

<b>Document Title</b>	Less Than Full Time Training in RCPI
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## Background

The RCPI have a strong commitment to ensuring all doctors in training have the opportunity to reach their full potential.

Less Than Full Time (LTFT) training guidelines are designed to support those trainees who wish to train flexibly for either professional or personal reasons and thereby ensures a pathway by which a trainee has the opportunity to continue their training on a Less Than Full Time (LTFT) basis while continuing to attain the required competencies and range of experience necessary.

RCPI would consider that all training posts can be used for Less Than Full Time (LTFT) training arrangements, and we envisage to work and support a trainee on this principle.

All Postgraduate trainees can apply for Less Than Full Time (LTFT) training at any stage of their training pathway but, it is acknowledged that those in the first year of training BST training should if possible complete a full year in training before requesting Less Than Full Time (LTFT) options.

## Aims of Less Than Full Time (LTFT) training

1. Retention of trainees who are unable to continue their training on a full-time basis.
2. Promote career development and work/life balance for trainees.
3. Ensure continued training on a time equivalent basis.
4. Maintain a balance between Less Than Full Time (LTFT) training arrangements, the educational requirements of both full-time and Less Than Full Time (LTFT) trainees and the service needs.

## Principles of Less Than Full Time (LTFT) Training

1. All trainees can apply for Less Than Full Time (LTFT) training and all applications will be treated positively and equally.
2. No existing trainee will be disadvantaged by the application for Less Than Full Time (LTFT) training options.
3. All accredited posts are deemed suitable for Less Than Full Time (LTFT) training must be appropriate for the trainee's training requirements at the time.
4. There will be a transparent, independent, and fair process in place for trainees who choose to train flexibly.

## Less Than Full Time (LTFT) Training examples

1. 4-day week.
2. Reduction in working week to between 0.6 and 0.8.
3. Job sharing where two trainees agree to share a post at a 0.6 each.
4. Week on week off.

## Less Than Full Time (LTFT) Training considerations - Trainees

Trainees should consider the following prior to applying for Less Than Full Time (LTFT) training:

- Salary implications and the duration of training before undertaking this route of training.

- Duration of training will lengthen and CSCST date will be extended.

### **Application Process for Less Than Full Time (LTFT) Training**

1. Applications must be submitted via the RCPI application form.
2. The request will be considered by the Specialty Training Committee and the decision communicated to the trainee.
3. Every effort will be made to accommodate requests and decisions will be based on availability of training posts and the training requirements of the individual trainee.
4. Applications will generally be considered at the time of or prior to the post allocation process taking place.
5. In the event of a trainee's application not being successful they will be notified by the speciality training committee and the reasons for the decision will be outlined.

### **Consideration of request to train flexibly**

1. All applications will be considered by the Specialty Programme National Speciality Director, of the relevant programme.
2. When considering applications a number of factors will be taken into account, these include the availability of an appropriate post at the required training level.
3. No existing trainee can be disadvantaged i.e. have their rotation changed without agreement to accommodate a request unless they are in agreement.  
The Less Than Full Time (LTFT) training post must meet the training requirements appropriate to a trainee at that level.
4. Less Than Full Time (LTFT) training will be granted for a period of one year and then reviewed by the Specialty Training Committee if a further request is made by the trainee.
5. The Trainee should set out in writing the competencies and requirements of training to be met during the training year.
6. The Trainee will be informed of changes to CSCST dates based on Less Than Full Time (LTFT) training arrangements.
7. A trainee can appeal a decision if they believe their application has not been managed in accordance with the guidelines. Appeals with supporting documentation can be made via the appeals process of RCPI up to one month after the decision being communicated to the trainee.

## Decision Process

If a trainee decides to decline the offer, no further offers will be made at that time and the trainee will need to apply again if they wish to pursue this pathway of training at a later stage in their training.

In the unlikely event that an application is not successful the trainee will be informed of this decision by NSD. A reason for the decision will be provided.

The Specialty will do its best to accommodate such requests, but applicants must be aware that requests will be dealt with on an individual basis.

## Less Than Full Time (LTFT) Training requirements

Depending on the trainee's year of training and agreed Less Than Full Time (LTFT) working hours a review of the trainee's competencies/outcomes and logbook requirements should be made in advance of commencement of the post to ensure there is clear understanding of the trainee's requirements during the Less Than Full Time (LTFT) rotation.

## Additional Flexible training routes

Another available route to flexible training can be via the [\*\*HSE National Flexible Training scheme\*\*](#) . A Trainee can apply directly to this scheme, and this is managed directly by NDTP /HSE