I wish to work LTFT, what is the process?

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://heeoe.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

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

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

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