

1. LTFT Form A

Complete form A (from the NES website). This must include a future placement and the specific date in the month your LTFT is to begin. Meet with your Programme Director to discuss your request, they need to be able to confirm that you will still be able to meet all your Educational Objectives and that your LTFT status will not disadvantage other trainees.

2. Appointment

An initial appointment may be required with the Associate Postgraduate Dean (APGD) for LTFT to discuss your eligibility. To arrange an appointment please contact the Trainee Development & Wellbeing Service. Please use the following link to contact the service and the team will arrange an appointment, please do not contact the Associate Dean yourself. [Contact the Trainee Development & Wellbeing Service](#)

Informal appointments can also be offered, if you just wish to discuss the possibility of applying before speaking to your Programme Director.

3. On-call

We would advise pro-rata on-call unless there is an exceptional training need e.g. opportunities for achieving competency progression/experience that can only be achieved through on-call work.

4. Changing Sessions – Form D

To increase / decrease or revert to full-time throughout training (unless specified on initial Form A), complete Form D from the NES Website. All Health Boards require 3 months' notice. In this case, it is only necessary to meet with the APGD for LTFT if e.g. your eligibility has changed, you have any concerns about your LTFT or if your request is NOT supported by your Training Programme Director. If supported, send form D to your Programme Administrator to process and send to the Health Board. <https://www.scotlanddeanery.nhs.scot/about-us/our-people/training-management-team/>

5. LTFT - Short Period

You can apply for a specific period e.g. in a Category 2 application. You will automatically revert to full-time when this specific period ends, unless you wish to continue LTFT then you would reapply through the Deanery and your Training Programme Director (Steps 1-2 apply.)

6. Returning from Maternity Leave/ Sick Leave / OOP / Career Break – Form A applies

If you had previously been LTFT prior to statutory leave, you should discuss your return to work with your TPD/FPD. If you require to change your sessions, a Form D should be submitted to the Deanery.

If you had previously been LTFT you do not always need to meet with the APGD, but you should however discuss your return to work with your TPD/FPD.

7. General Practice: All grades - Hospital & GP Rotations

Requests will be considered on a case by case basis. All requests are dependent on a suitable post being available and with support by the service. Your Training Programme Director will require to be sure that you will be able to meet your training requirements (Steps 1-2 apply).

8. Foundation FY1 & FY2

Requests will be considered on a case by case basis, the APGD will discuss with you on a suitable post which is available. Your Foundation Programme Director will need to be sure that you will be able to meet your training requirements (Steps 1-2 apply). If you meet the criteria, your application is passed to the APGD for Foundation who will look for a suitable post. If you wish to continue with LTFT after Foundation, you will need to reapply (Steps 1-2 apply).

9. Form C – Annual Review of LTFT

An Annual Review 'Form C' will be sent out by the Deanery via Questback annually which **must** be completed by the date stated. This gives you an opportunity to reflect on whether LTFT training continues to meet your educational needs. By completing the QuestBack you are only stating your wish to continue with LTFT. If you wish to change your sessions, or revert to full time, you must follow Step 4.

10. Application process information

Until you receive written confirmation from the Deanery that your request has been approved, you **MUST** start or continue to work either full-time or at your current sessions. This start date on your form is the date the Health Board will confirm. If you decide to change this date, please contact the Deanery asap as your paperwork will have to be formally amended and resubmitted to the Health Board.

11. Health Board approvals

All Health Boards reserve the right to refuse applications for LTFT. However, they are always sympathetic and will try and accommodate all requests whenever possible. If refused, please contact your TPD/APGD in the first instance to look for a bespoke solution.