

## **Less Than Full Time Trainee Reference Guide for the Stoke School of Anaesthesia, 2019**

This guide contains information relevant to Anaesthetic trainees in the Stoke School of Anaesthesia as well as Trainers and Rota Co-ordinators in the School.

### **LTFT Application Process**

If you are thinking about becoming a LTFT trainee you should discuss this with the TPD or your College Tutor and the Stoke School LTFT Consultant Lead (Dr Rebecca Micklewright who is based at New Cross Hospital).

This guide will hopefully answer many questions you may have about the process, implications for training and pay. For further advice please contact the school LTFT reps (currently Yee Yin Cheng and Lisa Bouras).

Put simply, the process consists of 3 steps:

1. Decide to train LTFT (after consultation with College Tutor)
2. Decide what percentage of LTFT is appropriate for you
3. Complete on-line application form

The LTFT online form needs to be completed

- *at the beginning of LTFT training*
- *if changing the percentage of training*
- *if returning to full time training.*

It does **not need to be completed** each time you rotate through hospitals, providing your training percentage remains the same.

The link below takes you to the **Health Education England LTFT website**. On here you will find the LTFT application form and downloads detailing how to fill it in.

<https://www.westmidlandsdeanery.nhs.uk/Support/Less-Than-Full-Time-Training>

**The Online Application Form** can be found on LTFT downloads:

<https://www.westmidlandsdeanery.nhs.uk/support/less-than-full-time-training/ltft-training-downloads>

From LTFT downloads select the LTFT application form.

The form needs to be completed on a computer which has **Adobe** installed.

When you open the LTFT Application form **RIGHT CLICK to 'save as'** before you make any changes.

The first question is a drop down menu '*new application*' or '*change in plan*'. Once you have selected the appropriate option, the form will appear.

Once you have completed the form, **re-save the form** and email it to the first signatory. The form needs to be signed by 3 or 4 people in sequence as per instruction on the form. Before you email the form for the Post Graduate Dean Signature, double check that you have signed and completed the applicant's declaration, which is on the page after the signatures. The contact email for the deanery is: [programmes.wm@hee.nhs.uk](mailto:programmes.wm@hee.nhs.uk)

**NB: the Health Education West Midlands LTFT website is undergoing updating – please ignore any information about LTFT Stage 2 Form as this form was no longer required and was discontinued in April 2018.**

## Type of LTFT Post

### Slot Share

- This is when one FT slot is occupied by two LTFT trainees.
- The two trainees must cover all of the oncall shifts between them. Depending on the hospital they may also be required to cover all of the NWD's with at least one of them. To get enough shifts, some NWD will overlap. To make up oncall numbers to the correct percentage, the trainees might sometimes overlap, or be asked to cover remaining oncalls from other LTFT trainees.
- Very occasionally you could have three LTFT trainees covering the on-call for two post but in reality it is very rare to have the LTFT trainees on the same tier of on-calls and doing similar modules

### LTFT in FT Slot

- Due to lower trainee numbers, most LTFT trainees will be LTFT in a FT slot.
- This is when one LTFT trainee is in a slot designed for a FT trainee. The LTFT trainee does their percentage of the shifts and the remaining oncalls will be covered by locums/ other arrangement by the department.

## Working Out your Rota

Firstly decide on the percentage of LTFT you want to be doing (e.g. 60%, 70%, 75%, 80%, and 90%).

Find out from the TPD/ clinical tutor if your post is 'slot share' or working LTFT in a full time slot.

- If part time in full time slot: can choose freely which shifts you will work ensuring appropriate percentage of weekends/ nights worked.
- If slot sharing: need to come to an agreement with whom you are sharing so that all the on-calls in the slot are covered, the normal working days can be flexible for both depending on childcare arrangements and departmental needs.

Get the full time rota for your placement.

- Work out how many long days/ nights/ normal working days the full timers do.
- Work out the number you need to do according to your percentage
  - E.g. if full timers are doing 10 LD and you are working 70% - you will need to do 7 etc. Round to whole numbers (or half day if appropriate for a NWD)
- There are various methods available to calculate the percentage of the rota: some calculate on an 8-week rota and repeat the pattern (if it's a rolling rota); others prefer calculating on 3 or 6 monthly basis.
- Medical staffing will require an 8 week rota for contract reasons. As long as your rota remains compliant, your actual worked rota may differ from this. For example, in UHNM, the rota is released 3 monthly and most trainees prefer to write a 13 week rota to suit their training and personal needs.
- Once you work out the percentage of LD/N/NWD needed to work, select them from your full time slot:
  - It is often easier to start working out your on call slots.
  - If in a slot share, all the on-calls for that slot need to be covered between the two of you.
  - Once the on-calls are covered, the rest of the NWDs can then be set in a way that suits you. However, having some flexibility with your working days may ensure that when you are doing a module, you are not losing out on relevant cases that only happen on certain days. Most departments are usually flexible in terms of NWDs.

