

## Less Than Full Time (LTFT) Process

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graph TD; A[Less Than Full Time (LTFT) Process] --> B[Trainee completes application form & sends to LTFT coordinator with supporting evidence]; B --> C[Associate Postgraduate Dean (APD) reviews application (Depending on circumstances the Deputy Dean may also need to agree post)]; C --> D[Trainee receives an email from the LTFT Coordinator confirming if eligible or not.]; D --> E[The LTFT coordinator contacts the Training Programme Director (TPD) to request placement]; E --> F[TPD confirms placement. Trainee receives a formal email requesting them to fill out Form C on the HEYH website]; F --> G[Form C & guidance on website for trainee to complete & return]; G --> H[Copied to Trust & TPD]; H --> I[TPD to contact & inform trainee of rotation details / confirms start date];
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Trainee completes application form & sends to LTFT coordinator with supporting evidence

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

Trainee receives an email from the LTFT Coordinator confirming if eligible or not.

The LTFT coordinator contacts the Training Programme Director (TPD) to request placement

TPD confirms placement.  
Trainee receives a formal email requesting them to fill out Form C on the HEYH website

Form C & guidance on website for trainee to complete & return

Copied to Trust & TPD

TPD to contact & inform trainee of rotation details / confirms start date