

Guidance for Less-Than-Full-Time (ST3s)

The following is a guide to how you might arrange the training timetable for a less-than-full-time (LTFT) ST3 GP trainee. It is offered as a suggestion but there are plenty of acceptable alternative ways of doing things.

An ST3 trainee needs to complete one year of training time, that is 52 weeks, which is 520 sessions, of which 50 or 60 sessions will be taken as annual leave. The normal working week (excluding out-of-hours training) will comprise 10 sessions which are broken down as follows: 7 clinical, 2 structured educational (including day release/VTS) and 1 independent educational.

So the total number of sessions during ST3:

$52*7 = 364$ clinical sessions/tutorial, (after holiday $47*7 = 329$)

$52*1 = 52$ independent educational, (after holiday $47*1 = 47$)

$52*2 = 104$ structured educational sessions (includes 60 sessions Study Leave)
(after holiday $47*2 = 94$)

Total = 520

Study leave must be a minimum 30 days (60 sessions). The Day Release Course occupies 60 sessions. We suggest that the other 44 sessions (of the structured educational allowance) are negotiated between trainee and trainer according to educational needs (on the tables below called 'Clinical/Study sessions'). The trainee can arrange educational activities, e.g. attending outpatient clinics, with the approval of their trainer. These activities should be relevant to the learning needs of the individual trainee. If such arrangements are not made, the default position is to be in surgery seeing patients.

Day Release

It is simplest for the Day Release Course and the LTFT trainee if they can have their study leave 'bunched up' to allow them to start a year of Day Release in August and attend all 30 sessions in the year, thus completing their study leave entitlement and attending the course sessions in a natural order. However, individual trainees may benefit from different arrangements. If in doubt, please discuss this with the Associate Dean or one of the Programme Directors (email gptrainees@bournemouth.ac.uk).

Tutorials

Tutorials are considered clinical sessions, so it is acceptable to give e.g., a 2 hour surgery followed by a 2 hour tutorial.

A full time trainee needs 2 hours of tutorial time a week, so at 60% this is 72 minutes a week, as part of a clinical session. Weekly tutorials may be preferable to ensure regular

opportunities to discuss cases and problems. However, it may necessary occasionally to increase the tutorial time and reduce the clinical commitment of some sessions when there are weightier matters to discuss (e.g. complaints) or educational supervisor reports to complete.

As mentioned above you can reduce the tutorial time pro-rata and increase the clinic time, in line with the trainee’s proportion of full-time, to enable them to get a full tutorial weekly program, whilst keeping the total tutorial time to the contracted amount.

See table below.

% full time equivalent	Number of minutes tutorial to be in a 4 hour clinical session
50%	60 minutes
60%	72 minutes
70%	84 minutes
80%	96 minutes
90%	108 minutes

Note –longer tutorials are fine, these are simply the minimum that should be offered!

Holidays

Trainees are allowed 25 or 30 days of holiday during their ST3 attachment. It is easier to think in terms of sessions (50 or 60).

It is simpler to only allow full days to be taken so if a trainee takes the morning as leave and has an independent study afternoon they have to take two sessions of annual leave and not just one. Another way is to keep a record on the sessions actually worked and ensure this tallies with above numbers. If the trainee does not evenly distribute their holiday you can make sure the total number of sessions add up (this is more time consuming to calculate but the trainee could be asked to keep the record).

Suggested timetables

Below are some suggested timetables for the LTFT trainee working week. These examples have approximately the correct number of sessions, or close enough to be acceptable. All have equal to, or above, the minimum number of tutorial, personal study and study leave sessions.

For each % time breakdown – there are three timetables: two for the year they are attending day release (divided into one for weeks where there **is** day release (30 weeks) and weeks when there is **no** day release (22 weeks)) and a third timetable to cover all other weeks

outside this year. Specific weekdays are included as examples and can be adapted to the specific needs of the LTFT trainee.

50% Registrar

Attachment should last 104 weeks. Registrar will be doing 5 sessions a week.

During Day Release year – Day Release week - 30 weeks		
Monday	Tuesday	Wednesday
Clinic	Clinic	Day release
	Clinic followed by tutorial (60 mins) (or 120mins alternate weeks)	Day release

During Day Release year – NO Day Release week – 22 weeks		
Monday	Tuesday	Wednesday
Clinic	Clinic	Clinic
	Clinic followed by tutorial (60 mins) (or 120mins alternate weeks)	Independent study

Weeks outside Day Release year – 52 weeks		
Monday	Tuesday	Wednesday
Clinic	Clinic	Clinic
	Clinic followed by tutorial (60 mins) (or 120mins alternate weeks)	Alternate Structured Educational/Independent study

Total number of sessions = 520

Clinical and tutorial = $(3*30) + (4*22) + (4*52) = 386$ (should be 364)

Independent Study = $(0*30) + (1*22) + (0.5*52) = 48$ (should be 52) – so owe registrar 4 sessions independent study

Structured educational = 60 (Day Release) and 26 Clinic/Study sessions = 86 (minimum 60, target 104)

This timetable is a little light on structured educational sessions so one might expect some leeway on allowing the trainee some additional structured educational (such as attending specialist clinics). However as mentioned above, if nothing appropriate is organised for these sessions the expectation is that they revert to normal GP surgeries (clinical sessions).

