

**Supporting Documents C**  
Criterion 3 – Parental/Guardian Responsibilities  
(page 1 of 3)

August 2017

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

Details of trainee:			
First Name:			
Surname:			
Address:			
		Postcode:	

Details of child(ren):			
First Name:	Surname:	Date of birth:	Age:

**Please provide copies of birth or adoption certificate(s) for the children listed above when uploading evidence to the application portal.**

Please give a brief overview of your change in personal circumstances relating to your parental or guardian responsibilities.

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

**DECLARATION**

I confirm that:

- The information I have provided in this supporting document is correct and truthful and that it matches the information supplied on my application form.
- I understand that failure to provide the National IDT team with correct and truthful information may result in my application being withdrawn and/or referral to the GMC.
- This document has not been edited by myself or the signatory other than to provide information required to answer the relevant sections.
- I give my permission for all the information in this document to be shared with the National Inter Deanery Transfer team and relevant parties if necessary.
- I give my permission for information in my application to be used in an anonymised form for review and evaluation of the processes and outcomes of the National Inter Deanery Transfer process.

Signature:	
Print Name:	
Date:	

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

**The trainee whose details are above is applying for a transfer to a different training region due to a significant change in circumstances relating to parental/guardian responsibilities.**

To demonstrate that the trainee has had a change in caring responsibility for a child or children under the age of 18, they **must** submit this document, countersigned by their current Educational Supervisor or Training Programme Director.

The signatory of this form **must** be the trainee’s current Educational Supervisor or Training Programme Director.

**The signatory of this form will not be able to approve or deny a transfer request but instead must be able to confirm that the information provided on page 1 of this document is accurate to the best of their knowledge.**

All decisions regarding a trainee’s eligibility will be taken by the National IDT team.

Please see page 3 for declaration to be signed

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

Details of ES/TPD:			
First Name:			
Surname:			
Position (please circle):	<b>Educational Supervisor / Training Programme Director</b>		
GMC number:			
Hospital/Site			
Address:			
		Postcode:	

**DECLARATION**

I confirm that:

- I am the trainee’s current Educational Supervisor or Training Programme Director.
- The information provided by the trainee on page 1 of this document is, to the best of my knowledge, correct and accurate.
- By signing this document, I am not approving or denying a transfer request as decisions on eligibility will be carried out by the National Inter Deanery Transfer team.

Signature:			
Print Name:			
Date:			

**TRAINEES ARE ADVISED TO CHECK THAT ALL SECTIONS HAVE BEEN COMPLETED, AND THAT A COPY OF BIRTH/ADOPTION CERTIFICATES ARE SUPPLIED AND UPLOADED FOR EACH NAMED CHILD.**

	<p><b>Please use this checklist to ensure you have completed the necessary steps of the National IDT application process</b></p> <p><b>Steps to be completed</b></p>	<p><b>Tick</b></p>
1.	Read <i>Trainee Guide to IDTs</i> which can be found here: <a href="http://specialtytraining.hee.nhs.uk/inter-deanery-transfers/">http://specialtytraining.hee.nhs.uk/inter-deanery-transfers/</a>	<input type="checkbox"/>
2.	Discuss your circumstances with your Educational or Academic Supervisor and your LETB/Deanery team to explore alternative working arrangements such as LTFT.	<input type="checkbox"/>
3.	If you are satisfied that you meet the eligibility criteria for Criterion 3, start the online application process (create user name and password) and complete the application form.  If you need further guidance whilst completing your online application, please refer to the <i>How to Complete an IDT Application</i> which can be found here:  <a href="http://specialtytraining.hee.nhs.uk/inter-deanery-transfers/faqs-and-guides/">http://specialtytraining.hee.nhs.uk/inter-deanery-transfers/faqs-and-guides/</a>	<input type="checkbox"/>
4.	Complete Section 1 of the Deanery Document. Section 2 of the Deanery Document must be completed, signed and stamped by the Postgraduate Dean or nominee within the training region team.	<input type="checkbox"/>
5.	Complete Part 1 of Supporting Document C and forward it to your current Educational Supervisor or Training Programme Director to complete Part 2.	<input type="checkbox"/>
6.	Obtain a copy of your most recent ARCP/RITA Outcome Form and ensure this has already been signed by the ARCP/RITA panel.  If your ARCP is on e-portfolio, you can download your latest outcome into a PDF document via the e-portfolio site.	<input type="checkbox"/>
7.	Check all your documents are completed and signed before uploading. Incomplete documents will impact on your eligibility and prevent your application from progressing.	<input type="checkbox"/>
8.	Go back into your online application (with your user name and password) and complete your application by uploading: <ul style="list-style-type: none"> <li>• A copy of your most recent ARCP Outcome Form</li> <li>• A completed Deanery Document</li> <li>• A completed Supporting Document C</li> <li>• All relevant birth certificates</li> </ul>	<input type="checkbox"/>
	Trainees not currently on the programme will also need to provide a copy of their latest ARCP/RITA Outcome Form received while still on the programme.	<input type="checkbox"/>
	ACF/CL trainees should obtain a letter from their current region and their prospective region regarding the transfer of their funding.	<input type="checkbox"/>
9.	If you have any queries, please contact the Inter Deanery Transfer team at <a href="https://lasepgmdesupport.hee.nhs.uk/support/home">https://lasepgmdesupport.hee.nhs.uk/support/home</a> .	<input type="checkbox"/>