The National IDT Process

Guide to Completing an IDT Application & Supporting Documents

August 2019
Guide to Completing an IDT Application & Supporting Documents

How to use this guide

This guide will give you a practical overview of how to complete and submit your online IDT application form along with an overview of all supporting documents and required evidence.

All applications must be submitted via the PGMDE Support Portal in accordance with the criteria outlined in the Trainee Guide to Inter Deanery Transfer by the submission deadline of 12pm Monday 2nd September 2019.

Applications must be submitted via the application portal, applications cannot be accepted in any other way.

Please do not use Internet Explorer to complete the application form, we would recommend Google Chrome, Firefox or Safari.

Under no circumstances will any late applications be accepted.
Guide to Completing an IDT Application & Supporting Documents

Generic Guidance

• In order for the national IDT team to properly understand your change in circumstances and the reason that you are requesting a transfer, you should:
  
  • Be explicit regarding your circumstances, including when and how they changed
  • Present a sequence of events in chronological order
  • Only provide relevant information relating to the criteria for which you are applying
  • Not miss out important information such as dates when a change in circumstances took place

• The national IDT team is unable to assume information and must make all decisions based on the information provided in your application.
Guide to Completing an IDT Application & Supporting Documents

Inter Deanery Transfer Timeline (August 2019)

<table>
<thead>
<tr>
<th>NATIONAL IDT TIMELINE (August 2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supporting documents available within the resource bank of the Specialty Training Website</td>
</tr>
<tr>
<td>Application window opens &amp; Application form available on the PGMDE Support Portal</td>
</tr>
<tr>
<td>Application window closes</td>
</tr>
<tr>
<td>Eligibility checks</td>
</tr>
<tr>
<td>Eligibility confirmations sent to applicants</td>
</tr>
<tr>
<td>Anonymous eligibility data sent to regions</td>
</tr>
<tr>
<td>Vacancy Declarations (Regions)</td>
</tr>
<tr>
<td>Allocation Panel (Random Ranking Exercise)</td>
</tr>
<tr>
<td>Offers Round 1</td>
</tr>
<tr>
<td>Conditional Offers from the National IDT team</td>
</tr>
<tr>
<td>Offers Round 2</td>
</tr>
<tr>
<td>Conditional Offers from the National IDT team</td>
</tr>
<tr>
<td>Allocation Information to Regions</td>
</tr>
<tr>
<td>Regions to contact successful applicants to finalise offers (within 5 days of receiving allocation information)</td>
</tr>
<tr>
<td>Transfer of Information (Regions to transfer trainee files/ePortfolios etc.)</td>
</tr>
<tr>
<td>Allocated transfer window</td>
</tr>
</tbody>
</table>

The application window will run from **12pm on Monday 5th August** to **12pm Monday 2nd September 2019**.

The application form will only be available on the [PGMDE Support Portal](https://www.pgmde-supportportal.com) during this window.

The application form must be completed in a single sitting as you cannot save and return to an incomplete form on the support portal.

All required supporting documents and any required evidence, **MUST** be submitted at the time of application. Failure to submit all documentation and evidence at this point will result in you being found ineligible to transfer and your application will not progress.

Any technical issues must be reported to the NIDT team via the [PGMDE Support Portal](https://www.pgmde-supportportal.com) as soon as possible. Proof of the error (ie. Screenshots) must be provided before the application window closes.
Welcome

This support portal is divided into 2 sections:

- FAQs and query submission for trainees, trainers and trusts in the HEE London and KSS regions
- FAQs and query submission for any applicant, panel member or referee relating to recruitment activity supported by the London and South East Recruitment team

You don’t have to sign up to submit an enquiry, but if you do, you can track its progress.

Click one of the links below to continue.

- London / KSS
- Recruitment / Inter Deanery Transfer

Please do not use Internet Explorer to access the Portal, we would recommend Google Chrome, Firefox or Safari.

- Returning applicants that have previously created an account can log into the PGMDE Support Portal using their credentials.

- We strongly advise new applicants to create an account via the sign up option. You must verify your account in order to receive updates.

- Applicants should select the Recruitment/Inter Deanery Transfer option and select ‘IDT’ from the drop down options.
Once you have navigated to the Inter Deanery Transfer homepage you may select one of the following from the drop down options:

- Trainee Guide to Inter Deanery Transfers
- Guide to completing IDT Application & Supporting Documents
- Regional IDT Contacts & Delegated Nominee List
- IDT FAQs
- Application Form (only available during the application window)
- Fitness To Practice Form
- Specialty Training Website

The application will only be available for the duration of the application window (12pm, 5 August 2019 – 12pm, 2 September 2019).
Once you have selected the sign up option from the PGMDE Support Portal homepage, you will be directed to the sign up page.

Please enter your details as prompted and complete the verification process instructions in order to register.

It is imperative that you register an email address that you check the mailbox, subfolders and junk folders of regularly. **Under no circumstances will any extensions be granted as a result of missed email notifications.**

Once you have successfully completed the verification process, you will be sent an activation link to the email address that you have registered with. The page will refresh and a confirmation message will appear at the top of the screen.
Activating Your Account

You should check all of the folders within your mailbox of your account for the email containing the activation link.

