New LTFT (Change in working %) form – Process Map

Doctor, or Dentist, in Training (DiT) discusses change to % with TPD or ES (and upcoming placement if short notice) agrees in principle

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DiT completes and submits MS form

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MS Office 365 (Power Automate) sends two emails based on the Doctor's responses. There are four versions of these emails for each office based on whether the form has been submitted before the code of practice deadline (3 months' notice) and whether they know their ES yet (i.e. are new to programme).

Form sent on time and doctor knows ES details	Form sent on time and doctor does not know ES details	Form sent late and doctor knows ES details	Form sent late and doctor does not know ES details
Two Automated emails: Notification email sent to programmes that application has been received. Email sent to TPD and ES from team inbox asking for them to reply with approval (DiT copied in).	**Two Automated emails:** Notification email sent to programmes that application has been received. Email sent to TPD from team inbox asking for them to reply with approval and informs them doctor is not aware of ES (DiT copied in).	**Two Automated emails:** Notification email sent to programmes that application has been received. Email sent to TPD and ES from team inbox asking for them to reply with approval (DiT copied in). Email includes details of who has agreed late application can be accommodated.	**Two Automated emails:** Notification email sent to programmes that application has been received. Email sent to TPD from team inbox asking for them to reply with approval and informs them doctor is not aware of ES (DiT copied in). Email includes details of who has agreed late application can be accommodated.
TPD and ES reply to say that they approve the application. Any queries or potential rejection sent to APD for discussion.	TPD replies to say that they approve the application. Any queries or potential rejection sent to APD for discussion.	TPD and ES reply to say that they approve the application. Any queries or potential rejection sent to APD for discussion.	TPD replies to say that they approve the application. Any queries or potential rejection sent to APD for discussion.
Programmes team complete and send approval confirmation letter to all parties	Programmes team complete and send approval confirmation letter to all parties	Programmes team complete and send approval confirmation letter to all parties	Programmes team complete and send approval confirmation letter to all parties