

Guide to the KSS GPST Timetable

KSS GP School, September 2025

This document aims to provide Resident Doctors, GP Supervisors and Practice Administrators with a practical guide to implementing the 2016 NHS Employers Resident Doctors Contract Version 11 in combination with the 2024 COGPED and BMA Guide to the Training Week for GP Registrars and Trainers and the 2024 COPMeD GOLD Guide 10th edition.

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Overview of the working week

a. Hours and sessions

Resident doctors are contracted to work 40 hours a week if working full-time. This is typically described in terms of 10 four-hour sessions. However with General Practice (GP) core contract opening hours of 8am to 6:30pm, it can be structured as eight five-hour sessions and this may be more similar to the working pattern of fully-qualified General Practitioners (GPs).

Full-time resident doctors working 10 four-hour sessions are likely to be scheduled to work five eight-hour days on Monday to Friday within the GP core contract opening hours. Full-time resident doctors working eight five-hour sessions are likely to be scheduled to work four 10-hour days on Monday to Friday within the GP core contract opening hours.

The 40-hour full-time working week is divided into clinical and educational time at a ratio of 70:30 (clinical to educational). Clinical time includes patient-facing activities such as clinics and home visits, as well as clinical debriefs and administrative time. It is recommended that Residents receive one hour of administrative time for every three hours of patient-facing activity

Working Pattern	Clinical Hours	Educational Hours
Full-time (40h)	28	12
Less-than full-time 80% (32h)	22.5	9.5
Less-than full-time 60% (24h)	17	7

Please note, the clinical and educational hours shown are targets based on a 70:30 ratio. Actual hours will vary depending on mandatory break requirements related to the duration of the working day and should be reduced proportionally to accommodate breaks.

b. Debriefs

Clinical debriefs by the supervising GP should be scheduled into both the Resident's and Supervisor's timetable. This can either be scheduled for the end of the clinical session, or staggered at points throughout the session.

There would typically be 30-minutes debrief time assigned per clinical session, but this varies depending on the duration of the clinical session and the stage of the Resident's training. It is often beneficial to schedule the debrief before administrative time to enable any additional work generated by the debrief to be completed before the scheduled end of the working day.

c. Home visits

Home visits can provide valuable educational experience for Resident Doctors preparing for a career as a GP. Travel to and from visits and their documentation are included in the

clinical component of their timetable. GPST3 Resident Doctors are typically able to claim mileage for up to three days per week.

d. Breaks

For every period of work over five hours, Resident Doctors must have a 30-minute paid break which increases to a total of one hour after nine hours work. A working day must not exceed 13 hours and there should be an 11 hour break in any 24 hour period.

e. Start and finish times

General Practice core hours are 8am to 6:30pm, Monday to Friday. Start and finish times should be within these core hours and all clinical work requires a named supervisor to be available for support. Exact start and finish times therefore vary based on the practice, supervisor availability and the Resident.

2. Session breakdown

a. Clinical activities

Clinical activities undertaken by Resident Doctors could include: supervised clinics (face-to-face, telephone or video), home and care/nursing home visits, administrative work for clinical care (reviewing results and clinical letters, as well as referrals), working alongside other members of the practice team (i.e. chronic disease clinics with practice nurses, care home ward rounds with paramedics).

b. Educational activities

Educational activities undertaken by Resident Doctors could include: time completing workplace based assessments, quality improvement projects, organised educational sessions (i.e. training programme teaching sessions), observing practice colleagues or specialists in clinic, structured practice-teaching sessions (tutorials, joint surgeries with a supervisor), educational practice meetings and independent study.

A full-time GPST Resident Doctor timetable would typically include eight hours of structured education and four hours of independent study. The eight hours of structured education would usually include four hours training programme teaching (i.e. HDR) and four hours of practice based teaching.

Some training programmes run fortnightly full-day teaching, in which case practices are likely to offer an alternating timetable. This could include a 'training programme week' with eight (instead of four) hours of training programme teaching with the alternate week replacing this time with clinical hours to average out over a two week block.

