



How to read your Work Schedule and further guidance



Work Scheduling Guidance

A host organisation/Placement site will be responsible for ensuring that a generic work schedule is prepared for the post and sent to the trainee 8 weeks prior to them starting in placement, which takes into account:

- The expected service commitments.
- The parts of the relevant training curriculum that can be achieved in the post.
- Work Commitments/Working hours.
- Details of Supervisors/GoSW.
- Rolling rota.
- Pay attached to the rota.

In your first meeting with your supervisor, you will discuss the generic schedule and personalise it further for you, according to your needs.

Following your meeting with your supervisor if any changes are made to your work schedule this must be sent to the Lead Employer Team.



Exception Reporting & Work Schedule Reviews

The purpose of exception reports is to ensure prompt resolution and / or remedial action to ensure that safe working hours are maintained. The purpose of work schedule reviews is to ensure that a work schedule for a doctor remains fit for purpose.

Exception reporting is the mechanism used by doctors to ensure compensation for all work performed and uphold agreed educational opportunities.

Doctors can use exception reporting to inform the employer when their day-to-day work varies significantly and/or regularly from the agreed work schedule. Primarily these variations are likely to include (but are not limited to):

- differences in the total hours of work (including opportunities for rest breaks).
- differences in the pattern of hours worked.
- differences in the educational opportunities and support available to the doctor.
- differences in the support available to the doctor during service commitments.

Further information regarding work schedules & exception reporting can be found in the T&Cs here:

<https://www.nhsemployers.org/publications/doctors-and-dentists-training-terms-and-conditions-england-2016>



Example Work Schedule

| Work Schedule | |
|---|--|
| Training Programme: Paediatrics | |
| Specialty placement: Combined senior Paediatrics | |
| Grade: ST4+ | |
| Length of placement: 6 Months | |
| Employing organisation: St Helens and Knowsley Hospitals NHS Trust | |
| Host organisation (if different from the above): Manchester University NHS Foundation Trust | |
| Site(s): Royal Manchester Childrens Hospital | |
| Educational Supervisor: TBC | |
| Clinical Lead/Rota Co-Ordinator: TBC | |
| Contact details of Guardian: karen.fentem@mft.nhs.uk | |
| Medical Workforce Department Contact Details: MedicalWorkforce@mft.nhs.uk | |
| Exception reporting: Trainees on this programme will be registered onto the Allocate exception reporting system used by this organisation. Log in details will be provided to trainees on commencement. | |
| Induction details: A local departmental induction will also be provided on the trainees first day in post. Departmental induction leads will contact trainees with details prior to commencement. | |
| Mandatory Training requirements | |
| Trainees are required to complete online mandatory training. The specific modules which the trainee must complete will be identified within their Learning Hub link. | |
| Working pattern: | |
| Full shift | |
| Rota Template: | |
| Your working pattern is arranged across a rota cycle of 26 weeks, and includes: | |
| Normal days | |
| Long days | |
| Night shifts | |

