

I wish to work LTFT, what is the process?



- Trainee
- TPD/ES
- Both Trainee/TPD
- Deanery

1 - Discussion with TPD detailing circumstances, including dates/timetables

2 - Direct the Trainee to the EoE website where the **LTFT request form** is available.
• <https://heeoee.hee.nhs.uk/faculty-educators/less-full-time-training>



3 - Trainee to complete form (*Excluding sec.5*) and digitally sign

4 - Send to TPD (to fully complete section 5) & digitally sign. Also requires signature from ES, once both signatures obtained, return to Deanery

6 - A confirmation email will be sent from HEE once the form is approved by the Associate Dean



5 - Once all the signatures have been added - the form can be sent to ltft.eoe@hee.nhs.uk



Note:
If the trainee is in a GP Practice placement, a signature from the Practice Manager is required