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| **Less Than Full Time Training (LTFT)**  Application to establish criteria.  Please ensure you **fully** complete this form  Incomplete applications with missing information will be returned and start date may be delayed | | | | |
| **Name:** | | |  | |
| **Home Address:** | | Training programme (specialty) you are/will be in:  (F)Training Programme Director (F)TPD details  Full Name:  email: | | |
|  | | |
| Grade/level you will be when starting LTFT: | |  |
| Mobile phone number: |  | Date you started, or expect to start, on the programme: | |  |
| GMC number: |  | Are you on a Tier 2 or Skilled Worker Visa? | |  |
| Type of supporting document:  see \* |  | Date supporting document will be available if not included yet: | |  |
| Personal email: |  | If already on programme, current base/hospital/location: | | |
| Date of birth:  Gender: | F M Other Prefer not say |

|  |  |
| --- | --- |
| REQUESTED START DATE for LTFTT**:…………………………………………**  *NB we require 3 months’ notice of your intention to train LTFT. This is to support the training programme and the employer who will need to make the necessary adjustments to contracts and to the rota’s and working arrangements. A shorter lead in will be considered in exceptional circumstances for example issues relating to health* | |
| Criteria under which you are applying (see attached guidance) please select the most appropriate category:  If not applying under criteria 1or 2 please provide any additional information you feel will support your application:  **Training Programme Director to complete**: *NB trainees with an underlying health issue should have an OH assessment/medical report and should not be applying solely for wellbeing indications. If there is uncertainty, please do contact the AD for LTFT (Dr Anne Edwards.* [*anne.edwards34@nhs.net*](mailto:anne.edwards34@nhs.net) *) for advice*   * State where the trainee will be doing the attachment * Proposed or confirmed **percentage** of less than full time training (*this will depend on the training programme and the needs of the employer*)………………………………… * Job share (preferred) ***NB trainees allocated to a job share will need to agree a pattern of work that covers the whole working week. There is no expectation that Trusts/training programmes will be responsible for cover if two trainees work overlapping days****.* * Proposed start date ……………………………………………….. * Any other relevant information   Training Programme Director approval of application:  Training Programme Director Name : ………………………………………………………….Date…………………….  Training Programme Director Signature : …………………………………………………………………………………..  \*Additional documents required to accompany the application criteria 1&2:   * If your reason for this request is responsibility for existing children, you will need to send a copy of their **birth certificate**(s) * If you are still on or about to go on maternity leave, confirmation of your eligibility under this criterion will be subject to receipt of the birth certificate when this is available * If you are requesting LTFT for health reasons, we require a copy of an **Occupational Health** or other **medical report** supporting the application * If you are applying because you are directly caring for an ill/disabled partner, relative or other dependent we require a copy of a medical report confirming the needs of your dependents and that you are directly responsible for their care | |
| **I confirm the following:**   * I understand that my less than full-time training arrangements will be regularly reviewed (usually annually). * I understand that I can request, but do not have a right to, a particular percentage of wte hours of work * I understand that I will be expected to work the same % out of hours as standard daytime work (unless there are OH reasons for a different work pattern) * If allocated to a slot share I understand that it is my responsibility to agree with my slot share partner a pattern of work that covers the whole working week * I also understand that, depending on educational/training requirements, I may be required to work on specific days in the working week | |
| **Signed: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . ..** | **Date: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .. .** |

**Please return this form plus any evidence required to:** [England.ltft.tv@nhs.net](mailto:England.ltft.tv@nhs.net)

The eligibility of this application has been agreed and processed

by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date……………………

Final Decision of application if different from original request:

Hospital \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Percentage \_\_\_\_\_\_\_\_\_\_\_\_\_Proposed Start Date \_\_\_\_\_\_\_\_\_

TPD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EPM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GUIDANCE (adapted from the national SOP)**

Applications for Less than fulltime training

All employees have a [legal right to request flexible working](https://www.gov.uk/flexible-working) – not just parents and carers. All doctors in training can apply for LTFT training and section 3.123 of the Gold Guide provides a list of illustrative examples for requesting LTFT training: -

1. Trainees with a disability or ill health – This may include ongoing medical procedures such as fertility treatment.

2. Trainees (men and women) with caring responsibilities (e.g. for children, or for an ill/disabled partner, relative or other dependant)

3. Welfare and wellbeing – there may be reasons NOT directly related to disability or ill health where trainees may benefit from a reduced working pattern. This could have a beneficial effect on their health and wellbeing (e.g. reducing potential burnout).

(NB HOS/TPDs/ES should ensure that any trainees with potential health issues are assessed and reviewed by OH to ensure appropriate support and oversight is in place to support their training. Trainees with health issues would not usually apply under the health and wellbeing criteria

4. Unique opportunities – a trainee is offered a unique opportunity for their own personal/professional development, and this will affect their ability to train full time (e.g. training for national/international sporting events, or a short-term extraordinary responsibility such as membership of a national committee or continuing medical research as a bridge to progression in integrated academic training).

