

## Trainee Guide to Inter Deanery Transfers

Please read this guide carefully before applying for an IDT to ensure you understand the national process and to ensure you meet the eligibility criteria and supply the correct documents along with your application.

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### Introduction

The National Inter Deanery Transfer (IDT) process has been put in place to support medical trainees who have had an unforeseen and significant change in circumstances since commencement of their current training programme.

'An unforeseen and significant change in circumstances' should relate to:

- o personal disability as defined by the Equality Act 2010 *or*
- o primary carer responsibilities *or*
- o parental responsibilities *or*
- o a committed relationship

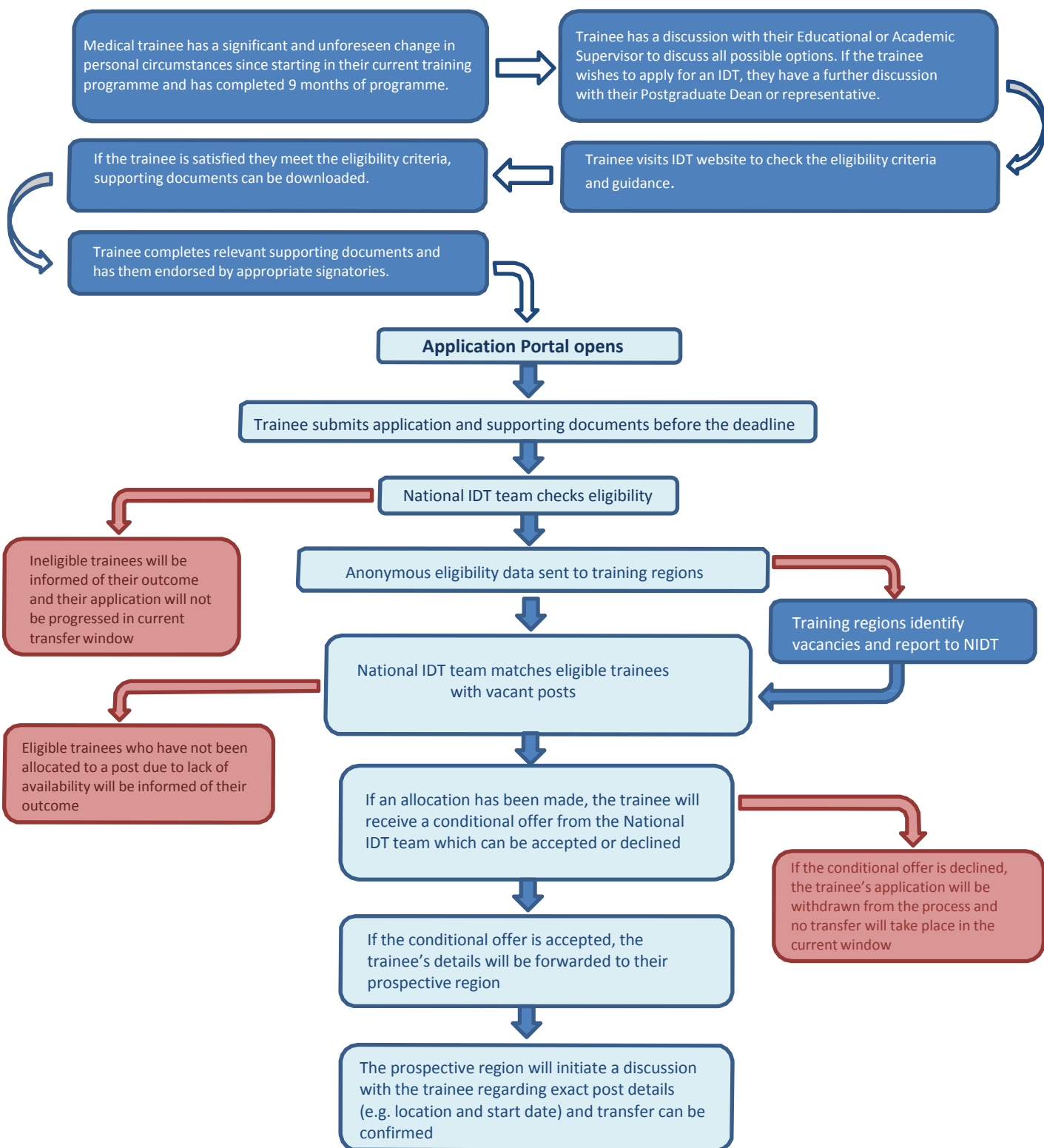
You should also have completed 9 months of your programme at the point of application and have at least 12 months remaining at the point of transfer, as well as meeting the other eligibility criteria as described in the eligibility section below.

