

Less Than Full time Training- how to ensure our training programmes provide flexibility

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About LTFT



Applying for
LTFT



Why choose
LTFT



Your career



Advice to
trainers



LTFT FAQs

Your resident doctor says to you
“I want to train LTFT”

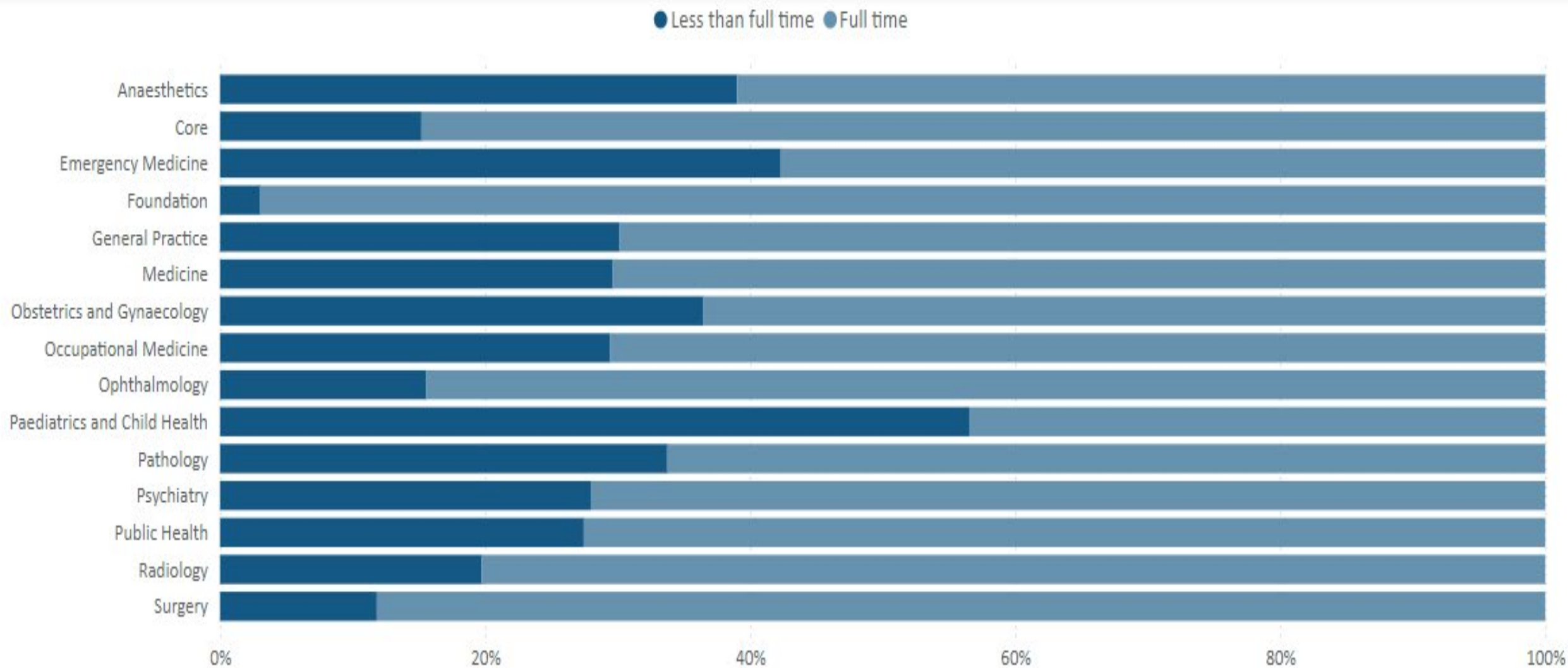
Questions:

What is your reaction?

