

Frequently asked Questions

Non-Working Day(s)

It is not possible to allocate a fixed non-working day as part of the LTFT process. During the application process, you will be expected to liaise with your host placement to negotiate rota arrangements. During these negotiations, you may request a certain non-working day, however your placement is not required to grant this if they cannot support due to service or educational needs.

Working Patterns

During the LTFT application process, you will work with your CS/Rota Coordinator to draw up a template rota that will cover the required educational and clinical aspects of your training within your LTFT hours.

Pay

Pay is determined by the % of working against the WTE rota and therefore has multiple variations which would be difficult to set out here. The BMA has produced a guide explaining pay and the link can be found [here](#).

Annual Leave and Bank Holiday Working

Annual leave is calculated based on duration of NHS service:

☐ Less than 5 years = 27 days annual leave + 8 bank holidays (if you work full time)

☐ 5 years or more = 32 days annual leave + 8 bank holidays (if you work full time)

This is 5 calendar years NOT 5 full time equivalent working years

TFT leave is calculated as per the following examples:

Working LTFT 60% with less than 5 years in the NHS = $(27 + 8) \times 0.6 = 21$ days TOTAL (this includes bank holiday allowance) • Working LTFT 80% with more than 5 years in the NHS = $(32 + 8) \times 0.8 = 32$ days TOTAL (this includes bank holiday allowance)

Maximising Educational Opportunities whilst Working LTFT

You may find that working LTFT restricts training opportunities for some activities/meetings/clinics etc. that only fall on your non-working day(s). If this is the case, please work with your ES and CS to see if you can be flexible with your non-working day(s) on certain weeks in order to attend. It is recognised however, that you may not be able to move non-working days due to arrangements such as childcare. If you are worried about missing training opportunities, please speak to your ES/TPD for further support.

Attending Mandatory Weekly Teaching

You will still be required to attend mandatory weekly teaching sessions, the number of teaching sessions that you must attend per rotation will depend on your LTFT percentage, the placement you are on and the sessions you have already attended. Please discuss this aspect of your training with your ES /TPD during the LTFT application process.

ARCPs

Working LTFT will usually result in your ARCP being out of sync with the full-time cohort. This is not something to worry about and the ARCP panel members are used to scheduling and panelling out of sync Resident Doctors. If you are unsure as to the number of competencies you will need to have by your panel date, please speak to your ES/TPD and check well in advance of your panel.

Impact on Expected CCT Date

Going LTFT will change your expected CCT date and lengthen the amount of time you spend in training. To have your expected CCT date calculated, please contact your PSO. For queries relating to CCT date change and visas, please contact england.sponsorship@nhs.net directly.

If your LTFT application is approved, the LET will issue you with an extension to contract letter to ensure that your employment with them covers the duration of your training.

What hours do LTFT trainees work?

When you apply to train LTFT, you will be asked what percentage you wish to work (you cannot train at less than 50% except in very exceptional circumstances, which would be discussed on an individual basis).

Full time training equates to 100%.

Percentage	Working Time Equivalent	Hours Worked (per week)
100%	1	40 to 48
80%	0.8	32 to 38.4
70%	0.7	28 to 33.6
60%	0.6	24 to 28.8
50%	0.5	20 to 24

The variability in your hours worked depends upon the contracted number of hours that your full-time colleagues are working on each rota and on your individual work schedule

Locum Work

LTFT postgraduate doctors in training are not precluded from undertaking additional work although they should ensure that in undertaking this work, they practise according to the GMC's standards in Good Medical Practice and that there is not a negative impact on their training. They should ensure that the Postgraduate Dean, as their designated Responsible Officer, is aware of all additional work undertaken by use of their annual Form R or SOAR submission. Further information is available on the Conference of Postgraduate Medical Deans website (COPMeD | Guidance on Undertaking Additional Work).