National IDT team’s process overview

Application Received

Eligible?
Yes
Send anonymous data to regions

Are there any suitable posts?
Yes
Contact trainee via e-mail with conditional offer
Trainee accepts the offer?
Yes
Sends Trainee details to prospective regions to finalise transfer
No
Transfer not facilitated due to no suitable post.

No
Transfer not facilitated due to ineligibility.

Vacancies declared by training regions

Regions contact the trainee with post details and start date and the transfer is finalised

Application Withdrawn & trainee can reapply in the next transfer window
Eligibility checking stage

Application Received

- Have all documents been submitted?
  - YES: Check application against eligibility criteria
  - NO: E-mail trainee to provide 48hr extension

- Documents provided within 48hr?
  - YES: Is trainee eligible?
    - YES: E-mail trainee to inform of eligibility and explain the next stage of the process
    - NO: Final Outcome: Trainee anonymous data sent to prospective region(s)
  - NO: E-mail trainee to inform of ineligibility due to missing documents

Final Outcome: Transfer not facilitated due to ineligibility.
Vacancy Declarations

<table>
<thead>
<tr>
<th>IDT Team</th>
<th>Training Regions’ IDT Personnel</th>
<th>TPDs &amp; Head of School</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Complete Eligibility checks</strong></td>
<td><strong>Send Anonymous data of eligible trainees to training regions</strong></td>
<td><strong>Look for posts to accommodate the eligible trainees</strong></td>
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<tr>
<td></td>
<td><strong>This data will contain information like the trainee’s specialty and level of training but will not contain personal information</strong></td>
<td><strong>Can a trainee be accommodated?</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>NO</strong></td>
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<tr>
<td><strong>Uses Vacancy Declarations to allocate vacancies to trainees</strong></td>
<td></td>
<td><strong>YES</strong></td>
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<tr>
<td></td>
<td><strong>Sends Vacancy Declarations to IDT Team</strong></td>
<td><strong>Declares vacancy and sends it to Training Regions’ IDT personnel</strong></td>
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Trainee Information

Create allocation spreadsheet

Has a trainee applied under their own disability?

Priority is given in allocation stage

Priority is not given in allocation exercise

Is there more than one trainee?

NO

Trainee can be placed on top of the ranked list on allocation day

YES

Randomisation of trainees applying under own disability needed on allocation day

Allocation Day – Conduct randomisation exercises and allocations in collaboration with BMA and lay representative.
Finalised allocation sheet and vacancy declarations

Using the vacancy Declarations – Has a Training region declared a post in a specialty based on the eligible trainees

Can all eligible trainees be accommodated?

YES → Offer Transfer

NO → Unable to facilitate a transfer

Final Outcome – Transfer not facilitated due to lack of capacity

Final Outcome – Can not be yet finalised as a post might be available in second iteration

Unable to facilitate a transfer for all trainees

Check allocation sheet for trainees that can be accommodated

Final Outcome – Allocation Complete transfers are facilitated

Unable to facilitate a transfer in first iteration
Information from allocation stage

Will trainee receive an offer in first iteration?

YES

E-mail trainee with a conditional offer

NO

Could trainee receive an offer in a second iteration?

YES

Has a vacancy become available?

NO

E-mail trainee to inform of final outcome

NO

Could this vacancy be filled by another trainee?

YES

NO

Trainee accepts the offer?

YES

NO

Trainee’s application is withdrawn from the process

NO

Could this vacancy be filled by another trainee?

NIDT Team informs trainee’s current Region & sends the prospective region the trainee’s personal details

Final Outcome – transfer not facilitated

Post left unfilled