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# Less Than Full Time (LTFT) Training

## Trainee Applicant Guide

A Guide to the Application and Approval Process for  
HEKSS LTFT Training

This guide is aimed at a trainee target audience but is also  
intended for use by Educators and Trusts supporting LTFT  
Trainees

Full details of the Less Than Full Time (LTFT) Training scheme can be  
accessed via the HEKSS website at: [www.kss.hee.nhs.uk](http://www.kss.hee.nhs.uk)

*“Through creative partnerships we shape and develop a workforce that impacts positively on health and wellbeing for all”*

We are the Local Education and Training Board for Kent, Surrey and Sussex

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# Less Than Full Time Trainee Applicant Guide

## 1. Introduction

Less Than Full Time (LTFT) Training (previously Flexible Training) is available for doctors and dentists who are unable to work and train full time for “well-founded” reasons. The LTFT Training scheme is intended to help trainees balance their work and personal lives, as well as assisting those trainees who are in poor health or those who have a disability.

This guide breaks down the HEKSS LTFT Training application and approval process into 5 stages and provides information essential to understanding LTFT Training as follows:

- **Application Process Outline** – Flowchart and Summary Table with Timelines
- **The Essentials** – Essential LTFT Training Information
- **Stage 1** – Making an Application
- **Stage 2** – Eligibility Confirmation
- **Stage 3** – Funding Approval
- **Stage 4** – Educational Approval
- **Stage 5** – Approval Confirmation
- **Further Guidance**

### 1.1 Applicable Trainees, Programme Management & Geography

This guide covers medical placements across Foundation, Specialty (including GPST1 & 2) throughout Core, Specialty Run-through and Higher Specialty Training programmes within Kent, Surrey and Sussex.

Please use the table below to check that this guide is applicable to you;

Trainee Grade	Programme Managed By	Training Location	Applicable / Not Applicable
F1 & F2	STFS	Kent, Surrey or Sussex Trust	Applicable
F1 & F2	STFS	South London Trust	Not Applicable <sup>1</sup>
GP ST1 & ST2	HEKSS	Kent, Surrey or Sussex Trust (Hospital Posts)	Applicable
GP ST1, 2 & ST3	HEKSS	GP Practice Post	Not Applicable <sup>2</sup>
Core Specialty	HEKSS	Kent, Surrey or Sussex Trust	Applicable
Higher Specialty	HEKSS	Kent, Surrey or Sussex Trust	Applicable
Higher Specialty	HEKSS	London Trust	Not Applicable <sup>3</sup>
Higher Specialty	London	Kent, Surrey or Sussex Trust	Applicable
Higher Specialty	London	London Trust	Not Applicable <sup>3</sup>

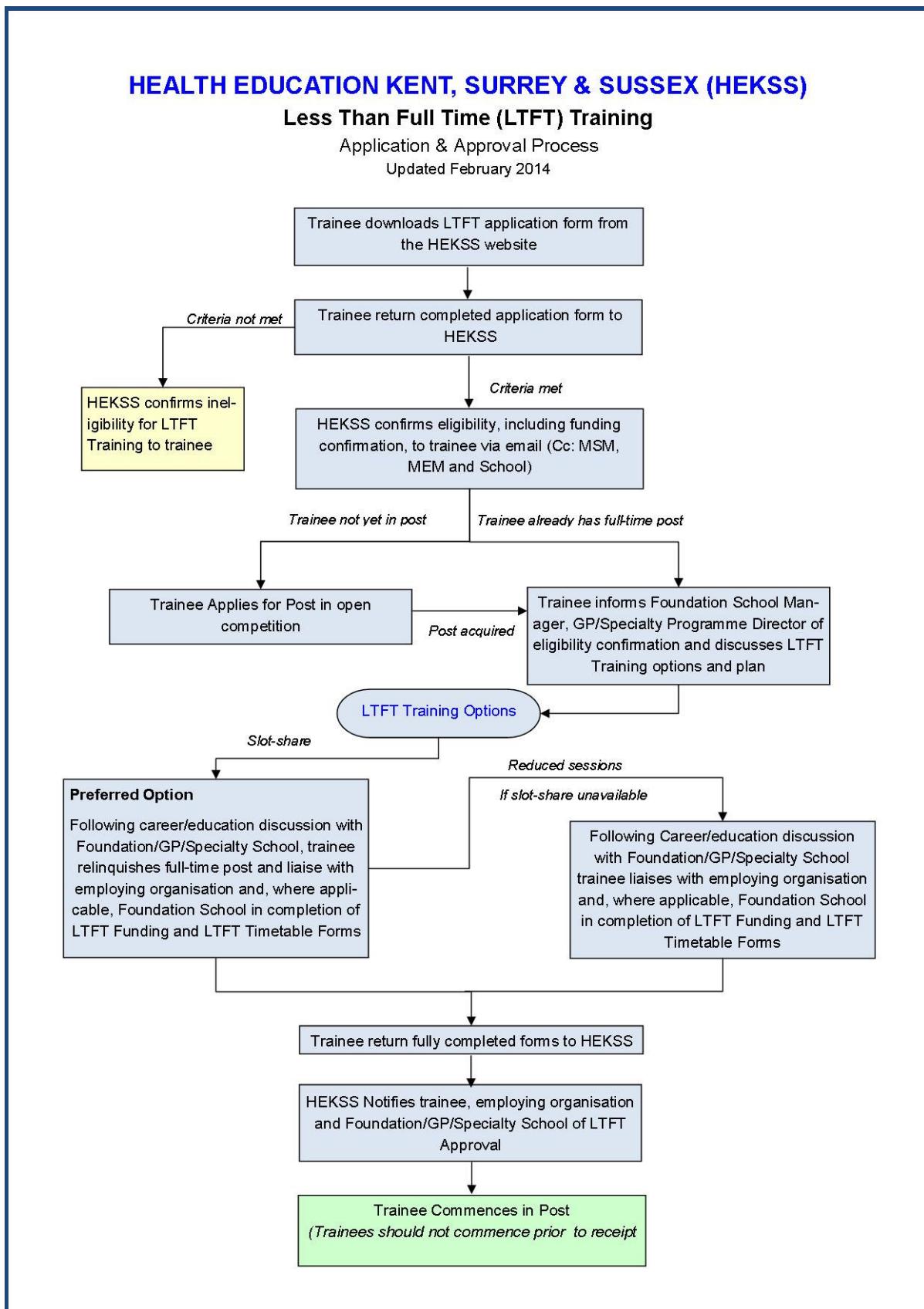
<sup>1</sup> Foundation Trainees wishing to train LTFT whilst in a South London Trust should apply to London Shared Services but should first contact the South Thames Foundation School via; [enquiries@stfs.org.uk](mailto:enquiries@stfs.org.uk).