Once you have selected the activation link in the email, you will be directed to a webpage in your internet browser where you can activate your account.

You will then be required to create a secure password for your account.

After you have created a secure password, please select ‘Activate and Log in’.
Inter Deanery Transfer Application Form

Application Form

The online application form uses progressive disclosure in some of the sections.

The mandatory questions will have a red asterisk beside them, and these questions must be answered in order for you to submit your application form.

Some questions will also have a ‘tool tip’ that provide more information. If you hover your cursor over the image, a blue dialogue box will appear.

Some of the free text boxes contain example text of an ideal structure for your answer. The text will disappear once you click into the box and begin to type.

At the bottom of the application form a list of required documents will appear after you have answered the questions.

You should not submit multiple application forms
Inter Deanery Transfer Application Form

Application Form

The application is organised into the following categories:

- Personal Information
- Fitness to Practice Declarations (FTP)
  - Criterion applying under
  - Details of training programme
- Annual Review of Competence Progression (ARCP)
- Out of Programme (OOP), Parental Leave & Flexible Working
  - Details of Transfer Request
  - Evidence Upload
  - Declarations

The following pages of this guide will go through each of the categories.
You should use this section of the form to provide your personal details and your updated contact information. If you have previously opted to create an account on the [PGMDE Support portal](http://example.com), some of this section may be pre-populated with the information you provided at the registration stage.

You must provide a mobile contact. We may need to contact you regarding your application.

You must provide an email address. It is imperative that you register an email address that you check the mailbox, subfolders and junk folders of regularly, and have access to outside of work. **Under no circumstances will any extensions be granted as a result of missed email notifications.**

Please ensure that you provide your correct GMC number and immigration status. This is important for trainees currently on a visa.
All trainees are asked to disclose if they have a criminal record in the UK or in any other country. Trainees are also asked to disclose if they are currently the subject of a grievance, GMC, criminal or any other investigations.

**If you select ‘yes’ to any of the FTP questions, you are required to provide the IDT team with further information to support your application.** A red text prompt containing a link to the FTP form will appear under the section. You must provide this information at the time of application.

If you select ‘yes’ and you fail to provide the IDT team with the required information at the time of application and by the application submission deadline, your application will not be progressed any further during that round of IDT.

Further information on the FTP Process can be found in the [Trainee Guide to Inter Deanery Transfer](#).
Inter Deanery Transfer Application Form

Criterion applying under

Please use this section of the form to detail which of the four criterion you are applying under.

You may apply under **one** criterion only

You must indicate the date of the change to your circumstances. If you are unsure of the exact date please use the first day of the month that the change happened.

The free text box asking you to give details on your change of circumstances will be your main statement and should reflect what you have detailed on your supporting document.

Please be as detailed as possible when completing this field.

<table>
<thead>
<tr>
<th>The change in your circumstances is a direct result of:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of change to circumstances</td>
<td></td>
</tr>
<tr>
<td>Please give details on when and how your personal circumstances changed since accepting the offer of your current training programme.</td>
<td></td>
</tr>
</tbody>
</table>

Please ensure that you have read through the [Trainee Guide to Inter Deanery Transfers](#) document to ensure that you are applying under the correct criterion for your circumstance.
Inter Deanery Transfer
Application Form

Details of your training programme

Before detailing the training that you have completed and that you have left to complete, please consider the information we send to regions to help match you to a post:

- Application ID
- Specialty (including information on Dual and Triple Accredited)
- Desired Less Than Full Time (LTFT) status
- Current region and your desired location in the region applied for (if applicable)
- Training completed
- Training left to complete
- Exam status
- If you are currently Out of Programme (OOP) or on Parental Leave
- Your expected date of return if OOP or on Parental Leave
- Your current training year
- Your training year at the earliest point of transfer
- Criterion you have applied under
- Academic status

It is therefore very important that you are accurate and clear in your application with regard to this information. This will help the region to match you to a suitable post.
Details of your training programme

<table>
<thead>
<tr>
<th>Details of training programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Region/Deanery</td>
</tr>
<tr>
<td>In which specialty do you hold your NTN/DRN</td>
</tr>
<tr>
<td>Dual Specialty</td>
</tr>
<tr>
<td>Triple Specialty</td>
</tr>
<tr>
<td>NTN/DRN</td>
</tr>
<tr>
<td>Are you an Academic trainee (on ACF or ACL scheme)?</td>
</tr>
<tr>
<td>Have you commenced in a training programme?</td>
</tr>
</tbody>
</table>

Please use this section of the form to provide details of the training programme you will be applying to transfer from.

Please ensure that you also detail the specialties if you are in a dual or triple accredited training programme.

The question relating to academic training uses progressive disclosure. If you are an academic trainee, you will be asked what type of academic training programme you are currently in. You are also asked if you are intending to transfer or relinquish your academic award. If you are intending to transfer your award, you will be reminded that this arrangement must be pre-approved. You will also be prompted to upload additional documents.

If you have not yet commenced in a training programme, you will need to confirm the date you were offered a training post in the programme you wish to transfer from.

