**Crib Sheet for Training Programme Director and Postgraduate Doctor in Training Pre-LTFT-Application Conversation**

This is not mandatory, it is to be used to facilitate conversations, this is not an exhaustive sheet.

Name of Postgraduate Doctor in Training:

Name of TPD:

Date of Meeting:

Virtual or face-to-face:

|  |  |  |
| --- | --- | --- |
| **Discussion Points** | **Notes from the Discussion** | **Actions to take away** |
| How LTFT can work for the Doctor in Training |  |  |
| Positives and pitfalls of LTFT   * CCT date change * Progressing pro-rata * Impact on salary * On Calls/Out of Hours |  |  |
| Eligibility/ Reason for Application: |  |  |
| Requested Start Date  (Is this in line with the rotation?) |  |  |
| What percentage is preferred?  Is this going to be enough to support the Postgraduate Doctor in Training |  |  |
| If sponsored, has the minimum salary requirements for a Tier 2/Skilled worker visa been met:?  Please note, there is a minimum salary requirement outlined in the [NHS Medical and Dental (M&D) pay scales](https://www.nhsemployers.org/articles/pay-and-conditions-circulars-medical-and-dental-staff) |  |  |
| Available support;   * Associate Dean * Flexible Working Champion/Guardian of Safe Working |  |  |
| Where would the Postgraduate Doctor in Training prefer to be placed (Trusts/locality)? |  |  |
| Resources on the HEEYH website |  |  |