<sup>2</sup> GP Trainees wishing to train LTFT whilst in a GP Practice should apply directly to the HEKSS GP Department. Please email; [recruitmentmanager@kss.hee.nhs.uk](mailto:recruitmentmanager@kss.hee.nhs.uk)

<sup>3</sup> Higher Specialty Trainees wishing to train LTFT whilst in a London Trust should apply to London Shared Services. Please visit; [www.londondeanery.ac.uk/var/flexible-training](http://www.londondeanery.ac.uk/var/flexible-training).

## 2. Application Process Outline

### 2.1 Flowchart



## 2.2 Summary and Timeline Table

HEKSS LTFT Training – Application Process Summary and Timeline	
Stage	Actions Required
<b>Stage 1 Application</b> <i>Start</i>	<b>Trainee</b> - Downloads Application Form from HEKSS website and returns following documentation to the HEKSS LTFT Team. <ul style="list-style-type: none"> <li>• <b>LTFT Training Application Form</b> (completed)</li> <li>• <b>CV</b> (up-to-date)</li> <li>• <b>Supporting Documentation</b> (if required)</li> </ul>
<b>Stage 2 Eligibility Confirmation</b> <i>Within 1 week</i>	<b>HEKSS LTFT Team</b> - assesses application and, if trainee eligible, emails following to trainee. <ul style="list-style-type: none"> <li>• <b>Eligibility Confirmation Letter</b></li> <li>• <b>LTFT Approval Form (blank) - Foundation</b></li> <li>• <b>LTFT Training Funding Approval Form (blank) – GP/Specialty</b></li> <li>• <b>LTFT Training Timetable Approval Form (blank) – GP/Specialty</b></li> </ul> <p>The letter confirms eligibility and that funding has been set aside to support the trainee to undertake a LTFT Training placement. (<i>It is copied to; Medical Education, Medical Staffing at the Trust and HE Workforce Team</i>).</p>
<b>Stage 3 Funding Approval</b> <i>Further 4 – 6 weeks</i>	<b>Trainee</b> - discusses LTFT Training placement details with Foundation School / Educational Supervisor / Programme Director and relevant Trust colleagues and agrees the following; <ul style="list-style-type: none"> <li>• <b>Start and end date</b></li> <li>• <b>Working hours (sessions)</b></li> <li>• <b>Placement type ('slot share' or 'reduced sessions')</b></li> </ul> <p>Funding approval requires agreement from Medical Staffing/Trust Finance. Trainee should obtain this by passing their form to the relevant Trust Department for signature.</p>
<b>Stage 4 Educational Approval</b> <i>Further 2 – 3 weeks</i>	<b>Trainee</b> - also discusses LTFT Training timetable with Foundation School / Educational Supervisor / Programme Director and relevant Trust colleagues and agrees the following; <ul style="list-style-type: none"> <li>• <b>Rotations (Foundation and GP)</b></li> <li>• <b>Timetable of Service (Specialty)</b></li> <li>• <b>Educational Opportunities</b></li> <li>• <b>OOH &amp; On-Calls</b></li> </ul> <p>Educational approval requires the trainee to obtain signatures as follows;  <b>Foundation</b> – Foundation School Director  <b>GP</b> – Educational Supervisor &amp; GP Programme Directpr  <b>Specialty</b> – Educational Supervisor*</p> <p>(*HEKSS LTFT Team obtains Programme Director and Workforce Officer on behalf of Specialty Trainees as liaison with London SS may be required).</p>
<b>Stage 5 Approval Confirmation</b> <i>Further 1 – 2 weeks</i>	<b>HEKSS LTFT Team</b> – Receives all paperwork, obtains final approval signatures from HEKSS Lead Dean and Finance Manager then emails trainee; <ul style="list-style-type: none"> <li>• <b>Approval Confirmation Letter</b></li> <li>• <b>Copies of fully signed approval forms</b></li> </ul> <p>At this stage the trainee has full approval from HEKSS to commence the LTFT Training placement. (<i>It is copied to DME/Clinical Tutor, Trust Finance, Medical Staffing, Medical Education and HE Workforce Team</i>).</p>
<b>Approx. Total</b> <i>10 – 12 weeks</i>	<b>HEKSS recommends trainees apply within six months as the full process can take up to 3 months. The same process applies for extensions.</b>  NB – <b>Approval duration</b> is for entirety of each grade for Foundation and GP and for a maximum of 12 months for Specialty Trainees. See section 6.4 – 'Training Duration and Calculating Training Time' for more information.

### 3. The Essentials

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**Understanding the following areas is crucial to ensure efficient application and to secure approval of your LTFT Training placement.**

#### 3.1 Timeline

The Department of Health (DH) recommend that the application and approval process is completed within **three months** from enquiry to completion of approval. Trainees can apply for LTFT Training at any time. Within HEKSS applications can be assessed up to 6 months before the proposed start date for LTFT. Applications can be made earlier than 6 months in advance in which case trainees will be placed on a waiting list.