3. Variations of the working week

a. Full-time

Forty-hour working week, with 28 clinical hours and 12 educational hours.

b. Less-than full-time

Working hours are scaled by the proportion of full-time working. At 80%, the Resident would work 22½ clinical hours and 9½ educational hours. At 60%, this becomes 17 clinical hours and 7 educational hours.

For further percentage variations, this can be calculated as:

Total hours = 40 x percentage full-time

Clinical hours = total hours x 0.7

Educational hours = total hours x 0.3

c. Integrated training posts

Modified working week to include time spent in a specialist setting. The time in the specialist post is 100% clinical and is typically two eight-hour days, but working hours are post-specific.

This reduces the clinical time in the GP part of the post. For example, for a full-time Resident on an ITP rotation working two eight-hour days in the specialist post: they would have 12 clinical hours and 12 educational hours remaining in their weekly timetable. Less-than full-time ITP rotations are scaled as outlined above.

d. Extension education programme

The deanery's extension education programme (EEP) increases the educational time in the Resident's working week to 50% of their working hours. For a full-time Resident, this would result in 20 clinical hours and 20 educational hours. Less-than full-time Residents on EEP rotations are scaled as outlined below:

Total hours = 40 x percentage full-time

Clinical hours = total hours x 0.5

Educational hours = total hours x 0.5

During an EEP rotation, the educational time consists of: one session practice-based teaching, one session facilitated learning set, one session peer learning set and two sessions private study. Less-than full-time Residents on EEP rotation should discuss the composition of their educational hours with their Supervisor and the EEP Educator Team.



4. Leave

a. Annual leave

Residents are entitled to 27 days annual leave per 12 months (full-time equivalent). If working a Bank Holiday, they should receive time in lieu as per their employing Trust's policies. Residents who have worked in the NHS for more than five years are entitled to 32 days annual leave per 12 months. This entitlement is based on an eight-hour working day, for timetables based on longer days, leave entitlement should be calculated in hours.

The annual leave entitlement for a four-month rotation can be calculated as follows:

Annual leave entitlement = $27 \div 3$ or $32 \div 3$

To determine this for a less-than full-time Resident, multiply the full-time annual leave entitlement by their percentage full-time. For example, a 60% less-than full-time Resident on a four-month rotation would receive $27 \div 3 = 9 \rightarrow 9 \times 60\% = 5.4$ days annual leave.

To make this practical, consider allocating leave either in hours or take advice from the employing Trust's Human Resources team.

To calculate the number of hours leave available, multiply the rotation's annual leave entitlement in eight-hour days by eight. For example, a full-time Resident on a four-month rotation would receive $27 \div 3 = 9$ days of eight-hours $\rightarrow 9 \times 8 = 72$ hours leave.

b. Study leave

Residents are entitled to 30 days study leave per 12 months (full-time equivalent). Of this, 15 days should be allocated to attending the Training Programme taught sessions and this time is incorporated into the educational hours of the weekly timetable.

Study leave entitlement is scaled proportionally based on percentage full-time and can be calculated as eight-hour days or as hours, depending on the agreed timetable.

Of note, exam days are not classed as annual or study leave and attendance as a representative on official committees is classed as 'professional leave.'

5. Example timetables

a. Full-time

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9am-12:30pm	Clinic	Clinic	Tutorial	Teaching	Clinic
12:30pm-1pm	Break	Break	Break	Break	Break
1pm-5pm	Clinic	Clinic	Clinic	Study	Clinic

This demonstrates a full-time Resident timetable based on eight-hour days. There are 26½ clinical hours, 11 educational hours and 2½ hours break. The morning clinic sessions would likely comprise: 2½ hours patient-facing contact, ½ hour debrief, ½ hour administrative time. The afternoon sessions would likely comprise: 2½ hours patient-facing contact, ½ hour debrief, 1 hour administrative time.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8am-12pm	Clinic	Clinic	Tutorial	Teaching	Zero Hours
12pm-1pm	Break	Break	Break	Break 1h	Zero Hours
1pm-6pm	Clinic	Clinic	Clinic	Study 3h Clinic 2h	Zero Hours