**It should be recognised that transfers are not an entitlement. IDTs will depend on compliance with the eligibility criteria and evidence requirements and the availability of suitable posts in the region (or regions) to which trainees are applying to move.**

Please note that the National IDT arrangements do not apply to foundation, dental or military trainees in any level of training. In such instances, please contact your local Foundation School or Postgraduate Dean for information regarding transfer processes.

***This guide will be reviewed between National IDT windows and therefore changes may occur ahead of future application windows. All trainees should carefully read this guide each time an application is submitted and, if necessary, contact the National IDT team to discuss any changes that may have occurred.***

## Process Overview



## Before applying

1. Trainees must discuss alternative support arrangements with their Educational or Academic Supervisor and their Postgraduate Dean before applying for an IDT. Having fully considered all alternatives, trainees will be able to apply. If trainees decide to apply, they should inform their Training Programme Director (TPD).
2. Trainees should demonstrate that a significant change to personal circumstances has occurred that could not have been foreseen at the time of commencing their current training programme. The change must involve:
  - a disability *or*
  - primary carer responsibilities *or*
  - parental responsibilities *or*
  - a committed relationship
3. Changes to personal circumstances must have occurred before making an IDT application; applications cannot be based on expected or anticipated future events.
4. Trainees are able to request transfers to another region and are able to specify where within that region they wish to be placed at the IDT application stage. Training regions will do their best to accommodate specific location requests but due to availability, may not be able to offer you the precise location in a region you have requested. It is important that you look at regional websites so you know the area in which you would like to be transferred and its precise training locations.
5. When considering the most suitable area for relocation, trainees may wish to rank regions adjacent to their first choice as second or third choices. It is possible to list up to three preferences of regions at the application stage. However, trainees must only apply to transfer to a region in which they would wish to train.
6. **Trainees should ensure the region to which they are requesting a transfer manages a training programme for the specialty they wish to join.** Some training programmes cross regional borders and may have their administrative base in a different region to where the trainee wishes to train. Before making an application, it is advisable for trainees to consult a region's website for further information on whether or not their specialty programme is managed by their preferred training region.
7. Training programmes in some training regions are offered as run through, while in other training regions the same specialty is offered as a core and higher programme. Trainees need to be aware that their existing training arrangements may not be honoured on transferring to another training region. For example, where there are differences in programmes offered with respect to run through or core between training regions, the local arrangements of the trainee's current region may not be manageable in the new region.

## Application stage

8. This is a UK-wide process that takes place twice a year. Each application window will remain open for 4 weeks and will open in:
  - February (Window 1) and
  - August (Window 2)

All applications must be made via the National IDT online application portal (<https://nationalidt.gtisolutions.co.uk/Home/Guest>)

9. Window 1 - Trainees who apply during the **February window** should expect to receive information on their outcomes by the middle of April and **transfer between August and October** of the same year.

Window 2 - Trainees who apply during the **August window** should expect to receive information on their outcomes by the middle of October and **transfer between February and April** of the following year.

10. **It is the trainee's responsibility to submit the correct supporting documents**, with all sections completed and submitted before the application submission deadline. In order for the application process to remain consistent to all trainees, the National IDT process must operate strictly in accordance with the published timescales and deadlines. Trainees will not be able to submit an application on the portal once the deadline has passed.
11. Trainees can apply under **one** of the four criteria only

