

## Less Than Full Time Training in Scotland Some Scotland-Specific Information and Links

Though there are many similarities between LTFT training in Scotland and the rest of the UK, there are several key differences which this document seeks to address and help you navigate.

First, here is a useful summary flier from the Scotland Deanery regarding LTFT training:

**Your Training, Your Deanery**  
**Scotland Deanery**  
[www.scotlanddeanery.nhs.scot](http://www.scotlanddeanery.nhs.scot)



### **1. LTFT Form A**

Complete form A (from the NES website). This must include a future placement and the specific date in the month your LTFT is to begin. Meet with your Programme Director to discuss your request, they need to be able to confirm that you will still be able to meet all your Educational Objectives and that your LTFT status will not disadvantage other trainees.

### **2. Appointment**

Make an appointment with the Associate Postgraduate Dean (APGD) for LTFT to discuss your eligibility. Forward your Form A to the LTFT Administrator or bring to your appointment. Informal appointments can also be offered, if you just wish to discuss the possibility of applying before speaking to your Programme Director.

### **3. On-call**

We would advise pro-rata on-call unless there is an exceptional training need e.g. opportunities for achieving competency progression/experience that can only be achieved through on-call work

### **4. Changing Sessions – Form D**

To increase / decrease or revert to full-time throughout training (unless specified on initial Form A), complete Form D from the NES Website. All Health Boards require 3 months' notice. In this case, it is only necessary to meet with the APGD for LTFT if e.g. your eligibility has changed, you have any concerns about your LTFT or if your request is NOT supported by your Training Programme Director. If supported, send form D to your Programme Administrator to process and send to the Health Board. <https://www.scotlanddeanery.nhs.scot/about-us/our-people/training-management-team/>

### **5. LTFT - Short Period**

You can apply for a specific period e.g. in a Category 2 application. You will automatically revert to full-time when this specific period ends, unless you wish to continue LTFT then you would reapply through the Deanery and your Training Programme Director (Steps 1-2 apply.)

### **6. Returning from Maternity Leave/ Sick Leave / OOP / Career Break – Form A applies**

If you had previously been LTFT prior to statutory leave, you should discuss your return to work with your TPD/FPD. If you require to change your sessions, a Form D should be submitted to the Deanery.

If you had previously been LTFT you do not always need to meet with the APGD, but you should however discuss your return to work with your TPD/FPD.

### **7. General Practice: All grades - Hospital & GP Rotations**

Requests will be considered on a case by case basis. All requests are dependent on a suitable post being available and with support by the service. Your Training Programme Director will require to be sure that you will be able to meet your training requirements (Steps 1-2 apply).

### **8. Foundation FY1 & FY2**

Requests will be considered on a case by case basis, the APGD will discuss with you on a suitable post which is available. Your Foundation Programme Director will need to be sure that you will be able to meet your training requirements (Steps 1-2 apply). If you meet the criteria, your application is passed to the APGD for Foundation who will look for a suitable post. If you wish to continue with LTFT after Foundation, you will need to reapply (Steps 1-2 apply).

### **9. Form C – Annual Review of LTFT**

An Annual Review 'Form C' will be sent out by the Deanery via Questback annually which **must** be completed by the date stated. This gives you an opportunity to reflect on whether LTFT training continues to meet your educational needs. By completing the QuestBack you are only stating your wish to continue with LTFT. If you wish to change your sessions, or revert to full time, you must follow Step 4.

### **10. Application process information**

Until you receive written confirmation from the Deanery that your request has been approved, you **MUST** start or continue to work either full-time or at your current sessions. This start date on your form is the date the Health Board will confirm. If you decide to change this date, please contact the Deanery asap as your paperwork will have to be formally amended and resubmitted to the Health Board.

### **11. Health Board approvals**

All Health Boards reserve the right to refuse applications for LTFT. However, they are always sympathetic and will try and accommodate all requests whenever possible. If refused, please contact your TPD/APGD in the first instance to look for a bespoke solution.

### **Contact AGPD for LTFT:**

<b>East Region</b>	Shilpi Pal	<a href="mailto:shilpi.pal@nhs.scot">shilpi.pal@nhs.scot</a>
<b>North Region</b>	Joy Miller	<a href="mailto:joy.miller2@nhs.scot">joy.miller2@nhs.scot</a>
<b>South East Region</b>	Alastair Leckie	<a href="mailto:alastair.leckie@nhs.scot">alastair.leckie@nhs.scot</a>
<b>West Region</b>	Anna Dover	<a href="mailto:anna.dover@nhslothian.scot.nhs.uk">anna.dover@nhslothian.scot.nhs.uk</a>

### **Eligibility for LTFT working in Scotland:**

- In keeping with the most recent iteration of the Gold Guide (9<sup>th</sup> edition, published summer 2022) all doctors in training can apply for LTFT training, the only requirement being a “well-founded individual reason”.
- An illustrative list of “well-founded reasons” can be found on the Scotland Deanery website and includes personal disability, ill health, caring responsibilities (including for children), welfare and wellbeing reasons including reducing potential burnout, pursuing unique opportunities, religious commitments and increased flexibility to allow development of a broad career portfolio.
- Eligibility for LTFT working was previously split into category 1 and category 2 with category 1 covering trainees with disability, ill health, or caring responsibilities, and category 2 covering “unique opportunities” for personal or professional development. As the removal of these categories is a very recent change you may still see “category 1” and “category 2” referred to in certain documents, such as the flier at the top of this pdf, but you no longer have to fit into one of these specifically.