| Weekend shifts | | | | | | | | | | | | | |
|---|---------------------|-----|--------|--------------|------------|---------------------------------|-------------------|-------------------|---------------------|--|-------------------|--------------|------------|
| A copy of your rota template is attached to the end of this document | | | | | | | | | | | | | |
| Average Weekly Hours of Work: 46:30 | | | | | | | | | | | | | |
| Annual pay for role* | | | | | | | | | | | | | |
| <table border="1"><thead><tr><th>PAY</th><th>Result</th></tr></thead><tbody><tr><td>Basic salary</td><td>£50,017.00</td></tr><tr><td>Total additional rostered hours</td><td>06:30 / £8,127.76</td></tr><tr><td>Weekend allowance</td><td>6%/(1.43) £3,001.02</td></tr><tr><td>Night premium (with allowance for leave)</td><td>14:00 / £6,477.20</td></tr><tr><td>Total salary</td><td>£67,622.98</td></tr></tbody></table> | | PAY | Result | Basic salary | £50,017.00 | Total additional rostered hours | 06:30 / £8,127.76 | Weekend allowance | 6%/(1.43) £3,001.02 | Night premium (with allowance for leave) | 14:00 / £6,477.20 | Total salary | £67,622.98 |
| PAY | Result | | | | | | | | | | | | |
| Basic salary | £50,017.00 | | | | | | | | | | | | |
| Total additional rostered hours | 06:30 / £8,127.76 | | | | | | | | | | | | |
| Weekend allowance | 6%/(1.43) £3,001.02 | | | | | | | | | | | | |
| Night premium (with allowance for leave) | 14:00 / £6,477.20 | | | | | | | | | | | | |
| Total salary | £67,622.98 | | | | | | | | | | | | |
| Should your placement be for less than 12 months, your pay will be pro-rated to the length of your placement. | | | | | | | | | | | | | |
| *Please note- if you are entitled to pay protection in line with Schedule 2 of the TCS or to transitional pay protection in line with Schedule 14 of the TCS, then your actual salary may be greater than the above figure. Where this is the case, your salary will contain one or more additional pay protection elements so as to maintain your salary at its protected level. | | | | | | | | | | | | | |
| Training Opportunities: | | | | | | | | | | | | | |
| MFT expects that the following will be provided whilst in this post, in line with your Royal College's expectation of educational progression and the GMC Standards for Medical Education and Training: | | | | | | | | | | | | | |
| <ul style="list-style-type: none">Sufficient educational opportunity for your curriculum progression to support the completion of your relevant log book and/or Portfolio.Opportunity to complete sufficient Clinical skills and Core Procedures to satisfy the mandatory requirements of your training curricula where appropriate.Opportunities to complete the requisite summative and formative <u>workplace based</u> assessments to meet the needs of your curricula for your current training grade. | | | | | | | | | | | | | |
| <i>This generic work schedule will be further personalised to you by your educational supervisor (or clinical supervisor where they have been given this responsibility) and will be agreed between you during your first educational meeting/appraisal after starting in post. This will be specific to you and include your learning needs</i> | | | | | | | | | | | | | |
| Curriculum links: https://www.rcpch.ac.uk/education-careers/training/progress/curriculum | | | | | | | | | | | | | |
| Royal College of Paediatricians and Child Health: https://www.rcpch.ac.uk/ | | | | | | | | | | | | | |

Annual pay for role will alter with relevant nodal pay point.

Separate work schedules will be needed for each nodal point.



Other:

Any additional personalisation including providing a weekly timetable, days to attend clinics or to develop quality improvement projects should be added at the first clinical/educational supervisor meeting with the trainee.

Paediatric Grand Round - Weekly Thursday 12:30 pm

RMCH Paediatric teaching - Weekly Friday 8.30 am (Tertiary placement only)

RMCH Paediatric teaching – Weekly Thursday 8.30 am (Case Based Discussions); first Thursday of the month combined Radiology teaching session (General placement only)

Regional teaching programmes

Average Weekly Hours of Work: 46:30

Annual pay for role* ST4-5

| PAY | Result |
|--|-----------------------|
| Basic salary | £50,017.00 |
| Total additional rostered hours | 06:30 / £8,127.76 |
| Weekend allowance | 6%/(1:4.33) £3,001.02 |
| Night premium (with allowance for leave) | 14:00 / £6,477.20 |
| Total salary | £67,622.98 |

Average Weekly Hours of Work: 46:30

Annual pay for role* ST6+

| PAY | Result |
|--|-----------------------|
| Basic salary | £53,077.00 |
| Total additional rostered hours | 06:30 / £8,625.01 |
| Weekend allowance | 6%/(1:4.33) £3,184.62 |
| Night premium (with allowance for leave) | 14:00 / £6,873.47 |
| Total salary | £71,760.10 |