12. All trainees will be required to submit new versions of the Deanery Document and the Supporting Document which relates to their application criterion if it is their first time of applying. Those who have applied before and who are applying under the same set of changed circumstances can use the coversheet document on top of a previous windows supporting document. If circumstances have changed or reapplication takes place under a different criterion, a new supporting document must be used.
13. Information provided at the application stage, including information supplied on the application form and any attached supporting documents, should be completed to the best of the trainee's knowledge. If it is subsequently discovered that any statement is false or misleading, or that relevant information has been withheld, particularly on eligibility, criminal convictions and fitness to practice, an application may be disqualified or, if a transfer has already been confirmed, then this may be withdrawn. It may also be appropriate to report any such incidents to the General Medical Council. Trainees sign to acknowledge this on the application portal.
14. **The National IDT team will process the entire application form and all supporting documents, including the review of all information contained within for the purposes of checking eligibility. An anonymous report of basic trainee information will be sent to colleagues in training regions across the UK when eligibility has been determined to assist in the search for appropriate posts. This information will include the following:**
  - Application ID
  - Specialty
  - Level of Training at point of application
  - Level of training at point of transfer
  - Current region and any specific location requests
  - If applied under Criterion 1
  - LTFT request
  - Training completed
  - Training to complete
  - Return date if currently OOP or on Maternity Leave

#### **Allocation and Offer stage**

15. Training regions will look for vacancies after receiving an anonymous list of eligible trainees, reporting back to the National IDT Team who can be accommodated during the vacancy window. Finding vacancies for National IDT allocation is a local process which will be carried out by each training region.
16. If there is more than one trainee that could fill a vacancy, priority will be given to trainees with a significant change in circumstances due to their own disability. Applications from trainees with a change in circumstances related to caring or parental responsibilities or committed relationships will be considered equally afterwards.
17. If there is more than one trainee that could fill a vacancy among eligible trainees of equal weighting, they will be allocated for transfer using a validated randomisation algorithm. The administration for this stage of the process is carried out in conjunction with a lay representative and a member of the Junior Doctors Committee from the BMA.

Trainees who have not been offered a transfer owing to lack of suitable vacant posts, can reapply when the next transfer window opens. There is no waiting list system.
18. The IDT conditional offer process will consist of two iterations. The first iteration will allocate vacancies confirmed by training regions from the list of eligible trainees and the second will allocate to vacancies created by first iteration transfers. The second round is at the discretion of the training regions and some may not wish for this to take place for their vacancies. The completion of second iteration offers will be dependent on the completion of first iteration offers.
19. Trainees who can be accommodated for transfer will receive a conditional offer by email from the National IDT team and will have to respond to this conditional offer within the designated timeframe.
20. Once successful trainees have accepted their conditional offer to transfer, the National IDT team will have the information they provided at the application stage, including contact details, sent to their new region **at the end of the entire offers process.**

The new region will contact the trainee to discuss their potential start date and available location, discussing any further requirements as necessary, within 10 working days of receiving that information. The trainee should then work their three month notice with their current region. More information on the completion process can be found below.

## Less than Full-time (LTFT)

21. A trainee's continued LTFT status cannot be guaranteed by the National IDT team and a transfer into a LTFT post will depend upon capacity within the new region.
22. A Less Than Full Time trainee will still be considered for a transfer into a full-time vacancy should a suitable one exist but the trainee will have to fulfil the local requirements of obtaining LTFT status within the new region.

## Out of Programme (OOP) and maternity leave/pregnancy

23. OOP arrangements are at the discretion of the trainee's current training region and prospective regions are not obliged to maintain these arrangements for new trainees. For this reason, trainees who are currently OOP should not apply for a transfer which will take place before their return to the training programme. Instead, OOP trainees should apply during the application window that would give them a transfer nearest their return to training date.
24. Trainees requesting an IDT while pregnant or on maternity leave should also apply during the application window that would give them a transfer nearest their return to training date.
25. Those trainees who are out of programme will be required to submit additional ARCP/RITA documents (see Supporting Evidence section below).

## Academic Trainees

26. Academic Clinical Fellowship (ACF) and Clinical Lecturer (CL) trainees should first approach their Academic Supervisor to discuss their situation and they will need to obtain written agreement from both their current academic provider (Medical School or Higher Education Institution holding the ACF or CL award) and the academic provider they wish to move to. This written confirmation should state that the releasing institution agrees to the NIHR funding being released, and that the receiving academic institution is able to deliver the academic training.

Once agreed by both academic providers, the ACF or CL trainee will need to get written agreement from the NIHR for the transfer of their funded award, or where the award has been locally funded the agreement of their funding body. The trainee needs to supply evidence of these agreements with their application.

