

Trainee Guide to Inter Deanery Transfers (August 2019)

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.

Content	Page
Introduction	1
Process overview	2
Guidance notes	3-6
• Before applying	
• Application stage	
• Allocation and Offer Stage	
• Waiting List	
• Less Than Full Time training (LTFT)	
• Out of Programme (OOP) and Parental Leave/Pregnancy	
• Academic trainees	
• Complaints process	
Criteria for a change in circumstances	6
Definition of 'disability' according to the Equality Act 2010	7
Eligibility Criteria	7 - 8
Immigration	8
Supporting documents	8-13
Transfer Completion	13 - 14
Reapplication	14
Useful Information	14-16

Introduction

The national Inter Deanery Transfer (IDT) process has been established by COPMeD, with support from the BMA and sponsorship from Health Education England (HEE), Northern Ireland Medical & Dental Training Agency (NIMDTA), NHS Education for Scotland (NES) and Wales Deanery to support medical trainees who have had an unforeseen and significant change in circumstances since accepting an offer of a post in a training programme. The process has been developed as part of the Enhancing Junior Doctors' Working Lives initiative which supports doctors in training who may consider deployment due to an unseen and significant change in circumstance.

An unforeseen and significant change in circumstances should relate to:

- personal disability as defined by the Equality Act 2010 *or*
- primary carer responsibilities *or*
- parental responsibilities *or*
- a committed relationship (or the breakdown of a committed relationship)

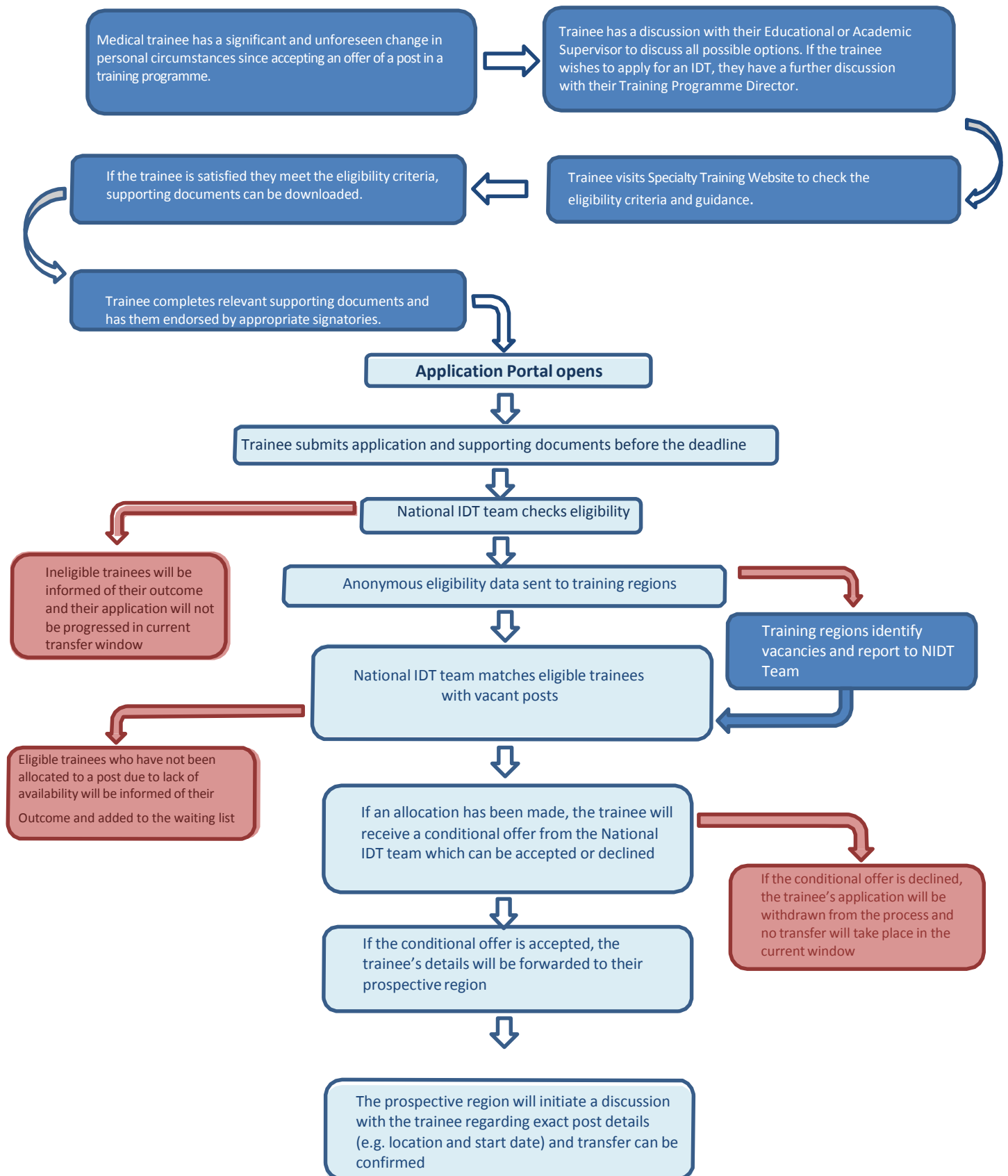
You must have accepted an offer of a post in a training programme by the application submission closing date and have at least 12 calendar months remaining in that programme at the earliest point of transfer, as well as meeting the other eligibility criteria as described in the eligibility section below. Depending on the window in which you have applied, the earliest point of transfer will be the first Wednesday in either February or August.

