



## 1: LTFT Form A.

Complete form A (from the NES website). This must include a future placement and the specific date in the month your LTFT is to begin. Meet with your Training Programme Director to discuss your request - they need to be able to confirm that you will still be able to meet all your Educational Objectives, and that your LTFT status will not disadvantage the other trainees.

## 2. Appointment.

Make an appointment with the Associate Postgraduate Dean (APGD) for LTFT to discuss your eligibility. Forward your Form A to the LTFT Administrator or bring to your appointment. Informal appointments can also be offered, if you just wish to discuss the possibility of applying before speaking to your TPD, etc.

## 3. On-call.

We would advise pro-rata on-call unless there is an exceptional training need e.g. opportunities for achieving competency progression/experience that can only be achieved through on-call work

## 4. Changing Sessions – Form D.

To increase /decrease or revert to full-time **in the same post**, complete Form D from the NES Website. All Health Boards require 3 months' notice. In this case, it is only necessary to meet with the APGD for LTFT if e.g. your eligibility has changed, you have any concerns about your LTFT or if your request is NOT supported by your Training Programme Director. If supported, send form D to the LTFT Administrator to process and send to the Health Board.

## 5. LTFT - short period.

You can apply for a specific period e.g. in a Cat 2 application. You will automatically revert to full-time when this specific period ends, unless you wish to continue LTFT then you would reapply through the Deanery and your Training Programme Director (Steps 1-2 apply.)

## 6. Existing LTFT Trainees – Form A/B.

If rotating to a different Health Board or Speciality within the same health Board you must reapply with Form A/B via the Deanery. In some cases if you change hospital you need to reapply e.g. GGC, – if in doubt contact the LTFT administrator.

## 7. Returning from Maternity Leave/Sick Leave/OOP/ Career Break – Form A applies.

If returning from Maternity Leave, Sick Leave, Out of Programme or a Career Break, you will need to reapply (Step 1-2 apply), unless you are returning to the exact same post.

If you had previously been LTFT you do not always need to meet with the APGD, but you should however discuss your return to work with your TPD.

## 8. General Practice: all grades - Hospital & GP rotations.

Due to the highly rotational nature of GP training, hospital posts are usually 50% LTFT with 50% on-call (slot-share) as this is often the best way for us to be able to accommodate your request for LTFT training. On occasion it may be possible to consider other %, but this will depend on the hospital being able to accommodate the request. All applications will be sent to the Health Board for final approval and require 3 months' notice (Steps 1-2 apply). If rotating to a GP Practice, the number of sessions is an agreement between you and the individual Practice and is not limited to 50%.

## 9. Foundation FY1 &2.

Again, due to rotational nature of Foundation, LTFT posts are usually 50% with 50% on-call (slot-share). Alternative requests will be considered on a case by case basis. All requests are dependent on a suitable post being available and your Foundation Programme Director will need to be sure that you will be able to meet your training requirements (Steps 1-2 apply). If you meet the criteria, your application is passed to the APGD for Foundation who will match you with a job-share post. If you wish to continue with LTFT after Foundation, you will need to reapply (Steps 1-2 apply).

**10. Form C – Annual Review of LTFT.** An Annual Review form will be sent out by the LTFT Administrator (Form C) each year which **must** be completed and returned by the date stated. This gives you an opportunity to reflect on whether LTFT training continues to meet your educational needs. By completing Form C you are only stating your wish to continue with LTFT – if you wish to change your sessions, or revert to full time, you must follow Step 4. If you are due to change Specialty, hospital or Health Board, follow Step 6.

## 11. Application process information.

Until you receive written confirmation from the NES LTFT Administrator that your request has been approved, you **MUST** start or continue to work either full-time or at your current sessions. This start date on your form is the date the Health Board will confirm. If you decide to change this date, please contact the LTFT Administrator asap as your paperwork will have to be formally amended and resubmitted to the Health Board.

## 12. Health Board approvals.

All Health Boards reserve the right to refuse applications for LTFT. However, they are always sympathetic and will try and accommodate all requests whenever possible. If refused, please contact your APGD in the first instance.

### Contact us:

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