The above guidance applies only in England. Academic trainees in Scotland, Wales and Northern Ireland should approach their academic leads and Postgraduate Deans in order to have their individual circumstances considered.

## Dual CCT Applicants

27. Trainees who wish to transfer a Dual CCT programme can do so, but the receiving training region must be able to accommodate them in both specialties if the transfer is to be successful after eligibility checking. Please enter information on both specialties in your application form

## Complaints process

28. Trainees who feel that their application has not been managed in accordance with the published guidance in this document can submit supporting evidence of this in a formal complaint. The National IDT Complaint Policy can be found on the following [website](#).

There is no appeal process for the outcome of an IDT application where published process has been correctly followed.

## Criteria for a change in personal circumstances

29. Trainees are only able to apply for a transfer under **one** of the following criteria:

**Criterion 1** - The trainee has developed a disability as defined by the Equality Act 2010 (see below) following the commencement of their current programme for which treatment is an absolute requirement and where the treatment, care or social requirements can only be carried out in the geographical area the trainee has applied to relocate to, as confirmed by a report from their Occupational Health Physician, GP or their medical specialist.

**Criterion 2** - The trainee is the primary carer for someone who is disabled as defined by the Equality Act 2010 (see below), expected to be a partner, sibling, parent or child, and these responsibilities have changed significantly following the commencement of their current programme, resulting in the need to move location. Trainees who provide care for a person as part of a group of carers, e.g. a family, are not eligible to apply under this criterion.

**Criterion 3** - The trainee is a parent or legal guardian of a child (or children) under the age of 18 who reside primarily with them, and for whom they have had significant change in caring responsibilities following the commencement of their current programme, resulting in the need to move location.

Please note: This criterion is based on childcare. Pregnancy is not part of this criterion. A trainee whose sole circumstance is that she - or a partner - is currently pregnant will not be regarded as eligible.

**Criterion 4** - The trainee has had a significant change in personal circumstances due to a committed relationship that could not have been foreseen following the commencement of their current programme, resulting in the need to move location.

Please note: a committed relationship refers to the relationship a trainee has with a partner (e.g. boyfriend, girlfriend, husband or wife) and not with other family members or friends.

### Definition of 'disability' under the Equality Act 2010

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

For the purposes of the Act:

- o *substantial* means more than minor or trivial
- o *long-term* means that the effect of the impairment has lasted or is likely to last for at least 12 months (there are special rules covering recurring or fluctuating conditions)
- o *normal day-to-day activities* include everyday things like eating, washing, walking and going shopping.

Some conditions, such as a tendency to set fires or addictions to non-prescribed substances, are specifically excluded. People who have had a disability in the past that meets the above definition are also covered by the scope of the Act. There are additional provisions relating to people with progressive conditions. People with HIV, cancer and multiple sclerosis are protected by the Act from the point of diagnosis.

### Eligibility Criteria

30. Trainees must have experienced a change in their personal circumstances relating to one of the four criteria listed above after commencement in their current training programme and before an application is submitted.
31. **Trainees must have been in their current training programme and in their current region for at least 9 months at the point of application.**
32. **Trainees must be at least 12 calendar months from the date of completion of their training programme when starting in post within the new region following a transfer.** Trainees who will be within 12 calendar months of the completion of their training programme should contact their Postgraduate Dean to discuss alternative arrangements.
33. Trainees must be able to take up a new placement in a new region within the national timetable for transfers. **It will not be possible to defer start dates** for those who are due to return from OOP or maternity leave on a future date which will be included within the timetable for a future transfer window.
34. **If it is a trainees intention to move from HEE to another part of the UK (NES, NIMDTA, Wales Deanery), IDT requests will be subject to the trainee being in receipt of a satisfactory outcome ARCP 1 or RITA C**
35. **If a trainee wishes to move from one HEE region to another, an Outcome 2 or Outcome 3 is acceptable. You must have a letter of support from your Postgraduate Dean if you are submitting an application with an outcome 2 or 3.**
36. **Trainees wishing to move from NES, NIMDTA or Wales Deanery to an HEE region must be in receipt of an Outcome 1.**
37. Trainees are also required to confirm they have no unresolved 'cause for concern' which may have been highlighted via the ARCP or RITA process. Any unresolved cause for concern may result in a trainee's application not being eligible for the IDT process. **Interim reviews are not accepted as an outcome is not**

