

Updated O4S Less than Full Time SOP

Action	Responsibility Of	Standards	Dependent upon
Ensure LTFT applications are processed in a timely manner with outcomes uploaded to TPM and notify the relevant Placement Board in advance of payroll deadlines to allow HR colleagues process relevant pay form.	Deanery	LTFT Policy https://www.scotlanddeanery.nhs.scot/training-information/less-than-full-time-training-ltft/	NES Deanery notify Placement Board of any requests for contractual changes that impact on payroll e.g. change in working hours.
Ensure that Deanery and service approved requests from a Doctor and Dentist in Training to work and train less than full time are managed in accordance with the relevant policy.	PB	LTFT Policy https://www.scotlanddeanery.nhs.scot/training-information/less-than-full-time-training-ltft/	
Once an application has been approved by NES Deanery, calculate the LTFT banding and pay.	PB		
Notify the EB payroll of the LTFT information via a NOC on Turas People. Then, issue an amended contract of employment to the Doctor and Dentist in Training.	PB	In accordance with payroll deadlines wherever possible.	
Also, applies to trainees requesting changes to working patterns as part of work- life balance policies e.g., Flexible working.	PB	Employing Board Family Friendly Policies	
Run rotation reports prior to changeover to report on future trainees' LTFT percentages for sharing with the service. If there are any issues in accommodating a trainee percentage, this should	Health Board HR		Any issues being raised with the Deanery and the Deanery responding

be raised with the Deanery as soon as possible to explore a potential solution (as per business process map).			
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