# Oxford School of Anaesthesia LTFT Guide (October 2021)

The Oxford School of Anaesthesia is keen to support trainees wishing to undertake flexible working. This guide (written and kept up to date by OxDAT LTFT representatives, approved by the Training Programme Director) aims to help answer the common questions regarding LTFT working and training in Anaesthetics in HEETV.

## Applying for LTFT and % training time

All LTFT trainees have to satisfy eligibility criteria that have been agreed by the Conference of Postgraduate Medical Deans. You can apply for LTFT if you fit into one of three categories:

* **Category 1** includes caring for young children, ill health, disability, and caring for ill dependents.
* **Category 2** includes training for a religious role, unique opportunities for personal/professional development, short-term extraordinary professional responsibility.
* **Category 3** (new from August 2021) includes personal/general wellbeing reasons. Applicants in this category are not required to provide further details of their reasons for wishing to train LTFT.

For category 3 you can apply for 80% training time only (in the first year this will be for 4 months only). For categories 1 & 2, any percentage training time from 50% upwards can be applied for. Within HEETV most LTFT anaesthetic trainees train at 60%. There is flexibility to increase this to other percentages (e.g. 80%), but this cannot be guaranteed and must be applied for on an individual basis via the Training Programme Director in the first instance.

The application form and relevant contact details are available at <https://thamesvalley.hee.nhs.uk/resources-information/trainee-information/training-options/less-than-full-time-training-ltftt/>

## Leave

### Annual Leave

Annual leave entitlement is calculated on a pro-rata basis. Below are some worked examples.

|  |  |  |
| --- | --- | --- |
| Annual leave | < 5 years  NHS service | > 5 years  NHS service |
| Full time | 27 | 32 |
| 80% | 21.5 | 25.5 |
| 60% | 16 | 19 |

### Carrying over Annual Leave

This applies to LTFT trainees in the same way as for full-time trainees. If you haven’t been able to take your full entitlement of annual leave despite best efforts, then you can carry leave over to another leave year on a pro rata basis. Full-time trainees are allowed up to 5 days, therefore at 60% you can carry over 3 days (5 days x 60% = 3 days). This must be arranged by local agreement and must be with the same employer. If you are moving to a different employer then you can request payment in lieu of leave not taken, but this is again by local agreement.

### Bank Holidays

As with annual leave, your bank holiday allowance is calculated pro-rata according to the percentage LTFT you work. Below are some worked examples:

|  |  |
| --- | --- |
| Work pattern | Bank holiday allowance |
| Full time | 8 |
| 80% | 6.5 |
| 60% | 5 |

You can claim time off in lieu (TOIL) for the bank holiday if you:

* Work on-call
* Have a zero day (e.g. following a night shift)
* Normally have it as a non-working day

### Carer’s/Domestic leave

Carer’s leave is designed to be used in cases of ‘urgent domestic distress’ (e.g. illness of a child, partner, close relative or dependant, or an emergency situation arising from the breakdown of normal carer arrangements) but not for situations which are pre-planned or of long duration.

The duration of this type of leave is trust-specific and whether these days are paid or unpaid is also at the discretion of the individual organisation so please check your local policy for details.

### Parental leave

A separate document available describing this in detail on the OxDAT OOP/LTFT website (<https://www.oxdat.com/ltftoop>).

## Rota

### Normal Working Pattern

This is governed by BMA/NHS Employers Good Rostering Guide (May 2018). You can request a regular working pattern (for example Wed/Thurs/Fri) and all attempts should be made to facilitate the requested working pattern for the duration of the placement (and ideally across multiple placements).

The employer needs to give you sufficient notice if a change in working pattern is required so that you can organise any changes to carer responsibilities.

Common queries include:

* Being required to work a night running into a non-working day. This is allowed, but *only for one* non-working day, e.g. at the start or end of nights, not both.
* Working Friday long days as part of a weekend when it’s not your normal working day – according to the Good Rostering guide this is not allowed unless by agreement. Since weekend working is now defined as any shift that begins on a Saturday or Sunday, not working the Friday long day does not increase the weekend working of other people on the rota.

If based at OUH and 60% LTFT, they currently request that you select your working days as either Mon/Tue/Wed or Wed/Thurs/Fri.

### Balance of on-calls vs. normal days

This is governed by the both the Gold Guide (Jan 2020) and Good Rostering Guide (May 2018)**.** The key is proportionality.All shift types should be pro ratasoyou should be working the same proportion of days, long days, nights, and weekends as a full-time trainee on the same rota. You should NOT be required to cover proportionally more on-calls/weekends/etc as you would otherwise not receive an equitable proportion of training time compared with full-time trainees.

