

Guidance for Job Planning and LTFT Rotas on the pre 2016 contract

Overall principles

This guidance applies to those trainees on the pre 2016 contract. There is much overlap in underlying principles and the way the rota can be allocated, but the pay allocations are different on the 2016 contract. Please see other guidance on our webpage for support for trainees on the new contract.

Whether a trainee is in a slot share, is supernumerary or is less than full time within a full time slot the basic principles for banding and allocating that trainee's rota are the same.

The advice and examples below assume that a trainee is working 60% with a 50% allocation of on call but the same principles can be applied for other % of day time and out of hours work.

A LTFT rota can be worked out from the template of a full time trainee in the same post. It should be assumed that the LTFT trainee will work fixed days in the week but once a basic rota is agreed like for like shifts can be swapped if necessary. A trainee's rota template should be worked out in order to determine accurate banding and pay. Following this the actual job plan can be created with the individual trainee's needs and post requirements being discussed.

A LTFTT should always work an agreed pro rata % of the full time trainees in that post and so their absolute numbers of days and out of hours shifts worked in a single cycle of the rota may vary post to post. If the banding allowed for a LTFT trainee is fixed then a few days within the 6 month post may need to be removed from that trainee's shifts to bring their average weekly hours down to the required amount. For example, within the Yorkshire and Humber HEE, all LTFT trainees are placed within slot shares and are paid based on an F6 banding and so must average 24 - 28 hours per week when out of hours work is taken into account.

When calculating the hours for each trainee (and especially if one trainee is in a slot alone), 2 cycles of the rota should be used to ensure the full spread of shifts are considered.

Example 1 FT band 1A LTFTT band F6 FA

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Trainee 1								
Trainee 2								
Both trainees								
Mon	N	OFF	S	LD	S	S	S	OFF***
Tues	N	OFF	S	S	S	S	LD	OFF
Wed	N	OFF	OFF*	S*	S*	S*	LD*	S*
Thurs	N	OFF	S	S	LD	S	S	S
Fri	OFF	OFF	S	LD**	S	S	N**	S
Sat				LD**			N**	
Sun				LD**			N**	

N: 13 hour shift at night; S: 8 hour shift during day; LD: 13 hour shift during day

* In order to get a 60% of full time equivalent daytime work, 2 LTFTTs in a slot share will have 1 day in the week where they will overlap. Issues such as allowing both trainees to access weekly fixed teaching sessions or clinics and the trainees' personal commitments such as child care should be considered when arranging this overlap day.

** Each trainee works either one weekend in each cycle of the rota or splits each weekend to work 1 or 2 days. In practice, in order to calculate the total number of actual shifts to be worked and the banding consider the weekends as whole initially.

As a Friday – Sunday of night shifts carries a different number of out of hours work to the weekend of day shifts, 2 cycles of the rota should be used when calculating the intensity supplement as this will be determined by the proportion of hours within or outside of 7am – 7pm.

*** When the wed – fri person works the weekend of nights they effectively lose 2 OFF days of compensatory rest – these can either be taken elsewhere as lieu days.

For a 60% rota, the basic rota should be modelled on a 3 day week (assuming full time is 5 days/week) and then the out of hours allocation should be half that worked by the full time trainees. For a 50% rota, the basic rota for the purpose of banding and pay can contain a half day each week but in practice a 2 day week followed by 3 day week is more practical.

Summary of how to plan a LTFTT rota (assuming 60% with 50% on call)

1. Establish full time rota template of shifts and use 2 cycles of this
2. Allocate the same 3 days each week – (usually Monday to Wednesday, or Wednesday to Friday) including any 13 hour shifts day or night.
3. Allocate alternate weekends
 1. Cycle 1: days
 2. Cycle 2: nights
4. Ensure OFF days after nights are also taken as for the full time rota.
5. Calculate banding and OOH uplift e.g. FAF6

Steps 1-5 are used to inform payroll.

6. Meet to decide actual job plan and any alterations in like for like shifts for training, teaching needs etc.

Incomplete slot shares

Where there is a vacant slot or a LTFT trainee is in a full time slot, local arrangements should facilitate an increase in percentage of hours if this is by mutual agreement.

Pros: More training accrued

Relatively cheap rates for additional doctor hours (versus locums)

Cons: Potential reluctance by trainees to decrease hours in a subsequent post.

Supernumerary posts

Daytime work is easy to calculate but is better as fixed days to maintain a routine for the trainee. Allocation of the LTFT trainee OOH shifts can be done in a way to even up allocation for the others on the rota.

Pros: LTFT training is perceived as a positive presence.

Supernumerary trainees can boost numbers available for training and service delivery in the day.

Cons: Difficult to work out!

Community trainees with hospital on call

Rotas for these doctors should be worked out in the same way as for the doctors working 100% in hospital. There can be a perception that OOH causes training in community to be lost but the same compensatory rest must be given. The person creating the LTFT rota must liaise with the trainers for the community post to ensure community training is condensed into the weeks the trainee is available.