If you have already commenced in a training programme, you must provide the date you commenced.
# Inter Deanery Transfer Application Form

## Details of your training programme

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current training grade</td>
<td>Select training grade.</td>
</tr>
<tr>
<td>What will be your training grade at point of transfer</td>
<td>Enter your intended training grade.</td>
</tr>
<tr>
<td>Months remaining (WTE) of grade at point of transfer</td>
<td>Enter remaining months.</td>
</tr>
<tr>
<td>Months completed at current training grade</td>
<td>Enter completed months.</td>
</tr>
<tr>
<td>Expected completion date of your current training programme</td>
<td>Enter expected completion date.</td>
</tr>
<tr>
<td>Is your CCT date different to the date on your last ARCP form</td>
<td>Indicate if your CCT date is different.</td>
</tr>
</tbody>
</table>

For the current training grade, if you have not yet started in your training programme, please select the training grade you will be upon joining the training programme.

You must calculate what your training grade will be at the earliest point of transfer. Please view the tooltip or the [Trainee Guide to Inter Deanery Transfer](#) for more information.

For the expected completion date of your training programme, this pertains to the programme you wish to transfer from. For a core training programme, this will be the end date of core training. For a run-through or higher training programme, this will be the date of completion or CCT.
Inter Deanery Transfer Application Form

Details of your training programme (Non-GP Trainees)

You must provide details of any relevant exams that you have passed and any relevant exams that are still outstanding.

You must provide information on each individual post that you have undertaken in your current training programme.

You must also provide information on the areas of training that you still must undertake in order to complete your training.

The text boxes are pre-populated with examples of an ideal format for the information. The example text will disappear once you start to type into the boxes.

Please ensure that you provide as much information as possible to help the region assess any vacant posts for suitability.

Please note any additional support that you may require if your IDT application is successful. If you are made and accept a conditional offer, this information will be shared with your new Educational Supervisor and TPD in order to facilitate a conversation about support requirements.
Inter Deanery Transfer Application Form

Details of your training programme (GP Trainees)

When completing this section, **GP trainees** should provide details of the specialties which still need to be completed and if they wish to complete this at LTFT (indicating what percentage if so).

**GP Trainees** should also indicate the total amount of hospital and practice time that is needed to complete their training. If your remaining training has been planned, please give us these details in the same format as programme details on the last page.
Inter Deanery Transfer Application Form

Annual Review of Competence Progression (ARCP)

ARCP Outcome Received in Current Training Programme

Please read the Trainee Guide to Inter Deanery Transfers for more information on the requirements for this letter.

In this section of the form you are asked for details of your ARCP Outcome. This section of the form uses progressive disclosure.

If you have received an ARCP Outcome in the training programme you wish to transfer from, you are required to detail the date of your most recent clinical ARCP Outcome received.

For trainees in Health Education England regions, if you select an ARCP Outcome 2 or ARCP Outcome 3 from the drop down, you will be asked if you have obtained a letter of support from your Postgraduate Dean (PGD).

Trainees in Scotland who select ARCP Outcome 2 will also require a letter of support from your PGD.
ARCP Outcome Forms

Additional Requirements

Trainees who have commenced in a training programme are required to provide a copy of their most recent clinical ARCP Outcome Form to support their application to Inter Deanery Transfer. Most specialties now issue their ARCP outcomes electronically via a trainee ePortfolio system, and the forms are accessible to trainees online. Where this is the case you must provide a PDF of the outcome form. You must include the entire outcome form.

If your local regional office issues paper ARCP Outcome Forms, please provide a scanned copy of the form with your application. You can request a copy of your outcome form from your local regional office/deanery.

The ARCP Outcome form is included within the list of mandatory documents and your application cannot be advanced without evidence of your ARCP outcome(s). The national IDT process only accepts full PDF copies of ARCP outcome forms. A letter confirming your outcome or a screenshot/print-screen of the ARCP outcomes summary page will not be accepted*.

Interim Review outcome forms are not accepted.

*In the event that there is a technical issue with the specialty ePortoflio website resulting in you being unable to access the ARCP outcome form, or where the form has not yet been released to you by your local regional office, a letter from your local regional office must be provided confirming there is a technical issue or that the forms have not been released to you. The ARCP Outcome and any causes for concern should also be detailed in the letter.
Inter Deanery Transfer Application Form

Annual Review of Competence Progression (ARCP)

Commencement in Training Programme, But No ARCP Outcome Received

If you have not yet received an ARCP Outcome in the training programme you wish to transfer from, please indicate this on the application form and select a reason from the drop down menu in the next question.

If you select ‘Other’ as a reason from the drop down options, you will be prompted to detail the reason in a free text box.

You should then select N/A from the drop down options where you are prompted to detail your ARCP Outcome at last clinical review.
Inter Deanery Transfer Application Form

Annual Review of Competence Progression (ARCP)

Commencement in Training Programme, But No ARCP Outcome Received

- If you have not yet received an ARCP Outcome in your current training programme, you are required to provide a letter from your Postgraduate Dean (PGD) confirming they support your IDT application.

- If your trainers are willing to provide information to your PGD that you are making satisfactory progress, we will accept a letter from the Postgraduate Dean confirming this.

- Please be aware that trainers may not be willing to make this assessment if you have not been in the programme for long, therefore you may be unable to apply for an IDT.

- You must provide this letter at the time of application.

