**Educational Supervisor Guidance for LTFT Conversation Checklist**

The following checklist has been designed as a guide to help structure the discussion with postgraduate doctors in training regarding their LTFT application and future training. The checklist contains a variety of areas postgraduate doctors in training need to understand prior to submitting their application to facilitate an easier transition into LTFT training and aims to prevent future challenges.

**Application Process**

1. Is the postgraduate doctor in training aware they can apply irrespective of reason?
2. 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.
3. Does the proposed LTFT application meet with the visa requirements in terms of minimal pay per annum as set out by the Home Office?
4. Does the postgraduate doctor in training understand the application process?

**Training**

1. 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?
2. Does the postgraduate doctor in training understand how long their training will be extended for if working LTFT at their proposed percentage?
3. 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?
4. Is the postgraduate doctor in training aware of the requirements for their ARCP including the number of assessments required?
5. Is postgraduate doctor in training aware any Acting Up Consultant OOPT would be pro rata?
6. Is the postgraduate doctor in training aware that their Period of Grace post CCT is fixed term and not pro rota?
7. 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.

**Pay, Rota and Leave**

1. Have the implications on pay been discussed and is the postgraduate doctor in training aware of the availability of the LTFT allowance?
2. 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?
3. 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?
4. Does the postgraduate doctor in training understand the impact of LTFT training on annual leave?
5. Does the postgraduate doctor in training understand the impact of LTFT training on study leave allowances in terms of number of days per annum?

**Accessing Help and Further Information**

1. Is the postgraduate doctor in training aware of how to access further information on LTFT on a Trust and Deanery level?
2. Is the postgraduate doctor in training aware of how to get further help during their LTFT training including the contact information for and role of the Champion of Flexible Working?