#### 3.2 Eligibility Criteria

Applications for LTFT Training can currently be made on the following grounds:

**Category 1 – Those doctors in training with:**

- Disability or ill health (this may include those on in vitro fertility programmes)
- Responsibility for caring (men and women) for children
- Responsibility for caring for ill/disabled partner, relative or other dependant

**Category 2 - Those doctors in training with:**

- Unique opportunities for their own personal/professional development, for example training for national/international sporting events, or short term extraordinary responsibility, for example a national committee
- Religious commitment – involving training for a particular religious role which requires a specific amount of time commitment
- Non-medical professional development such as management courses, law courses, fine arts courses or diploma in complementary therapies
- Other well-founded reasons may be considered but it would be dependent on the particular situation and the needs of the specialty in which the individual was training

**Category 1 applicants have priority and HEKSS will support all Category 1 applicants, subject to available funds and training capacity.**

Access to Category 2 is dependent on individual circumstances and the availability of suitable training placements. Where an application is refused by HEKSS the applicant has a right of appeal.

#### 3.3 Start Date

You should speak with your Educational Supervisor/Programme Director to agree a proposed start date in principle. This should be entered as the '**Preferred Start Date**' on the LTFT application form.

You should also inform Medical Staffing of your LTFT application and preferred start date as soon as possible.

Once you have submitted an application and eligibility has been granted then all parties (including educational supervisors, programme directors, consultants, medical staffing, medical education and HEKSS workforce colleagues and the trainee) should liaise to agree a mutually convenient and confirmed start date.

### 3.4 Type of LTFT Placement – Reduced Sessions or Slot-Share

HEKSS is no longer able to fund LTFT Training on a Supernumerary basis giving two options for LTFT;

#### 3.4.1 Slot Sharing

Slot sharing works on the basis that two trainees share one full-time post and manage the out-of-hours between them. However, each doctor may work from 50% up to 80% whole time equivalent (WTE) and is paid by the Trust as an individual trainee on the basis of actual contracted hours.

The Trust receives funding from the HEKSS LTFT budget in support of slot-shares. Further details on how slot shares are arranged and funded are included on the HEKSS website.

#### 3.4.2 Reduced Sessions

A trainee occupies an established full-time post but works reduced hours.

No additional funding is required from the HEKSS LTFT budget as the full-time post is already funded from the Educational Contract. However, the employer is able to retain the surplus funds to support the LTFT arrangement at local level. *e.g. A trainee works 60% reduced sessions and Trust retains 40% surplus funds.*

### 3.5 Whole Time Equivalent (WTE)

This is the amount that you will work, which can be 0.5, 0.6, 0.7 or 0.8. The WTE is the same as your number of sessions; 5, 6, 7 or 8 and is also referred to as a percentage 50%, 60%, 70% or 80%. These amounts generally equate to 2.5 days, 3 days, 3.5 days or 4 days per week.

**The WTE is agreed for educational and training purposes only.** It determines what will be **recognised educationally** as the amount of time a trainee has completed at less than full time and only impacts the annual progress and eventual FACD or CCT date. It is separate to your pay banding.

### 3.6 Training Duration & Calculating Training Time

LTFT Training should be counted the same as full-time training in all respects.

The WTE tables below will enable you to calculate the equivalent less than full time training you will need to complete in order to meet the full-time equivalent quota of training

It is important to note that Specialty Training is competence based, whilst Foundation is both time and competence based.

#### 3.6.1 Generic LTFT Training Duration Table

%	Sessions per week	6 Months	12 Months	18 Months	24 Months	30 Months	36 Months
50%	5 sessions a week = 6 months per year	12 months	24 months	36 months	48 months	60 months	72 months
60%	6 sessions a week = 7.2 months per year	10 months	20 months	30 months	40 months	50 months	60 months
70%	7 sessions a week = 8.4 months per year	8.5 months	17 months	25.5 months	34 months	42.5 months	51 months
80%	8 sessions a week = 9.6 months per year	7.5 months	15 months	22.5 months	30 months	37.5 months	45 months

### 3.6.2 LTFT Training WTE Table

Month trainee in post	Remaining months for completion of training year (WTE)	Actual Time			
		5 sessions (50%)	6 sessions (60%)	7 sessions (70%)	8 Sessions (80%)
AUGUST	12 months	24 months	20 months	17 months	15 months
SEPTEMBER	11 months	22 months	18.3 months	15.7 months	13.75 months
OCTOBER	10 months	20 months	16.6 months	14.3 months	12.5 months
NOVEMBER	9 months	18 months	15 months	12.9 months	11.25 months
DECEMBER	8 months	16 months	13.3 months	11.4 months	10 months
JANUARY	7 months	14 months	11.7 months	10 months	8.75 months
FEBRUARY	6 months	12 months	10 months	8.6 months	7.5 months
MARCH	5 months	10 months	8.3 months	7.1 months	6.25 months
APRIL	4 months	8 months	6.7 months	5.7 months	5 months
MAY	3 months	6 months	5 months	4.3 months	3.75 months
JUNE	2 months	4 months	3.3 months	2.9 months	2.5 months
JULY	1 month	2 months	1.6 months	1.4 months	1.25 months

### 3.7 Start & End Dates

Exact start and end dates must be completed on the approval forms. If start and end dates are not provided, paperwork cannot be processed and may be returned delaying the approval process. Restrictions apply to start and end dates as follows;

#### 3.7.1 Foundation & GP

Approval is granted for the **duration of each grade** according to the WTE/ sessions / % agreed.

