



St Helens and Knowsley
Teaching Hospitals
NHS Trust

How to read your Work Schedule and further guidance

www.leademployer.sthk.nhs.uk



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%/(1.4.33) £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%/(1.4.33) £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%/(1.4.33) £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. <p><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></p>												
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	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 - 18:30	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30	8:00 - 20:30	8:00 - 20:30	8:00 - 20:30
3			8:00 - 18:30	8:00 - 18:30	8:00 - 18:30		
4	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30		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 - 18:30	8:00 - 18:30	8:00 - 18:30		
6	8:00 - 20:30	8:00 - 20:30		8:00 - 18:30	8:00 - 18:30		
7	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 - 18:30	8:00 - 18:30	8:00 - 18:30		8:00 - 20:30	8:00 - 20:30	8:00 - 20:30
9	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30			
10	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30		
11	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30		
12	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30		
13	8:00 - 18:30	8:00 - 18:30	8:00 - 20:30	8:00 - 20:30	8:00 - 18:30		
14	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30		8:00 - 20:30	8:00 - 20:30	8:00 - 20:30
15		8:00 - 18:30	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30		
16	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30		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 - 18:30	8:00 - 18:30		
18	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30		
19	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30		
20	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30		
21	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30		
22	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 - 18:30	8:00 - 18:30		
24	8:00 - 18:30	8:00 - 18:30	8:00 - 18:30		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 - 18:30	8:00 - 18:30	8:00 - 18:30		
26	8:00 - 18:30	8:00 - 18:30	8:00 - 20:30	8:00 - 20:30	8:00 - 18:30		



Allocate Analysis Output

Rota Summary

Contract: 2016
 Tier: Senior trainee
 Rota type: Shift

Total slots: 1
 Avg. hours: 28:00

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	Result
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		
18			8:00 - 16:30	8:00 - 20:30	8:00 - 16:30		
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		
22					20:00 - 24:00	00:00 - 8:30, 20:00 - 24:00	00:00 - 8:30
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	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 xx.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.

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

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.



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 ¼ 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		
	ST4 / SpR4	MS04	4	50,017
	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%	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 5	6%	
≥ 1 in 6	5%	
≥ 1 in 7	4%	
≥ 1 in 8	3%	No Allowance for Weekend Frequency < 1 in 8

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

		Nodal point 1	Nodal point 2	Nodal point 3	Nodal point 4	Nodal point 5
Frequency	Percentage	Value (£)	Value (£)	Value (£)	Value (£)	Value (£)
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 ½ = **£1, 875.64**

0.5LTFT, does ¾ the number of weekends (1:5.33)

= £3,605.63 x ¾ = **£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 in 8 ($\frac{3}{4}$) 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).
-



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 year higher training programme:	3,645
			4 year higher training programme:	2,734
Dual qualification – OMFS	Emergency Medicine	Payable to ST4 and above only.	Dependent on length of training programme, see table 2 below.	
	Oral and Maxillofacial Surgery, as per paragraph 42-44 of Schedule 2 of the TCS	Payable to ST3 and above only.		
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**