**Less Than Full Time Training in General Practice at RSCH**

Welcome to Less than Full Time Training (LTFT) at Royal Surrey.

This web page is designed to provide some useful information and links regarding LTFT in GP.

We have both an LTFT Representative in the General Practice Department and a Hospital Champion for LTFT both of whom are happy to be contacted regarding any questions about LTFT or problems you may be having.

LTFT Representative for GP – Dr Emma Townsend ([emtownsend@doctors.org.uk](mailto:emtownsend@doctors.org.uk))

LTFT Champion – Dr Kate Potter

([rsch.ltftsupportt@nhs.net](mailto:rsch.ltftsupportt@nhs.nett) tel x 6405 or please do come and find me in the radiology department)

All LTFT’s are added on a group e-mail when they join so that we can keep you up to date with information specific to LTFT and have your important feedback for the LFG meetings. If you do not wish to be on this please do let Donna know.

**General information**

**ST1 / ST2**

You will be allocated either a job-share partner/partners for your 4 month rotations or will work your percentage in a rota slot. It is advisable to be very pro-active and contact your rota managers as early as you can to ensure that you have plenty of time to work out your rota and on-call commitment so that it fits in with your other commitments.

**ITP and ST3**

**ITP Placements**

ITP is 40 hours per week for full time trainees split into 16 hours in a hospital post and 24 hours in GP. For LTFT’s they do all their hours in GP without the hospital placement, so an 80% trainee will do more hours in GP than a full time trainee.

ITP trainees attend 4 hours ITP teaching on a Thursday morning. In addition they have 4 hours SPA, usually taken on a Thursday afternoon. This is not pro- rata because all ITP trainees need to complete 24 OOH shifts during this 4 month block which is paid back as SPA time.

**ST3 Placements**

ST3 full time trainees work a 40 hours week. LTFT’s calculate their pro-rata hours:

50% - 20 hours /week

60% - 24 hours / week

70% - 28 hours / week

80% - 32 hours / week

Each week there are 4 hours half-day release teaching on a Thursday morning from 8.30 - 12.30 and for full time trainees 4 hours SPA time. For LTFT’s this SPA time is taken pro-rata (50% - 2 hours etc.).

These hours are deducted from your pro-rata working hours to give your clinical hours each week (eg. 50% trainees 20 - 6 = 14 hours).

When you are in GP your working days are for you to negotiate with your practice based on the above, and you won't have a job share to consider. Practices are usually flexible about which days you work, the only issues will be constraints due to room shortages on the days you want to work, and making sure that you overlap enough with your trainer. You don't have to overlap 100%, but will obviously want to maximise this.

There should also be an additional weekly tutorial timetabled with your practice trainer. (1.5 - 2 hours).

For ST3 there is also a 72 hours OOH commitment. How this is paid back to you is for you to arrange with your practice but can be taken from your working week or taken as days/ hours additional leave as required which can help with school holidays etc. Please ensure that you give your practice plenty of warning about when you want to take these days if you are not deducting it from your working week because they will have booked clinics in advance for you, so plan well ahead.

**Annual leave**

Annual leave is pro-rata and is based on full time trainees working 8 hour days. For LTFT’s it works better to calculate your AL in hours as you are sometimes likely to be working non-standard length days.

**Useful links**

Guidance for organising a LTFT rota : For trainees and rota co-ordinators – this is very useful when negotiating your rota :

ksseducation.hee.nhs.uk

BMA Less Than Full Time Guidance – good basic information for LTFT : <https://www.bma.org.uk>

Training Handbook for General Practice Specialty Training Registrars – provides a lot of information about LTFT GP training, assessment requirements and useful links including a timetable calculator : <http://kssddeanery.ac.uk/sites/kssdeanery/files/HEE%20KSS%20GPSTR%20Training%20Handbook%20-%20Aug%2018.pdf>

Link for application form for LTFT :

<https://lasepgmdesupport.hee.nhs.uk/support/ticlkets/new?form_20=true>