5. Religious commitment – a trainee has a religious commitment that involves training for a particular role and requires a specific time commitment resulting in the need to work less than full time.

6. Non-medical development – a trainee is offered non-medical professional development (e.g. management courses, law courses or fine arts courses) that requires a specific time commitment resulting in the need to work less than full time.

7. Flexibility for training and career development with the option to train less than full time with flexibility that might enable development of a broad career portfolio

All well-founded reasons will be considered. Support to progress the application will be dependent on the capacity of the programme and the effect the request may have on the training available to other doctors in training on the programme.

It is expected that all those applying due to disability or ill health and caring responsibilities (1/2 above) will be accommodated.

**PLEASE READ AND FAMILIARISE YOURSELF WITH THE POINTS BELOW**

**Out of hours (OOH) commitments**

Trainees working LTFT are expected to do the **SAME** percentage OOH as their daytime commitment (unless there is specific OH guidance). For example if you work 60% LTFT you should expect to work 60% OOH, regardless of the specialty you are working in.

**Agreement to LTFT working**

Support at the Deanery level does not **automatically** mean that a trainee will be able to work LTFT. We ask that you discuss your plans with your ES/(F)TPD in advance of applying.

**Application Windows**

Some schools (for example General Practice and Acute Medicine) receive large numbers of applications from trainees wishing to work LTFT. This may mean that you must apply within a specific window, usually at least three months ahead. This allows the school to consider all the applications they receive together, so that they can be prioritised when not all applications can be accommodated or where administrative/rota arrangements need to be put in place

Examples of windows (Medicine) who require 4 months

*Application window examples:*

* *By 11th April for consideration of LTFT for 1st August start date*
* *By 12th October for consideration of LTFT for 1st February start date*

*We recognise that standard rotation dates can vary, and the same principle will be applied with the application date closing 16 weeks before the start date.*

**Percentage Hours for LTFT trainees**

Trainees can indicate a preference for the % of LTFT working (90% or less). However, there is **NO GUARANTEE** that the TPD or the employer will be able to offer a particular %. The % offered will depend on the capacity of the programme to accommodate the LTFT applicant, and the needs of the employer when considering service commitments.

This may not apply for those with health issues where OH advice will be followed.

**Working days**

Days of the week worked in a LTFT post are determined by the School/TPD, considering trainee preference where possible. This will ensure that the quality of training and educational requirements of all trainees are met.

Trainees should also be aware that days of the week may need to be changed to ensure training and educational needs are met. In this circumstance trainees will be given at least 3months notice of this requirement.

**Requests to change percentage hours worked**

Once a trainee has been accepted for LTFT at a particular percentage, any request to change will need to be considered and agreed by the TPD/HOS. Trainees should plan these requests at least 3 months in advance.

Please be aware that whilst trainers will always try and respond positively to such request’s adjustments may not always be possible, or there may be a delay in effecting change. No trainee has a **right** to expect the training programme to accommodate such requests.

**Job/Slot Share Arrangements**

The preferred option for many HETV training programmes is for two trainees to job share, usually with each trainee working at 60%. It is the responsibility of trainees in a job share slot to agree individual patterns of work that ensure the whole working week is covered. There is no capacity/requirement for Trusts to provide additional locum cover for gaps that might arise because of ‘clashing’ preferences.

Trainees may not always start in a slot share but if one becomes available, they may be required to move into a slot share arrangement.

**Locum/additional work**

LTFT trainees are permitted to take on additional work. This should not impact training. It would also be unusual to take on **regular** additional work such that the trainee is effectively reverting to fulltime employment.

All additional work should be discussed in advance with the ES and declared annually on the scope of practice form.

**Tier 2 or Skilled worker visa**

Trainees who are subject to Tier 2 or Skilled Worker sponsorship need to ensure they meet the relevant requirements.

More information can be found here:-

https://www.gov.uk/skilled-worker-visa

**Annual review**

All LTFT trainees will be reviewed annually.

**APPEALS**

It is the responsibility of the Associate Dean for Less Than Full-time Training (or the Postgraduate Dean in certain circumstances) to review applications and consider the criteria under which the application has been made.

The HOS/TPD/Employer are responsible for final decisions about implementing such requests. It is expected that applications that fall under the first two criteria (disability or ill health and caring responsibilities) will be supported and implemented.

Applications that fall under the other criteria may not necessarily be supported, or they may be supported in principle but there may be a delay (>3months ie the applicant joins a waiting list) in implementing.

Where there is dispute about a delayed or rejected application the following process should be followed: -

Step 1: If an application has been made on Welfare/Wellbeing grounds the HOS/TPD should meet with the trainee and confirm that it does not require reclassifying because of ill health/disability. In the event of reclassifying the criteria an OH assessment and recommendations will be required.

Step 2: A discussion between the TPD/HOS and the AD for LTFT to determine whether the decision was reasonable and aligned with local guidance (as above), or to arrive at a compromise.

Step 3: If a consensus cannot be reached the application will be reviewed by the PG Dean and one other independent Associate Dean to make a final recommendation.

Dr A. Edwards MA FRCP

AD for LTFT

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