It should be recognised that transfers are not an entitlement. IDTs will depend on compliance with the eligibility criteria, 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, Pharmacy or military trainees in any level of training. In such instances, please contact your local Foundation School or Dental, Medical or Pharmacy team for information regarding the transfer processes. If your partner/spouse is in the military, please specify this clearly on your application.

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 via the [PGMDE Support Portal](#) to discuss any changes that may have occurred.

Process Overview



A copy of the timeline for the current round can be found on the [Specialty Training Website](#).

Before applying

1. You must discuss alternative support arrangements with your Educational or Academic Supervisor, Training Programme Director (TPD), and if appropriate, your Postgraduate Dean (PGD) before applying for an IDT. Having fully considered all alternatives, you will be able to apply. If trainees decide to apply, they should inform their Training Programme Director (TPD).
2. You should demonstrate that a significant change to personal circumstances has occurred that could not have been foreseen at the time of accepting the offer of a post on a training programme. The change must involve:
 - A personal disability *or*
 - primary carer responsibilities *or*
 - parental responsibilities *or*
 - a committed relationship (or the breakdown of a committed relationship)
3. Changes to personal circumstances **must have occurred before submitting your IDT application**; applications cannot be based on expected or anticipated future events. This includes applications based **solely** on a pregnancy.
4. You are able to request transfers to another region and you can specify where within that region you 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.** For this reason, even if you state a specific desired location/hospital, local teams will look at suitable vacancies across the entire region/deanery. 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, you may wish to rank regions adjacent to your first choice as second or third choices. It is possible to list up to three preferences of regions at the application stage, but this is not mandatory. You are not required to submit three preferences and **you should only apply to transfer to a region in which you would wish to train, as there is a possibility that you could receive an offer from any of the regions you have preferred in your application. You will only be able to select each region once.**
6. **You should ensure the region to which you are requesting a transfer manages a training programme for the specialty you wish to join.** Some training programmes cross regional borders and may have their administrative base in a different region to where a trainee wishes to train. Before making an application, it is advisable for you to consult a region's website for further information on whether or not their specialty programme is managed by your [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. You need to be aware that your 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 a 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)
 - August (Window 2)

All applications must be made via the national IDT online application portal on the [PGMDE Support Portal](#).

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

10. **It is your responsibility to submit the correct supporting documents and any required evidence** with all sections completed **at the time of application**, and before the 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. **Under no circumstances will any late applications be accepted.**

11. **You may apply under one of the four criteria only**. It is the applicant's responsibility to select the most appropriate criterion to apply under depending on their own personal circumstances. The NIDT Team will not be able to provide additional advice regarding which criterion you should apply under.
12. **Trainees must complete the application in a single sitting as it is not possible to save and return to an incomplete application on the system. This applies to both new or reapplications.**
13. You are required to submit new versions of the Deanery Document and the Supporting Document which relate to the criterion applied under if it is your first time of applying. Those who have previously applied and who are applying under the same set of changed circumstances, should complete a **new Deanery Document** and **must also use the new coversheet document** on top of a previous windows supporting documents and evidence. Please ensure both new documents are correctly signed to be valid. **However, if circumstances have changed or re-application takes place under a different criterion, a new supporting document must be used.** It is the trainee's responsibility to ensure the Denary Document and coversheet are signed by the correct signatory by the application deadline. Unsigned documents will not be accepted.
14. 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.
15. **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 (including Dual/Triple specialty if applicable)
 - Level of Training at point of application and point of transfer
 - Current region and any specific location requests
 - Criterion applied under
 - LTFT request
 - Training completed to date and still to complete
 - Exams completed and outstanding
 - Academic status
 - Return date if currently OOP or on Parental Leave
 - Months remaining (WTE) at grade at point of transfer and months completed

