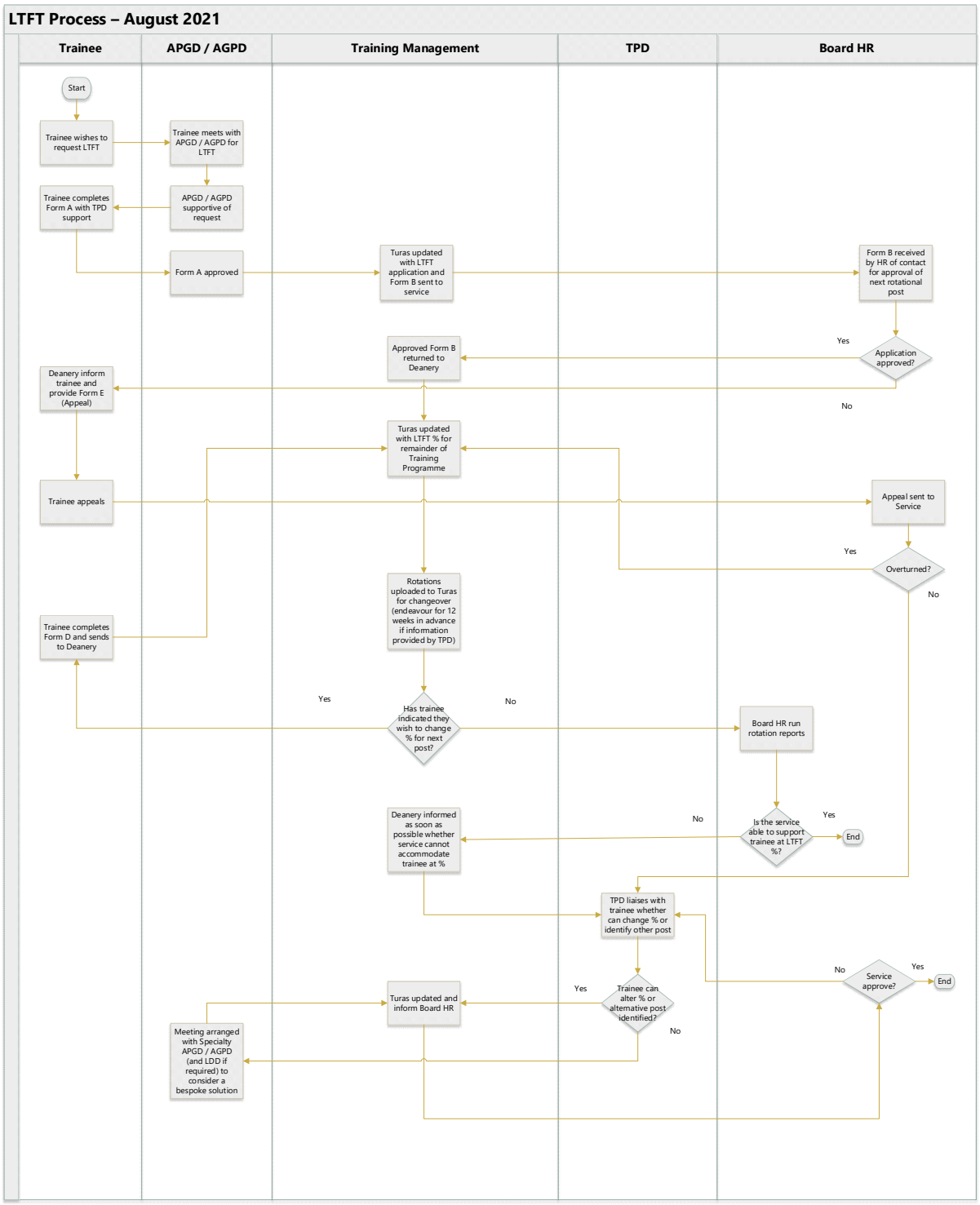
LTFT Process – August 2021
Trainee
APGD / AGPD
Training Management
TPD
Board HR
Start
Trainee wishes to request LTFT
Trainee meets with APGD / AGPD for LTFT
Trainee completes Form A with TPD support
APGD / AGPD supportive of request
Form A approved
Turas updated with LTFT application and Form B sent to service
Form B received by HR of contact for approval of next rotational post
Yes
Application approved?
Approved Form B returned to Deanery
Deanery inform trainee and provide Form E (Appeal)
No
Turas updated with LTFT % for remainder of Training Programme
Trainee appeals
Appeal sent to Service
Yes
Overturned?
No
Rotations uploaded to Turas for changeover (endeavour for 12 weeks in advance if information provided by TPD)
Trainee completes Form D and sends to Deanery
Yes
Has trainee indicated they wish to change % for next post?
No
Board HR run rotation reports
No
Is the service able to support trainee at LTFT %?
Yes
End
Deanery informed as soon as possible whether service cannot accommodate trainee at %
TPD liaises with trainee whether can change % or identify other post
No
Service approve?
Yes
End
Yes
Trainee can alter % or alternative post identified?
Turas updated and inform Board HR
No
Meeting arranged with Specialty APGD / AGPD (and LDD if required) to consider a bespoke solution