



## JOINT COMMITTEE ON PATHOLOGY TRAINING (JCPT)

### LESS THAN FULL-TIME TRAINING GUIDANCE

The aim of less than full-time training is to provide opportunities for doctors in the NHS who are unable to work full time. Doctors can apply for less than full-time training if they can provide evidence that “training on a full-time basis would not be practicable for well-founded individual reasons”.

For SpRs, the regulations governing less than full-time training (used to be called flexible training) are outlined in section 6 of *A Guide to Specialist Registrar Training* (see below).

For StRs who started specialty training from 1 August 2007, the regulations governing less than full-time training are outlined in section 6 of *the relevant “Gold Guide”*.

Doctors intending to undertake less than full-time training do not have to declare their intention at appointment committee interviews, since selection in open competition is based on merit alone. If appointed, the doctor must then declare their situation. It is possible for a full-time trainee to apply for less than full-time training and for a less than full-time trainee to convert to full-time training.

Deaneries will normally have an Associate Dean who is responsible for less than full-time training and who will be able to advise potential and existing less than full-time trainees. A list of deanery websites is available on the [Conference of Postgraduate Medical Deans of the UK \(COPMeD\) website](#).

The College has no role in making a decision about a doctor’s eligibility for less than full-time training; this is the decision of the relevant Postgraduate Dean. However, **doctors must have their less than full-time training agreed by the College in advance of beginning their less than full-time training**. It must also be ensured that the post is approved by PMETB. Training will be calculated by the College on a pro-rata basis (e.g. one year at five sessions = six months whole time equivalent).

The College expects that less than full-time trainees should undertake:

- training programmes equivalent to that of a full-time trainee
- on-call work proportional to that of full-time trainees
- regular meetings with their educational supervisor
- rotations between hospitals and spend a similar proportion of time in district general hospitals and teaching hospitals as full-time trainees (where possible).

The educational supervisor of a less than full-time trainee should:

- meet regularly with the trainee (at least every six months)
- ensure that the trainee’s educational job description takes into account any learning objectives that have already been achieved and identify the further areas of training required, based on the current College curriculum.



## Application procedure for approval of less than full-time training by the College

Trainees applying to the College for approval of their less than full-time training must complete the 'Less than full-time training application form' and submit the following documentation:

- evidence of less than full-time training appointment
- up-to-date *curriculum vitae*
- educational job description identifying training opportunities and rotations that will be undertaken. This should be tailored to the individual trainee and clearly state duration spent within rotations to ensure equivalent training opportunity to full-time trainees, taking into account training that has already been completed
- weekly timetable
- training or learning plan (if available).

Trainees who are registering with the College at the same time should only submit one CV. However, if the trainee begins less than full-time training six months or more after registering with the College, an up-to-date CV should be provided with the less than full-time training application.

On receipt of a completed application, the Training and Educational Standards Co-ordinator at the College will send the application to the less than full-time training advisor of the relevant Collage Advisory Training Team (CATT) for assessment. When the CATT member is satisfied that the less than full-time training application is acceptable, approval will be confirmed to the trainee (and programme director, where applicable) in writing, along with a revised provisional CCT date.

If a trainee's less than full-time training plan deviates in a significant way to that approved by the College (e.g. changes to the number of sessions or a significant change to the rotation), the trainee should provide the College with details of the changes in writing.

The formula to calculate less than full-time training is shown as follows:

$$\frac{\text{Number of months}}{10} \times \text{number of weekly sessions}$$

(Total number of weekly sessions)

The Training and Educational Standards Co-ordinator at the College should be contacted in the first instance regarding any less than full-time training queries:

Mrs Jenny Maddocks  
Training and Educational Standards Co-ordinator  
The Royal College of Pathologists  
2 Carlton House Terrace  
London  
SW1Y 5AF  
Email: [training@rcpath.org](mailto:training@rcpath.org)

### Further information

[A Guide to Specialist Registrar Training, February 1998, Section 6](#)

[A Guide to Postgraduate Specialty Training in the UK, \(June 2007\) \(the "Gold Guide"\) in Section 6](#)

[A Reference Guide for Postgraduate Specialty Training \(June 2008\) \(the "Gold Guide"\) in Section 6](#)

(Please see the [MMC website](#) for further editions of the Gold Guide as they are published.)

[Less than full-time Careers Scheme \(NHS Careers\)](#)

[The Medical Women's Federation](#)