

## **LTFT information Swindon patch.**

### **Keeping up to date**

It can be easy to feel or become distanced from colleagues and peers during maternity leave, While we don't expect people to work during their maternity leave, some may prefer to 'keep their hand' in throughout this time period. Below are a few quick ways to do so.

**Podcasts**, Listen while you feed/walk/drive or at any time!

Available on itunes via podcast APP, under Swindon GP Education and via the Swindon GP Education website,

<http://www.swindongpeducation.co.uk/page1.aspx?p=15&t=5>

There is opportunity to get involved by requesting a topic/even recording a topic in conjunction with a peer/TPD/Consultant, contact Jo Swallow TPD re this.

**Facebook groups** which may prove to be of interest to aid keeping up to date and in touch whilst on maternity leave or in the future include:

- 1) Swindon LTFT GP closed group, contact administrator Jo Swallow to join. Please post too.
- 2) Bumps babies and Beyond
- 3) Physician Mums PMGUK
- 4) Resilient GP

Keeping in touch days are also a possibility during mat leave, we would encourage you to use these.

A trainee may work for up to a maximum of 10 keeping in touch (KIT) days during their maternity/paternity leave. The work does not have to be consecutive and can include training or other activities which enable the employee to keep in touch with the workplace. These keeping in touch days do not normally count towards the 36 months training requirement.

### **What to expect**

The deanary has some excellent sections relating to LTFT training, I have summarised the key points but please use the hyperlinks to ensure that you are accessing the most up to date information.

- 5) Health Education South West has a strong commitment to helping all doctors reach their full potential and to helping those with child-caring, other responsibilities or health problems to continue training. Communication with the local team is very important; the sooner you are able to let us know about any changes eg. return dates after maternity leave, the more likely we will be able to arrange and plan your rotations successfully.

If you are going on maternity or sick leave or If you are absent from training for any reason, or planning to be absent (i.e. maternity/paternity leave):

- 1) Let your GP training programme admin team know – Michala King in the GP Academy on a change form. (on deanary website)  
<http://primarycare.severndeanery.nhs.uk/training/trainees/employment-pay-forms-medical-indemnity-insurance-faqs/>
- 2) Let the Host Employer know
- 3) Let your practice / hospital education provider know

Remember if the sum total of the time you are away is more than 2 weeks per year you will need an extension to training which needs to be planned (it will not automatically be arranged). Be sure to notify your programme administrator.

After the baby is born you are able to apply for Less than Full time training, for which there is a (form on the Deanary website)

### **LTFT training and post allocation**

If you become part-time, or take time out of training you will leave your originally allocated training rotation. On return to training, the administrator & TPDs slot you back into whichever posts are available at that time; as a result there will be significant uncertainty about which jobs you will be doing during the remainder of your training. The team aim to fill any vacant GPST hospital posts, in order to avoid compromising patient care. Unfortunately the choices you made about rotations & your personal preferences for locations etc at recruitment are extremely difficult to accommodate under such circumstances.

Posts for LTFT job-share GPSTs are allocated from the pool of available local jobs and these posts change frequently due to trainees vacating them for various reasons. The future availability of posts is therefore mostly unknown, and consequently jobs cannot be guaranteed in advance. Often the decisions have to be made late in order to accommodate late changes in trainee circumstances, which have knock-on effects on other GP trainees.

Ultimately, if no local job exists you may be offered a post in another patch within the deanery, or if no there are other options for local training then you may be offered a post in another area. We do our very best to avoid placing trainees out of area, but it is occasionally unavoidable.

Posts are usually allocated by the patch administrator and TPDs, and if necessary with input from the Patch Associate Postgraduate Dean (APD).

All trainees who have left their allocated training rotations are considered individually and allocated their next post. This will take place at least 8 weeks prior to the end of each job, and trainees are usually notified within 1 week of the decision.

LTFT trainees must work at 60% of full time during their hospital jobs. To ensure that each post is adequately covered from a service point of view, job-sharing must be worked out with your job-share partner and the lead consultant of the department you'll be working in. Two trainees working at 60% gives 1.2 whole time equivalents. This means there is in-built capacity for handover and for attendance at the VTS sessions.

If a job-share breaks down, training plans and rotations may need to be completely re-organised. Often, a hospital department cannot accommodate a single trainee working at 60% of full-time. Unfortunately, no rotations can be 100% guaranteed.

### **Eportfolio and WPBA**

Work Placed Based Assessments requirements are pro-rata for LTFT trainees – we suggest that you look on the RCGP website for details.

Your ePortfolios need to be altered to ensure the annual reviews are completed at the right time – discuss with Kirsty and Claire at Severn GP support (based at the deanery) as and when you know which jobs you're doing, and when you've had periods of leave so that she can input this to the ePortfolio.

Every LTFT trainee should put a scanned copy of their timetable into the ePortfolio as evidence of time spent in a department. New timetables should be scanned in at the each change in job.

Annual leave and study leave are altered by going on maternity or off sick.

GP Specialty Training Attendance is the same amount of time in total as a full time employee's training allowance

GPSTs are expected to attend all of the usual training sessions for 12 months or LTFT pro-rata over a longer period.

In Swindon it usually makes sense to attend your teaching over a continuous period and then have a period without HDRC or monthly ST1/2 teaching sessions rather than attending teaching intermittently over a longer period, this is because the teaching programme progresses through the year in some elements and then many of the topics repeat the following year.

This approach minimizes the chance of missing important topics and of repeating topics.

Flexibility can be accommodated in attending topics of specific need in addition.

<http://primarycare.severndeaneary.nhs.uk/training/trainees/less-than-full-time-training/ltft-expectations-from-a-gp-patch-perspective/>

### **Annual leave**

<http://primarycare.severndeaneary.nhs.uk/training/trainees/leave/>