

Less Than Full Time (LTFT) Roles and Responsibilities

Role	Responsibility
Postgraduate Doctor in Training	<ul style="list-style-type: none"> ➤ Review LTFT guidance on the HEEYH website ➤ Make an application with all information completed ➤ Provide 16 weeks' notice of intentions where possible ➤ Meet with Training Programme Director, utilising the crib sheet
Training Programme Director (TPD)	<ul style="list-style-type: none"> ➤ Support the Postgraduate Doctor in Training ➤ Meet with the Postgraduate Doctor in Training, utilising the crib sheet ➤ Complete the TPD section of the application ➤ Facilitate slot-shares where possible ➤ Manage the rotation ➤ Maintain a good understanding of the LTFT process
School Hub administrative team	<ul style="list-style-type: none"> ➤ Take oversight of the administrative process ➤ Respond to queries from TPDs, Trusts and Postgraduate Doctors in Training ➤ Ensure data quality to enable accurate reporting ➤ Understand the LTFT process and relevant SOPs ➤ Ensure website is kept up to date ➤ Maintain all national and local documentation relating to LTFT ➤ Save applications and supporting documents to file, adhering to HEE records retention policy
Medical Staffing (Trust)	<ul style="list-style-type: none"> ➤ Support the Postgraduate Doctor in Training ➤ Enable LTFT where possible via the Rota Co-ordinator ➤ Provide 8 weeks' notice of the rota to the Postgraduate Doctor in Training (in line with Code of Practice requirements) ➤ Have a basic understanding of the LTFT process
Flexible Working Champion/Guardian of Safe Working	<ul style="list-style-type: none"> ➤ Support the Postgraduate Doctor in Training at their place of work ➤ Champion safe and flexible working within the Trust ➤ Have a detailed understanding of the LTFT process

Role	Responsibility
HEE Professional Support Associate Dean	<ul style="list-style-type: none"> ➤ Meet with the Postgraduate Doctor in Training, where applicable ➤ Provide on-going support for Postgraduate Doctors in Training where health and caring responsibilities are impacting on their training ➤ Have a detailed understanding of the LTFT process
Educational Supervisors	<ul style="list-style-type: none"> ➤ Be aware of the support available (HEEYH website, Trust contacts, TPD) to signpost ➤ Have a basic understanding of the LTFT process
Sponsorship Team in Yorkshire and Humber	<ul style="list-style-type: none"> ➤ Our role is to monitor HEE Sponsored Postgraduate Doctors in training and signpost for further/advice guidance ➤ Where LTFT is concerned, our role is to ensure HEE sponsored doctors in training meet the minimum salary requirements for Tier 2/Skilled worker visas ➤ Have a basic understanding of the LTFT process
HEE Deputy Postgraduate Dean	<ul style="list-style-type: none"> ➤ Review supernumerary funding requests