### **Initial Application:**

- The first step is discussing LTFT training and your eligibility criteria with your Training Programme Director (TPD)
- Download and complete “Form A” (links at the bottom of the page) which will include details of your eligibility criteria, the placement you will be on when you intend to start LTFT and the intended date for starting LTFT, the duration you wish to work LTFT and the percentage LTFT you wish to work. This form is signed both by you and by your TPD
- Arrange an initial appointment with the local Associate Dean for Flexible Training (there is one for each of the four regions), see links below for contact details
- Bring your completed Form A to this meeting
- The Associate Dean for Flexible Training will then take this request forward to the local educational supervisor and Service to indicate that the trainee is eligible and to request whether this is supported by the Service and local trainers, known as the “Form B” and once formally approved, you will be updated.
- A minimum of three months’ notice is required

### **Working Hours and Rotas:**

- Whilst job shares are common in some deaneries in the rest of the UK, they are not common in paediatric training in Scotland. Generally a trainee requests a LTFT percentage (usually between 60% and 80%) and will then have a specific rota line written for them.
- In general the “in hours” and “out of hours” percentages should be the same, though there are some exceptions to this and this should be discussed with your individual TPD and department rota coordinator.
- Fixed week days off (eg for childcare) are accommodated where possible but are not an automatic right and cannot be accommodated by all departments, again it’s advisable to discuss this with the specific department you are about to rotate to before the rota is written.

### **Changing your LTFT Percentage:**

- In all 4 regions of Scotland LTFT trainees will have an annual review sent to you by email (via “Questback”, also known as “Form C”) to confirm that you would like to continue with your current LTFT percentage.
- If you do want to increase or decrease your percentage, including requests to return to full time training, this is done by completing a “Form D” which is agreed and countersigned by your TPD. As with initial applications, requests for changes to your LTFT percentage requires 3 months’ notice.
- Previously in some of the regions of Scotland there was a maximum period for which you could train LTFT in paediatrics, this is no longer the case and the default position is now that LTFT training is approved for the remaining duration of the training programme.
- In some cases when LTFT has been granted to allow a trainee to pursue a “unique opportunity” the period of LTFT may still be granted for a fixed period rather than for the duration of training, this will be on a case-by-case basis.

### **Pay when LTFT:**

- Junior doctors in Scotland work under a different contract to those in England, and as part of this there are some differences in the way pay is calculated.
- LTFT trainees in Scotland will be given a basic salary which is determined by the average number of hours you work per week, this is your basic pay band:
  - F5 = 0.5 of full-time basic salary for  $\geq 20$  -  $< 24$  hours of actual work per week
  - F6 = 0.6 of full-time basic salary for  $\geq 24$  -  $< 28$  hours of actual work per week
  - F7 = 0.7 of full-time basic salary for  $\geq 28$  -  $< 32$  hours of actual work per week
  - F8 = 0.8 of full-time basic salary for  $\geq 32$  -  $< 36$  hours of actual work per week
  - F9 = 0.9 of full-time basic salary for  $\geq 36$  -  $< 40$  hours of actual work per week
- You will then receive an on-call supplement which is paid as a proportion of your basic salary and is based on your hour out of hours commitment, this will be FA, FB or FC
  - FA – working at high intensity and at the most unsocial times = 50% supplement
  - FB – working at less intensity and less unsocial times = 40% supplement
  - FC – all other trainees with duties outside 8am-7pm Monday-Friday
- As both the basic salary and the supplement are based on the actual hours worked in a given job and on a given rota, your pay can change when moving between placements/departments, despite staying at the same LTFT percentage.

### **Key links and downloads:**

Scotland deanery webpage for trainee info on LTFT, this includes the up-to-date details of the relevant Associate Postgraduate Dean for Flexible Training in each of the four regions of Scotland:  
<https://www.scotlanddeanery.nhs.scot/trainee-information/less-than-full-time-training-ltft/>

Scotland deanery webpage on LTFT application process, this link includes all the forms required for the application process eg “Form A” for initial application, “Form D” for requesting a change of percentage :

[www.scotlanddeanery.nhs.scot/trainee-information/less-than-full-time-training-ltft/lft-application-process](http://www.scotlanddeanery.nhs.scot/trainee-information/less-than-full-time-training-ltft/lft-application-process)