Allocation and Offer stage

16. Training regions will look for vacancies after receiving an anonymous list of eligible trainees, reporting back to the National IDT team on 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.** This ensures that individual regions retain central control of workforce planning and how vacancies are filled on their training programmes.
17. 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.
18. 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 representative from the BMA.
19. The IDT conditional offer process consists of two rounds. The first round will allocate suitable vacancies confirmed by training regions from the list of eligible trainees. The second round of offers will allocate to vacancies created by trainees accepting their offers in the first round. 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.
20. If your desired region can accommodate a transfer you 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 of **48 hours**. If you do not respond to the conditional offer within the designated timeframe, the conditional offer will be withdrawn and your application will not be progressed any further during that window of IDT. The post will be offered to the next suitable trainee. If you decline your conditional offer, you will be withdrawn from the IDT process for that window. Please note this does not affect any future applications.

21. Once you have accepted your conditional offer to transfer, the National IDT team will send the information provided at the application stage, including contact details, to the new region **at the end of the entire offers process**. The new region will contact you to discuss your potential start date, available location, and to discuss any further requirements as necessary, **within 5 working days of receiving that information**. You should then work your notice period with your current region. It is the trainee's responsibility to hand in their notice to their current region in line with their local processes if an IDT is confirmed. More information on the completion process can be found on [page 13](#) of this document.

Waiting List

22. Trainees who are eligible for an IDT but whom have not been offered a transfer owing to a lack of suitable available posts after the second iteration of offers is complete, will be automatically placed on a waiting list.
23. Trainees will also be placed on the waiting list if, after contacting the trainee, regions determine the available post does not fulfil the outstanding training curriculum requirements for the trainee.
24. Trainees on the waiting list will not be able to change their preferences. Preferences stated on the application form will remain constant through to the waiting list process.
25. If the National IDT team is notified by a region/deanery after the second iteration of offers that they have a vacancy which can be filled by an IDT applicant, the post will be offered to an applicant on the waiting list who has preferenced that region. Please note that in order to be offered a post while on the waiting list, you must still meet all eligibility criteria. **Although allocations will be made in the same way as in the main offer rounds, the allocation of offers will be made as and when vacancies are confirmed by regions throughout the waiting list period.** Please refer to paragraphs 17 and 18 for further information.
26. **The waiting list will run until the start of the next IDT window** (when supporting documents and guidance are published). **At this point, all applicants will be removed from the waiting list and if an applicant still wishes to transfer, then they must submit a new IDT application in the next window.**

Less than Full-time (LTFT)

27. 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.
28. 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 parental leave/pregnancy

29. 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 on OOP should not apply for a transfer which will take place before their return** to the training programme as they will not be found eligible for an IDT. Instead, OOP trainees should apply during the application window that would allow for a transfer **after** their return to training date and within the national timetable for transfers during that window of IDT.
30. Those trainees who are out of programme will be required to submit additional ARCP outcome forms (see Supporting Evidence section below).
31. Trainees on **parental leave** should apply in the IDT window which would allow for a transfer **nearest to their return to work date** and within the national timetable for IDT transfers.

Academic Trainees

32. If you are an Academic Clinical Fellow (ACF) or a Clinical Lecturer (CL) you can apply to either transfer your academic training award following the process detailed below, or to relinquish your academic award upon successful transfer. If you do not wish to transfer your academic award, you should follow the IDT application process as would a clinical trainee.
33. Academic Clinical Fellow (ACF) and Clinical Lecturer (CL) trainees **in England** wishing to transfer their award should first approach their Academic Supervisor to discuss their situation. You will need to obtain written 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.

Once agreed by both academic providers, you will need to get written 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**.

The above guidance applies only in England. If you are an Academic Clinical Fellowship (ACF) or a Clinical Lecturer (CL) trainee in Scotland, Wales and Northern Ireland, you should approach your Academic Leads and Postgraduate Deans in order to have your individual circumstances considered.

Please note that the above 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. No attempt should be made to contact local regions by trainees, Supervisors or TPDs to determine whether a post is available. Confirmation by academic institutions that an academic award can be transferred does not guarantee a trainee will be able to IDT.

Dual / Triple Accredited CCT Applicants

34. If you wish to transfer a dual or triple accredited CCT programme you can do so, but the receiving training region must be able to accommodate you in both/all specialties if the transfer is to be successful after eligibility checking. **Please ensure that you enter information on both/all 3 specialties in your application form.**

Complaints process

35. If you feel that your application has not been managed in accordance with the published guidance in this document, you may submit supporting evidence of this in a formal complaint. You should ensure that you have read the national IDT Complaint Policy before you submit a complaint. The national IDT complaint policy can be found within the resource bank on the [specialty training 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

36. Trainees are only able to apply for a transfer under **one** of the following criteria. Where a trainee meets more than one criteria, onus is on the trainee to decide which they apply under, as this chosen criteria will be the one used for the application process.