| Week | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|---------------|--------------------------------|--------------------------------|
| 1 | 20:00 - 24:00 20:00 - 24:00 | 00:00 - 8:30, 20:00 - 24:00 | 00:00 - 8:30, 20:00 - 24:00 | 00:00 - 8:30, 20:00 - 24:00 | 00:00 - 8:30 | | |
| 2 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 20:30 | 8:00 - 20:30 | 8:00 - 20:30 |
| 3 | | | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | | |
| 4 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | | 20:00 - 24:00 | 00:00 - 8:30, 20:00 - 24:00 | 00:00 - 8:30, 20:00 - 24:00 |
| 5 | 00:00 - 8:30 | | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | | |
| 6 | 8:00 - 20:30 | 8:00 - 20:30 | | 8:00 - 16:30 | 8:00 - 16:30 | | |
| 7 | 20:00 - 24:00 20:00 - 24:00 | 00:00 - 8:30, 20:00 - 24:00 | 00:00 - 8:30, 20:00 - 24:00 | 00:00 - 8:30, 20:00 - 24:00 | 00:00 - 8:30 | | |
| 8 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | | | 8:00 - 20:30 | 8:00 - 20:30 |
| 9 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | | | |
| 10 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | | |
| 11 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | | |
| 12 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | | |
| 13 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 20:30 | 8:00 - 20:30 | 8:00 - 16:30 | | |
| 14 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | | | 8:00 - 20:30 | 8:00 - 20:30 |
| 15 | | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | | |
| 16 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | | 20:00 - 24:00 | 00:00 - 8:30, 20:00 - 24:00 | 00:00 - 8:30, 20:00 - 24:00 |
| 17 | 00:00 - 8:30 | | | 8:00 - 16:30 | 8:00 - 16:30 | | |
| 18 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | | |
| 19 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | | |
| 20 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | | |
| 21 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | | |
| 22 | 20:00 - 24:00 20:00 - 24:00 | 00:00 - 8:30, 20:00 - 24:00 | 00:00 - 8:30, 20:00 - 24:00 | 00:00 - 8:30, 20:00 - 24:00 | 00:00 - 8:30 | | |
| 23 | 8:00 - 20:30 | 8:00 - 20:30 | | 8:00 - 16:30 | 8:00 - 16:30 | | |
| 24 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | | 20:00 - 24:00 | 00:00 - 8:30, 20:00 - 24:00 | 00:00 - 8:30, 20:00 - 24:00 |
| 25 | 00:00 - 8:30 | | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | | |
| 26 | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 20:30 | 8:00 - 20:30 | 8:00 - 16:30 | | |



Allocate Analysis Output

| Rota Summary | | |
|---|----------------|-------------------|
| Contract: | 2016 | Total slots: 1 |
| Tier: | Senior trainee | Avg. hours: 28:00 |
| Rota type: | Shift | |
| Slot 1 Summary | | |
| Specialty: | Paediatrics | |
| Grade: | ST6 (2016) | |
| 2016 Contract | | Result Target |
| Average hours (with allowance for leave) | | 29:00 48:00 |
| Average hours | | 28:00 48:00 |
| Max consecutive shifts | PASS | 7 |
| Max consecutive long shifts | PASS | 4 |
| Max consecutive night shifts | PASS | 4 |
| Max consecutive late shifts | PASS | 4 |
| Max consecutive on-call shifts in midweek | PASS | 1 |
| Min period off (after long shifts) | PASS | 48:00 |
| Min period off (after 1 night) | PASS | 46:00 |
| Min period off (after 2 consecutive nights) | PASS | 46:00 |
| Min period off (after 3 consecutive nights) | PASS | 46:00 |
| Min period off (after 4 consecutive nights) | PASS | 46:00 |
| Min period off (after consecutive days) | PASS | 48:00 |
| Max weekend frequency | PASS | 3 |
| Max on-call frequency | PASS | 3 in 7 days |
| Max shift length after on-call | PASS | 10:00 |
| Max shift length | PASS | 13:00 |
| Max on-call length | PASS | 25:00 |
| Min period off (after 4 consecutive lates) | PASS | 48:00 |
| Max weekly hours | PASS | 72:00 |

| EWTD | | | Result | Target |
|--|-----------------------|--|--------|--------|
| AWWT | 27:56 | | 48:00 | |
| Weekly rest | PASS | | 24:00 | |
| Daily rest | PASS | | 11:00 | |
| PAY | | | | |
| Basic salary | £38,480.83 | | | |
| Total additional rostered hours | 00:00 / £0.00 | | | |
| Weekend allowance | 6%/(1:4.33) £2,651.81 | | | |
| Night premium (with allowance for leave) | 06:00 / £2,945.77 | | | |
| Total salary | £44,078.41 | | | |