Please read the Trainee Guide to Inter Deanery Transfers for more information on the requirements for this letter.
Inter Deanery Transfer Application Form

Annual Review of Competence Progression (ARCP)

Not Yet Commenced In A Training Programme

If you have accepted an offer of a post, but have not yet commenced in a training programme, you are not required to provide evidence of an ARCP. A letter of support form your PGD is required in lieu of your ARCP.

Please answer ‘No’ to the statement ‘I have received an ARCP outcome in my current training programme’ and select the reason ‘Recently joining the training programme’ in the next drop down menu. You should then select N/A from the drop down options where you are prompted to detail your ARCP Outcome at last clinical review.

Please note that instead of an ARCP Outcome, you will be required to provide a copy of your offer email (which must include the post start date) and the notification email confirming your acceptance of your offer. These should be uploaded with your application form as PDF documents, as well as your PGD letter of support.
Letter of Support from your Postgraduate Dean

ARCP Outcome 2 (Health Education England and Scotland Regions only) & ARCP Outcome 3 (Health Education England Regions only)

As per the Trainee Guide to Inter Deanery Transfer, if you are applying for an IDT whilst in receipt of an ARCP Outcome 2 or ARCP Outcome 3 you must also provide a letter of support from your Postgraduate Dean (PGD) at the time of application. The letter should confirm that the PGD is in support of your transfer request.

No ARCP Outcome due to parental leave, sickness, OOPC or recent appointment to the training programme

If you have not yet received an ARCP Outcome in your current training programme, you must also provide a letter of support from your Postgraduate Dean (PGD) at the time of application. If your trainers are willing to provide information to your PGD that you are making satisfactory progress, we will accept this letter in lieu of an ARCP Outcome form. Please be aware that your trainers may not be willing to make this assessment if you have not been in the programme for long enough, therefore you may be unable to apply for an IDT.

For those who have not yet started in programme

If you have accepted an offer of a training programme, but not yet started in post, a letter of support is required from your prospective PGD to confirm they are supportive of your IDT application and you leaving their region.

If you require this letter to support your application, you should contact the named regional IDT contact at your local regional office to request the letter. A list of named IDT regional contacts is available within the resource bank on the Specialty Training Website.

The PGD letter of support is a mandatory piece of evidence if your circumstance falls into one of the categories detailed above. Your application will not meet the eligibility criteria without the PGD letter of support.
Out of Programme (OOP), Parental Leave & Flexible Working

- Please confirm if you are currently on Out of Programme (OOP) or Parental leave?
- Have you received an OOP ARCP?
- Date of expected return from Out of Programme (OOP) / Parental leave?
- Do you wish to complete your training less than full time (LTFT)?

If you are currently on an approved period out of programme (OOP), you must provide a copy of your OOP ARCP Outcome Form as well as the most recent clinical ARCP Outcome form from your current training programme.

This section of the application form uses progressive disclosure.

You will need to confirm if you are on OOP, Parental Leave or Neither. If you select either OOP/Parental Leave, you will be required to complete the additional questions to detail your return date from OOP/Parental Leave.

If you wish to complete your training Less Than Full Time (LTFT), you will be required to detail at what percentage you wish to complete your training.

There is an option to select ‘no preference’ when you are asked to detail if you wish to complete your training LTFT. This option indicates that in addition to full time posts you wish to be considered for any suitable part time vacancies when the regions are assessing your application against any potential vacancies.
In this section of the form, you must detail the region(s) you wish to transfer to. When detailing your choice(s) please remember to:

- **Only pick a region once.** You will be unable to submit the form if you have selected the same region more than once.
- **Only choose the region(s) that you are prepared to work in.**
- **Please select N/A if do not wish to apply to a second or third region.**

**You cannot choose your current region as a choice region for IDT**

You also have the option to specify a desired location(s) within your choice region. The region will try to accommodate your desired location(s) where possible but this is not a requisite of receiving a conditional offer - you may be offered wherever there is a suitable space within the region.

You may choose up to 3 regions only.

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**Details of Transfer Request (Non-GP Trainees)**

If you do not have a desired location within your choice of region, please enter ‘N/A’ in the free text boxes.

**Trainees applying for Wales** should detail ‘North’, ‘South’ or ‘Either North or South’ in the free text box. This will help us to match you to a suitable post.
Inter Deanery Transfer Application Form

Details of Transfer Request (GP Trainees)

<table>
<thead>
<tr>
<th>Details of Transfer Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st choice region</td>
</tr>
<tr>
<td>Desired location(s) within your 1st choice</td>
</tr>
<tr>
<td>2nd choice region</td>
</tr>
<tr>
<td>Desired location(s) within your 2nd choice</td>
</tr>
<tr>
<td>3rd choice region</td>
</tr>
<tr>
<td>Desired location(s) within your 3rd choice</td>
</tr>
</tbody>
</table>

**Note**
Please note if selections for your regions and desired locations are different to that on your Deanery Document, offers will be based on what has been stated on your application form.

If you are GP trainee, please let us know which VTS scheme you would like to join – links to the various schemes can be found on the next page of this document. Again, the region will try to accommodate your desired location(s) where possible but this is not a requisite of receiving a conditional offer - you may be offered wherever there is a suitable space within the region.

