Less Than Full Time (LTFT) Process

Trainee submits LTFT Application Form and summary of GP training posts to Patch Admin

Patch Admin checks details on application form noting Category 1 or 2, Health and Social Care Visa and checks for any required supporting documentation (e.g. OH report).

If application is made on health grounds, and there is no supporting OH Report, **Patch Admin** to refer to **Patch APD** for OH referral.

Application sent to **Patch APD** for approval/recommendation by **Patch Admin**, attaching copy of application form and additional supporting documentation.

Category 1: Patch APD approves/declines LTFT application informing Patch Admin. If unsure, Patch APD to raise with other Patch APDs & HoS.

Patch Admin send LTFT application, whether Trust/Practice approval has been agreed, and details of Health and Care visa to the Central Team. Central Team to ensure that requirements of visa have been met.

Category 2: Patch APD sends LTFT application, supporting documentation, summary of GP posts & implications for training progress & makes recommendation to HoS regarding approval.

HoS approves/declines LTFT application informing Patch Admin, Central Team & Patch APD.

LTFT Application Approved

Central Team to re-calculate CCT & update e-Portfolio, TIS & with trainee's new post details and CCT date. Central Team to send LTFT confirmation email to trainee with revised CCT date and next ARCP date.

IF A TRAINEE IS ON A HEALTH & CARE WORKER OR A SKILLED WORKER VISA, THEY MUST INFORM THE HEE SPONSORSHIP TEAM (sponsorship@hee.nhs.uk) IF THEY ARE CHANGING TO LTFT. THEY MAY NOT BE ELIGIBLE TO WORK LESS THAN 80%.

Further Evidence Required

Central Team completes & sends the 'Additional Evidence Required' email & saves to trainee file.

Trainee submits new evidence for consideration, this is submitted to **HoS** to review. If approved, follow the 'approved' chain to the left.

(If no new evidence is submitted, the application remains on hold and the trainee cannot change LTFT working arrangements)

DECLINED - On the rare occasion that a LTFT application is declined send this email to refer to the appeals process.

If trainee appeals, inform

Neil.Squires@hee.nhs.uk Once process has concluded, e-mail trainee with appeal outcome. If successful, follow "approved" chain. If unsuccessful, no further action.