**Foundation Flexible/LTFT Application Flowchart**

Trainee applies to work Flexibly/LTFT

Completes application form and sends to LTFTEast (all Foundation applications)

APD reviews application

Meets trainee if/when required

Supplementary information requested (eg/occupational health) if required

FORM D

Change to LTFT

Trainee notifies LTFT team if any change in working percentage/time out of programme etc.

Supernumerary funding application

Submitted to JH 4(??) months prior to start of the SN block

Posts and Funding

1. Post identified and held back when appropriate (50/60%)
2. Supernumerary funding blocks identified (for full 2 year foundation programme)

Notifications

Trainee, TPD, F1 and F2 Trust, Data team

Unsuccessful Application

Trainee informed

Trainee given details of appeal process

Successful/Approved Application

Sent to JH for final sign off – includes application form PLUS details of APD review if appropriate

FORM B

Once FTPD, FSD/DFSD and APD (if appropriate) have approved application – LTFT team process next stage

APPEAL NOTIFICATION FORM

LTFT Team process the form

Confirm receipt (to trainee) and notifies trust of application received

APPLICATION FORM

Once FTPD has approved placements – application and new placement plan (including TOFF T calculator) sent to FSD/DFSD for review

Placement Alteration and Identification

FTPD informed

FTPD and LTFT team work together to identify potential placements

Category 1 Caring applications

Category 1 Health OR Category 2 applications

Form sent to APD for review