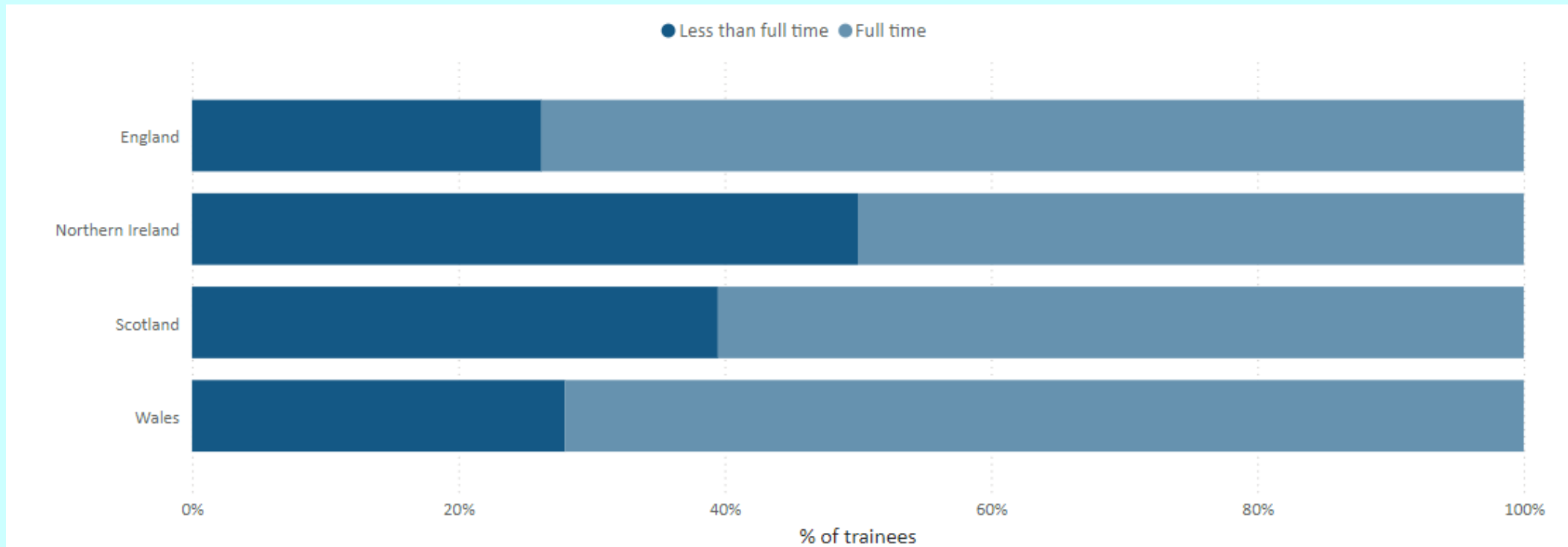
What do you do?

How common is this request in 2025?

Is Psychiatry a common specialty for LTFT training?



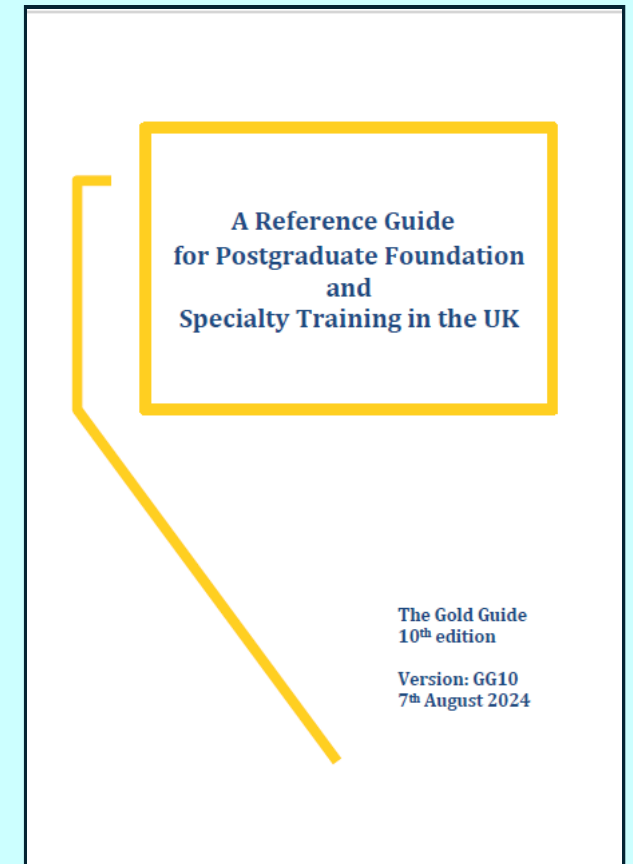
Does frequency of LTFT training vary across the UK?



Country	Less than full time			Full time		
	# Trainees	%	Total %	# Trainees	%	Total %
England	295	26.2%	28.0%	829	73.8%	72.0%
Northern Ireland	13	50.0%	28.0%	13	50.0%	72.0%
Scotland	47	39.5%	28.0%	72	60.5%	72.0%
Wales	14	28.0%	28.0%	36	72.0%	72.0%

Is your resident doctor eligible to apply to train LTFT?