Criterion 1 - The trainee has developed a disability as defined by the Equality Act 2010 (see below) following the acceptance of an offer of a training post, 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 has significant ill health and/or 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 acceptance of an offer of a training post, 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 acceptance of an offer of a training post, 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 or the breakdown of a committed relationship that could not have been foreseen following the acceptance of an offer of a training post, 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:

- *substantial* means more than minor or trivial
- *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)
- *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

37. You must have experienced a change in your personal circumstances relating to one of the four criteria listed above after accepting an offer of a training post and before an application for IDT is submitted.
 38. **You must be at least 12 calendar months from the date of completion of your training programme, at the earliest point of transfer within the national timetable for transfers.** If you will be within 12 calendar months of the completion of your training programme, you should contact your Postgraduate Dean to discuss alternative arrangements such as OOP or LTFT.
 39. You must be able to take up a new placement in a new region within the national timetable for transfers, for the window of IDT that you have applied in. **It will not be possible to defer start dates** for those who are due to return from OOP or parental leave on a future date which will be included within the timetable for a future transfer window.
 40. If it is a trainee's intention to transfer into or out of Wales Deanery or Northern Ireland (NIMDTA), IDT requests will be subject to the trainee being in receipt of a satisfactory ARCP Outcome 1. **Other outcomes will not be accepted.**
 41. If a trainee wishes to transfer between Scotland (NES) and Health Education England (HEE), an ARCP Outcome 2 is acceptable, **however you must at the time of application have a letter of support from your Postgraduate Dean.**
 42. If it is a trainee's intention to move between Health Education England (HEE) regions, an ARCP Outcome 2 or ARCP Outcome 3 is acceptable. **However, you must at the time of application have a letter of support from your Postgraduate Dean.**
- Please see guide to completing an IDT Application & Supporting Documents available on the resource bank of the [Specialty Training Website](#) for more information.
43. **If a trainee has not yet received an ARCP outcome in their current training programme, a letter of support must be obtained from the Postgraduate Dean.**
 44. You are also required to confirm that you have no unresolved 'cause(s) for concern' which may have been highlighted via the ARCP process. Any unresolved cause(s) for concern may result in your application not being eligible for the IDT process. **Interim reviews are not accepted as an ARCP outcome.**
 45. Each of the four nations have their own pay scales. Please direct queries regarding pay to your potential receiving region as the NIDT Team will not be able to advise you on this. Further information can be found in the [NHS Terms and Conditions of Service Handbook](#) or the [BMA Website](#).
 46. All trainees are asked to disclose on the application form 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.

Trainees are also asked to disclose if they are currently the subject of a grievance, GMC, criminal or any other investigations. If you indicate that you are subject to any of the above, you are required to provide additional information via the [Fitness To Practice \(FTP\) form](#) to support your application.

If you would like to discuss any convictions, police investigations or fitness to practice (FTP) proceedings, please contact the national IDT team by completing an IDT enquiry form on the [PGMDE Support Portal](#).

Failure to disclose this information could result in the withdrawal of an application from the process. For further information on the Fitness To Practice (FTP) process please see [page 15](#).

47. You must be available to start in post during the allocated timetable for transfers for the window you have applied in (see '[Application Stage](#)' point 8 above)
48. **In order to be eligible to apply for a transfer under the IDT process, you must supply any mandatory evidence to support your application as outlined in the 'Supporting Documents' section at the time of application.**

Immigration

49. You must have the correct **immigration status** to be eligible to transfer.

The NIDT Team follows Tier 2 guidance as set by the Home Office when assessing eligibility. Trainees who hold a **Tier 2 visa** can only apply to transfer within the nation that is the lead sponsor of their visa. For example, where the lead sponsor is **Health Education England (HEE)** the trainee can apply to transfer within the HEE region only. The same rule applies where **Scotland (NES), Northern Ireland (NIMDTA) or NHS Wales Shared Service Partnership is the lead sponsor.**

Tier 2 visa holders who wish to transfer from Health Education England (HEE), Wales, Scotland or Northern Ireland into one of the other nations will be unable to do so.

If a trainee is transferring between regions within a nation (where there is a single sponsor) the trainee will not need to apply for a new visa.