Working arrangement

| Week | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|------|--------------|-----|--------------|---------------|-----------------------------|---------------|-----------------------------|
| 1 | | | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | | |
| 2 | | | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | | |
| 3 | | | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | | |
| 4 | | | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | | |
| 5 | | | 8:00 - 16:30 | 8:00 - 20:30 | 8:00 - 16:30 | | |
| 6 | | | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 20:30 | 8:00 - 20:30 | |
| 7 | | | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | | |
| 8 | | | 8:00 - 16:30 | | | 20:00 - 24:00 | 00:00 - 8:30, 20:00 - 24:00 |
| 9 | 00:00 - 8:30 | | | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | |
| 10 | | | | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | |
| 11 | | | | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | |
| 12 | | | | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | |
| 13 | | | | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | |
| 14 | | | | 20:00 - 24:00 | 00:00 - 8:30, 20:00 - 24:00 | 00:00 - 8:30 | |
| 15 | | | | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | |
| 16 | | | | | | 20:00 - 24:00 | 00:00 - 8:30 |
| 17 | | | | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | |
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| 19 | | | | 20:00 - 24:00 | 00:00 - 8:30, 20:00 - 24:00 | 00:00 - 8:30 | |
| 20 | | | | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 20:30 | 8:00 - 20:30 |
| 21 | | | | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | |
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| 23 | | | | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | |
| 24 | | | | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 16:30 | |
| 25 | | | | 20:00 - 24:00 | 00:00 - 8:30, 20:00 - 24:00 | 00:00 - 8:30 | |
| 26 | | | | 8:00 - 16:30 | 8:00 - 16:30 | 8:00 - 20:30 | 8:00 - 20:30 |

Duty details

| Duty | Name | Type | Start | Finish | Days | Duration | |
|------|----------|-------|-------|--------|------|----------|--|
| A | A | Shift | 8:00 | 16:30 | 1 | 8:30 | |
| B | Night | Shift | 20:00 | 8:30 | 2 | 12:30 | |
| C | Long Day | Shift | 8:00 | 20:30 | 1 | 12:30 | |



LTFT payslip guide

| ASSIGNMENT NUMBER | EMPLOYEE NAME | | LOCATION | |
|--|---|----------------|----------------------|---|
| DEPARTMENT | JOB TITLE | | PAYSCALE DESCRIPTION | |
| | SAL/WAGE xx,xxx.xx | INC.DATE | STANDARD HRS xx | PT SAL/WAGE xx,xxx.xx |
| | TAX OFFICE NAME | TAX OFFICE REF | TAX CODE | NI NUMBER |
| PAY AND ALLOWANCES | | | | |
| DESCRIPTION | WKD/EARNED | PAID/DUE | RATE | AMOUNT |
| Basic pay Night duty Weekend allowance Non-resident on-call Flexible pay premia LTFT allowance/Transitional pay premium Cash floor protection | Relevant information on hours worked, rates of pay, and what is being paid this month will be contained in these sections. NOTE not all doctors will receive all pay elements*. | *Same applies | *Same applies | xx,xxx.xx xxx.xx xxx.xx xxx.xx xxx.xx xxx.xx xxx.xx xxx.xx |

Basic pay
Basic salary will be pro rata to the relevant nodal pay point for your grade, based on the proportion of full-time work which you will work. Your basic pay will be 1/40th of the relevant nodal point, multiplied by your average weekly hours, as per your work schedule.

Night duty
Any hours receiving an enhanced rate of 37% of your hourly basic pay. There are: any hours between 21.00 and 07.00; any hours worked until 10.00 in shifts of 8 hours or longer which start between 20.00 and 23.59; the entirety of any shift which ends between 00.00 and 04.00 (inclusive). This works in exactly the same way as for full timers.

Weekend allowance
An allowance paid pro rata to the value of the full-time allowance, based on your work schedule's proportion of full-time commitment to the weekend rota – not your percentage of full time. Work out what your weekend frequency (e.g. 1 in 4) is as a percentage of the full timers' frequency. Then your weekend payment will be this percentage of the cash value of the full-time weekend frequency payment for your nodal point. To find the full-time allowance, see schedule 2 of the 2016 TCS, or the NHSE pay circular.

Non-resident on-call
An allowance paid pro rata to the value of the full-time allowance, based on your work schedule's proportion of full-time commitment to the rota, using the same principle as the weekend frequency allowance – the cash value of the 8% allowance is paid pro rata to your proportional commitment to the full time on-call rota.

Flexible pay premia
Any flexible pay premia that apply to you, pro rata to your agreed proportion of full-time work. These are currently for: General Practice, Psychiatry, Emergency Medicine, Histopathology, academia, Oral and Maxillo-Facial Surgery, and exceptional flexible pay premia. These are detailed in the NHSE pay circular.