- **All postgraduate doctors in training** can apply for LTFT training, the only requirement being a well-founded individual reason.
- **All well-founded reasons** will be considered.
- Support to progress the application may be dependent on the **capacity of the programme** and available resources as well as compliance with relevant legislation relating to CCT requirements.
- A balance needs to be maintained between the LTFT training arrangements, the educational needs of both full-time and LTFT postgraduate doctors in training, and the needs of the service.
- Decisions made by NHSE WTE, NES, HEIW and NIMDTA **only relate to educational support** for a LTFT training application.
- Employers/host training organisations must make a separate decision about the employment aspects of any proposal including the placement and any associated out-of-hours work.



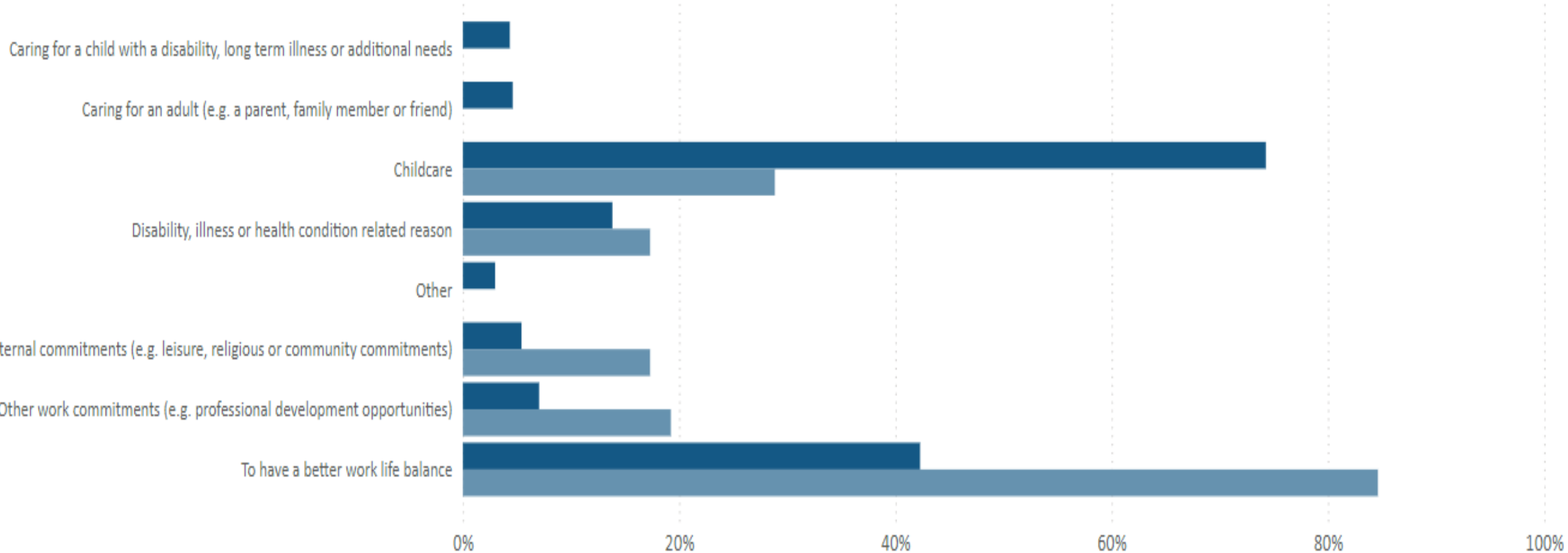
What is a well-founded reason?

- Disability or ill health
- Caring responsibilities
- Welfare and wellbeing including reducing potential burnout
- Unique opportunities for personal/professional development e.g. sporting career, continuing medical research as a bridge to progression in integrated academic training
- Religious commitment
- Non-medical development e.g. management/law/fine arts courses
- Development of a broad career portfolio.....(Including side hustles!)



Why are psychiatric resident doctors choosing to work LTFT?

● Less than full time ● Full time



How to: apply

Local process e.g:

<https://www.eastmidlandsdeanery.nhs.uk/policies/ltft>

Key points to know

- Prior discussion (ES/TPD + Trust)
- 3-month minimum time frame
- Resident doctor's responsibility to check pay adjustment
- Set day(s) off but no entitlement to specific rota pattern
- Consider visa compliance, if relevant

NHS England - Midlands - Change of Percentage (LTFT) Application Form (NHS mail Version)

This form is for all requests to change your working percentage. This includes:

- Going from full time to less than full time training (LTFT)
- Changing between different LTFT percentages
- Going from LTFT back to full time

Please note, it is expected that you would have already discussed this application with your Educational Supervisor (ES) or Training Programme Director (TPD) before submitting this form.

