

# LTFT Roles & Responsibilities

YORKSHIRE AND THE HUMBER DEANERY, MARCH 2025

ROLE	RESPONSIBILITY
<b>Postgraduate Doctor in Training (PGDiT)</b>	<ul style="list-style-type: none"> <li>• Review LTFT guidance on the Deanery website</li> <li>• Meet with TPD, utilising the checklist</li> <li>• Make an application with all information completed</li> <li>• Provide 16 weeks' notice of intentions</li> <li>• If sponsored ensure they meet the minimum salary requirements for Tier 2/Skilled worker visas and report to the Overseas Sponsorship Team</li> </ul>
<b>Training Programme Director (TPD)</b>	<ul style="list-style-type: none"> <li>• Support and meet with the PGDiT, utilising the checklist</li> <li>• Manage rotation; facilitate slot-shares where possible</li> <li>• Maintain a good understanding of the LTFT process</li> </ul>
<b>Deanery Administrative Teams</b>	<ul style="list-style-type: none"> <li>• Respond to queries from TPDs, LEPs and PGDiTs</li> <li>• Understand the LTFT process and relevant SOPs</li> <li>• Maintain all national and local documentation relating to LTFT</li> <li>• Ensure YH Deanery website is kept up to date</li> <li>• Save applications, adhering to NHSE records management policy</li> <li>• Ensure data quality to enable accurate reporting</li> </ul>
<b>LEP Medical Staffing Team</b>	<ul style="list-style-type: none"> <li>• Support the PGDiT</li> <li>• Enable LTFT where possible via the Rota Co-ordinator</li> <li>• Provide 8 weeks' notice of the rota to the PGDiT (in line with Code of Practice requirements)</li> <li>• Have a basic understanding of the LTFT process</li> </ul>
<b>Flexible Working Champion</b>	<ul style="list-style-type: none"> <li>• Support the PGDiT at their place of work</li> <li>• Champion safe and flexible working within the LEP</li> <li>• Have a detailed understanding of the LTFT process</li> </ul>
<b>Educational Supervisors</b>	<ul style="list-style-type: none"> <li>• Be aware of the support available to signpost etc.</li> <li>• Have a basic understanding of the LTFT process</li> </ul>
<b>Professional Support Associate Dean</b>	<ul style="list-style-type: none"> <li>• Meet with the PGDiT, where applicable</li> <li>• Provide on-going support for PGDiTs where health and caring responsibilities are impacting on their training</li> <li>• Have a detailed understanding of the LTFT process</li> </ul>
<b>Deputy Postgraduate Dean for LTFT</b>	<ul style="list-style-type: none"> <li>• Review supernumerary funding requests</li> </ul>