

# Guidance for organising a LTFT rota in General Practice

## Introduction:

In General Practice, most trainees work reduced sessions in a full time post. As with any LTFT post, trainees should have access to a pro-rata amount of educational and clinical opportunities.

It is very important that trainees are given adequate notice of rotas and working commitments as the organisation of child care and medical appointments often requires substantial notice. This does however rely on trainees playing their part by contacting the practice to discuss their rota well in advance of starting.

## Consideration of which days a LTFT trainee works:

When deciding which days a trainee works at the practice, it should be a negotiation between the trainee and the practice. The decision needs to take into consideration:

- The needs of the trainee - for example childcare availability and personal healthcare needs
- The needs of the practice -
  - Availability of an appropriate GP to supervise clinical work or provide tutorials (does not always need to be designated clinical supervisor)
  - Availability of clinical rooms or workspace
  - Timings of group tutorials (sometimes held if practice have several trainees working for them at the same time)
  - Timings of practice meetings, educational sessions

Almost all LTFT trainees prefer to work on fixed days each week (eg. Mon, Tues and Wed each week). This can be particularly important when organising child care, as most facilities are unable to offer varying days each week. There may need to be some flexibility and the trainee may need to occasionally swap a day in order to attend different meetings/clinics only held on the days that they normally have off (see below).

Full and half-days or a combination of both can be considered depending on what suits the trainee and practice.

### **Start and finish times:**

Start and finish times can be very important for LTFT trainees especially if using childcare. A lot of childcare options involve fairly fixed beginning and end times (commonly 8am until 6pm), with financial penalties being applied in settings such as nurseries if these deadlines are not met. Trainees will need to consider whether they are likely to be able to make drop-off/pick-up times and may want to consider who else could be responsible for these. If financially viable, they may be able to use a more flexible childcare option. (See childcare options document for more information.) Even if planned well, medicine is not the most predictable of careers, and there may be times when trainees are likely to run late.

Trainees may be able to negotiate with their practice with regard to start and finish times. Examples could include:

- If the practice offers some early appointments, the trainee may also be able to start a clinical session early, resulting in an earlier finish time and allowing them to pick up their child.
- The trainee may start clinic at a slightly later time in order to drop their child off at childcare, but therefore finish later
- The practice may agree to only ask the trainee to do a duty doctor session (or similar session where doctor is less likely to finish on time) on the same day(s) each week so that it is easier for them to organise regular late childcare.

These options all depend on the trainee being able to complete the full number of clinical/ educational hours required and the practice being able to provide appropriate clinical supervision and support. If both trainees and practices can try to be accommodating it generally results in a much better working relationship.

## Breakdown of the working week:

A full time trainee in general practice normally works a week made up of:

- 1 session VTS (during VTS term time)
- 1 session self-guided study time
- 1 session tutorial
- 7 sessions clinic time (8 sessions out of VTS term time)

Each session (clinical, VTS, tutorial, self-study) should comprise 4 hours to make up a 40 hour working week. For further information including what comprises educational and clinical sessions please see: <http://kssdeanery.ac.uk/general-practice/resources-gp-trainees/forms-guidance-handbooks-amp-policies> - Guidance for ST3 working week.

LTFT trainees should work a pro-rata number of sessions based on the %WTE that they work. Below is a table detailing the number of sessions that you would expect to have depending on %WTE worked.

% WTE worked	Clinic time (during VTS term time)	Clinic time (out of VTS term time)	VTS	Tutorial	Self-guided study time
100%	7	8	1	1	1
90%	6.3	7.2	0.9	0.9	0.9
80%	5.6	6.4	0.8	0.8	0.8
70%	4.9	5.6	0.7	0.7	0.7
60%	4.2	4.8	0.6	0.6	0.6
50%	3.5	4	0.5	0.5	0.5

If training at 50% WTE, working out sessions is relatively simple with tutorial sessions/ VTS/ self-guided study time occurring every other week. An example timetable for a trainee doing 50% WTE may comprise:

	Mon	Tues	Wed	Thurs	Fri
Am	Clinic	Clinic	VTS/ self-study session alternate weeks	Off	Off
Pm	Clinic	Tutorial session/ Clinic alternate weeks	Off	Off	Off

If VTS and self-study time are combined in the same session, the trainee can decide whether they would find it useful to use some of their self-study sessions to attend extra VTS sessions. (Please note that the trainee only needs to officially attend 50% of VTS sessions so this is not compulsory).

When working at percentages other than 50% WTE, slightly more planning is required. For example, if working at 60%, trainees should have a tutorial 3 out of every 5 weeks. Trainees will need to keep a tally of the various clinical and educational sessions they do, so that they can ensure they get the correct amount over a given period of time. An example timetable may comprise:

	Mon	Tues	Wed	Thurs	Fri
Am	Clinic	Clinic	VTS (3 out of 5 weeks) Clinic (2 out of 5 weeks)	Off	Off
Pm	Clinic	Tutorial (3 out of 5 weeks) Clinic (2 out of 5 weeks)	Self-study (3 out of 5 weeks) Clinic (2 out of 5 weeks)	Off	Off

Greater flexibility may be used when creating the timetable, as long as both the clinical supervisor and trainee are happy that they are meeting the educational and clinical requirements. For example, instead of having a 4hr tutorial session 3 out of every 5 weeks, the trainee may have a shortened tutorial session (2.5 hrs) that is held every week, and also do an extra 1.5 hrs clinical time. See timetable below.

	Mon	Tues	Wed	Thurs	Fri
Am	Clinic	Clinical time 1.5hrs (eg 1hr of appointments followed by 0.5hrs clinical admin time) Then 2.5 hrs tutorial time	VTS (3 out of 5 weeks) Clinic (2 out of 5 weeks)	Off	Off
Pm	Clinic	Clinic	Self-study (3 out of 5 weeks) Clinic (2 out of 5 weeks)	Off	Off

## Working days that are normally considered to be one of the trainee's days off:

Trainees may occasionally need to work a day that they normally have off, for example to attend a mandatory training day, a special/infrequent meeting or in order to complete their educational experience (to attend clinics/meetings only held on the days they normally have off). If this is necessary adequate notice needs to be given to the trainee so that they can make alternative arrangements for any appointments or child care needs on that day. In return, the trainee will be owed a day off in lieu.

## Out-of-hours duties:

A pro-rata number of Out-of-Hours duties should be carried out by LTFT trainees. A full time trainee is required to undertake 72 hours per year. The table below gives an idea of the minimum number out-of-hours duties you should complete (over 4 months or over 1 year) when working at different %WTE.

	<b>50% WTE</b>	<b>60% WTE</b>	<b>70% WTE</b>	<b>80% WTE</b>
<b>Over 4 months</b>	12 hrs	14.4 hrs	16.8 hrs	19.2 hrs
<b>Over 1 year</b>	36 hrs	43.2 hrs	50.4 hrs	57.6 hrs

## **Annual leave entitlement/ Bank holidays:**

LTFT trainees are entitled to annual leave and bank holidays on a pro-rata basis. More details are available in the document, Guidance for organising a LTFT rota - <http://www.ksseducation.hee.nhs.uk/specialty/support/ltft/guidance-for-organising-an-ltft-rota/>

## **Study leave entitlement:**

LTFT trainees are entitled to study leave on a pro-rata basis. If the study leave (training course, meeting, etc) falls on a day that is not normally one that the trainee works, then they should be entitled to an extra day off in lieu.

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