

LTFT CHECKLIST

- Complete the Deanery eligibility approval form that can be found at www.nwpgmd.nhs.uk/less-full-time-training-eligibility-screening-form
- After submission of your application form, await confirmation of eligibility to train on a LTFT basis. Confirmation of eligibility is essential to progress your LTFT application.
- It is important to contact your School Programme Director and LTFT Specialty Advisor to ensure key people are aware of your intentions to change to LTFT. Karen Kidner is the LTFT Advisor and can be contacted at karen.kidner@lthtr.nhs.uk.
- If possible, speak to an existing LTFT trainee within the School who will have been through the process and may be able to answer specific questions about local arrangements. We have 2 trainee reps in the region who are happy to be contacted:

Bernadette Lomas:	Manchester	bmc.lomas@gmail.com .
Carol Kenyan:	Mersey	carolwild@doctors.org.uk
- Further information about LTFT training can be found on the mmacc.uk website.
- The Deanery, TPD, LTFT Advisor and trainee agree a timeline for transfer to LTFT. You will also be required to complete a 'Post Approval' form around 3 months before you start LTFT training. This form will need to be completed every time you change Trust and can be obtained by e-mail to nwd.lftt@nw.hee.nhs.uk.
- It is recommended that you contact the College Tutor and department rota administrator in advance of starting LTFT. This will enable you to discuss your working pattern and any specific requirements you may have.
- The Trust HR may need a timetable of your working week to confirm hours, working pattern and banding supplement.
- When all dates are finalised it is necessary to inform the Training Department at the RCoA as they will calculate your CCT date when you have completed intermediate training. It is important to send all your relevant dates and LTFT percentage for this to be done correctly. The address is: training@rcoa.ac.uk