*e.g. 12 months of F1/ST1 at 0.5 WTE = 24 months.*

If Foundation & GP rotations are not known for the entire grade then approval will be granted for the period of known rotations only. **Approval will not be granted where rotations are not confirmed.**

### **3.7.2 Core & Higher Specialty**

Approval is granted for a maximum duration of 12 months at a time

*e.g 12 months at 0.5 WTE = 6 months full-time compared to 0.8 WTE = 7.5 month full-time*

### **3.8 Rota, Timetable & Training Content**

Agreeing this requires negotiation between all parties. You will need to find out the following in readiness for discussions:

#### **3.8.1 The Working Week**

Find out how many hours full-time trainees are contracted to work per week and what they do. e.g. proportion spent covering ward work, clinics, theatre, emergencies etc. This may vary in the same specialty in different Trusts.

Slot sharers sometimes find it helpful to work one half of the week for 6 months and the other half of the week for the next 6 months (subject to employer agreement) in order to get full experience. The hours of the full-time post must be covered by a slot share arrangement.

#### **3.8.2 Out of Hours**

Find out the shift pattern of the full-time trainees; full-shift, partial shift or 24 hours on-call. Your timetable should give equivalent experience but need not necessarily include exactly the same hours or shift pattern. Precise hours worked need to be arranged in discussion with the supervising consultant.

Evening, night and weekend work are usually undertaken pro-rata to the full-time trainees. The rota must be agreed by the Educational Supervisor and Specialty Training Programme Director or Head of School.

#### **3.8.3 On-Call Hours**

For full-time doctors and dentists, duty hours may include time for handovers, annual leave and prospective cover and a proportion of these should be included in the LTFT Trainees hours

#### **3.8.4 Educational Opportunities**

Remember to include time for audit/protected teaching time/ research.

In order to benefit from the available training sessions, try to talk to trainers to find out what is available, and which sessions may be particularly suitable and accessible to you. It may not be possible to cover all aspects of training within a reduced working week. In these circumstances trainees should consider concentrating on some training sessions initially and then others later.

e.g. Obstetrics and Gynaecology posts can be split into one half concentrating on Obstetrics and another on Gynaecology. A LTFT Trainee could work in Obstetrics for the first half, and then rotate into Gynaecology for the second half.

Successful organisation of your timetable will require negotiation with all parties. Ideally it should balance your individual needs and training with the hospital's service requirements, providing an arrangement that is agreeable to all.

Discussion and agreement of all of the above will allow you to complete the approval forms so they can be signed by relevant parties.

## **4. Stage 1 - Application Submission**

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An LTFT Training Application Form can be downloaded from the HEKSS website at: [www.kss.hee.nhs.uk](http://www.kss.hee.nhs.uk). The form includes an Equality and Diversity Monitoring Form.

### **4.1 Application Form Completion**

The application form can be completed electronically but will need to be printed and signed before submission. In addition, you should send the following completed documentation to the LTFT Training Adviser at HEKSS as part of the application process:

- **Application Form** – including the Equality and Diversity Monitoring Form
- **Curriculum Vitae (CV)** – must be up to date
- **Supporting Documentation** – **If you are applying on the grounds of either disability/ill-health or adult carer responsibilities you should read the following paragraphs, which contain important information in order that applications can be fully considered and processed in a timely manner.**

### **4.2 Supporting Documentation**

#### **4.1.1 Application on Grounds of Disability/III-Health (including those on IVF programmes)**

Supporting documentation is required from your GP / Occupational Health Consultant / Medical Specialist. It must be produced on letter-headed paper or from an official email address which can be validated. Details should include;

- Nature of disability/health requirement for LTFT Training
- Duration of requirement for LTFT Training i.e. short-term/long term/on-going

#### **4.1.2 Application on Grounds of Caring for an Adult Dependent**

Supporting documentation is required from the medical specialist involved in the care of your partner/relative/dependent. It must be on letter-headed paper or from an official email address which can be validated. Details should include;

- Level of care which the specialist anticipates you will need to provide to the partner/relative/dependent
- Amount of time commitment you will require to deliver care.

NB - To avoid communication of sensitive/personal information, broad terms, eg. personal care, should be used.

#### **4.1.3 Application on Grounds of Caring for Young Children**

No supporting documentation is required but the youngest child's date of birth should be entered on the application form. Trainees may be asked to verify this information at a later date.

Please note that it is possible to submit an application form in advance of providing supporting documentation. The application will then be held until supporting documentation can be submitted but cannot be processed until all documents are received.

## **5. Stage 2 - Eligibility Confirmation**

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Once the LTFT Training Team has received all required paperwork, they will assess your completed application. If you are deemed eligible, the LTFT Training Adviser will email an 'Eligibility Confirmation Letter'.

### **5.1 Eligibility Confirmation Letter**

'Eligibility Confirmation' means that you have been deemed eligible to undertake LTFT Training and funding has been set aside for you to progress your application. The letter encloses the LTFT approval form(s). This is the next stage of the process and you will need to complete and return these forms to the HEKSS LTFT Team.

Funding is subject to commencing LTFT on the start date you have given on your application. Any change to this date should be communicated to the LTFT Team as soon as possible.

### **5.2 Foundation**

The paperwork sent with the eligibility letter is a single form called the;

- **LTFT Approval Form**

### **5.3 GP & Specialty**

The paperwork sent with the eligibility letter includes two forms called the;

- **LTFT Training Funding Approval Form**
- **LTFT Training Timetable Approval Form**

Approval Forms are not available for downloading because access to them needs to be closely monitored and they should not be completed before eligibility has been assessed.

### **5.4 Approval Forms Completion**

Once you have read and understood section 3 'The Essentials' and have received the approval forms you will be able to progress your LTFT arrangements. If you have not already done so, you should now make contact with the following to discuss your LTFT Training plans;

- **Foundation Trainees** – Foundation School Manager
- **GP & Specialty Trainee** – Educational Supervisor and Programme Director.

The eligibility letter email is copied to Medical Staffing and Medical Education at the Trust who you will also need to liaise with to complete the approval forms. The roles of these key contacts will become clearer as the remainder of the process is described. Please see Section 10 'Contact Information' for details of key contacts.