## issued at an interim review.

All trainees are asked to disclose if they have a criminal record in the UK or in any other country. Trainees allocated to training posts are exempt from the Rehabilitation of Offenders Act 1974 and can therefore be asked to disclose 'spent' convictions that they would otherwise not have to declare. If you would like to discuss any convictions, police investigations or fitness to practise proceedings, contact:

[fitnesstopractise@southlondon.hee.nhs.uk](mailto:fitnesstopractise@southlondon.hee.nhs.uk)

Failure to disclose this information could result in the withdrawal of an application from the process.

38. Trainees must have the correct **immigration status** to be eligible to transfer.

Trainees who hold a **Tier 2 visa** within one of the HEE regions can request a transfer to another HEE region. However, Tier 2 visa holders who wish to transfer into or out of Wales, Scotland or Northern Ireland will be unable to do so. If transferring between English regions (for which HEE has a single sponsor) you will not need to apply for a new visa.

39. Trainees must be available to start in post during the designated timetable for each transfer window (See 'Application Stage' point 9 above)

40. **In order to be eligible to apply for a transfer under the IDT process, trainees must supply the mandatory evidence to support their application as outlined in the 'Supporting Documents' section below.**

Further information and clarification of the National IDT eligibility criteria can be found in the FAQ section of our website: <http://specialtytraining.hee.nhs.uk/National-IDT/FAQs>

**Due to the timescale requirements, trainees on a 2yr programme will not be eligible to apply to transfer. The only exception being if you are a LTFT trainee and can satisfy the timescale requirements (9 months in programme at application/12 months remaining at point of transfer**

## Supporting documents

41. Trainees applying for an IDT will need to complete an online application form, stating clearly the significant and unforeseen change in circumstances that has taken place since they started training.
42. Trainees will also be required to submit evidence supporting their application before the application deadline. Depending on the criterion under which a trainee is applying, further supporting documents are also required as mandatory pieces of evidence. Please see below for a list of the documents required for each criterion.
43. All trainees are required to submit a copy of their most recent ARCP outcome which must have been received while on their current training programme. Trainees who are currently out of programme for any reason should submit their OOP Outcome (if issued) and the last clinical outcome received while still in programme. These documents are included within the list of mandatory documents and an application cannot be advanced without them. **Interim Reviews are not accepted.**
44. **Trainees are responsible for submitting complete applications**, with all supporting documents included and are therefore advised to check that all mandatory documents have been submitted along with an online application form. It will not be possible to facilitate a transfer for any application that does not include the correct documentation completed to the required standard.
45. All trainees will be required to submit a new version of the Deanery Document each time an application is made. Trainees will not be able to re-submit these documents if they have previously been submitted for earlier transfer windows.
46. Supporting documents A, B, C and D may be resubmitted provided circumstances have not changed since the last application – a recently signed coversheet is required if submitting a supporting document used in a previous application window. All new applications must have the supporting document relevant to that window.

Certificates (such as birth/marriage/civil partnership) and examples of shared financial responsibility may be re-submitted.

## Extensions for supporting Documents

47. During eligibility checking, if the National IDT team discovers that a document, signature or piece of evidence is missing, they will inform you and give you 48hrs in which to provide the information. The missing information must be provided in this time in order not to delay the process, failure to do so will result in your application being withdrawn. If you are not sure whether to submit an application because you have not yet received a supporting document back from a signatory, submit your online application, you will still get the extension for the missing document. **We cannot give extensions for the online application form.**

## Signatories for documents

48. The Deanery Document must be signed by the trainee's current Postgraduate Dean or their nominated representative for the IDT process. The nominated representative will be the administrative lead for IDTs within a training region and will not be the Training Programme Director, Head of School, Educational Supervisor or any other regional contact. To find out to whom you send this document for signing, please refer to the *Local IDT contacts for trainees* directory [here](#).
49. Supporting Documents A, B, C, D should be signed by the appropriate signatory as outlined on the document and below. Please ensure you obtain the correct signatures for these documents as it will not be possible to accept alternatives.

