

LTFT Roles & Responsibilities

YORKSHIRE AND THE HUMBER DEANERY, AUGUST 2026

ROLE	RESPONSIBILITY
Resident Doctor in Training	• Review LTFT guidance on the Deanery website • Meet with TPD, utilising the checklist • Make an application with all information completed • Provide 16 weeks' notice of intentions • If sponsored ensure they meet the minimum salary requirements for Tier 2/Skilled worker visas and report to the Overseas Sponsorship Team
Training Programme Director (TPD)	• Support and meet with the resident, utilising the checklist • Manage rotation; facilitate slot-shares where possible • Maintain a good understanding of the LTFT process
Deanery Administrative Teams	• Respond to queries from TPDs, employers and residents • Understand the LTFT process and relevant SOPs • Maintain all national and local documentation relating to LTFT • Ensure YH Deanery website is kept up to date • Save applications, adhering to NHSE records management policy • Ensure data quality to enable accurate reporting
Employing Trust Medical Staffing Team	• Support the resident • Enable LTFT where possible via the Rota Co-ordinator • Provide 8 weeks' notice of the rota to the resident (in line with Code of Practice requirements) • Have a basic understanding of the LTFT process
Flexible Working Champion	• Support the residents at their place of work • Champion safe and flexible working within the LEP • Have a detailed understanding of the LTFT process
Educational Supervisors	• Be aware of the support available to signpost etc. • Have a basic understanding of the LTFT process
Professional Support Associate Dean	• Meet with the residents, where applicable • Provide on-going support for residents where health and caring responsibilities are impacting on their training • Have a detailed understanding of the LTFT process
Deputy Postgraduate Dean for LTFT	• Review supernumerary funding requests