Vacancy declaration guide for the February 2017 IDT window

Developing people for health and healthcare
The February 2017 transfer window

Applications to transfer will be accepted from 4pm 3\textsuperscript{rd} February 2017 up until 4pm 3\textsuperscript{rd} March 2017.

This window will allocate vacancies with start dates between August and October 2017.
The vacancy declaration period

Vacancies can be declared between:
Monday 13th March 2017 until Friday 31st March.
Declaring Vacancies

The National IDT Team will send anonymous data of all eligible trainees hoping to join your training region, your local administrator may contact you to discuss accommodating these trainees. Vacancies will then be declared based on whom you can accommodate.

You do not need to identify vacancies if there are no trainees applying to enter your specialty.
Deadline for confirming vacancies

We will not be able to accept any vacancies declared for the IDT process after Friday 31st March 2017.
Contact with trainees regarding vacancies

The biggest challenge to the consistency and transparency of the process are the conversations which take place between trainees and prospective regional colleagues regarding vacancies. These conversations are therefore advised against.

In order for trainees to receive consistent information and so that the impartiality of the process is not brought into question, trainees, educators and programme managers are asked not to discuss transfers with anyone from outside their own region.

It may seem helpful to entertain questions regarding potential vacancies but experience shows they only lead to increased trainee expectations and misunderstanding of the process. This in turn leads to disappointment and frustration, something which we are also obviously very keen to avoid.
Further Information

Further information on the National IDT process can be found on our website, including:

- Trainee Guide to IDT and FAQs
- Facts and figures relating to previous transfers windows
- Directory of regional IDT personnel
- Various guides to the process

This website can be found here: [www.specialtytraining.hee.nhs.uk](http://www.specialtytraining.hee.nhs.uk/)

You can also e-mail the National IDT team with any queries or comments you may have: [IDTinfo@southlondon.hee.nhs.uk](mailto:IDTinfo@southlondon.hee.nhs.uk)