After completing this form a copy will be sent to both your ES and TPD for approval. The details provided may also be shared with our lead Associate Postgraduate Deans (APD) for LTFT.

Any requests submitted within 3 calendar months of your proposed change of working percentage date MUST be agreed in principle with your upcoming placement before submitting this form. These will only be agreed in exceptional circumstances.

All questions below relate to the placement and programme you are applying to change percentage in, rather than your current details.

Once you have changed your working percentage your pay will be adjusted on a pro-rata basis. It is your responsibility to ensure you check on your payslip that you have been paid correctly. Failure to do this could lead to overpayment and would need to be repaid to your employer.

You are reminded that approval to change your working percentage does not entitle you to work specific rota patterns. These must be negotiated with each employer/department/practice as you rotate.

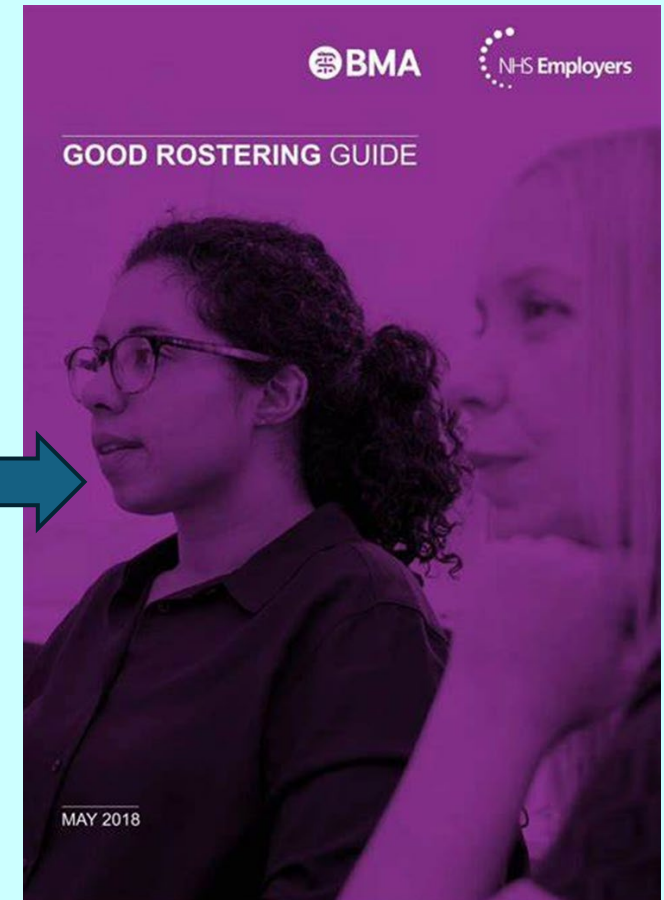
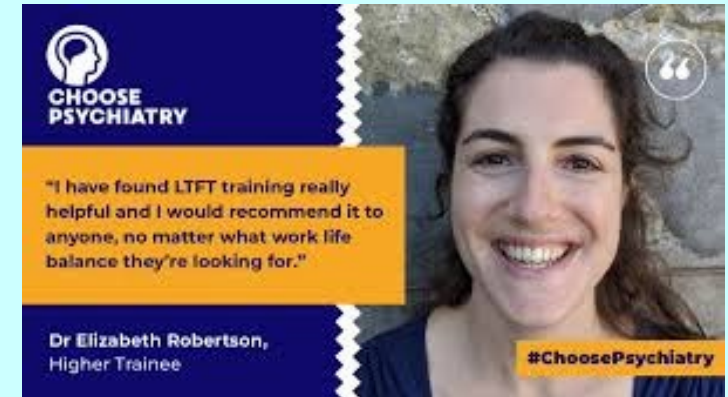
Please note, any additional medical/clinical work you are looking at undertaking whilst LTFT must be discussed with TPD / HoS before starting, as well as recorded on your ARCP Form R.

