**Applying to NES for Flexible Working**

For trainee doctors in General Practice (in hospital posts), Occupational Health and Public Health.

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| This is different from applying for Less than Full Time Training and trainees are STRONGLY advised to explore this route with the APGD for LTFT training before considering applying for Flexible Working. <http://www.scotlanddeanery.nhs.scot/trainee-information/less-than-full-time-training-ltft/> | | |
| **Trainee must make a written request on the attached form including:**  The date of the application, the change to working conditions they are seeking and when they would like the change to come into effect, what effect, if any, they think the requested change would have and how, in their opinion, any such effect might be mitigated |

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| Trainee submits the form to their Regional Employment Administrator\*, who sends it to the TPD. TPD carefully considers if the application would affect trainee performance e.g. will the proposed working pattern prevent them meeting their educational objectives. They should meet with the trainee to discuss. |

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| If TPD does not support the application, they formally inform the trainee in writing, to say the application is being refused on grounds that it would have a detrimental impact on their performance. \* There is a right of appeal at this stage as laid out in the Flexible Working Policy. |

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| If the TPD supports the application they return it to the Regional Employment Administrator for submission to the placement Board for consideration. |

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| The placement Board carefully considers the application. They should meet with the trainee to discuss.  The application can be agreed/agreed with modification or refused. (Refusal grounds:  The burden of additional costs, an inability to reorganise work amongst existing staff, an inability to recruit additional staff, a detrimental impact on quality, a detrimental impact on performance, detrimental effect on ability to meet customer demand, insufficient work for the periods the employee proposes to work, a planned structural change to the business). |

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| If the placement Board supports the application, or a modified version, then the trainee is formally informed in writing, outlining the exact agreement, and subsequent arrangements are made. |

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| If the placement Board refuses the application the trainee is formally informed in writing, with one of the above reasons given. \* There is a right of appeal at this stage as laid out in the Flexible Working Policy. |

* East Regional Employment administrator – Rachel.brandsmith@nes.scot.nhs.uk
* West Regional Employment administrator – Agnieszka.ibek@nes.scot.nhs.uk

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