**Trainees applying for Wales** should detail ‘North’, ‘South’ or ‘Either North or South’ in the free text box. This will help us to match you to a suitable post.
GP VTS Schemes - Please click on the link for more information about the different GP programmes

<table>
<thead>
<tr>
<th>Training Regions</th>
<th>Hyperlink</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Midlands</td>
<td><a href="https://www.eastmidlandsdeanery.nhs.uk/page.php?id=766">https://www.eastmidlandsdeanery.nhs.uk/page.php?id=766</a></td>
</tr>
<tr>
<td>East of England</td>
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</tr>
<tr>
<td>KSS</td>
<td><a href="https://kssdeanery.ac.uk/gp-recruitment">https://kssdeanery.ac.uk/gp-recruitment</a></td>
</tr>
<tr>
<td>North East</td>
<td><a href="https://gprecruitment.hee.nhs.uk/recruitment/LETBs-Deaneries/HENE">https://gprecruitment.hee.nhs.uk/recruitment/LETBs-Deaneries/HENE</a></td>
</tr>
<tr>
<td>North West (Mersey &amp; North-Western)</td>
<td><a href="https://www.nwpgmd.nhs.uk/general-practice-education-north-western-deanery">https://www.nwpgmd.nhs.uk/general-practice-education-north-western-deanery</a></td>
</tr>
<tr>
<td>South West (Peninsula)</td>
<td><a href="http://primarycare.peninsuladeanery.nhs.uk/about-us/vtschemes/">http://primarycare.peninsuladeanery.nhs.uk/about-us/vtschemes/</a></td>
</tr>
<tr>
<td>South West (Severn)</td>
<td><a href="http://primarycare.severndeanery.nhs.uk/recruitment">http://primarycare.severndeanery.nhs.uk/recruitment</a></td>
</tr>
<tr>
<td>Thames Valley</td>
<td><a href="http://www.oxforddeanery.nhs.uk/specialty_schools/school_general_practice/gp_training.aspx">http://www.oxforddeanery.nhs.uk/specialty_schools/school_general_practice/gp_training.aspx</a></td>
</tr>
<tr>
<td>West Midlands</td>
<td><a href="https://www.westmidlandsdeanery.nhs.uk/GP">https://www.westmidlandsdeanery.nhs.uk/GP</a></td>
</tr>
<tr>
<td>Yorkshire and The Humber</td>
<td><a href="http://yorksandhumberdeanery.nhs.uk/general_practice/about_us/scheme_details/">http://yorksandhumberdeanery.nhs.uk/general_practice/about_us/scheme_details/</a></td>
</tr>
<tr>
<td>Northern Ireland</td>
<td>N/A</td>
</tr>
<tr>
<td>Scotland</td>
<td><a href="http://www.scotlanddeanery.nhs.scot/trainee-information/gp-specialty-training/">http://www.scotlanddeanery.nhs.scot/trainee-information/gp-specialty-training/</a></td>
</tr>
<tr>
<td>Wales</td>
<td><a href="https://opst.walesdeanery.org/">https://opst.walesdeanery.org/</a></td>
</tr>
</tbody>
</table>
Evidence Upload

Documents Required

Trainees are 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 the Trainee Guide to Inter Deanery Transfer for a list of the documents required for each criterion.

You have selected Criterion 4 - Committed Relationship.
Please ensure that you upload all of the required documentation for applying under this criterion, at the time of submitting your application form.
You must include with your application:

- Completed Deanery Document
- Completed Supporting Document D (& Cover sheet if re-application)
- Most recent ARCP Outcome form (for current training programme)
- EITHER a marriage certificate or civil partnership certificate OR 2 pieces of evidence of shared financial responsibility OR 1 Piece of evidence of shared financial responsibility and any 1 piece of evidence from the list of acceptable evidence OR 2 Pieces of evidence from the list of acceptable evidence.

The list of acceptable evidence for Criterion 4 can be viewed in the Trainee Guide to Inter Deanery Transfer.

Depending on the criterion you have chosen and the way that you have answered the various questions within the application form, a dialog box will appear at the bottom of the form detailing what documents you are required to upload to support your application.

Please also see the Trainee Guide to Inter Deanery Transfers for a detailed list of what supporting documents and evidence is required for each of the criterion.

If you are an academic trainee intending to transfer the funding for your academic award, you will also be prompted for additional documents.
In order to attach a file to your application, please select + Attach File. A window will open where you can select the file that you want to upload.

Once you have selected the file, the file name will appear above the + Attach File text.

You may upload and attach a maximum of 15 MB worth of documents to your application form.

If you need to upload additional documents and this exceeds the 15 MB allowance, you may submit further documents by using the IDT query form via the Application category within the FAQs on the PGMDE Support Portal.

Please click the hyperlink above to be directed straight to the query form.
Inter Deanery Transfer Application Form

Evidence Upload

Do’s & Don'ts

- Please ensure that your files are clearly labeled and identifiable from the file name (e.g. Birth Certificate Child 1, ARCP Outcome Form (Page 1 of 6) or Supporting Document).

- Where possible please try to save whole documents as a single attachment and not spread across multiple attachments (e.g. A 6 page ARCP Outcome as a single attachment or a 3 page Supporting Document as a single attachment). This will make it easier for the team during eligibility checks.