East Midlands policy: <https://www.eastmidlandsdeanery.nhs.uk/policies/ltft>

West Midlands policy: <https://www.westmidlandsdeanery.nhs.uk/support/trainees/less-than-full-time-training>

How to: make LTFT placements work

- Recognise 50-60% is different to 80-90% FTE
 - Ensure timetable is realistic and fair
 - Consider placement duration
- Pre-placement discussion with PS
 - Agree timetable
 - Range of clinical experience
 - Factor in teaching / psychotherapy etc
- On calls
 - Requirement to avoid shifts starting on a NWD
 - Good practice to avoid shifts ending on a NWD
- Exams
 - Study leave is pro rata (regional variation in how offered)



How to: plan for ARCP

- “LTFT postgraduate doctors in training should have an ARCP not less than annually but at intervals of no more than 15 months (to comply with the revalidation requirement) but may (also) need an ARCP at a critical progression point* in training.” (Gold Guide 10th Edition).
- *Impacts on recruitment & job opportunities; pay progression (Not NI).
- Remember progress and WPBA schedule will be assessed pro-rata.

Training Planner & Calculator												Quick Reference Table					
Grade (optional)	Hospital (optional)	Module (optional)	Start	Day (S)	End	Day (E)	LTFT %	Days	Months	Whole Time Equivalent (months)		50%	60%	70%	80%	90%	Full Time
CT1	WRH		06/08/2008	Wed	04/08/2009	Tue	100	364	11.97	11.97		24.0	20.0	17.1	15.0	13.3	12
CT2	Hereford		05/08/2009	Wed	03/08/2010	Tue	100	364	11.97	11.97		22.0	18.3	15.7	13.8	12.2	11
CT3	QEH		04/08/2010	Wed	02/08/2011	Tue	100	364	11.97	11.97		20.0	16.7	14.3	12.5	11.1	10
ST3	QEH		03/08/2011	Wed	03/12/2011	Sat	100	123	4.04	4.04		18.0	15.0	12.9	11.3	10.0	9
Leave	Maternity Leave		04/12/2011	Sun	03/12/2012	Mon	Leave	366	12.03	0		16.0	13.3	11.4	10.0	8.9	8
ST3	QEH		04/12/2012	Tue	04/02/2014	Tue	60	428	14.07	8.44		14.0	11.7	10.0	8.8	7.8	7
ST4	City and Sandwell		05/02/2014	Wed	03/11/2015	Tue	60	637	20.94	12.57		12.0	10.0	8.6	7.5	6.7	6
ST5	QEH		04/11/2015	Wed	04/04/2017	Tue	70	518	17.03	11.92		10.0	8.3	7.1	6.3	5.6	5
ST6	Russell's Hall		05/04/2017	Wed	03/07/2018	Tue	80	455	14.96	11.97		8.0	6.7	5.7	5.0	4.4	4
Leave	Maternity Leave		04/07/2018	Wed	05/02/2019	Tue	Leave	217	7.13	0		6.0	5.0	4.3	3.8	3.3	3
ST7	QEH		06/02/2019	Wed	04/02/2020	Tue	100	364	11.97	11.97		4.0	3.3	2.9	2.5	2.2	2
Other 1	Fellowship		05/02/2020	Wed	02/02/2021	Tue	100	364	11.97	11.97		2.0	1.7	1.4	1.3	1.1	1

How to: learn more

<https://www.rcpsych.ac.uk/training/your-training/training-less-than-full-time>

- E-learning resources

- Guidance for resident doctors

- Guidance for ARCP panels

Additional resources

The below resources have been developed across different regions of the UK and kindly shared with RCPsych. For more information, or to share your own local resources, please contact psychiatrytraining@rcpsych.ac.uk.

- [Less Than Full Time Training Package For Educational Supervisor and Training Programme Directors \(NHSE WTE East Midlands\)](#)
- [Educational Supervisor & Training Programme Director Guide To Less Than Full Time Training \(NHSE WTE East Midlands\) \(PDF\)](#)
- [LTFT Training in Psychiatry in the West Midlands Guidance for Trainees \(NHSE WTE West Midlands\) \(DOC\)](#)
- [LTFT Guidance for ARCP Panels \(NHSE WTE West Midlands\) \(DOC\)](#)
- [Completion of training date calculator with date of seniority calculation \(NHSE WTE West Midlands\)](#)
- [Risk Assessment Toolkit for Pregnant Trainees in Psychiatry - Supervision Guidance \(NHSE WTE North West\) \(DOC\)](#)
- [Risk Assessment Toolkit for Breastfeeding Trainees in Psychiatry - Supervision Guidance \(NHSE WTE North West\) \(DOC\)](#)

Questions, ideas and discussion