LTFT allowance
Doctors training LTFT and paid under the 2016 pay system (which excludes those in receipt of section 2 pay protection), will be paid an annual allowance of £1,000.

Transitional pay premium
An annual payment of £1,500 for all LTFT trainees who were training LTFT on 3 August 2016, or who were on maternity leave 2 August 2016 and returned to training LTFT. This applies until your pay protection expires.

Cash floor protection
If you receive Section 1 transitional pay protection, this will show your protected cash floor amount. It's calculated as your basic salary the day before you transitioned onto the 2016 TCS, plus a banding supplement for the rota you were working on the day before transition – see schedule 14 of the TCS for full detail.

NOTE: you can only be in receipt of one or the other of these provisions.



Pay Breakdown

2016 Pay Elements

- Basic & Additional Hours.
- WE Frequency Allowance.
- LTFT WE Frequency Allowance.
- Enhanced Hours.
- On-Call Availability Allowance.
- LTFT Allowance.
- Flexible Pay Premia & London Weighting.



2016 TCS Pay Elements

2016 TCS Pay Elements Basic Pay Rate;

- Hourly rate based on pay circular 40h/wk.

Additional Hours;

- At basic hourly rate per additional hour.

Enhanced Rate;

- Night rate, +37%.

Weekend Frequency;

- % of basic full time pay.
- LTFT receive proportion of FT allowance.

On-Call (NROC) Allowance;

- Flat 8% of Basic Full time Salary.
- LTFT receive proportion of FT allowance.

LTFT Allowance (+£1,000);

- (Or 2016 Transitional LTFT Allowance).

Transitional Section 1 Pay Protection;

- Cash floor pay protection (end 31.03.2023).

Transitional Section 2 Pay Protection;

- 2002 pay scale & banding (r/v 06.08.2025).

London Weighting

Flexible Pay Premia;

- Hard to fill, Academic, Exceptional etc.

Pay Protection on changing speciality etc.



Basic & Additional Hours 2016 TCS

- Full time basic pay is for **40h per week**.
- Additional hourly rate of pay is applied for any hours above 40h per week at **basic hourly rate**.
- Average hours of work on the work schedule are rounded up to the nearest $\frac{1}{4}$ hour.
- Calculation of pay for additional hours is done after the application of the prospective cover of out of hour calculation (Leave adjustment).
- By definition **you must work <40 h/wk to be LTFT**.
- **LTFT trainees do not have additional hours.**
- LTFT basic pay is calculated exactly based on your av. weekly hours from the work schedule.

Example:

0.6 LTFT ST4, working 27.25h per week
(FT nodal basic / 40) x templated LTFT hours
(£50,017 / 40) x 27.25 = £34,074.08 basic hours pay

Pay & Conditions Circular (M&D) 3/2021

| Grade | Stage of training | Grade code | Nodal point | Value (£) |
|---|-------------------|------------|-------------|--------------------|
| Foundation Doctor Year 1 | FY1 | MF01 | 1 | 28,808 |
| Foundation Doctor Year 2 | FY2 | MF02 | 2 | 33,345 |
| Specialty Registrar (StR) (Core Training) | CT1 | MC51 | 3 | 39,467 |
| | CT2 | MC52 | | |
| | CT3 | MC53 | 4 | 50,017 |
| Specialty Registrar (StR) (Run-Through Training) / Specialty Registrar (StR) (Higher-Training) / Specialist Registrar (SpR) | ST1 / SpR1 | MS01 | 3 | 39,467 |
| | ST2 / SpR2 | MS02 | | |
| | ST3 / SpR3 | MS03 | 4 | 50,017 |
| | ST4 / SpR4 | MS04 | | |
| | ST5 / SpR5 | MS05 | | |
| | ST6 / SpR6 | MS06 | 5 | 53,077 56,077** |
| | ST7 / SpR7 | MS07 | | |
| | ST8 / SpR8 | MS08 | | |



Weekend Frequency Allowance 2016 TCS

- A full time trainee is paid a weekend frequency allowance (WEFA) that is calculated from;
 - Their nodal pay point.
 - Frequency of weekend working.
- For the purposes of **pay** a weekend worked is **any weekend where a shift starts between 00:01 sat morning and 23:59 Sunday night**.
- This is different to the definition for weekend frequency for **safety maximums** which is **any work rostered or occurring between 00:01 sat morning and 23:59 Sunday night**.