## Time frame for getting documents completed

50. The National IDT team must be able to make sure that personal circumstances are current. Therefore, the Deanery Document, relevant Supporting Document (either A, B, C or D) and coversheet must be completed and signed by the all signatories a maximum of eight weeks in advance of the submission deadline.
51. Date restrictions do not apply to birth, marriage or civil partnership certificates or examples of shared financial responsibility.

## Evidence to support Criterion 1 – 'Supporting Document A'

A copy of Supporting Document A can be found on the National IDT website and must be submitted along with an IDT application made under Criterion One (Own Disability). It will not be possible to accept alternative documents in place of 'Supporting Document A'.

Supporting Document A must be completed by the trainee and by an Occupational Health Physician, GP or medical specialist involved in the trainee's treatment or care, who will be required to:

- confirm that the trainee has a disability according to the Equality Act 2010
- describe the nature of the ongoing treatment and frequency of the follow up required
- state why the reasonable adjustment of a transfer needs to be made and how a move would support the Trainee in their change of circumstances.

All sections of Supporting Document A must be completed. The National IDT team cannot make you eligible if you are not confirmed as having a disability under the Equality Act 2010.

## Evidence to support Criterion 2 – 'Supporting Document B'

A copy of Supporting Document B can be found on the National IDT website and must be submitted along with an IDT application made under Criterion Two (Primary Carer Responsibilities). It will not be possible to accept alternative documents in place of 'Supporting Document B'.

Supporting Document B must be completed by the trainee and by the General Practitioner or Social Worker of the person being cared for by the trainee and will consist of:

- a statement confirming the trainee's role as primary carer for the person being cared for.
- a care plan for the person being cared for.

All sections of Supporting Document B must be completed.

## Evidence to support Criterion 3 – 'Supporting Document C'

A copy of Supporting Document C can be found on the National IDT website and must be submitted along with an IDT application made under Criterion Three (Parental/Guardian Responsibility). It will not be possible to accept alternative documents in place of 'Supporting Document C'.



Supporting Document C must be completed by the trainee and also a signatory. The signatory must be the trainee's current Educational Supervisor or Training Programme Director who will confirm, to the best of their knowledge, that they are aware of the change in personal circumstances. This document will not be used by Educational Supervisors or Training Programme Directors to refuse or deny a transfer request.

All sections of Supporting Document C must be completed.

Trainees applying for Criterion Three must also submit a birth certificate for each child listed on Supporting Document C.

#### **Evidence to support Criterion 4 – Supporting Documents D**

A copy of Supporting Document D can be found on the National IDT website and must be submitted along with an IDT application made under Criterion Four (Committed Relationship). It will not be possible to accept alternative documents in place of 'Supporting Document D'.

Supporting Document D must be completed by the trainee and also a signatory. The signatory must be the trainee's current Educational Supervisor or Training Programme Director who will confirm, to the best of their knowledge, that they are aware of the change in personal circumstances. This document will not be used by Educational Supervisors or Training Programme Directors to refuse or deny a transfer request.

All sections of Supporting Document D must be completed.

Trainees applying for Criterion 4 must also provide

**EITHER** a marriage certificate or civil partnership certificate.

**OR** 2 pieces of evidence of shared financial responsibility (Joint bank account statements, utility bills, joint mortgage/tenancy agreement)

**OR** 1 Piece of evidence of shared financial responsibility and any one piece of evidence from the list below

**OR** Any two pieces of evidence from the following list:

- Evidence of regular transfer of funds to partners account on bank statement (two or more transfers over a few months would be sufficient)
- Letter of intent from mortgage lender/rental company
- Letter of intent to marry from religious leader
- Evidence of travel to partner's location on several occasions (train/coach/plane confirmation emails or tickets that show date of travel and destination. Two or more over a few months would be sufficient. Petrol receipts are not accepted)
- Beneficiary documents
- Wedding/venue deposit receipts
- Phone records that show calls to partner over a period of time (Partner's number must also be proven)

If you are applying because your partner has a job offer in another region you will also have to supply evidence of this in addition to the above.

- If partner is a medic, please provide confirmation of training letter including start date
- If partner is non-medic, please provide official job offer letter or contract, including start date

**If you are applying because your partner has a job offer in another region** you will also have to supply evidence of this in addition to the above.

