# Checklist for TPDs & PGDiTs pre-LTFT application

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#### YORKSHIRE AND THE HUMBER DEANERY, MARCH 2025

This form is not mandatory. It is designed as a guide to help structure the discussion with PGDiTs regarding their LTFT application and future training. The checklist contains a variety of areas PGDiTs need to understand prior to submitting their application to facilitate an easier transition into LTFT training and aims to prevent future challenges.

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| **Name of PGDiT:** |  |
| **Name of TPD:** |  |
| **Date of Meeting:** |  |
| **Virtual or Face-to-Face:** |  |

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| Discussion Points | Notes from the Discussion |
| Is the postgraduate doctor in training aware they can apply for LTFT training irrespective of reason?  |  |
| Does the proposed LTFT application contain hours of clinical work 0.5 WTE or above? – If not, this should be discussed with the Associate Postgraduate Dean.  |  |
| Does the proposed LTFT application meet with the visa requirements in terms of minimal pay per annum as set out by the Home Office?  |  |
| Does the postgraduate doctor in training understand the application process?  |  |
| Is the postgraduate doctor in training aware they must meet the same requirements in foundation, specialty, and general practice training as a full-time postgraduate doctor in training?  |  |
| Does the postgraduate doctor in training understand how long their training will be extended for if working LTFT at their proposed percentage?  |  |
| Is the postgraduate doctor in training aware that they are required to undertake pro-rota daytime hours and out of hours/on-call duties to support training requirements?  |  |
| Is the postgraduate doctor in training aware of the requirements for their ARCP including the number of assessments required?  |  |
| Is the postgraduate doctor in training aware any Acting Up Consultant OOPT would be pro rata?  |  |
| Is the postgraduate doctor in training aware that their Period of Grace post CCT is fixed term and not pro rota?   |  |
| Does the postgraduate doctor in training understand they are able to undertake locum work as an LTFT? - This must be declared on their Form R prior to ARCP and if LTFT for health reasons this must be discussed with their ES/TPD prior to undertaking locum opportunities.  |  |
| Have the implications on pay been discussed? |  |
| Is the postgraduate doctor in training aware of the various concessional rates available to them including reduced GMC, BMA, Royal College, and Defence Union fees?  |  |
| Does the postgraduate doctor in training understand they can request a set non-working day, but this may need to vary between placements to ensure safe staffing, address training needs and enable access to training opportunities?  |  |
| Does the postgraduate doctor in training understand the impact of LTFT training on annual leave?  |  |
| Does the postgraduate doctor in training understand the impact of LTFT training on study leave allowances in terms of number of days per annum?  |  |
| Is the postgraduate doctor in training aware of how to access further information on LTFT on a local and Deanery level?  |  |
| Is the postgraduate doctor in training aware of how to get further help during their LTFT training as per below? * Associate Dean/ Professional Support Team
* Flexible Working Champion
* Guardian of Safe Working
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