To complete the approval forms, you will need to understand and discuss the following;

- **Whole Time Equivalent (WTE)**
- **Training Duration & Calculating Training Time**
- **Type of Placement – 'Reduced Sessions' or 'Slot-Share'**
- **Start & End Dates**
- **Rota/Timetable & Training Content**

If you have not understood the above areas as explained in section 3 'The Essentials' then please do contact the LTFT Training Team who will be happy to help you. **The next two sections explain the forms in more detail including who approves them and where they should be sent.**

## 6. Stage 3 - LTFT Training Funding Approval

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Funding approval relates to the authorisation of the funding connected with the LTFT Training placement. **This will be approved by either your Medical Staffing or Finance Department at the Trust where you will be undertaking your LTFT Training.**

This part of the process varies from Trust to Trust; the authorised signatory can be either Medical Staffing or Trust Finance. Sometimes Medical Staffing will obtain the financial signature for you. You should take your form to Medical Staffing ensuring;

- Your form is fully completed and you have signed it
- Obtain signature from Medical Staffing/Finance as appropriate
- Collect the form / arrange for it to be sent back to you / arrange for it to be sent onwards as follows;
  - **Foundation** – LTFT Approval Form – Send to Foundation School
  - **GP & Specialty** – Funding Approval Form – Send to HEKSS LTFT Team

**Please note it is your responsibility to track the form and follow it up with Medical Staffing/Finance. If you arrange for the Trust to send paperwork onwards, it is your responsibility to ensure this happens and that the form reaches its correct destination.**

## 7. Stage 4 – LTFT Training Timetable Approval

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Timetable approval is concerned with the educational approval of your LTFT Training placement. **This will be approved by the relevant Educator(s) at the Trust where you will be undertaking your LTFT Training** who you should discuss your training content with. You should complete your forms as follows;

- **Foundation** – LTFT Approval Form
  - Your form should detail all rotations/posts within the LTFT Training placement. **NB – Unconfirmed rotations will not be approved**
  - Ensure form is complete and you have signed it
  - Signature required; **Foundation School Director**
  - Once signature obtained - returned form to HEKSS LTFT Team
- **GP** – Timetable Approval Form
  - Your form should detail all rotations/posts within the LTFT Training placement. **NB – Unconfirmed rotations will not be approved**
  - Ensure form is complete and you have signed it
  - Signatures required; **Educational Supervisor & GP Programme Director**
  - Once signatures obtained – return form to HEKSS LTFT Team
  - **NB – LTFT Team obtain GP Head of School Signature**
- **Specialty** – Timetable Approval Form
  - Your timetable should detail the composition of your training and also your OOH/Oncalls and Educational Opportunities
  - Ensure form is complete and you have signed it
  - Signature required – **Educational supervisor**
  - Once signature obtained – return form to HEKSS LTFT Team
  - **NB – LTFT Team obtains TPD and Workforce Signatures**

**Please note it is your responsibility to track the form and follow it up with relevant Educator. If you arrange for them to send paperwork onwards, it is your responsibility to ensure this happens and the form reaches its correct destination.**

## 8. Stage 5 – Approval Confirmation

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Once the LTFT Training Team receives the fully completed and signed forms, final sign off will be obtained (via signature) from the HEKSS LTFT Lead Dean and the HEKSS Finance Manager. The LTFT Training Team then issues an Approval Confirmation Letter.

### 8.1 Approval Confirmation Letter

This summarises the details of your LTFT Training post, encloses copies of the fully completed/signed forms and is copied to the following; Trust Finance, DME/CT, Medical Staffing Manager, Medical Education manager and HEKSS Finance and relevant Schools contact.

**This letter confers final approval from HEKSS for you to undertake LTFT Training and to begin in post as a LTFT Trainee.**

## 9. Further Guidance

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### 9.1 Changes and Termination of LTFT Training

Where there is a change to your personal circumstances you should notify the LTFT Training Team and Foundation/Specialty schools as soon as possible. For example;

- **Change to contact address/email/telephone**
- **Maternity Leave**
- **LTFT Training placement change i.e. increase / decrease to WTE**
- **Termination of LTFT Training**

You can contact the LTFT Team via; [lessthanfulltimetraining@kss.hee.nhs.uk](mailto:lessthanfulltimetraining@kss.hee.nhs.uk)

### 9.2 Extensions

If your approval is due to expire and you need to continue to train less than full time beyond the expiry date you should contact the LTFT Training Team. Your eligibility may need to be re-assessed which requires an '**Extension Application Form**' to be completed. This is not applicable to all trainees, please see summary below;

Category	Grounds	Extension Application Form Required
Category 1	Care of Young Children	<b>No</b> – Contact LTFT Team for Approval Forms
Category 1	Disability/Ill Health	<b>Specific to Individual</b> – Contact LTFT Team
Category 1	Care of Ill/Disabled Adult	<b>Specific to Individual</b> – Contact LTFT Team
Category 2	All Applications	<b>Yes</b> – Complete Extension Application Form

It is recommended that an application is requested at least 3 months in advance of the extension start date and returned to the LTFT Training Team at least 1 month before the start date of the new LTFT Training placement.

### 9.3 Annual Leave

Annual leave and public holidays for LTFT trainees are calculated on a pro-rata basis. Advice should be sought from the employing organisation, usually Medical Staffing.

### 9.3 Study Leave

LTFT trainees are entitled to periods of funded study leave. In HEKSS, at the discretion of the local DME/ Clinical Tutor and Associate Dean for Less Than Full

Time Training, funding in a year may be the same as that allowed for full-time trainees. This will enable LTFT trainees to undertake a necessary course of study which requires the entire annual funding allowance. You should not expect to go on similar courses two years in succession, and you will not be granted extra "time out" of sessional commitments.