The only instance where this will not be the case is where two LTFT are job sharing, i.e. doing the service provision of a single full-time slot on the rota. Here, each trainee would do 50% of the on-calls of the full-time trainees and make up their hours with normal days to make 60% overall. In this situation, an agreement is needed between the two trainees and rota-writer for how to arrange weekend on-calls. We are funded as “slot shares” or “LTFT in a full-time slot”, NOT as a “job share” and LTFT trainees should not be compelled to split their weekends.

## Training

### Making the most of training

Sometimes you may need to be flexible with your working days to attend clinical activities which only happen on certain days e.g., a specific clinic or theatre list. If this is the case, then you should get a compensatory day in lieu. The same applies for any teaching sessions you attend on non-working days. Formal departmental teaching sessions should be attended as frequently as possible, although it should not be compulsory to attend teaching sessions which fall on a non-working day. Departments should consider scheduling teaching on days that maximises attendance by all trainees, including those who are LTFT. Post FRCA OxDAT teaching occurs on rotating days of the week, ensuring equitable access to training days for LTFT trainees.

### Study leave and funding

The current HEETV study leave policy is available at <https://thamesvalley.hee.nhs.uk/resources-information/trainee-information/study-leave-for-doctors/>

LTFT trainees are entitled to a pro-rata share of study leave days and equitable access to funding (currently uncapped). In addition, if you are required to undertake a course by the curriculum that will exceed your pro-rata allowance then should be allowed additional study leave, provided safe service delivery is not compromised.

If you wish to attend a teaching session or course which falls on your non-working day then you are entitled to arrange a day off in lieu. However, you must agree this in advance and ensure that this does not compromise your ability to complete all the necessary competencies.

Please seek advice from your educational supervisor, college tutor or training programme director if required for further clarification.

### Training Modules / Blocks

Any units of training which are organised in modules or blocks of subspecialty areas should offer LTFT trainees an equivalent period of training as offered to full-time trainees. However, you may need to make the person who organises these blocks or modules aware that you are a LTFT trainee as they may well be a different person from the rota-writer. It would be prudent to do this well in advance. Your college tutor, departmental rota writer or secretaries should be able to provide you with their contact details.

### ARCPs

All trainees, whether full-time or LTFT must have an ARCP each calendar year. Some of the requirements for each ARCP cycle are pro-rata and others are not – check the ARCP checklist paperwork carefully and clarify well in advance with your educational supervisor or training programme director if you are unsure what evidence will be expected.

### CCT dates

**You need to inform the Royal College of Anaesthetists once you have been approved as less than full time so that they can recalculate your CCT date.** It is sensible to keep track of your own dates for LTFT and any leave you take. You will need this for your Form R at ARCP. You can approximate time left in training by using the following formula:

Months left in training if full-time x (2 – your LTFT percentage as a proportion)

e.g. 36 months x (2 – 0.6) = 50.4 months

### Locum shifts

The position of the HEETV Anaesthetics School Board is that LTFT trainees are permitted to undertake locum work without seeking individual approval beforehand as long as the number of additional hours worked does not bring the trainee up to working full-time hours and that all shifts are declared appropriately on the Form R/Whole Scope of Practice forms at each ARCP.

## Something not covered?

Don’t hesitate getting in touch with the OxDAT LTFT reps ([ltft@oxdat.com](mailto:ltft@oxdat.com)). They may be able to answer your questions or direct you to someone who can.

## Useful Resources

* NHS Employers/BMA Good Rostering Guidance (2018)

<https://www.nhsemployers.org/-/media/Employers/Publications/NHSE-BMA-Good-rostering-170518-final.pdf>

* Terms and conditions of service for doctors and dentists in training (England) 2016 – version 9 April 2021

<https://www.nhsemployers.org/sites/default/files/media/NHS-doctors-and-dentists-in-training-eng-tcs-v9_0.pdf>

* COPMED Gold Guide (last amended 8th edition January 2020)

<https://www.copmed.org.uk/gold-guide-8th-edition/>

* HEETV Study leave policy

<https://thamesvalley.hee.nhs.uk/resources-information/trainee-information/study-leave-for-doctors/>

* NHS Terms and Conditions of Service

<https://www.nhsemployers.org/tchandbook>

* Employment Rights and Legislation

<https://www.acas.org.uk/maternity-paternity-and-adoption-leave-and-pay>