Supporting documents

50. If you are applying for an IDT you will need to complete an online application form, stating clearly the significant and unforeseen change in circumstances that has taken place since accepting an offer of a training post.
51. You are also required to submit evidence supporting your application at the point of application submission. **Depending on the criterion under which you are 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.
52. **All trainees who have commenced on a training programme** are required to submit a **full copy** of their most recent **ARCP outcome form**, which must have been received whilst on their current training programme. If you are currently out of programme (OOP) for any reason, you should submit a copy of your last OOP ARCP Outcome form (if issued) **and** the last clinical ARCP outcome form received while still in programme, prior to the approved period of OOP.

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 of a technical issue with the ePortfolio 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.*

53. Trainees who have not yet had an ARCP review in their training programme, will need to provide a Letter of Support from their Postgraduate Dean. For further information on the PGD Letter of Support please refer to page 14 of this document (ARCP Outcome forms and Postgraduate Dean Letter of Support).
54. **For applicants who have not yet commenced in a training programme, but who have accepted an offer of a post, a copy of your offer email (which must include the post start date) and a copy of the notification email of your acceptance of your offer must be submitted in place of an ARCP outcome.**

If you have received a training programme offer but have deferred the start date, you will also need to provide an official confirmation letter of your deferral with the new agreed start date of your programme. Please be aware that you will only be eligible if the training start date is within the IDT Transfer Window period.

55. **It is your responsibility to ensure that you submit a complete application, with all supporting documents and any required pieces of evidence included at the time of application.** You are therefore advised to check that you have correctly completed and included all mandatory documents for the criterion you are applying under, along with your online application form.

Any application that does not include the correct documentation completed to the required standard will not be found eligible against the eligibility criteria.

56. **All trainees will be required to submit a newly completed and signed version of the Deanery Document each time an application is made, including trainees that are re-applying with a previous windows' supporting documents. The Deanery Document is included within the list of mandatory documents and an application cannot be advanced without it. Please ensure this is signed by the correct signatory, as failure to do so may affect your application.**
57. Supporting Documents A, B, C and D may be resubmitted provided your circumstances have not changed since your last application – **a newly signed coversheet is required if you are submitting a supporting document used in a previous application window.**

Supporting documents are updated between IDT windows and trainees applying for the first time or re-applying trainees whose circumstances have changed since the last application window, **must** use the supporting document relevant to the IDT window in which you are applying. **Certificates (such as birth/adoption/marriage/civil partnership) and examples of shared financial responsibility may be re-submitted.**

Extensions for supporting Documents

58. If the national IDT team, whilst reviewing supporting documents and evidence, has a query or requires further clarification, the national IDT team will inform the trainee via email and allow 48hrs in which to provide the information. The 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 from the process. **Please note that no extensions past the application submission deadline date will be granted for the online application form or supporting documents and evidence, and under no circumstances will any late applications be accepted.**
59. It is the trainees responsibility to ensure they have provided the correct contact details should the national IDT Team need to get in contact, and that trainees are regularly checking their junk/spam mail in case contact has been made.
60. It is the trainees responsibility to ensure all forms are signed in a timely manner, extensions will not be granted for those who are awaiting signed forms back from signatories after the IDT application deadline. The completed forms must be included as part of the application submission. **Under no circumstances will any extensions be granted for missed emails.**
61. **You may submit 1 application per IDT window.** Once an application form has been submitted no further changes can be made, including any changes to your choice of regions*. If multiple applications forms are submitted, only your first application form will be accepted.

**The national IDT team can make changes on your behalf to grammatical errors in your personal information, such as misspelt names or addresses and numerical typos such as telephone or GMC numbers.*

You may not withdraw an application and re-submit another during a single IDT window. Please ensure that you check through your entire application form, supporting documents and any pieces of evidence prior to submitting it via the online application portal.

Signatories for documents

62. The Deanery Document must be signed by your current Postgraduate Dean or their delegated nominee for the IDT process. The delegated nominee may be the administrative lead for IDTs within a training region, or it could be the Associate Postgraduate Dean.

The delegated nominee **will not be the Training Programme Director, Head of School, Educational Supervisor or any other regional contact.** Please note that this document is included within the list of mandatory documents and an application cannot be advanced without it being signed by **the appropriate signatory.**

Please refer to the list of delegated nominees for each region, which can be found within the resource bank on the [Specialty Training Website](#). **Only signatories listed on this form for the specific region will be accepted.**

63. Supporting Documents A, B, C and D should be signed by the appropriate signatory as outlined on the document (and in the different sections below). Please ensure that the supporting documents are signed by the appropriate signatories as it will not be possible to accept alternatives.
64. Please note that for Supporting Documents A & B, the health professional must complete the relevant sections of the form. A separate letter or any alternative documents will not be accepted under any circumstances. Should

additional space be required to complete the statement, this must be continued on letter headed paper. Applications with incomplete supporting Documents A or B will not be deemed eligible.