#### **9.4 Maternity Leave**

If you intend to take maternity leave during a LTFT Training placement, the following steps will apply:

- Notify the Trust of your pregnancy in accordance with Trust maternity policy and seek advice on how to proceed from Trust Medical Staffing.
- Advise the LTFT Training Team and Foundation/Specialty School, as soon as possible of the start and end dates of their maternity leave as this has Trust funding implications.
- Whilst on maternity leave you will remain registered as a current LTFT Trainee with HEKSS. Your LTFT status will simply be changed to record you are on Maternity Leave. NB – This applies even if your approval expires whilst on Maternity Leave.
- **Maternity Leave Return** – You should contact the LTFT Training Team ahead of your return from Maternity Leave to request extension paperwork. We would recommend doing so as early as possible and at the latest 3 months prior to your Maternity Leave return date.
- It may also be helpful to download the NHS junior doctors terms and conditions of service document and refer to page 78 on 'Maternity Leave & Pay'. Please see the following link;  
<http://www.nhsemployers.org/PayAndContracts/JuniorDoctorsDentistsGPReg/Pages/DoctorsInTraining-JuniorDoctorsTermsAndConditions150908.aspx>

#### **4.1.2 Paternity Leave**

Eligible Partners are entitled to additional paternity leave if the mother returns to work prior to using their full 52 weeks maternity leave. You should seek advice on how to proceed from Trust Medical Staffing.

The following steps, as per Maternity Leave, will apply;

- You should advise LTFT team and Foundation School of start and end dates
- You will remain registered as a current LTFT Trainee
- You should contact the LTFT Team ahead of your return from Paternity Leave at least 3 months prior to your return.

#### **9.5 Locum Shifts**

As per the National Guidance Document; 'Doctors in flexible training - Principles underpinning the new arrangements for flexible training'; **Trainees should not normally be permitted to engage in any other paid employment whilst undertaking flexible training.**

However, there will be occasions when short notice additional duties are required in order to deliver a service to patients. In this case LTFT Trainees may undertake extra duties to assist colleagues, as this is professional behaviour; **this should be the exception and not routine.**

## 9.6 Pay

You are paid by the Trust as they are your employer. Pay is an employer matter and pay queries must be directed to the Trust, usually medical staffing. Funding connected with LTFT Training is paid from HEKSS to the Trusts.

**A common query related to LTFT Training and pay is the distinction between Whole Time Equivalent (WTE) and pay banding. These will not necessarily be the same;**

- **WTE** - Agreed for educational purposes (0.5, 0.6, 0.7 and 0.8) – This is the number of hours worked. It is determined by the total hours of work of a full-time trainee on the same rota (including on-call and OOH)
- **Pay** - Banding (F5, F6, F7, F8, F9 also referred to as 0.5, 0.6, 0.7, 0.8, 0.9) – This relates to which National Pay Banding your totals hours fall into

*e.g. A LTFT trainee agrees to work at 0.6 WTE of full-time in a specialty where the full-time doctors work 47 per week (total including on-call and OOH). The LTFT trainee will be expected to work 60% of 47 hours, which is 28.2 hours a week. This 28.2 hours falls into the F7 band which attracts 0.7 of the full-time basic salary.*

HEKSS has produced a document '**Trainee Pay & Funding**' which breaks this area down into 5 steps;

1. Agreement of WTE
2. Calculation of Hours to be Worked
3. Calculation of Basic Pay
4. Calculation of Intensity Supplement
5. Calculation of Total Pay

It is aimed at Trainees, Trusts and Educators and can be downloaded from the HEKSS website.

## 9.7 KSS LTFT Training Policy

HEKSS has produced a policy to support the principles of LTFT Training for medical trainees across Kent, Surrey and Sussex. This can be downloaded from the HEKSS website.

## 9.8 Further Reading Material

Trainees are encouraged to read the two national documents which arose following the implementation of the new pay arrangements for LTFT Training, which came into effect in June 2005.

- Doctors in Training – Principles  
**'Principles under-pinning the new arrangements for flexible training'**, which outlined the principles following the changes to the payment arrangements. This can be accessed via the following address: <http://www.nhsemployers.org/PayAndContracts/MedicalandDentalContracts/JuniOrDoctorsDentistsGPReg/Pages/DoctorsInTraining-FlexibleMedicalTraining.aspx>
- Doctors in Training – Equitable Pay  
**'Doctors in flexible training – Equitable pay for flexible medical training'**. This link will enable you to gauge what your pay is likely to be if you work less than full time and can be accessed via the following address: <http://www.nhsemployers.org/PayAndContracts/MedicalandDentalContracts/JuniOrDoctorsDentistsGPReg/Pages/DoctorsInTraining-FlexibleMedicalTraining.aspx>

## 10. Contact Information

The final pages of this guide will provide you with email, phone and website details for the following key contacts;

