

Less Than Full Time Training (LTFTT) Foundation Process

Trainee completes application form & sends to LTFT coordinator with supporting evidence (LTFTEast.YH@hee.nhs.uk)

Associate Post Graduate Dean (APD) reviews application
(Depending on circumstances the Deputy Dean may also need to agree post)

Trainee receives an email from the LTFT Coordinator if eligible or not following decision from APD.

The LTFT coordinator contacts the Training Programme Director (TPD) to request placement (Form A). Deputy Foundation School Director copied in.

TPD returns complete Form A to LTFT coordinator. Trainee receives letter to formally confirm LTFT working (Copied to HEE PS, Trust & TPD)

Trainee requested to complete Form C (if in hospital placement). Guidance on website for trainee to complete & review

Any changes to existing LTFT agreement (percentage change, maternity/sick leave, return to full time training or resignation etc.) LTFT coordinator completes Form D and circulates.