LESS THAN FULL TIME (LTFT) APPLICATION PROCESS FOR POST-GRADUATE DOCTORS AT UHL

Reminders:

Applications should be made as soon as possible, with more than 12 weeks prior to commencing flexible working or training. It is appreciated that on some occasions doctors might not be able to provide 12 weeks' notice due to extenuating circumstances.
It is important that this process is followed to ensure that post-graduate doctors are paid correctly and where applicable their training is accredited accordingly.

Step 1. When a post-graduate doctor wishes to consider LTFT...

Training grade

Trainee to check eligibility criteria and apply in line with the HEE-EM website:
http://www.eastmidlandsdeanery.nhs.uk/policies/ltft
Trainee will need to talk to TPD/ ES - Discuss LTFT form - eligibility assessment & training plan (http://www.hee.nhs.uk/our-work/doctors-training/delivering-greater-flexibility)

Trust Grade

Post-graduate doctors will need to follow the Trust Flexible working process and discuss the requirements with their line managers.

Step 2. 12 weeks prior to commencement

HEE-EM notify the Trust (UHL) of the LTFT trainee's details

Step 3. 6-8 weeks prior to commencement

Medical HR to send individual rota template to the doctor. If this is not possible then, Medical HR to inform the doctor. Delay could be due to the full time rota template not agreed by the Service and/or during the peak periods over changeover.

Step 4. At least 6 weeks prior to commencement

JDA shares rota with the doctor in line with Good Rostering Guide at least 6 weeks in advance of commencing post

Issues

Contact :
Medical HR manager
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Abbreviations

ES - Educational Supervisor
HEE-EM - Health Education England-East Midlands
HR - Human resource
JDA - Junior Doctors Administrator
LTFT - Less Than Full Time Training
TPD - Training Programme Director

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