| Weekend Frequency | % Full Time Basic Pay | Comments |
|-------------------|-----------------------|---|
| 1 in 2 | 15% | Absolute Safety Maximum (Including locum work) |
| ≥ 1 in 3 | 10% | (exception via JDF & GOSW, minimum annual r/v) |
| ≥ 1 in 4 | 7.5% | |
| ≥ 1 in 5 | 6% | |
| ≥ 1 in 6 | 5% | |
| ≥ 1 in 7 | 4% | Less Than Full Time Weekend frequency allowance is calculated based on number of weekends they work as proportion of Full Time trainees weekends (see NHS Employer's ready reckoner) |
| ≥ 1 in 8 | 3% | No Allowance for Weekend Frequency < 1 in 8 |

Pay & Conditions Circular (M&D) 1/2021

| Frequency | Percentage | Nodal point 1 | Nodal point 2 | Nodal point 3 | Nodal point 4 | Nodal point 5 |
|------------------|------------|---------------|---------------|---------------|---------------|---------------|
| 1 in 2 | 15% | 4,322 | 5,002 | 5,921 | 7,503 | 7,962 |
| <1 in 2 – 1 in 3 | 10% | 2,881 | 3,335 | 3,947 | 5,002 | 5,308 |
| <1 in 3 – 1 in 4 | 7.50% | 2,161 | 2,501 | 2,961 | 3,752 | 3,981 |
| <1 in 4 – 1 in 5 | 6% | 1,729 | 2,001 | 2,369 | 3,002 | 3,185 |
| <1 in 5 – 1 in 6 | 5% | 1,441 | 1,668 | 1,974 | 2,501 | 2,654 |
| <1 in 6 – 1 in 7 | 4% | 1,153 | 1,334 | 1,579 | 2,001 | 2,124 |
| <1 in 7 – 1 in 8 | 3% | 865 | 1,001 | 1,185 | 1,501 | 1,593 |



LTFT Weekend Frequency Allowance, 2016 TCS

- A LTFT trainee's WE allowance is calculated from **their frequency of WE work as a proportion of the FT frequency of WE work on the full time rota.**
- Note, as with FT trainees this refers to **weekend frequency**;
 - not number of weekend days.
 - not your training percentage .

To work out LTFT Weekend Allowance;

- calculate the proportion of FT weekends.
- then multiply this by the FT monetary value. for that rota.

Example:

ST5, Full time basic pay = £ 50,017 (Nodal Point 4)

WE frequency 1:4 = 7.5% basic pay = **£ 3,751.28**

0.5LTFT, does half the number of weekends (1:8)

= £3,605.63 x $\frac{1}{2}$ = **£1, 875.64**

0.5LTFT, does $\frac{3}{4}$ the number of weekends (1:5.33)

= £3,605.63 x $\frac{3}{4}$ = **£2,813.46**

0.5LTFT, does all the Saturdays (1:4)

= £3,605.63 x 1 = **£ 3,751.28**



Hours That Attract A Pay Enhancement 2016 TCS

Basic Hourly Rate +37%

Night Rate : Any hours between 21:00 – 07:00, Any Day.

Night Shift : Shift Starting between 20:00 – 23:59, >8h long, Ending before 10:00.

Disco Shift : Ending after midnight & finishing by 04:00.

An average weekly total for these hours should be on your work schedule.



(Non-Resident) On-Call Availability Allowance (NROC) 2016 TCS

- Fulltime On-Call (NROC) Rota receive an availability allowance of 8% regardless of frequency.
- Similar to WE frequency, LTFT doctors receive a proportion of this, depending on their contribution to the on call rota - not necessarily their agreed training percentage you need to know the FT & LTFT NROC frequencies to calculate this;
 - For instance, if the full timers do 1 in 6, LTFT does 1 in8 ($\frac{3}{4}$) of full time NROC cover you would get $\frac{3}{4}$ (75%) of the full time NROC allowance (Basic nodal pay x 8% x 75% = 6%).
- Where frequency isn't directly pro rata, or is rostered in a more flexible manner, a manual option to calculate or check the allowance would be to add up the "standby hours" for the Full time & LTFT schedules (including predictable & unpredictable hours), then divide the LTFT total by FT total and x 8%;
 - For Example, the Full time trainees do 128 on call hours over their template, the 60% LTFT does 96h.
 - The LTFT allowance is therefore $96/128 \times 8\% = 6\%$.
- You then get **paid additionally for estimated hours (predictable & unpredictable)** for NROC shifts this information **must** be in your work schedule.
- If your **actual work exceeds** this **Exception Report** (Pay/TOIL for additional hours at relevant rate).
- If your **actual work exceeds** this **regularly**, this should trigger a **work schedule review** (i.e. if the work schedule does not represent what you actually do).



