

Checklist prior to offering a flexible appointment

Version :

Date : Posted in July 2009



Checklist prior to offering a Flexible of less than Full-Time (LTFT) appointment:

- Are there well founded reasons for training on a less than full-time basis and have these been approved by the Postgraduate Dean?
- Is the post “supernumerary” to the current trainee quota, or is it a modified established post?
- Is funding available from NHS Education (Postgraduate Dean/Associate Postgraduate Dean) and the employing Board? If the clinical directorate cannot identify funding then the Medical Director of the employing Board must be consulted.
- Is there capacity to train the LTFT trainee within the training programme?
- Has the College been contacted and approved the LTFT training?
- Has a compliant rota been formulated for the trainee and does this impact on the banding for the other trainees?
- Are service commitments being covered within the rota?