65. Please note that for Supporting Documents C & D, **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](#).

Time frame for getting documents completed

66. The national IDT team must be able to make sure that personal circumstances are current. Therefore, **for new applications**, the Deanery Document, relevant Supporting Document (either A, B, C or D) must be completed and signed by all signatories **a maximum of six weeks in advance of the application submission deadline.**

For re-applications, only the Deanery Document and the Cover Sheet document must be completed and signed by all signatories **a maximum of six weeks in advance of the submission deadline**

67. Date restrictions do not apply to birth, adoption, marriage or civil partnership certificates or examples of shared financial responsibility, however they must be able to support that the change has occurred since the acceptance of an offer of a training post.

Evidence to support Criterion 1 – ‘Supporting Document A’

A copy of Supporting Document A can be found within the resource bank on the [Specialty Training 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’** in any case.

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** (by checking the Yes or No tick box on the document)
- 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 and the form should be signed by all of the appropriate signatories. If for Part 2, additional space is required to complete this section, this should be continued on letter headed paper. **The national IDT team cannot deem your application to be 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 [Specialty Training 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’** in any case.

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.
- confirm that the person being cared for has **significant ill health and/or is disabled as defined by the Equality Act 2010** (by checking the Yes or No tick box on the document)
- a **care plan** for the person being cared for.

All sections of Supporting Document B must be completed and the form should be signed by all of the appropriate signatories. The national IDT team cannot deem your application to be eligible if the person being cared for is not confirmed as having a disability under the Equality Act 2010 or there is not suitable evidence to show that they require substantial support for significant ill health.

If for Part 2, additional space is required to complete this section, this should be continued on letter headed paper.

Evidence to support Criterion 3 – ‘Supporting Document C’

A copy of Supporting Document C can be found on the [Specialty Training 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’ in any case.**

Supporting Document C must be completed by the trainee and also a signatory. The signatory must be the trainee’s assigned 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.

Trainees applying under Criterion three must also submit the FULL version of the birth/adoption certificate (detailing parent(s) name(s)) for each child they have detailed on Supporting Document C. This is to confirm that the trainee is the parent or legal guardian of the child(ren) they have detailed. The birth certificate must also include the full name of the child. The short version of the birth certificate, which contains only the child’s details will not be accepted.

All sections of Supporting Document C must be completed and the form should be signed by all of the appropriate signatories. **The national IDT team cannot deem your application to be eligible if you have not provided evidence that you are the parent or legal guardian.**

Evidence to support Criterion 4 – Supporting Documents D

A copy of Supporting Document D can be found on the [Specialty Training Website](#) and must be submitted along with an IDT application made under Criterion Four (Committed Relationship or the breakdown of a committed relationship). **It will not be possible to accept alternative documents in place of ‘Supporting Document D’ in any case.**

Supporting Document D must be completed by the trainee and also a signatory. The signatory must be the trainee’s assigned 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 and the form should be signed by all of the appropriate signatories

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 any 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 above:

- 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 the above:

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 partners 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.

Your application will not be deemed eligible against the eligibility criteria, if you cannot provide sufficient evidence from the list of acceptable pieces of evidence to support your application.

If you are applying due to the breakdown of a committed relationship, you will need to provide evidence of the relationship as detailed above. 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. 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 document. You will also need to detail on your application form how your circumstances have changed in relation to the breakdown of the relationship.

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 and/or PGD Letter of Support which relates to their current training programme. **A letter confirming your ARCP outcome will not be accepted** (please see 'supporting Documents' section point 48)
- A completed, appropriately signed and dated Deanery Document
- A completed Supporting Document A (and a signed coversheet if reapplying)

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

- A copy of their most recent ARCP Outcome form and/or PGD Letter of Support which relates to their current training programme. **A letter confirming your ARCP outcome will not be accepted** (please see 'supporting Documents' section point 48)
- A completed, appropriately signed and dated Deanery Document
- A completed Supporting Document B (and a signed coversheet if reapplying)

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

- A copy of their most recent ARCP Outcome form and/or PGD Letter of Support which relates to their current training programme. **A letter confirming your ARCP outcome will not be accepted** (please see 'supporting Documents' section point 48)
- A completed, appropriately signed and dated Deanery Document
- A completed Supporting Document C (and a signed coversheet if reapplying)
- A **FULL** birth/adoption certificate (detailing parent(s) name(s)) for each child detailed on the Supporting Document C). **The short version of the birth certificate, which contains only the child's details will**

not be accepted.

