

RCGP COMPLETION DATE CALCULATOR USER GUIDE

Section 1

Trainee Details

Name	
GMC Number	
Date Form Completed	

This section can be used to record the Trainee's name, GMC number and the date on which the form has been completed.

Section 2

Training Post History

Post	Trainee Year	Training Post Dates		Post Type	If ITP or Academic Post, what % spent in Clinical GP?	% Commitment	Training Time (Months)			Remedial Training
		Date From	Date To				GP	Hospital	Total	
1							0.00	0.00	0.00	0.00
2							0.00	0.00	0.00	0.00
3							0.00	0.00	0.00	0.00
4							0.00	0.00	0.00	0.00

1 2 3 4 5 6 7 8 9 10 11

Column 1: Post

This column numbers the posts that are entered and can be a useful reference, but has no bearing on the output data.

Column 2: Trainee year

Please select the correct ST year for the post from the drop down menu. It is important that this is accurate so that the discretionary absence policy is applied correctly in the "Time out of Training" section.

If the post is remedial, please list it as the year in which the extension has been awarded.

Column 3 and 4: Training Post Dates

Please input the correct dates for the post that is being recorded.

Be careful not to overlap posts or leave gaps between them as this will give an inaccurate calculation.

If an error appears, please check that the dates do not go backwards and remember to use “/” rather than decimal points to separate dates. This will allow Excel to recognise it as a date rather than a number.

Please note that the “First Wednesday Rule” is not taken into account by the calculator, so there may be minor differences when compared to manual calculations.

Column 5: Post Type

Please select the type of post from the drop down menu.

It is important that this is done accurately so that the training time in each type of post is calculated correctly.

If a post is not counting towards training please select the “Post Not Counting” option from the menu so the time is not counted towards the total.

The OOP option should only be used for non-statutory leave so please list any other types of statutory leave (compassionate leave/carers leave/jury service) as “Sick Leave”. This is because periods listed as “OOP” will not have the discretionary absence policy applied to them.

Column 6: If ITP or Academic Post, what % spent in clinical GP?

If the post being entered is an Academic Post or an ITP, please select the percentage of time spent in clinical GP.

Note: this should be entered as a percentage of the post, not time in general; i.e, if the post is being undertaken at 80% commitment with half of it in clinical GP, this column should state 50%, not 40%.

If the post is an ITP, the time will split between hospital and GP accordingly. For academic posts, the clinical part will be added to the GP total and the academic training will be disregarded as this will not count towards the minimum training requirement.

If the post entered is neither an ITP nor an academic post, this column should remain blank.

Column 7: % Commitment (LTFT)

Please enter the correct percentage commitment of the post.

Any value less than 50% will stay red as the post may not be able to count towards training and the GMC’s guidance should be consulted.

Column 8: Total Training Time (GP)

This calculates the total time spent in GP during the post.

Column 9: Total Training Time (Hospital)

This calculates the total time spent in hospital training during the post.

If the cell turns red, it indicates that the post could be too short to count towards the programme, and the RCGP GPSA team may need to be consulted to ensure the post is valid towards the training programme. The time will be included in the total even if it is short, so if it is determined that the post is not valid towards the training, the post type should be changed to “Post Not Counting”.

If a post is an ITP or split into short segments by absence or by changes to percentage WTE worked, the parts of the posts may be highlighted red on the calculator. However, they may not need additional review by the GPSA team if the whole post totals two months or more when the segments are combined, they are completed at the same location with the same Educational Supervisor, and the post is not significantly fragmented. Please see the “Policies and Guidance” section of the deanery and LETB administrator handbook for more detailed guidance.

Column 10: Total Training Time

This calculates the total training time in the post. It will include any cells highlighted in red which might need to be checked by the RCGP. Therefore, if the programme contains any red cells, please send the programme to the GPSA team for review.

Column 11: Remedial Training

Any posts labelled as “Remedial Training” will have their total listed here. This is separated from the total training time because for calculation purposes, it will not count towards the minimum required training time.

Section 3

Time out of Training

The time out of training section calculates the amount of absence taken, and gives you the opportunity to apply discretionary absence policy to the programme.

	1	2	3	4	5	6
Trainee Year	Additional Absence Days (declared on Form R)	Absences listed in Programme	Total (days)	14 days Discretionary Absence Policy (DAP) per ST year	Use DAP?	
ST1		0	0	0		
ST2		0	0	0		
ST3		0	0	0		
ST4		0	0	0		
ST5		0	0	0		
Other		0	0	0		
Total			0	0		

Total Allocated Allowance	0
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Column 1 – Trainee Year

This lists the ST year.

Column 2 – Additional Absence Days

Please enter the number of days in addition to the posts recorded on the post history log. Be careful not to duplicate any longer periods of absence which have already been recorded in the section above.

