

NOTES

1. DiT starts application process at least 16 weeks before LTFT start date
2. ES signs the LTFT application form to confirm:
 - a) Has discussed LTFT process with DiT
 - b) Has signposted DiT to EoE LTFT web page
 - c) Has assessed and put in place any extra support needed e.g. PSW
 - d) Has agreement that accepting trust can safely accommodate DiT
 - e) Has initiated the LTFT online application form with the DiT
3. TPD signs LTFT Application form to confirm:
 - a) DiT can be accommodated LTFT in Training Program
 - b) To clarify any specific needs of the DiT regarding rotas, after hours work etc have been communicated to department in which doctor will be placed
 - c) To confirm has direct agreement from Department in which DiT will be placed for LTFT
 - d) If application is late (<submitting to HEE <12 weeks before start date) that all appropriate parties notified
4. Practice Manager signs LTFT application form to confirm:
 - a) DiT is allocated to the practice, including start date and ability to accommodate planned work schedule