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

- A copy of their most recent ARCP Outcome form and/or PGD Letter of Support which relates to their current training programme. **A letter confirming your ARCP outcome will not be accepted** (please see 'supporting Documents' section point 48)
- A complete, appropriately signed and dated Deanery Document
- A completed Supporting Document D (and a signed coversheet if reapplying)
- Sufficient evidence from the list of acceptable evidence for the criterion as detailed above
- Evidence of partners job offer (if applicable)
- Evidence of partner being the primary carer for a parent or sibling (if applicable)

Trainees who are Out of Programme (OOP) **must also** submit:

- The most recent clinical ARCP outcome form received while still in programme, as well as most recent OOP ARCP Outcome if received.

Academic trainees (Health Education England) that wish to transfer the funding of their academic award **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

Academic trainees (Health Education England) that **do not wish to transfer the funding for their academic award, are not required to submit any additional documents** in relation to their academic award to support their IDT application. Please note that in this case, if you successfully secure an IDT, you will agree to relinquish your academic award and you will revert back to clinical training upon transfer to the new region.

Templates of the updated Supporting Documents A, B, C, D, the Deanery Document and the Cover Sheet will be available on the [Specialty Training Website](#) two weeks prior to the opening of the application window.

Please make sure you use the checklist within the supporting document template to ensure you have included all required documentation with your application, as no changes can be made once you have submitted your application to the national IDT Team (please see section 'Extensions for supporting Documents' page 9).

Transfer Completion

68. Where it has been confirmed by the region that an IDT can be accommodated, you will receive a conditional offer via email from the national IDT team. You will be provided with 48 hours in which you are required to accept or decline the conditional offer. At this stage, this is a conditional offer to be finalised between the region and trainee.

It is imperative that you frequently check your email mailboxes, including any subfolders and junk folders, throughout the duration of the IDT window to avoid accidentally missing important email notifications. **Under no circumstances will any extensions be granted for missed emails.**

69. When you accept your conditional offer from the national IDT team, your contact details will be sent to the prospective training region at the end of the offers process (please see the [Specialty Training Website](#) for the IDT timeline).
70. The prospective training region will make initial contact with you within 5 working days of receiving contact information from the national IDT Team, though they may not have full details of the offer at this time. **If the region has not made contact after five days, please contact the regional office directly.** You can find the regional contact within the resource bank on the [Specialty Training Website](#).
71. Once the region has made contact and you have received the details of the offer, you can still accept or decline the post offered. This does not affect any future application that 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 that they cannot accommodate the requirements. This also would not prevent any re-applications in a future window to that training region.
72. If you choose to decline the offer, you will not receive another offer during that IDT window and you will not be transferred to the waiting list. This does not prevent you from re-applying again in a future window to that or any other training region.
73. Should your eligibility status change for any reason after accepting a conditional offer, **you must**, 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, the offer could be withdrawn. This may be the case even if you request to defer the offer as regions cannot accommodate deferrals.

74. Once your proposed receiving region has made contact with you, you must confirm with both your current region and proposed receiving region **within 5 working days** of them making contact with you whether you wish to progress with the transfer. If you no longer wish to progress with the transfer, you must inform your offer region, current region and the national IDT team so that we can offer the post to another trainee.
75. Should you choose to withdraw from the post after accepting it, please note, if the vacancy that has been created at the former training region has been filled by another trainee in the second round of offers, you may not be able to be accommodated on that programme and you may have to wait to return to training in that region.
76. **There is no upgrading of offers available throughout the IDT offers process. If there is a suitable training vacancy available, trainees will only receive a single offer.**

Re-application to the national IDT process

77. For re-applications to the national IDT process, a new application form will need to be completed for the appropriate window on the application portal.
78. The national IDT team cannot provide trainees with copies of previously submitted application forms, supporting documents or supporting evidence.
79. **A new Deanery Document should always be completed for all applications, including sign off by the correct signatory.**
80. You must submit the supporting document, supporting evidence (including any new ARCP outcome forms) and coversheet with the application form by the deadline.
81. You can submit the same supporting document and evidence as the previous window, as long as you are applying under the same criterion and the change of circumstance is still valid. If a supporting document from a previous window is used, **a signed coversheet must be used to show that the circumstances under which the trainee is applying are still valid.**
82. If you are applying for the first time and/or are providing a new Supporting Document (for the particular window for which you are applying) a coversheet is not required.