- Please check your attachments after you have scanned them to ensure that they have all scanned correctly and are legible. Please also ensure headings, dates and signatories are not cut off.

- Please only provide documents that are in English. If providing marriage or birth certificates in other languages, you must also provide an official translation

- Please ensure all required forms are correctly signed and dated
Declarations

- It is important that you have read the national IDT Application Portal Declarations prior to submitting your application form. You can access the declarations by selecting the ‘Click here to read more’ text.

- Please ensure that you check through the entire application form, supporting documents and evidence to ensure that you are submitting correct information.

- You will be unable to submit the application form unless all mandatory fields have been completed.

- Once you have submitted your application form you will be unable to make any changes to the form, including your choice of regions.

- Once you submit the application form, a confirmation message will appear on the screen. After 5 - 10 seconds the screen will be refreshed, and you will be returned to the IDT FAQs. You will also receive a confirmation email to your registered email address. If you do not receive a confirmation email containing a copy of your application form, it has not been submitted.

- You MUST NOT submit multiple applications. In the event that multiple applications are submitted, only the first application submitted will be accepted.
Guide to Completing an IDT Application & Supporting Documents

Eligibility Outcome & Supporting Documents

- All applicants will be notified by email with the eligibility outcome of their IDT application by 13th September 2019. You will be contacted before this date if your application is missing information, supporting documents or evidence.

- All applicants are required to submit specific documents to support their applications under the particular criterion that they are applying under. Applicants can apply under one of the four criteria only.

- It is an applicant's responsibility to submit the correct supporting documents, with all sections completed and submitted at the time of application and before the application submission deadline of 12pm 2 September 2019.
Guide to Completing an IDT Application & Supporting Documents

Supporting Documents & Evidence

The following section of this guide will give you a practical overview of all supporting documents and required evidence for each of the four criterion.

It is important that you read through this section of the guide, to ensure that you are completing the supporting document correctly and to ensure that you are submitting any required evidence to support your application.

Please note that trainees currently on OOP or that are on an academic training programme, may be required to submit additional documents.

All supporting documents and any required additional evidence must be provided at the time of application. Failure to submit all documentation and evidence at this point will result in you being found ineligible to transfer and your application will not progress.
Inter Deanery Transfer Supporting Documents & Evidence

Deanery Document

This document is a mandatory supporting document. All trainees are required to submit an appropriately completed, dated and signed Deanery Document to support their application.

The document consists of two sections:

• Section 1 is for you to complete
• Section 2 is for your Postgraduate Dean or a delegated nominee to complete and sign.

The form must not be signed by your Training Programme Director (TPD), Educational Supervisor (ES) or Head of School (HoS).

If this is not correctly signed this will not be accepted.

Once you have completed section 1 of the form, the form should be sent to the named IDT Contact at your local regional office. The named IDT contact will then ensure that the form is signed by the appropriate signatory and returned to you. The form should then be uploaded to your application form as part of your supporting documentation.

A list of IDT regional contacts and approved signatories for the Deanery Document is available within the resource bank on the Specialty Training Website.
Supporting Documents Cover Sheet

This document should be used for re-applications **ONLY**

If you have previously applied, were deemed eligible and your circumstances have not changed since then, you do not have to refill the supporting document for the criterion you are applying under. **Instead you must complete this coversheet and obtain the appropriate signatory.**

If you are reapplying and have used a cover sheet in the last window, please ensure to reprint and sign a new cover sheet to be added with your supporting documents for this window.

If you have **not** previously applied, your previous application was deemed ineligible or your circumstances have changed, you must fill in one of the supporting documents on the following slides as you **cannot** use this coversheet.

If you are unsure whether or not you can use the coversheet please check the Application Process category within the [IDT FAQ section](#) of the PGMDE Support Portal.
Inter Deanery Transfer
Supporting Documents & Evidence

Criterion 1 – Your own Disability
Supporting Document A

PART 1 – For completion by the Trainee
This section of the form is for you to complete with your personal details, there is also a declaration for you to sign.

PART 2 – For completion by Occupational Health Physician, General Practitioner or medical specialist
This section must be completed by your Occupational Health Physician, General Practitioner or medical specialist, outlining your condition and the treatment and follow up you require. It is imperative it is confirmed that you have a disability as defined by the Equality Act 2010 on the form. You will not be deemed eligible if this section of the form is not completed. If additional space is required to complete this section, this should be continued on letter headed paper.
Inter Deanery Transfer
Supporting Documents & Evidence

Criterion 2 – Primary Carer
Supporting Document B

PART 1 – For completion by the trainee.

This section of the form is for you to complete with your personal details, and the details of the person you are the primary carer for. You are also required to provide details of the care plan for the person that you care for. The care plan outlines the care you provide, any other services the person being cared for uses, alternative arrangements you have considered and how you plan to manage these responsibilities with work. There is also a declaration for you to sign.

PART 2 – For completion by the General Practitioner or Social Worker of the person being cared for by the applicant.

