



LESS THAN FULL TIME TRAINING (Junior Doctors)

NAME:	
SPECIALTY:	
GRADE:	
LOCATION:	
MOBILE NO.:	
EMAIL ADDRESS:	

(please print above)

1. Please confirm the type of Less Than Full Time working arrangement approved

(circle as appropriate)

*(a) Supernumerary
Post*

*(b) Slot-share
Post*

*(c) Reduced Sessions in a Full Time
Post*

It is accepted that you will have both NIMDTA and Trust approval to undertake Less Than Full Time working. However it is recommended that you discuss and agree the details of your hours with your Educational Supervisor and the rota organiser. Please note South Eastern Trust has final approval and may alter in line with service needs and or budget.

2. Have you discussed your hours/contribution to out of hours working with anyone, please provide the name of that person and their role:

Name: _____ Role: _____

3. Please provide details of your standard working week e.g. Mon, Wed, Thurs, 9am to 5pm etc

Days: _____

Start and finish times: _____

4. Please confirm the type of rota that you will be required to work (circle as appropriate)

ON-CALL

FULL SHIFT

5. Name of Rota: _____

6. Please confirm your contribution to this rota. Where possible, please provide a copy of your actual rota.

If not available please confirm details of each shift that you are expected to work, to include start and finish times, together with any days to be worked in addition to your standard working week.

7. Salary

Your Less Than Full Time salary and banding will be calculated by considering your standard working week, together with your actual out of hours work. For example if you work a three day week with each day being 8 hours in length this will equate to F6 (working more than 24 hours of actual work per week and less than 28 hours of actual work per week).

A further calculation is done in relation to your out of hours work to establish a final weekly out of hours figure. This is added to your hours over a standard working week. The two figures added together will then confirm the 'hours' band you are placed in, that is, F5, F6, F7, F8, F9.

Please refer to the NIMDTA Less Than Full Time Training Policy link below.

<http://www.nimdta.gov.uk/trainee-policies-and-guidance/>

The pattern and frequency of your out of hours work will then indicate the banding to be applied, e.g., FA, FB or FC (see chart below)

Please note funding for Less Than Full Time slots can be limited and as such it may be necessary to re-consider the hours that you are hoping to work. For this reason it is essential that you provide the requested information and return to the HR Medical Staffing Manager as soon as possible, so that your contribution to the rota and your salary may be confirmed.

If you wish to seek further clarification regarding how your less than full time salary is calculated please contact the Human Resource Department in the first instance:

Tracey Clarke
Senior HR Officer – Medical Staffing
Lough House
Ards Community Hospital
Newtownards
BT23 4AS
Phone: (028) 91512077
Email: tracey.clarke@setrust.hscni.net

BANDING FLOWCHART (FLEXIBLE TRAINEES)

