

London Foundation School

Less Than Full Time Training (LTFT) – A guide for London Foundation School Doctors

The Gold Guide (2022) states that all doctors in training (including those in the Specialist Foundation Programme) can apply for LTFT. Below is an illustrative list of reasons that LTFT may be considered which include:

- Disability or ill- health (including fertility treatment)
- Caring responsibilities
- Welfare and well-being (including avoidance of burn-out)
- Unique opportunities (e.g. National sporting team selection)
- Religious commitments
- Non- medical opportunities (e.g. offered a place on a non-medical course which requires a specific time commitment to complete)
- Flexibility for training and career development which may enable the development of a portfolio career

LTFT for Health Reasons

If you are applying to work LTFT for health reasons you should have an Occupational Health (OH) assessment at your employing Trust. This will guide any reasonable adjustments that may be required to ensure that you are optimally supported at work. The Training Programme Director (TPD) at the Trust will be able to arrange this.

Applying for LTFT

Applications for LTFT must be made via the support portal:

<https://lasepgmdesupport.hee.nhs.uk/support/home>

A 16 week notice period is required and that changes can only be initiated at the start of a placement (except under exceptional circumstances). Further information can be found at:

<https://lasepgmdesupport.hee.nhs.uk/support/solutions/articles/7000018502-when-can-i-apply-for-ltft-what-is-the-notice-period->

This will enable any programme changes to be accommodated, and to facilitate changes required by your employing Trust e.g. adjusting rotas and pay. By exception, the employing Trust may be able to accommodate changes with a shorter notice period.

Progression in training

The Foundation programme is both time and competency based, with a minimum of 2 years required to complete Foundation Training (Gold guide). **Working LTFT will extend the length of your training programme on a pro-rata basis** (see table below)

Fraction of working	Length of FY1 (months)	Length of FY2 (months)
1.0 (i.e. full time)	12	12
0.9	13	13
0.8	15	15
0.7	17	17
0.6	20	20
0.5	24	24

Posts will remain 4 months so you will rotate at the same time as other FD (i.e. August, December and April). This will enable you to remain in sync with your colleagues and attend local induction sessions.

For example,

Full-time F1 or F2: 12 months (3x 4 month posts)

Equivalent F1 or F2 time working at LTFT 0.8: $12 / 0.8 = 15$ months (3.75 x 4-month posts)

Equivalent F1 or F2 time working at LTFT 0.6: $12 / 0.6 = 20$ months (5 x 4-month posts)

Oversight of your placements will be managed by the Foundation School. Wherever possible you will be allocated to a slot share with another FD who is also working LTFT.

Your pay and annual leave will be adjusted pro-rata by your employer.

Annual Review of Competency Progression (ARCP)

To fulfil revalidation requirements, you require an ARCP at intervals of no more than 15 months. You will generally have an ARCP at the same time as other FD (usually in June) to ascertain your progress and then a final ARCP, 4-6 weeks before the date of your completion of FY1/2. You should be given 8 weeks' notice of the date of the ARCP.

LTFT and Tier 2 Visas

FDs who are on Tier 2 and skilled worker visas are also eligible to apply for LTFT. They must ensure that with the reduction in salary that comes with LTFT that they do not fall below minimal salary requirements and should take this into account when applying for LTFT. Further information can be found at:

<https://medical.hee.nhs.uk/medical-training-recruitment/medical-specialty-training/overseas-applicants/overseas-sponsorship-guidance/less-than-full-time-ltft-minimum-salary-requirements>

SuppoRTT

If you are returning to work after an absence of 3 months or more you are eligible for additional assistance in planning your return via the NHSE SuppoRTT programme: <https://london.hee.nhs.uk/professional-development/supported-return-training>

This programme can offer funding to enable you to arrange supernumerary cover for the first couple of weeks of your return, attend courses designed to facilitate your return which may not be accessible under study leave budgets and access coaching and mentoring.

Each Trust will have a dedicated SuppoRTT Champion who will be able to help you navigate your return to work. The Foundation Training Programme Director (TPD) for your Trust should be able to put you in contact with this person. If you are having difficulty identifying or contacting your Trust SuppoRTT Champion, please contact the Foundation School via the portal <https://lasepgmdesupport.hee.nhs.uk/support/home>

Changing LTFT percentage

Any changes to working LTFT, either increase or decrease of LTFT %, require 16 weeks' notice via the support portal. Changes can only be initiated at the start of a placement (except under exceptional circumstances). Applications must be made via the portal: <https://lasepgmdesupport.hee.nhs.uk/support/home>. If you are in a slot share and returning to work full-time, there will likely be a change to your subsequent programme composition.

In addition, any change will mandate a further recalculation of your end date.

Your pay and any on call responsibilities will also be re-calculated by your employer to take account of your new working pattern.