This section must be completed by the General Practitioner or Social Worker of the person you are the primary carer for. They should write a report on the level of care you provide and sign the declaration. It is imperative that it is confirmed on the form that the person that you are the primary carer of has significant ill health and/or is disabled as defined by the Equality Act 2010. You will not be deemed eligible if this section of the form is not completed. If additional space is required to complete this section, this should be continued on letter headed paper.
PART 1 – For completion by the trainee

This section of the form is for you to complete with your personal details, and for you to give details of the child(ren) that you are the parent or legal guardian of. You must provide the name, date of birth and age of every child detailed in your personal statement. You must give a brief overview of your change in personal circumstances relating to your parental or guardian responsibilities. There is also a declaration for you to sign.

You MUST provide copies of the FULL birth or adoption certificate(s) for the each of the children listed on the document when uploading evidence to the application portal. Parent(s) name(s) should be detailed on the certificate along with the full name of the child(ren).

PART 2 – For completion by the trainee’s Educational Supervisor or Training Programme Director

This section must be completed by your assigned Educational Supervisor or Training Programme Director. If you have accepted the offer of a training post, but not yet commenced in a training programme, the documents must be signed by the Training Programme Director of the programme you wish to transfer from. If you are unsure as to who the TPD is, please email the regional/deanery contact. Details of the regional contacts can be found in the resource bank of the Specialty Training Website.
Inter Deanery Transfer
Supporting Documents & Evidence

Criterion 3 – Parental/Guardian Responsibilities
Supporting Document C

Here are examples of a full birth certificate and a full adoption certificate. Both certificates contain details of the parent/legal guardian of the child.

The birth certificate must have the full name of the child(ren).

The third example is of a short birth certificate, detailing only the child’s name. This type of certificate is not acceptable evidence.
Inter Deanery Transfer
Supporting Documents & Evidence

**Criterion 4 – Committed Relationship**

**Supporting Document D**

**PART 1 – To be completed by the trainee**

<table>
<thead>
<tr>
<th>Details of trainee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
</tr>
<tr>
<td>Surname:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Postcode:</td>
</tr>
</tbody>
</table>

Details of the person with whom you have the committed relationship:

| First Name:       |
| Surname:          |
| Address:          |
| Postcode:         |

How has your current situation changed since accepting an offer of a post in a training programme?

---

**DECLARATION**

I confirm that:
1. The information I have provided in this supporting document is correct and complete and that it includes any information or supporting evidence.
2. I understand that failure to provide the information or supporting evidence may result in the offer of training being withdrawn.
3. I understand that for the purposes of this document, I am committing to meeting the requirements of the National Inter-Deanery Transfer process.
4. I give my permission for the information provided to be used in an anonymised form for research and evaluation of the processes and outcomes of the National Inter-Deanery Transfer process.

Signature: ________________________________
Date: ________________________________

**PART 2 – To be completed by the trainee’s Educational Supervisor or Training Programme Director**

The section, whose details are above, is asking for your current committed relationship. It must be completed by your assigned Educational Supervisor or Training Programme Director.

The signature on this form is required to confirm the information provided, and must be signed by the Training Programme Director.

All decisions regarding an offer of a training post will be made by the National Inter-Deanery Transfer Team.

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**DECLARATION**

I confirm that:
1. I am the person's named educational supervisor or training programme director.
2. I understand that the information provided on page 1 of this document is accurate and complete.
3. I have checked that the information provided on page 1 of this document is accurate to the best of my knowledge.

Signature: ________________________________
Date: ________________________________

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This section must be completed by your assigned Educational Supervisor or Training Programme Director. If you have accepted the offer of a training post, but not yet commenced in a training programme, the documents must be signed by the Training Programme Director of the programme you wish to transfer from. If you are unsure as to who the TPD is, please email the regional/deanery contact. Details of the regional contacts can be found in the resource bank of the Specialty Training Website.
Inter Deanery Transfer
Supporting Documents & Evidence

Criterion 4 – Committed Relationship
Supporting Document D

Trainees applying under Criterion 4 must also provide supporting evidence as detailed below;

EITHER a marriage certificate or civil partnership certificate (in full). Marriage certificates from other countries will only be accepted if they include an official translation.

OR 2 pieces of evidence of shared financial responsibility:
• Joint bank account statement (with names of both partners)
• Utility bill (with names of both partners)
• Joint mortgage/tenancy agreement (with names of both partners)

OR, 1 piece of evidence of shared responsibility from the list above and 1 piece of evidence from the following list OR any 2 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) Please ensure transfers are highlighted.
• Letter of intent from mortgage lender/rental company (with names of both partners)
• Letter of intent to marry from religious leader (e.g. signed and dated letter from a priest including the name of both partners)
• 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)
• Evidence of accommodation or semi-residing over a period of time in a particular region.
• Beneficiary documents
• Wedding/venue deposit receipts (with names of both partners)
• Phone records that show calls to partner over a period of time (Partner’s number must also be proven via a copy of their phone bill summary sheet). Please highlight the telephone number and reoccurrences on the statement. Copies of calls and conversations via messaging applications will not be accepted (i.e. screenshots).
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 previous slide:

- If your partner is a medical trainee, please provide confirmation of national Training Number (NTN/DRN) letter including start date.
- If your partner is non-medic/non-trainee, please provide an official job offer letter and acceptance letter or contract (signed by your partner), including start date.
- If your partner is self-employed, please provide evidence e.g. a contract demonstrating your partner’s need to move to your preferred region.
If you are applying because your partner has moved to another region to act as a primary carer (this is expected to be for a sibling or parent), you will also have to supply evidence of this in addition to that on slide 42:

Evidence of your partner residing in this new region over a period of time in the form of one of the below:

- Proof of address via either:
  - Rental agreement
  - Evidence of ownership of property
- Hotel confirmation to show proof of accommodation over a few months
- A statement from family or friends with whom your partner has been residing, confirming they are providing accommodation and over what period of time.

