

Guidance note for completing LTFT work schedules for GP trainees in practices

The work schedule for a less than full time (LTFT) GP trainee in a practice placement will reflect the same proportion of clinical/educational session split as a full-time work schedule. The timetable will vary according to the percentage worked, and this will be reflected in the hours and pay. Everything else, including the educational/curriculum requirements, should be the same, and the work schedule should ensure that LTFT trainees are able to receive the proper proportion of their intended training opportunities in the placement.

General guidance on the [pay system for LTFT trainees](#) is also available.

Under the [agreed template](#) for a full time GP trainee in a practice placement, half an hour (0.5 hours) per week is paid at the 37 per cent enhanced rate. This is to take into account the requirement to complete 72 hours of out of hours work across the year, and is based on the number of working weeks in a full year. This also takes into account that some out of hours work will take place outside of the period which attracts a 37 per cent allowance, for example, during early evenings or during the day at weekends.

This 72 hour requirement should be pro-rata for LTFT trainees, the table below shows how many hours this would be at different LTFT percentages:

LTFT percentage	Out of hours requirement
50%	36 hours
60%	44 hours
70%	51 hours
80%	58 hours
90%	65 hours
100%	72 hours

Including the 37 per cent enhancement in the work schedule

The terms and conditions (TCS) state that average hours will be assessed in 15 minute blocks, rounded up to the nearest 15 minutes, so the minimum amount of time that should be included in a work schedule is 15 minutes.

Pro-rating from a full time GP practice work schedule, NHS Employers suggest the following be included in a LTFT GP practice work schedule:

LTFT percentage	Assumed hours worked in the 37% period	37% enhancement to be paid on:
50%	1 – 11 per year	0.25 hours every 1 week
60%	1 – 11 per year	0.25 hours every 1 week
70%	1 – 11 per year	0.25 hours every 1 week
80%	12 – 22 per year	0.5 hours every 1 week

90%	12 – 22 per year	0.5 hours every 1 week
100%	12 – 22 per year	0.5 hours every 1 week

Weekend work

The full time template for a GP trainee in a practice placement indicates that the doctor can work no more than six weekends per year, as the work schedule is based on the individual trainee, and not on a rota.

Educational and clinical sessions split

Under the [agreed template](#) for a full-time GP trainee in a practice placement, GP trainees working full-time will have seven clinical sessions (28 hours) per week, and three educational sessions (12 hours) per week. An LTFT work schedule should maintain this 70/30 split between clinical and educational sessions (for example if an LTFT trainee is working 50 per cent, then their work schedule should include 14 hours for clinical work and six hours for educational opportunities).

Whenever a trainee undertakes out of hours work, the equivalent number of hours will need to be deducted from the clinical sessions.

Transitional arrangements

A LTFT GP specialty trainee in a practice placement is subject to the same transitional arrangements as any other doctor on the 2016 contract. The process to follow is as per Schedule 14 of the 2016 TCS, the same as that for any other LTFT doctor. Specific LTFT guidance is available on [the NHS Employers website](#).

Example

Below is an example of a 60 per cent LTFT GP practice work schedule. It is not a full sample work schedule, because the majority of it would be exactly the same as the [sample full time work schedules for GPs in practice placements](#). What is shown below is simply what will be different in a LTFT GP practice work schedule, when compared to a full time version.

Timetable

The timetable below is based on a 60 per cent less than full time trainee.

Tuesday

08.00 – 09.00 Partners meeting

09.00 -11.30 Surgery

11.30 -12.30 Admin

12.30 -13.00 Lunch

13.00 – 14.00 Visits

14.00- 16.00 Surgery

16.00 -16.30 Admin

Wednesday

09.00 -12.30 Structured teaching programme

12.30 – 13.00 Lunch

13.00 – 16.30 Peer groups / Personal study

Thursday

9.00 – 11.30 Surgery
11.30 – 12.30 Admin
12.30 -13.30 Visits
13.30 -14.00 Lunch
14.00- 16.00 Surgery
16.00 - 16.30 Admin

Average weekly hours of work: 24

Your contract is a less than full-time contract for 24 hours

The distribution of these will be as follows:

- Average weekly hours at basic hourly rate: 23.75
- Average weekly hours attracting a 37 per cent enhancement: 0.25

Note: these figures are the average weekly hours, and may be based on an actual week, fortnight, four week or longer period (no longer than the shorter of the rota cycle, placement length or 26 weeks), as required by the TCS. Additionally, as these will be varied to include your out of hours work, these may not represent your actual hours of work in any given week.

Annual pay for role

Basic pay (Nodal Point): £21,660.00 -	$(£36,100 / 40) * 24$
Pay for additional hours above 40: Nil	
Enhanced pay at 37 per cent rate: £83.49 -	$((36,100 / 40) * 0.25) * 0.37$
Weekend allowance: Nil	
On-call availability supplement Nil	
London weighting: n/a	
Flexible pay premia [GP]: £4,920.00 -	$(£8,200 * 0.60)$
Transitional pay protection: n/a	

Total pensionable pay: £21,660.00
Total non-pensionable pay: £5,003.49

Total annual pay for this role: £26,663.49

Should your placement be for less than 12 months, your pay will be pro-rated to the length of your placement.