- HEKSS Schools Teams
- Trust Medical Staffing and Medical Education Managers

### 10.1 HEKSS Schools Teams

<b>HEKSS Schools Teams</b>		
<b>LTFT Training Team</b>		
<a href="mailto:lessthanfulltimetraining@kss.hee.nhs.uk">lessthanfulltimetraining@kss.hee.nhs.uk</a>	<b>Nikki Omar</b> ( <i>Surnames A-I</i> ) <b>Eleanor Gosnell</b> ( <i>Surnames J-Z</i> )	0207 089 7522 020 7415 3464
<b>Foundation School</b>		
<a href="mailto:enquiries@stfs.org.uk">enquiries@stfs.org.uk</a>	<b>Beverley Osbourne</b> ( <i>Foundation School Manager</i> )	020 7415 3487
<b>GP School</b>		
<a href="mailto:Recruitmentmanager@kss.hee.nhs.uk">Recruitmentmanager@kss.hee.nhs.uk</a>	<b>Elena Gonzalez</b> ( <i>GP Recruitment Manager</i> ) <b>Sultana Parvez</b> ( <i>GP Recruitment Officer</i> )	020 7415 3487 020 7415 3418
<b>Specialty Schools</b>		
<b>Anaesthetics, ACCS, EM &amp; ICM</b>		
<a href="mailto:accs@kss.hee.nhs.uk">accs@kss.hee.nhs.uk</a> <a href="mailto:anaesthetics@kss.hee.nhs.uk">anaesthetics@kss.hee.nhs.uk</a> <a href="mailto:EmergencyMedicine@kss.hee.nhs.uk">EmergencyMedicine@kss.hee.nhs.uk</a> <a href="mailto:icm@kss.hee.nhs.uk">icm@kss.hee.nhs.uk</a>	<b>Kevin Hand</b> ( <i>Medical Workforce Officer</i> )	020 7415 3406
<b>Medicine</b>		
<a href="mailto:medicine@kss.hee.nhs.uk">medicine@kss.hee.nhs.uk</a>	<b>Jemma Thompson (Core)</b> ( <i>Medical Workforce Officer</i> ) <b>Paul Kociucki (Higher)</b> ( <i>Medical Workforce Officer</i> )	020 7415 3472 020 7415 3479
<b>Ophthalmology, Radiology &amp; Surgery</b>		
<a href="mailto:clinicalradiology@kss.hee.nhs.uk">clinicalradiology@kss.hee.nhs.uk</a> <a href="mailto:surgery@kss.hee.nhs.uk">surgery@kss.hee.nhs.uk</a> <a href="mailto:ophthalmology@kss.hee.nhs.uk">ophthalmology@kss.hee.nhs.uk</a>	<b>Deborah Thomas</b> ( <i>Medical Workforce Officer</i> )	020 7415 3409
<b>Paediatrics, Psych &amp; O&amp;G</b>		
<a href="mailto:paediatrics@kss.hee.nhs.uk">paediatrics@kss.hee.nhs.uk</a> <a href="mailto:psychiatry@kss.hee.nhs.uk">psychiatry@kss.hee.nhs.uk</a> <a href="mailto:o&amp;g@kss.hee.nhs.uk">o&amp;g@kss.hee.nhs.uk</a>	<b>Siobhan Gallagher</b> ( <i>Medical Workforce Officer</i> )	020 7415 3500

## 10.2 Trust Medical Staffing and Medical Education Managers

HEKSS Trusts - Medical Staffing & Medical Education Contacts		
<b>Ashford and St Peters Hospital NHS Foundation Trust</b>		<a href="http://www.ashfordstpeters.nhs.uk">www.ashfordstpeters.nhs.uk</a>
	Ashford Hospital: 01784 884488 St Peter's Hospital: 01932 872000	
<b>Medical Staffing &amp; Education Manager</b>	Angela Langwith-Green	<a href="mailto:angela.langwith-green@asph.nhs.uk">angela.langwith-green@asph.nhs.uk</a>
<b>Brighton and Sussex University Hospitals NHS Trust</b>		<a href="http://www.bsuh.nhs.uk">www.bsuh.nhs.uk</a>
	Royal Sussex County Hospital (RSCH): 01273 696955 Princess Royal Hospital (PRH): -01444 441881 Royal Alexandra Children's Hospital: 01273 696955	
<b>Medical Education Manager</b>	Janet Thompson (RSCH)	<a href="mailto:janet.thompson@bsuh.nhs.uk">janet.thompson@bsuh.nhs.uk</a>
<b>Medical Education Manager</b>	Nora Tester (PRH)	<a href="mailto:nora.tester@bsuh.nhs.uk">nora.tester@bsuh.nhs.uk</a>
<b>Medical Staffing Department</b>	Generic Email	<a href="mailto:medicalhr@bsuh.nhs.uk">medicalhr@bsuh.nhs.uk</a>
<b>Dartford &amp; Gravesham NHS Trust</b>		<a href="http://www.dvh.nhs.uk">www.dvh.nhs.uk</a>
	Darent Valley Hospital: 01322 428100	
<b>Medical Education Manager</b>	Claire Nottage	<a href="mailto:Claire.Nottage@dvh.nhs.uk">Claire.Nottage@dvh.nhs.uk</a>
<b>Medical Staffing Manager</b>	Carol Church	<a href="mailto:carol.church@dvh.nhs.uk">carol.church@dvh.nhs.uk</a>
<b>East Kent Hospital University NHS Trust</b>		<a href="http://www.ekhft.nhs.uk">www.ekhft.nhs.uk</a>
	Kent & Canterbury (K & C) Hospital: 01227 766877 Queen Elizabeth the Queen Mother Hospital (QEQM) - 01843 225544 William Harvey Hospital (WHH) - 01233 633331	
<b>Medical Education Manager</b>	June Toms (K&C)	<a href="mailto:junetoms1@nhs.net">junetoms1@nhs.net</a>
<b>Medical Education Manager</b>	Rags Subramaniam	<a href="mailto:ragssubramanian@nhs.net">ragssubramanian@nhs.net</a>
<b>Medical Education Manager</b>	Lara Pimblett (WHH)	<a href="mailto:lara.pimblett@nhs.net">lara.pimblett@nhs.net</a>
<b>Medical Staffing Manager</b>	Kim Fishlock	<a href="mailto:kimfishlock@nhs.net">kimfishlock@nhs.net</a>
<b>East Sussex Hospitals NHS Trust</b>		<a href="http://www.esht.nhs.uk">www.esht.nhs.uk</a>
	Conquest Hospital: 01424 755255 Eastbourne DG Hospital: 01323 417400	
<b>Medical Education Manager</b>	Maggie Patching	<a href="mailto:Maggie.Patching@esht.nhs.uk">Maggie.Patching@esht.nhs.uk</a>
<b>Medical Staffing Manager</b>	Janet Botting	<a href="mailto:janet.botting@esht.nhs.uk">janet.botting@esht.nhs.uk</a>
<b>Frimley Park Hospital NHS Foundation Trust</b>		<a href="http://www.frimleypark.nhs.uk">www.frimleypark.nhs.uk</a>
	Frimley Park Hospital: 01276 604604	
<b>Medical Education Manager</b>	Lynn Moran	<a href="mailto:lynn.moran@fph-tr.nhs.uk">lynn.moran@fph-tr.nhs.uk</a>
<b>Medical Staffing Manager</b>	James Caldwell	<a href="mailto:james.caldwell@fph-tr.nhs.uk">james.caldwell@fph-tr.nhs.uk</a>
<b>Kent &amp; Medway NHS &amp; Social Care Partnership Trust</b>		<a href="http://www.kmpt.nhs.uk">www.kmpt.nhs.uk</a>
	Switchboard: 01622 724100	
<b>Medical Education Manager</b>	Carol Atkins	<a href="mailto:Carol.atkins@kmpt.nhs.uk">Carol.atkins@kmpt.nhs.uk</a>
<b>Medical Staffing Manager</b>	Jacqueline Dixon	<a href="mailto:jacqueline.dixon@kmpt.nhs.uk">jacqueline.dixon@kmpt.nhs.uk</a>
<b>Maidstone &amp; Tunbridge Wells NHS Trust</b>		<a href="http://www.mtw.nhs.uk">www.mtw.nhs.uk</a>
	Maidstone Hospital: 01622 729000 Tunbridge Wells Hospital: 01892 823535	
<b>Medical Education Manager</b>	Chris White	<a href="mailto:chris.white6@nhs.net">chris.white6@nhs.net</a>
<b>Medical Staffing Manager</b>	Ekua Sam	<a href="mailto:ekua.sam@nhs.net">ekua.sam@nhs.net</a>