Evidence of your partner’s caring responsibilities in the form of a letter, on headed paper from the GP or Social Worker of the person being cared for which confirms:

- The partner is the primary carer for their parent or sibling
- That the person being cared for has significant ill health and/or is disabled as defined by the Equality Act 2010.
- A care plan for the person being cared for.

Please note that circumstances whereby your partner is moving on a short-term basis ie. 1-year Studying, short-term secondment etc, will not count as a long-term commitment.
The Breakdown of a Committed Relationship

Trainees who wish to apply for an Inter Deanery Transfer as a result of a breakdown of a committed relationship, can apply under Criterion 4.

You will need to provide evidence of the committed relationship as detailed on slide 42. If you cannot provide evidence of the breakdown i.e. divorce proceedings, decree absolute, please provide a statement providing information about the breakdown of the relationship. The statement must be provided in a PDF.

You will need to detail how your circumstances have changed in relation to the breakdown of the relationship. You will also need to confirm in your statement why you have selected the region(s) in your preferences and how moving to the chosen region(s) will assist your current situation.
Inter Deanery Transfer
Supporting Documents & Evidence

Additional Requirements

Academic Trainees

Academic Trainees Transfer of Academic Funding

If you are on a Academic Clinical Fellowship (ACF) or a Clinical Lecturer (ACL) training programme and you intend to transfer the funding of your academic award you are required to provide additional documents. Please note that the requirements are different depending on what nation you train in.

Academic Trainees in Health Education England

If you are an academic trainee within a Health Education England region, you are required to provide a letter of agreement from both your current academic provider (Medical School or Higher Education Institution holding the ACF or CL award) and the academic provider you 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.

You are also required to provide a letter of agreement from the NIHR for the transfer of your funded award, or where the award has been locally funded, the agreement of your funding body. You are required to supply evidence of these agreements at the time of application.

Please note that support of the transfer of funding, does not guarantee an IDT. This is contingent on the availability of a suitable clinical training post, which will need to be identified by local regions following the anonymous transfer of information by the National IDT Team.

Academic Trainees in other Health Education Areas

If you are an academic trainee within Northern Ireland Medical & Dental Training Agency, NHS Education for Scotland or Wales Deanery, you should approach your Academic Leads and Postgraduate Deans in order to have your individual circumstances considered. You will need to provide evidence of their support at the time of application if it is agreed.
Inter Deanery Transfer
Supporting Documents & Evidence

Additional Requirements
Academic Trainees & Out Of Programme (OOP)

Academic Trainees Relinquishing Academic Funding

If you are an academic trainee and you intend to relinquish your academic award, you will not be required to provide any academic specific documents to support your IDT application. Please see the Trainee Guide to Inter Deanery Transfers for more information.

Out Of Programme (OOP) Trainees

If you are currently on a period of approved time out of programme (OOP), you are required to provide a copy of your last clinical ARCP Outcome form whilst in training, along with your last OOP ARCP Outcome form (if this has been issued at the time of application). You are required to provide the documents at the time of application.
Guide to Completing an IDT Application & Supporting Documents

Uploading Supporting Documents & Evidence

• All applications must be submitted to the national IDT team via the [PGMDE Support Portal](#). All supporting documents and evidence must be submitted via the [PGMDE Support Portal](#) at the time of application.

  **You must not submit multiple application forms.** If multiple applications forms are submitted, only your first application form will be accepted.

• If you need to upload additional documents and this exceeds the 15 MB allowance, you may submit further documents by attaching them to an [IDT query form](#) via the [PGMDE Support Portal](#).

• Please clearly label any attachments so that the documents are easily identifiable.

• Please ensure that you check each page of any documents you have scanned to ensure that they have been scanned correctly and are legible.

• Please only provide documents that are in English. Where this is not possible, an official translation must be provided.
Guide to Completing an IDT Application & Supporting Documents

Further Information

• Further information on the national Inter Deanery Transfer process can be found within the Trainee Guide to Inter Deanery Transfer document and on the Specialty Training Website.

• The National Inter Deanery Team does not provide a telephone service. If you have any queries, please first view the frequently asked questions categories on the PGMDE Support Portal. If your query remains unanswered, please contact the team using an IDT query form on the portal.

• All guides are updated between IDT windows, so please ensure that you are using the updated guidance and documentation for the window in which you intend to apply.

• Updated regional IDT contact information can be accessed here. The document is titled ‘Regional IDT Contacts & Delegated Nominee List (August 2019).

• Various other documents relating to the process can be accessed within the resource bank on the Specialty Training Website.

• Please ensure you do not forward any messages to our auto-reply as these messages are not received by the IDT team. Please only direct reply to any message received from the team, or set up a new ticket via the PGMDE Support Portal.