- If your partner is a medic, please provide confirmation of training letter including start date
- If your partner is non-medic, please provide official job offer letter or contract, including start date

#### **Overview of mandatory supporting documentation required from each trainee:**

If applying under **Criterion One**, a trainee must submit:

- A copy of their most recent ARCP Outcome form which relates to their current training programme.
- A completed Deanery Document
- A completed Supporting Document A (and coversheet if reapplying)

If applying under **Criterion Two**, a trainee must submit:

- A copy of their most recent ARCP Outcome form which relates to their current training programme.
- A completed Deanery Document
- A completed Supporting Document B (and coversheet if reapplying)

If applying under **Criterion Three**, a trainee must submit:

- A copy of their most recent ARCP Outcome form which relates to their current training programme.
- A completed Deanery Document
- A completed Supporting Document C (and coversheet if reapplying)
- A birth certificate for each child listed on Supporting Document C

If applying under **Criterion Four**, a trainee must submit:

- A copy of their most recent ARCP Outcome form which relates to their current training programme.
- A completed Deanery Document
- A completed Supporting Document D (and coversheet if reapplying)

**EITHER** a marriage certificate or civil partnership certificate.

**OR** 2 pieces of evidence of shared financial responsibility (Joint bank account statements, utility bills, joint mortgage/tenancy agreement)

**OR** 1 Piece of evidence of shared financial responsibility and any one piece of evidence from the list below

**OR** Any two pieces of evidence from the following list:

- Evidence of regular transfer of funds to partners account on bank statement (two or more transfers over a few months would be sufficient)
- Letter of intent from mortgage lender/rental company
- Letter of intent to marry from religious leader
- Evidence of travel to partner's location on several occasions (train/coach/plane confirmation emails or tickets that show date of travel and destination. Two or more over a few months would be sufficient. Petrol receipts are not accepted)
- Beneficiary documents
- Wedding/venue deposit receipts
- Phone records that show calls to partner over a period of time (Partner's number must also be proven)

If you are applying because your partner has a job offer in another region you will also have to supply evidence of this in addition to the above.

- If partner is a medic, please provide confirmation of training letter including start date
- If partner is non-medic, please provide official job offer letter or contract, including start date

**Trainees who are Out of Programme** must also submit:

- The most recent ARCP/RITA outcome form received while still in programme as well as most recent OOP Outcome if received

**Academic trainees** must also submit:

- A letter of support from their current Academic Supervisor
- A letter of support from their prospective Academic Supervisor
- A letter of support confirming the transfer of the academic award from the funding body

Templates of Supporting Documents A, B, C and D and the Deanery Document will be available on the following [webpage](#) four weeks prior to the opening of the application window.

**Please make sure you use the checklist within the templates to ensure you have included all required documentation with your application.**

### Transfer Completion

52. If you accept a conditional offer from the National IDT team, your application and contact details will be sent to your prospective training region at the end of the offers process (please see the website timeline).
53. Your prospective training region will make initial contact with you within 10 working days of receiving your contact information, though they may not have full details of your offer at this time.
54. When you receive details of your offer, you can still accept or decline the post offered to you. This does not affect any future application you may make to National IDT. Similarly, on discussion of any personal or training requirements you may have, the prospective training region can withdraw their offer if they feel they cannot accommodate you. This also would not prevent you from applying again to that training region.

55. Should your eligibility status change for any reason after accepting a conditional offer, you should, in line with the terms and conditions of submitting an application, inform the National IDT team. Please be aware that if this is the case, your offer could be withdrawn. This may be the case even if you ask to defer your offer as regions cannot accommodate deferrals.
56. When you receive an offer from a training region, please either accept or decline the offer within 14 days of receiving it. We ask you to do this so that, if you decline, the National IDT team can offer the post to another trainee.
57. Should you withdraw from the post after accepting it and there is not enough time to make alternative arrangements, you may be reported to the GMC. This is in line with the declaration trainees sign and agree to on the application portal prior to application submission. Furthermore, if the vacancy you created at your former training region has been filled by second iteration offers, you may not be able to be accommodated on that programme and may have to wait to return to training in that region.