60% Registrar

Attachment should last 86.66 weeks, usually rounded down to 86 weeks 3 days (the Deanery will stipulate the exact dates). Registrar will be doing 6 sessions a week.

<u>During Day Release year – Day Release week - 30 weeks</u>		
Monday	Tuesday	Wednesday
Clinic	Clinic	Day Release
Clinic	Clinic followed by tutorial (72 minutes)	Day Release

<u>During Day Release year – NO Day Release week – 22 weeks</u>		
Monday	Tuesday	Wednesday
Clinic	Clinic	Clinic
Clinic	Clinic followed by tutorial (72 minutes)	Independent study

<u>Weeks outside Day Release year – 34 weeks 2 days</u>		
Monday	Tuesday	Wednesday
Clinic	Clinic	Structured Educational
Clinic	Clinic followed by tutorial (72 minutes)	Independent study

Total number of sessions = 520

Clinical and tutorial = $(4*30) + (5*22) + (4*34) + 4 = 370$ (should be 364)

Independent Study = $22 + 34 = 56$ (should be 52)

Structured educational = 60 (day release) and 34 Clinic/Study sessions = 94 (minimum 60, target 104)

70% Registrar

Attachment should last 74 weeks 1 day (the Deanery will stipulate the exact dates). Registrar will be doing 7 sessions a week.

During Day Release year – Day Release week - 30 weeks			
Monday	Tuesday	Wednesday	Thursday
Clinic	Clinic	Day Release	Alternate Structured educational / Independent Study**
Clinic	Clinic followed by tutorial (84 minutes)	Day Release	

During Day Release year – NO Day Release week - 22 weeks			
Monday	Tuesday	Wednesday	Thursday
Clinic	Clinic	Clinic	Independent study
Clinic	Clinic followed by tutorial (84 minutes)	Clinic	

Weeks outside Day Release year – Day Release week - 22 weeks 1 days			
Monday	Tuesday	Wednesday	Thursday
Clinic	Clinic	Clinic	Independent study
Clinic	Clinic followed by tutorial (84 minutes)	Structured Educational	

Total number of sessions = 520

Clinical and tutorial = $(4*30) + (6*22) + (5*22) + 2 = 364$ (should be 364)

Independent Study = $15 + 22 + 22 = 59$ (should be 52)

Structured educational = 60 (Day Release) and 37 Clinic/Study sessions = 97 (minimum 60, target 104)

This timetable is a little heavy on structured educational sessions. However as mentioned above, if nothing appropriate is organised for these sessions the expectation is that they revert to normal GP surgeries which would make up the deficit in (clinical sessions).

80% Registrar

Attachment should last 65 weeks. Registrar will be doing 8 sessions a week.

During Day Release year – Day Release week - 30 weeks			
Monday	Tuesday	Wednesday	Thursday
Clinic	Clinic	Day release	Independent study
Clinic	Clinic followed by tutorial (96 minutes)	Day release	Clinic

During Day Release year – NO Day Release week - 22 weeks			
Monday	Tuesday	Wednesday	Thursday
Clinic	Clinic	Structured Educational	Independent study
Clinic	Clinic followed by tutorial (96 minutes)	Structured Educational	Clinic

Weeks outside Day Release year – Day Release week - 13 weeks			
Monday	Tuesday	Wednesday	Thursday
Clinic	Clinic	Clinic	Clinic
Clinic	Clinic followed by tutorial (96 minutes)	Clinic	Clinic

Total number of sessions = 520

Clinical and tutorial = $(5*30) + (5*22) + (8*13) = 364$ (should be 364 minimum)

Independent Study = $30 + 22 = 52$ (should be 52)

Structured Educational = 60 (day release) and 44 Clinic/Study sessions =104 (minimum 60, target 104)

90% Registrar

Attachment should last 57 weeks 4 days, (the Deanery will stipulate the exact dates).
Registrar will be doing 9 sessions a week.

During Day Release year – Day Release week - 30 weeks				
Monday	Tuesday	Wednesday	Thursday	Friday
Clinic	Clinic	Day Release	Independent Study	Clinic
Clinic	Clinic followed by tutorial (108 minutes)	Day Release	Clinic	

During Day Release year – NO Day Release week - 22 weeks				
Monday	Tuesday	Wednesday	Thursday	Friday
Clinic	Clinic	Structured Educational	Independent study	Clinic
Clinic	Clinic followed by tutorial (108 minutes)	Structured Educational	Clinic	

Weeks outside Day Release year – Day Release week - 5 weeks, 4 days				
Monday	Tuesday	Wednesday	Thursday	Friday
Clinic	Clinic	Clinic	Clinic	Clinic
Clinic	Clinic followed by tutorial (108 minutes)	Clinic	Clinic	

Total number of sessions – 520

Clinical and tutorial = $(6*30) + (6*22) + (9*5) + 7 = 364$ (should be 364 minimum)

Independent Study = $30 + 22 = 52$ (should be 52)

Structured Educational = 60 (Day Release) and 44 Clinic/Study sessions = 104 (minimum 60, target 104)