

Less Than Full Time Training Process for GP Trainees

Trainee must complete the **LTFT1** form to confirm their eligibility



Form emailed to Programme Co-ordinator who will obtain signatures from Primary Care Manager & Head of School (discussion may take place with relevant parties at this point to ensure the needs can be met)



Programme Co-ordinator will send a confirmation letter to the trainee cc: TPD, VTS admin and lead employer, requesting they submit a completed **LTFT2** form (website link included to obtain form)



Trainee completes appropriate **LTFT2** form depending on whether they are entering practice or hospital placement. This form should be completed for each post and returned at least 2 months prior to the anticipated start date

This form must be signed by:

LTFT2 Practice Placements

- Practice Manager
 - TPD
 - Head of School (Programme Co-ordinator to obtain)
- } trainee to obtain

This form should also include a weekly timetable of number of hours that will be worked each day and basis on which the trainee will work ie. Supernumerary

LTFT2 Hospital Placements

- Medical Staffing
 - Trust Financial Approval
 - TPD or ES
 - Head of School (Programme Co-ordinator to obtain)
- } trainee to obtain

This form will also include a weekly timetable, details of out of hours working and basis on which the trainee will work, as above



Programme Co-ordinator will then add the information to the portfolio with new less than full time working % and recalculate the CCT date



Letter sent to the trainee with details of their post and grade, the start date and anticipated end date cc. medical staffing/lead employer and all those that require new CCT date information