Useful Information

ARCP Outcome Forms & Postgraduate Dean Letter of Support

The IDT process requires that you provide a copy of your last full clinical ARCP outcome form received in your current training programme to support your application. This is to evidence that you are progressing satisfactorily in your current training programme. If you are a Health Education England (HEE) Trainee intending to transfer to another HEE region and you are currently on an ARCP outcome 2 or 3, or a HEE or Scotland (NES) trainee intending to transfer between NES and HEE and you are currently on an ARCP outcome 2, in addition to your ARCP outcome form you must also provide a letter of support from your Postgraduate Dean confirming they are aware of your current ARCP outcome and are supportive of your request to 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. Screen shots will not be accepted.

If the ePortfolio system you use does not allow you to download your ARCP Outcome Form in the PDF format, please contact the ePortfolio Support Team directly to seek advice and request a PDF outcome form. Please ensure this is done in a timely manner so that you do not miss the application deadline and the evidence is included with your application.

If your local regional office issues paper ARCP Outcome Forms, please provide a scanned copy of the form in a PDF format with your application. Pictures of an ARCP will not be accepted. You can request a copy of your outcome form from your local regional office/deanery.

There may be instances where it may not be possible for you to provide a copy of your ARCP outcome form. Some common reasons for this are;

- a period of parental leave soon after joining your current training programme
- recently joining your current training programme
- a period of absence or sickness prior to your first ARCP in your current training programme

If your trainers are willing to provide information to your Postgraduate Dean 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 would not be able to apply for an IDT.

If you have accepted an offer of a training post, but have not yet commenced in training, you will be unable to provide a copy of an ARCP outcome form. In this instance, we ask that you provide a copy of the offer email (including post start date) and a copy of the email notification confirming your acceptance of your offer. We would also require a signed letter of support from the Postgraduate Dean from the region in which you accepted the offer of a training post to confirm they are in support of your IDT request.

In order to obtain your letter of support for either of the above scenarios, you should contact your local regional office/Deanery. Please see the Regional IDT Contacts & Delegated Nominee List (Aug 2019) document on the [Specialty Training Website](#) for details of who you should send your request to at your local regional office/Deanery.

Vacancy Declaration

The process for highlighting and declaring vacancies for the National IDT process is carried out locally by regional administrative teams. This ensures that individual regions retain central control of workforce planning and how vacancies are filled on their training programmes. The National IDT team then attempts to match eligible trainees with declared vacant training programmes.

The National IDT process is unable to create new placements for transfers and instead local regions will inform the National IDT team of any vacant placements on their training programmes which they wish to be filled through the National IDT process.

Only vacancies that are officially declared for an IDT will be offered to candidates. Regions are not required to declare vacant posts for the national IDT process, and some regions may choose to declare their vacant posts for national recruitment. Applicants are discouraged to contact TPD's directly as the process needs to remain fair and consistent for all trainees.

Transfers Outside of the Process

The national process has been established by the Conference of Postgraduate Medical Deans (COPMeD), Health Education England (HEE), Northern Ireland Medical & Dental Training Agency, NHS Education for Scotland, Wales Deanery and the British Medical Association (BMA) in order to provide a consistent, robust and transparent process for allowing trainees to transfer around the UK. This centralised transfer process aims to provide trainees and regional colleagues with a consistent, transparent and robust service. For this reason, it will not be possible to depart from or be flexible with the published processes, timelines and criteria.

The national Inter Deanery Transfer (IDT) team cannot accept any applications or facilitate any transfers outside of the process or nationally agreed timelines. There are no exceptional circumstances where the national IDT team will accept any late applications or facilitate a transfer outside of the nationally agreed process.

Deferrals

Deferrals cannot be accommodated in the national Inter Deanery Transfer process under any circumstances.

Fitness To Practice (FTP) Process

The national fitness to practice notification process was agreed in 2013 by all the national recruitment leads. The national recruitment leads agreed to notify each region regarding any applicant with a positive fitness to practice declaration appointed to that region. The process was developed to ensure regions:

1. Are informed and aware of any applicant with a past and/or current FTP issue and therefore may require more support during their training programme.
2. Have the opportunity to withdraw any conditional offer based on a positive fitness to practice declaration.

The National Inter Deanery Transfer team will make an assessment of the fitness to practice status based on the

information on the FTP form and any additional information provided. The National Inter Deanery Transfer team will then assign each applicant that has declared an FTP issue a category.

There are three categories in the national FTP notification process:

- No impairment
- Unresolved FTP issue (on-going investigation)
- Recommendation/restrictions (existing or pending) on their registration

Any information provided in relation to FTP is kept strictly confidential. Please note, during the FTP notification process aside from the National IDT team, we only share the applicant FTP status and details with the region where the applicant has accepted a conditional transfer to.