

Checklist for TPDs & Resident Doctors & Dentists pre-LTFT application

YORKSHIRE AND THE HUMBER DEANERY, AUGUST 2026

This form is not mandatory. It is designed as a guide to help structure the discussion with residents regarding their LTFT application and future training. The checklist contains a variety of areas residents need to understand prior to submitting their application to facilitate an easier transition into LTFT training and aims to prevent future challenges.

Name of Resident Doctor:	
Name of TPD:	
Date of Meeting:	
Virtual or Face-to-Face:	

Discussion Points	Notes from the Discussion
Is the resident in training aware they can apply for LTFT training irrespective of reason?	
Does the proposed LTFT application contain hours of clinical work 0.5 WTE or above? – If not, this should be discussed with the Associate Postgraduate Dean.	
Does the proposed LTFT application meet with the visa requirements in terms of minimal pay per annum as set out by the Home Office?	
Does the resident in training understand the application process?	
Is the resident in training aware they must meet the same requirements in foundation, specialty, and general practice training as a full-time resident in training?	
Does the resident in training understand how long their training will be extended for if working LTFT at their proposed percentage?	

Is the resident in training aware that they are required to undertake pro-rotta daytime hours and out of hours/on-call duties to support training requirements?	
Is the resident in training aware of the requirements for their ARCP including the number of assessments required?	
Is the resident in training aware any Acting Up Consultant OOPT would be pro rata?	
Is the resident in training aware that their Period of Grace post CCT is fixed term and not pro rota?	
Does the resident in training understand they are able to undertake locum work as an LTFT? - This must be declared on their Form R prior to ARCP and if LTFT for health reasons this must be discussed with their ES/TPD prior to undertaking locum opportunities.	
Have the implications on pay been discussed?	
Is the resident in training aware of the various concessional rates available to them including reduced GMC, BMA, Royal College, and Defence Union fees?	
Does the resident in training understand they can request a set non-working day, but this may need to vary between placements to ensure safe staffing, address training needs and enable access to training opportunities?	
Does the resident in training understand the impact of LTFT training on annual leave?	
Does the resident in training understand the impact of LTFT training on study leave allowances in terms of number of days per annum?	
Is the resident in training aware of how to access further information on LTFT on a local and Deanery level?	
Is the resident in training aware of how to get further help during their LTFT training as per below? • Associate Dean/ Professional Support Team • Flexible Working Champion • Guardian of Safe Working	