Column 3 – Absences listed in Programme

This is the number of Maternity leave/Paternity Leave/Sick Leave days per ST year which have been listed in the “Training Post History” section. It is filled in automatically.

Column 4: Total (days)

This is the sum of absence in days listed in columns 2 and 3.

Column 5: Available discretionary absence policy

This lists the available discretionary absence policy for the ST year given the information shown in the table.

Column 6: Use DAP?

Select "Yes" from the drop down menu if you would like the full discretionary absence policy to be applied for the year, or "No" if the time should be made up in full.

The total amount of DAP applied will appear in the box to the right of the table and this number will be added to the total training time calculation in the section below.

Section 4

Total Training Time

The total calculations of training time completed will be listed here.

Total GP training time (excluding time in ITPs)	0.00
Total GP training time (including time spent in ITPs)	0.00
Total hospital training time	0.00
Total training time before the use of Discretionary Absence Policy	0.00
Total training time with selected DAP applied	0.00
Total remedial training time completed (WTE)	0.00

If any of the figures remain red and do not turn green, it means they may not meet the minimum requirement for CCT and this should be addressed in the remainder of the programme.

Note: This section of the calculator is designed to work for standard three year programmes. If a programme is projected to be longer or shorter than 36 months; for example, ST4, BBT, CEGPR(CP) or ATCF programmes, the figures recorded in the “Total training time” boxes should still be correct, but the red or green prompts will only apply to 36 month programmes.

Section 5

Predicted Completion Date

This is a tool which will help to predict a completion date using the information entered into calculator.

Length of programme including any remedial extensions awarded (months)	
Months of credit attained	0.00
Months to complete	0.00
Start date of next post	
What is the % commitment of the next placement?	
Provisional completion date (subject to RCGP approval)	

To use the predictor tool, follow these steps:

1 - Enter the length of programme (including any remedial time awarded) into the top box. For example, if the trainee has been awarded a three month extension to a three year programme, this figure should be 39.

The length of programme should not include any academic component. So, if the trainee is completing a 48 month programme of which 12 months is academic, “36” should be entered.

2 - The “months of credit attained” will be filled in automatically by adding the “Total training time with selected allowances applied” and the “Total remedial training time completed (WTE)” boxes listed in the section above.

3 - Enter the start date of the next post.

4 – Enter the percentage commitment for the remainder of the programme. You can only enter one percentage in this box, so it should not be used if the remainder of the programme will be split by various levels of commitment.

For academic programmes, the percentage entered should be the WTE spent in clinical training. For example, if the trainee will be working full time but only 50% of their time will be clinical training, the figure should be 50%. Similarly, if the trainee will be working less than full time at 60% and half of their training time is clinical, the figure entered should be 30%.

5 - A provisional end of training date will be calculated.

Note: the end of training date generated by the predictor tool will only consider the total training time and will not take into account the minimum GP or hospital requirements. We therefore recommend that once the provisional end date is generated, the final post is entered into the main body of the calculator to ensure that all minimum programme requirements are met.

Please note that the date calculated by this tool is provisional and may be subject to review by the RCGP GPSA team.

RCGP LTFT Calculator 1 USER GUIDE

The LTFT Calculator 1 allows you to work out the whole time equivalent (WTE) of a post when you have the calendar time.

It is based on the following formula:

Calendar time X work commitment % = WTE

Calendar time		Commitment	WTE	
Months	Days	%	Months	Days
1	2	3	0	0

Cell 1

Enter the number of months. If it is less than a month, then this cell can be left blank.

Cell 2

Enter the number of days. This cell can be left blank if the number of days is 0.

Cell 3

Enter the work commitment in percentage. It can either be entered manually or you can click on one of the buttons to populate the cell.

50%	60%
70%	80%

Clear fields button

Instead of deleting the values from each cell individually, the 'Clear fields' button helps you delete all the values you have entered in just one click.

Example

For instance, you want to know the WTE of a 6 calendar months post which is being worked at 60%. You simply enter the values as shown below and it gives you the WTE expressed in months and days.

Calendar time		Commitment	WTE	
Months	Days	%	Months	Days
6		60%	3	18

RCGP LTFT Calculator 2

USER GUIDE

The LTFT Calculator 2 gives you the option of entering the start and end date of each post. This is helpful when you have the start and end date of the post and you want to find out the length of the post WTE expressed in days and months. It can work out LTFT and full time posts.

		Calendar time		Commitment	WTE	
Start Date	End Date	Months	Days	%	Months	Days
1	2	0	0	3	0	0

Cell 1 and 2

Enter the start and end date in the format dd/mm/yy.

Cell 3

Enter the work commitment in percentage. It can either be entered manually or you can click on one of the buttons to populate the cell.

50%	60%
70%	80%

Clear fields button

Instead of deleting the values from each cell individually, the 'Clear fields' button helps you delete all the values you have entered in just one click.