- Some trainees prefer a fixed rota i.e. working Mon/ Tue/ Wed – in Anaesthetics, due to on-calls this might not always be possible – ensure there is fair cover of your percentage of weekends/ nights.
- If there is a fixed day for teaching please ensure you work enough of these days to meet the minimum ARCP requirement.

**Example:**

Full time slot over 13 weeks:	27 NWD	11LD	14 N
70% LTFT calculated:	18.9 NWD	7.7LD	9.8 N
Actual shifts 70% LTFT worked:	20 NWD	7LD	10N

You can then calculate your pay from the hours worked.

This will be different for trainees paid on *the old vs new contract vs section 1 pay protection*.

**Pay**

***Old Contract Pay***

Pay is dependent on hours worked and pay banding is often different to training percentage.

Total salary = basic salary + (Salary x banding supplement)

**Basic Salary**

F5: 20hrs or more but less than 24hrs attracts 50% of full time basic salary

F6: 24hrs or more but less than 28hrs attracts 60% of full time basic salary

F7: 28hrs or more but less than 32hrs attracts 70% of full time basic salary

F8: 32hrs or more but less than 36hrs attracts 80% of full time basic salary

F9: 36hrs or more but less than 40hrs attracts 90% of full time basic salary

In practice, because the full timers work roughly 48hrs week in Anaesthetics, working LTFT at 60% actually means doing over 28hrs/ week, which qualifies for F7 banding of basic salary.

**Banding Supplement**

Band FA – 50% supplement, reflecting the highest intensity of out of hours duties.

Band FB – 40% supplement, reflecting less intensity of on calls

Band FC – 20% supplement, very limited duties outside the period 8am to 7pm Monday to Fri.

Unbanded – 0% supplement, working only hours between 8am to 7pm only Monday to Friday

More details on NHS Employers website ([www.nhsemployers.org](http://www.nhsemployers.org))

In practice, even when working 60% of an anaesthetic rota, the frequency of nights and weekend on calls mean that the supplement is FA 50% of basic salary

***Pay Protection***

For trainees who have pay protection, this lasts for the full time equivalent of 4 years from date of Contract transition (August 2017 for anaesthetics ST) or until August 2022, whichever comes first.

### **New Contract Pay**

Pay is dependant on hours worked as detailed in the trainee's schedule of work.

#### **Basic Pay**

- Pro-rata amount of the full time salary based on hours worked on the trainee's schedule of work.

#### **Weekend Allowance**

- Pro-rata weekend allowance based on the proportion of the full time commitment they make to the rota.

#### **On call Availability**

- Not relevant to Anaesthetic trainees as we do not do non resident oncall.

#### **Night Enhancement**

- 37% enhancement of the basic hourly rate for hours worked between 2100 and 0700.

For more information and a worked through example see:

[https://www.nhsemployers.org/-/media/Employers/Documents/Need-to-know/LTFT-pay-guidance\\_February-2017.pdf?la=en&hash=0A47EB081F3967821D4718B9126F8464929B6368&la=en&hash=0A47EB081F3967821D4718B9126F8464929B6368](https://www.nhsemployers.org/-/media/Employers/Documents/Need-to-know/LTFT-pay-guidance_February-2017.pdf?la=en&hash=0A47EB081F3967821D4718B9126F8464929B6368&la=en&hash=0A47EB081F3967821D4718B9126F8464929B6368)

You should receive a schedule of work with pay details on from medical staffing before you start a post. If you any questions or queries about it, raise them ASAP with medical staffing/the department.

Trainees on the old contract have had multiple issues with pay being based on their training percentage rather than their hours worked. Please inform the LTFT reps if these issues continue.

### **Leave**

Annual leave and study leave are pro-rata of the full time equivalent.

Bank Holidays: There are 8 bank holidays in a year. You are entitled to the benefit of your percentage of them. Contact your department to find out how they arrange this. In UHNM it is usual practise to allocate the correct amount of BH to NWD. You must not allocate too many bank holidays a NWD as you will lose you annual leave.

### **ARCP**

LTFT trainees have an ARCP every calendar year. This means an MSF must also be completed every calendar year. At certain points in training, trainees need to have an ARCP eg end of ST4, end of ST7, so you may on occasion, have more than one ARCP in a year.

### **CCT**

This will be calculated by the Royal College of Anaesthetists once you enter higher training, taking into account the percentage of FT you are working as LTFT as well as dates of any period out of training e.g. Maternity leave. The 6 months period of grace after CCT is the same for LTFT trainees and not pro-rata