


# Category 2 LTFT requests

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## Less Than Full-time Training – Category 2 requests

### Introduction

- Currently there is no transparent eligibility criteria published for stakeholders on decision making for Category 2 LTFT applications.
- London and KSS historically have had a differing approach
- 42% increase in Category 2 applications for 2016 to date, we believe this is partly as a result of the junior doctors contract.
- This is set within the context of the sixth edition of the Gold Guide (section 6.67; page 35) which now states that trainees are not normally be permitted to engage in any other paid employment while in LTFT training without the permission of the Postgraduate Dean

## Category 2 applications

- **2015 Category 2 applications - London**
  - 26 applications
  - 26 approved
- **2015 Category 2 applications – KSS**
  - 2 applications
  - 1 approved and 1 declined
- The majority of these were for personal/professional development, with both voluntary and paid opportunities being supported. All were approved as were within Gold Guide criteria and were supported by Training Programme Directors

## 2016 to date Category 2 applications

- **London**
- 37 applications
- 24 approved / 13 declined / 1 pending appeal
  
- **KSS**
- 2 applications received
- 2 declined
  
- There is approximately a 50% split between voluntary roles and paid employment. The requests for paid employment have been approved as the requests are considered to be exceptional by the Postgraduate Deans.

## Criteria used to consider Category 2 requests by Postgraduate Deans

- Not usually in first year of training scheme
- Not usually in final year of training
- Not for part time out of programme experience
- Not usually for other paid employment
- Paid employment requests must be considered to be exceptional
- Not in grace period
- In general must be NHS related
- Must be on an outcome 1 at most recent ARCP
- Granted for a maximum of a year at a time and trainees must re-apply each year, irrespective of the length of the role
- Granted for a maximum of three years in total.

## Eligibility making process

- Trainee discusses request with Training programme Director
- Trainee submits category 2 request to LTFT team with supporting statement, job description and confirmation of duration of role and if paid or voluntary
- LTFT team submits request to Head of School for speciality and Postgraduate Dean with recommendation to approve/decline based on eligibility criteria
- Training Programme Director can have input but final decision rests with the Postgraduate Dean
- Maximum of 5 days of decision been made by Postgraduate Dean, decision communicated to the trainee.

## Review/Appeal Process

- Trainees can appeal the decision of the Postgraduate Dean
- Guidance on appealing the decision to train less than full time can be found on the following link for NHS Employers Principles underpinning the 2005 arrangements for less than full time training: <http://www.nhsemployers.org/your-workforce/pay-and-reward/nhs-terms-and-conditions/junior-doctors-dentists-gp-registrars/less-than-full-time-training>
- Appeal procedure detailed in Annex A on the above link
- First step is for the trainee to meet with the Head of School for the Speciality to explain the decision. Should trainee still wish to appeal must formally appeal within 30 working days of this meeting

## Review/Appeal Process

- Before beginning the full appeals process trainee must first attempt to resolve issues of concern informally in discussion with us first.
- In the first instance this would be a meeting with the Head of School to try to resolve this matter informally before commencing with the formal appeals process.
- If, after due consideration, the matter can be resolved without recourse to the appeals procedure, then this agreement should be confirmed in writing.



## Review/Appeal Process

### Appeal Panel

An appeal will be heard by an independent appeals panel. The appeals panel will comprise five members as follows:

- one representative from the deanery who will normally chair the Appeal (Postgraduate Dean)
- one representative from the NHS employer nominated by the chief executive (Lead Provider)
- one doctor in training nominated by the BMA
- one independent external assessor
- one representative nominated by the appellant.

## Approved Category 2 Requests 2016

- NHS Clinical Entrepreneurship Scheme (paid)
- Secondment to CASS Business School (paid)
- Distance Learning Course (unpaid) at Montessori Centre International
- Clinical Editor Role at the BMJ (paid)
- GP sessions for SEM trainees to maintain competencies for revalidation purposes
- Secondment to HEE as a Paediatric Fellow (paid)
- Religious Commitment
- Secondment at Doctors of the World Family Clinic
- PGDip in Professional Development in 'Psychosynthesis Counselling'
- PgCert in Healthcare Leadership and Management
- Secondment to Healthy London Partnership
- Quality Improvement Fellow at Imperial

## **Declined Category 2 Requests 2016**

- Request to train LTFT to complete SPIN modules in Paediatrics
- Request to work in Private Practice and train LTFT
- Request to train LTFT during grace period to pursue other activities outside medicine
- Request to train LTFT for work life balance
- Requests in first and last year of training