LTFT Allowance 2016 TCS

- Eligibility for £1,500/year LTFT transitional pay premium from 2016 TCS imposition;
Section 1 (Cash Floor) pay protected;
 - **and** LTFT on 3 August 2016.
 - **or** Absent from, but continuing in, training on 2 August 2016, and you return LTFT.
- Those **not eligible** for the £1500/year should be receiving the **£1,000/year LTFT allowance** (as monthly instalments), as long as they remain LTFT.
- **Thereafter** they will drop to the £1,000/y LTFT allowance instead, as long as they remain LTFT.
- **Only those receiving 2016 pay elements are entitled** to the £1,000 LTFT allowance So, **not applicable** to section 2 pay protected (2002 pay scale & banding pay).
- The LTFT allowance is applied **AFTER** section 1 pay protection is applied (Cash floor pay protection).
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2016 TCS Flexible Pay Premia & London Weighting

2016 TCS Flexible Pay Premia & London Weighting

Flexible Pay Premia;

Pro rata value for agreed **training percentage**.

London Weighting;

Pro rata to average weekly hours as a proportion of basic 40h per week.

London Weighting Example;

Full time allowance £2,162 (for 40h/wk basic).

LTFT trainee works 27h/wk average (67.5%).

LTFT trainee gets $(27/40) \times £2,162 = £1,459.35$.

Pay & Conditions Circular (M&D) 1/2021

| Name of premium | Applicable training programme | Eligibility | Full time annual value (£) |
|----------------------------------|---|---|---|
| Hard to fill training programmes | General Practice | Payable to ST1, ST2, ST3, ST4 during general practice placements only. | 8,965 |
| | Psychiatry Core Training | Payable to Psychiatry Core Trainees. | 3,645 |
| | Psychiatry Higher Training | Payable to Psychiatry Higher Trainees. | 3,645 |
| | Emergency Medicine | Payable to ST4 and above only. | 2,734 |
| Dual qualification – OMFS | Oral and Maxillofacial Surgery, as per paragraph 42-44 of Schedule 2 of the TCS | Payable to ST3 and above only. | Dependent on length of training programme, see table 2 below. |
| Histopathology | Histopathology | Payable to ST1 and above only | 4,374 |
| Academia | As per paragraphs 36-41 of Schedule 2 of the TCS | Upon return to training following successful completion of higher degree. | 4,374 |

| London weighting: | Payable for each: | Non-resident staff (£) | Resident staff (£) |
|--|-------------------|------------------------|--------------------|
| London Zone from 1 April 2005 | Year | 2,162 | 602 |
| Extra-territorially managed Units from 1 July 1979 | Year | 527 | 147 |
| Fringe Zone 1 July 1981 | Year | 149 | 38 |



Further Information and guidance about your Payslip

For further guidance on how to read your payslip, please follow the link below which will take you to the relevant page on our Website

<https://leademployer.sthk.nhs.uk/payroll-faqs>



Further Information

For more information on T&Cs please visit:

<https://www.nhsemployers.org/publications/doctors-and-dentists-training-terms-and-conditions-england-2016>

For more information on Pay and conditions circulars for medical & dental staff please visit:

<https://www.nhsemployers.org/articles/pay-and-conditions-circulars-medical-and-dental-staff>

For more information on Work scheduling and templates for the 2016 junior doctor contract please visit:

<https://www.nhsemployers.org/articles/work-scheduling-templates-2016-junior-doctors-contract>

For any further queries please contact the Lead Employer team via email

lead.employer@sthk.nhs.uk or via telephone **0151 478 7777**

For further information on COGPED guidance please visit

www.bma.org.uk/media/sy2lwt5f/bma-cogped-guide-to-the-training-week.pdf