<b>Medway NHS Foundation Trust</b>		
Medway Maritime Hospital: 01634 830000		
<b>Medical Education Manager</b>	Lynne Russell	<a href="mailto:lynne.russell@medway.nhs.uk">lynne.russell@medway.nhs.uk</a>
<b>Medical Staffing Manager</b>	Sue Ahmad	<a href="mailto:Sue.Ahmad@medway.nhs.uk">Sue.Ahmad@medway.nhs.uk</a>
<b>Queen Victoria Hospital NHS Foundation Trust</b>		
Queen Victoria Hospital: 01342 414000		
<b>Medical Education Manager</b>	Eve Savage	<a href="mailto:eve.savage@qvh.nhs.uk">eve.savage@qvh.nhs.uk</a>
<b>Medical Staffing Manager</b>	Sue Plummer	<a href="mailto:sue.plummer@qvh.nhs.uk">sue.plummer@qvh.nhs.uk</a>
<b>Royal Surrey County Hospital NHS Trust</b>		
Royal Surrey County Hospital: 01483 571122		
<b>Medical Education Manager</b>	Louise Duffield	<a href="mailto:lduffield@nhs.net">lduffield@nhs.net</a>
<b>Medical Staffing Manager</b>	Sandra Chase	<a href="mailto:sandra.chase@nhs.net">sandra.chase@nhs.net</a>
<b>Surrey &amp; Sussex Healthcare NHS Trust</b>		
Switchboard: 01737 768511		
<b>Medical Education Manager</b>	Tina Suttle-Smith	<a href="mailto:Tina.Suttle-Smith@sash.nhs.uk">Tina.Suttle-Smith@sash.nhs.uk</a>
<b>Medical Staffing Manager</b>	Diane Mintrim	<a href="mailto:Diane.mintrim@sash.nhs.uk">Diane.mintrim@sash.nhs.uk</a>
<b>Surrey &amp; Borders Partnership NHS Foundation Trust</b>		
Switchboard: 0300 55 55 222		
<b>Medical Education Manager</b>	Elizabeth Coulson	<a href="mailto:elizabeth.coulson@sabp.nhs.uk">elizabeth.coulson@sabp.nhs.uk</a>
<b>Medical Education Manager</b>	Maggie Reynolds	<a href="mailto:Maggie.reynolds@sabp.nhs.uk">Maggie.reynolds@sabp.nhs.uk</a>
<b>Medical Staffing Manager</b>	Sally Rose	<a href="mailto:Sally.Rose@sabp.nhs.uk">Sally.Rose@sabp.nhs.uk</a>
<b>Sussex Partnership NHS Foundation Trust</b>		
Switchboard: 01903 843000		
<b>Medical Education Manager</b>	Nick Winter	<a href="mailto:Nick.Winter@sussexpartnership.nhs.uk">Nick.Winter@sussexpartnership.nhs.uk</a>
<b>Medical Staffing Manager</b>	Carrie Murphy	<a href="mailto:carrie.murphy@sussexpartnership.nhs.uk">carrie.murphy@sussexpartnership.nhs.uk</a>
<b>Sussex Community NHS Trust</b>		
Brighton General Hospital, 01273 696011		
<b>Medical Staffing &amp; Education Manager</b>	Richenda Tite	<a href="mailto:richenda.tite@nhs.net">richenda.tite@nhs.net</a>
<b>Western Sussex Hospitals NHS Foundation Trust</b>		
St Richard's Hospital: 01243 788122 Worthing Hospital: 01903 205111		
<b>Medical Education Manager</b>	Sam Vaughan	<a href="mailto:Sam.Vaughan@wsht.nhs.uk">Sam.Vaughan@wsht.nhs.uk</a>
<b>Medical Staffing Department</b>	Generic Email	<a href="mailto:medical.staffing@wsht.nhs.uk">medical.staffing@wsht.nhs.uk</a>
<b>Young Epilepsy (NCYPE)</b>		
Switchboard: 01342 832243		
<b>Director of Operations</b>	John Cowman	<a href="mailto:jcowman@youngepilepsy.org.uk">jcowman@youngepilepsy.org.uk</a>

We hope you find this guide helpful and informative. If you have any further queries then do contact the LTFT Training Team who will be happy to help you.