This demonstrates a full-time Resident timetable based on 10-hour days. There are 25 clinical hours, 11 educational hours and 4 hours break. The clinic sessions would likely comprise: 2½ hours patient-facing contact, ½ hour debrief, 1 hour administrative time. The Thursday afternoon would be split between independent study and clinic.

b. Less-than full-time 80%

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9am-12:30pm	Clinic	Clinic	Tutorial	Teaching	Zero Hours
12:30pm-1pm	Break	Break	Break	Break	Zero Hours
1pm-5pm	Clinic	Clinic	Clinic	Study 1.5h Clinic 1.5h	Zero Hours

This demonstrates an 80% less-than full-time Resident timetable based on eight-hour days. There are 21½ clinical hours, 8½ educational hours and 2 hours break with a total of 32 hours.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8am-12pm	Clinic	Clinic	Zero Hours	Teaching	Zero Hours
12pm-1pm	Break	Break	Zero Hours	Break	Zero Hours
1pm-6pm	Clinic	Clinic	Zero Hours	Tutorial	Zero Hours

This demonstrates an 80% less-than full-time Resident timetable based on 10-hour days. There are 20 clinical hours, 9 educational hours and 3 hours break with a total of 32 hours.

c. Less-than full-time 60%

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9am-12:30pm	Zero Hours	Clinic	Tutorial	Teaching	Zero Hours
12:30pm-1pm	Clinic	Break	Break	Zero Hours	Zero Hours
1pm-5pm	Clinic	Clinic	Clinic	Zero Hours	Zero Hours

This demonstrates a 60% less-than full-time Resident timetable based on eight-hour days. There are 16 clinical hours, 7 educational hours and 1 hour break with a total of 24 hours. This includes a longer clinic on the Monday afternoon and would require consideration of supervisor availability.

d. Integrated training posts

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9am-12:30pm	ITP	ITP	Tutorial	Teaching	Clinic
12:30pm-1pm	Break	Break	Break	Break	Break
1pm-5pm	ITP	ITP	Clinic	Study	Clinic

This demonstrates a full-time Resident timetable based on eight-hour days with two days spent in a specialty post. There are 26½ clinical hours (15 in the specialty, 11½ in the GP post), 11 educational hours and 2½ hours break.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9am-12:30pm	ITP	ITP	Zero Hours	Teaching	Clinic
12:30pm-1pm	Break	Zero Hours	Clinic	Break	Break
1pm-5pm	ITP	Zero Hours	Clinic	Tutorial	Study 2h Clinic 2h

This demonstrates an 80% less-than full-time Resident timetable based on eight-hour days with two days spent in a specialty post. There are 21 clinical hours (11 in the specialty, 10 in the GP post) 9½ educational hours and 1½ hours break with a total of 32 hours.

e. Extension education programme

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9am-12:30pm	Clinic	Clinic	Tutorial	Teaching	Study
12:30pm-1pm	Break	Break	Break	Break	Break
1pm-5pm	Clinic	Clinic	Study	Study	Clinic

This demonstrates a full-time Resident timetable based on eight-hour days with 50% educational time whilst on an EEP rotation. There are 19 clinical hours, 18½ educational hours and 2½ hours break.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9am-12:30pm	Clinic	Clinic	Tutorial	Teaching	Zero Hours
12:30pm-1pm	Break	Break	Break	Break	Zero Hours
1pm-5pm	Clinic	Clinic	Study	Study	Zero Hours

This demonstrates an 80% less-than full-time Resident timetable based on eight-hour days with 50% educational time whilst on an EEP rotation. There are 15 clinical hours, 15 educational hours and 2 hours break with a total of 32 hours.