities is acceptable providing it is at the appropriate percentage and supports the GPR’s learning needs.

Some Ways to consider the Week!

A Guide to Planning the GPT's Part-time Training in sessions;

| Sessions per week | Full-time | 90% | 80% | 70% | 60% | 50% |
|------------------------|-----------|-----|------|------|------|------|
| Sessions | 10 | 9 | 8.00 | 7.00 | 6.00 | 5.00 |
| Surgery based sessions | 7 | 6.3 | 5.60 | 4.90 | 4.20 | 3.50 |
| | | | | | | |
| Clinical | 6 | 5.4 | 4.80 | 4.20 | 3.60 | 3.00 |
| Practice Teaching | 1 | 0.9 | 0.80 | 0.70 | 0.60 | 0.50 |
| Structured Education | 2 | 1.8 | 1.60 | 1.40 | 1.20 | 1.00 |

| | | | | | | |
|-----------------------|---|-----|------|------|------|------|
| Independent Education | 1 | 0.9 | 0.80 | 0.70 | 0.60 | 0.50 |
|-----------------------|---|-----|------|------|------|------|

OR you can use hours per week;

| Hours per Week | Full-time | 90% | 80% | 70% | 60% | 50% |
|-------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| Hours | 40 | 36 | 32.00 | 28.00 | 24.00 | 20.00 |
| EWTR max allowed (equivalent) | 48 | 43.2 | 38.40 | 33.60 | 28.80 | 24.00 |
| | | | | | | |
| Clinical | 24 | 21.6 | 19.20 | 16.80 | 14.40 | 12.00 |
| Practice Teaching | 4 | 3.6 | 3.20 | 2.80 | 2.40 | 2.00 |
| Structured Education | 8 | 7.2 | 6.40 | 5.60 | 4.80 | 4.00 |
| Independent Education | 4 | 3.6 | 3.20 | 2.80 | 2.40 | 2.00 |
| Total | 40 | 36 | 32 | 28 | 24 | 20 |

This "guide" is to ease planning but also to encourage a pragmatic and flexible approach to planning a LTFTT week.

Annual Review of Progression of Competency Panels (ARCP)

20. The ARCP panel's review the Trainee's training progress on an ANNUAL basis regardless of length of equivalent training reached. The ESR will need to be completed on a 6 monthly basis even if the trainee is Out of Programme on maternity/sick/other leave. The trainee will also have a GATEWAY ARCP which is completed when transitioning from one ST year to the next. This means that each LTFTT may have more than one ARCP per calendar year.

ePortfolio

21. For full up-to-date details on the training requirements and assessment workload of LTFTTs please go to the RCGP website:

<http://www.rcgp.org.uk/gp-training-and-exams/mrcgp-workplace-based-assessment-wpba/less-than-full-time-trainees.aspx>

22. There is a pro rata reduction in the number of assessments that a LTFTT has to do during every review period (a six month block of training).
23. In all phases of training a part time trainee needs to do the same assessments as a full time trainee on a pro-rata basis even if this is a short post.

24. The only exception to this is if the ARCP have requested additional assessments to be carried out

Length of Training

Please again use this table to plan extended training period and complete a

- PAY1 for all initial applications for Full time or Less than Full Time training.

Or a

- PAY2 if there is any change or alteration to an existing GPT post or dates

“Easy Reckon-er” for Months!

| Months | @ 90% | @ 80% | @ 70% | @ 60% | @ 50 | @ 40% | Plus | Days required |
|------------------------|-------|-------|-------|-------|------|-------|------|------------------------|
| <i>Month = 30 days</i> | | | | | | | | <i>Month = 30 days</i> |
| 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