

NHS England – North West
Workforce, Training and Education
Training Programme Management
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15th March 2024

Dear Postgraduate Doctors In Training,

RE: New LTFT Process Rollout April 2024

The new Less Than Full Time (LTFT) Application Process will be going live from the 1st April 2024, for new applications due to commence at the August 2024 rotation and thereafter.

Current PGDiT already working LTFT need not reapply unless changing programmes or LTFT percentage.

This process will apply to all Postgraduate and Foundation Doctors in Training; including GP Doctors in Training.

Please see **Appendix 1 LTFT Process April 2024 Flow Chart** in the first instance.

Main changes include:

1. The PGDiT will only need to gain Training / Foundation Programme Director approval for the application.
2. The Lead Employer will be notified of the LTFT change via TIS (Trainee Information System) and rotation so pay rates can be amended in good time.
3. All parties can refer to TIS for up-to-date information regarding LTFT.
4. It is the responsibility of the trainee to liaise with the trust / GP practice to arrange their work schedule. The LTFT champion will be able to signpost the PGDiT to the rota coordinator for their department.
5. The trainee will remain on the approved LTFT percentage and TIS updated at each rotation until the LTFT team are notified differently via an amended LTFT form.

All applications will need to be completed with at least 16 weeks' notice as per National guidance. This is so we can adhere to the 12 weeks code of practice to allow Trusts notice to complete the required work schedules.

Although you will not need to re-apply for LTFT at the start of each rotation (unless you wish to change percentage or return full time) you will need to liaise with each host placement regarding your work schedule prior to each placement.

Please also see **Appendix 2 LTFT Application Form April 2024** for reference,

Main changes include:

1. It is now a single form for application, with no requirement to submit eligibility and post approval forms.
2. The form only needs to be signed by the Training / Foundation Programme Director and the PGDiT.
3. Incomplete forms will be returned to TPD & PGDiT.
4. The same form should be completed for a change in LTFT percentage or a return to full time work.
5. The declaration ensures that the PGDiT acknowledges that the LTFT change will affect their pay.
6. Once LTFT application is approved this will remain in place for the duration of the training programme or until the LTFT team are advised otherwise.

The main aim of the process change is to streamline the application process and increase efficiency for all stakeholders and trainees.

The main source of LTFT percentage information for each PGDiT will be via TIS which all stakeholders have real time access to. Meaning that errors due to slow transfer / update of information can be mitigated.

The role of the LTFT champion within the application process has changed. The LTFT team will supply the LTFT champions with a list of incoming LTFT PGDiT. This will enable champions to signpost the LTFT PGDiT to the relevant people within their new department to negotiate their work schedules.

The local NHSE NW LTFT policy and website will be updated and circulated to reflect this change in due course.

For all queries please contact england.lft.nw@nhs.net

Yours sincerely

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And

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