PROCESS MAPPING: Specialty Trainee Rota Production Timeline

**DEANERY**
- Rotation checking. Ensure all trainees have placement allocated.

**TPD**
- TPD plan 6 monthly allocations/rotations (or quarterly in exceptional circumstances)
- IT system accessed to identify additional information - Full/LTFT, maternity leave etc.
- Allocation of trainee to trust/trainee out of training
- TPD identify job sharers for LTFT trainees
- Inform IT system of trainee allocation updates

**TRUST**
- Trainee informed of their placement allocation
- Inform college tutor of trainee allocation

**COLLEGE TUTOR & ROTA COORDINATOR**
- HR clarify template rota compliance
- Rota compliance confirmed

**TRAINEE**
- Training confirms acceptance of allocation?
- Trainee details received from TPD
- TPD identify job sharers for LTFT trainees
- HR seek trainee allocation information from IT system
- Trainee in informed of their placement allocation
- HR compose work schedule

**ROTA**
- Work schedule confirmed and completed
- Work schedule confirmed
- Rota finalised & allocated

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**Time until placement commences**
- 16 weeks
- 12 weeks
- 8 weeks
- 6 weeks

**Potential points for delayed progress**
- Trainee Action point: consider if LTFT form required
- If LTFT trainee, email contact Re: specific circumstances of working
- Health Education England agreed minimum time schedule


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