

Inter Deanery Transfer



Health Education South London

The National Inter Deanery Transfer process: A guide for regional colleagues

Deans, TPDs, Supervisors, Head of School.

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Developing people for health and healthcare

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Overview

The National IDT process has been established by COPMeD, with backing from the BMA and sponsorship from HEE, to support medical trainees who have had an unforeseen and significant change in their personal circumstances since the commencement of their current training programme.

The National IDT team manages the administration of this process on behalf of all UK regions.

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.

National IDT (NIDT) team have been created to ensure the management of IDT requests is conducted in a consistent manner throughout England, Wales, Scotland and Northern Ireland and to establish a more efficient and robust system for the assessment and progression of these requests. The NIDT team manages the national IDT process on behalf of COPMeD and Health Education England.

Roles and responsibilities

The National IDT team will be responsible for delivering a consistent, transparent and robust service by:

- Managing all queries from trainees regarding the process
- Checking all applications against the national eligibility criteria
- Allocating and offering all vacancies

Postgraduate Deans and their local IDT teams within individual training regions will be responsible for:

- Looking for vacancies for eligible trainees
- Ensuring Deanery Documents are signed by PG Dean
- Receiving and locally managing allocation and offer details
- Finalising transfers

Trainees will be responsible for:

- Submitting complete applications

All stakeholders will be responsible for:

- Maintenance of a consistent, transparent and robust process
- Providing feedback to ensure improvements can be made

Contact with trainees

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. We therefore advise against these conversations

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.

Application stage

Trainees can apply if they have had a significant and unforeseen change in personal circumstance relating to:

- Own Disability, or
- Primary Carer Responsibilities, or
- Parental/Guardian Responsibilities, or
- Committed Relationship.

Trainees must also have:

- completed at least 9 months in their current programme
- at least 12 months left of training at the point of transfer
- a satisfactory ARCP/RITA (Most recent clinical outcome for OOP and maternity leave trainees)
- the correct immigration status
- submitted all requested documents

The National IDT team will complete all eligibility checks and will inform all trainees of their outcomes.

The National IDT eligibility criteria are outlined in full on page 6 of the [*Trainee Guide to IDTs.*](#)

Supporting Documents

The National IDT application process is evidence-based. The table below outlines the evidence that should be submitted. Incomplete applications can not be fully checked and will therefore be withdrawn from the process.

Document	Criteria	Signatory	Purpose
Latest ARCP Outcome form*	All	ARCP Panel/PG Dean	Confirm satisfactory outcome
Deanery Document	All	PG Dean	Acknowledge application
Supporting Document A	1. Own Disability	Medical specialist involved in trainee's treatment/care	Confirm disability and verify change in circumstances
Supporting Document B	2. Primary Carer Responsibilities	Medical specialist involved in person's treatment/care	Confirm primary carer responsibilities and verify change in circumstances
Supporting Document C and birth certificates	3. Parental Responsibilities	Educational Supervisor or TPD	Verify change in circumstances
Supporting Document D and additional documents**	4. Committed Relationship	Educational Supervisor or TPD	Verify change in circumstances
Academic Documents	Academic trainees only	Academic Supervisors and funding body	To confirm approval to transfer academic funding award

* Those on OOP must submit Outcome forms relating to OOP as well as time on programme

** Marriage or Civil Partnership certificate or two examples from the extended evidence list

Vacancy confirmation

Each region within the UK has IDT personnel who will liaise directly with the National IDT team in order to declare vacancies for the process. Only vacancies declared by these contacts before the relevant deadlines can be allocated.

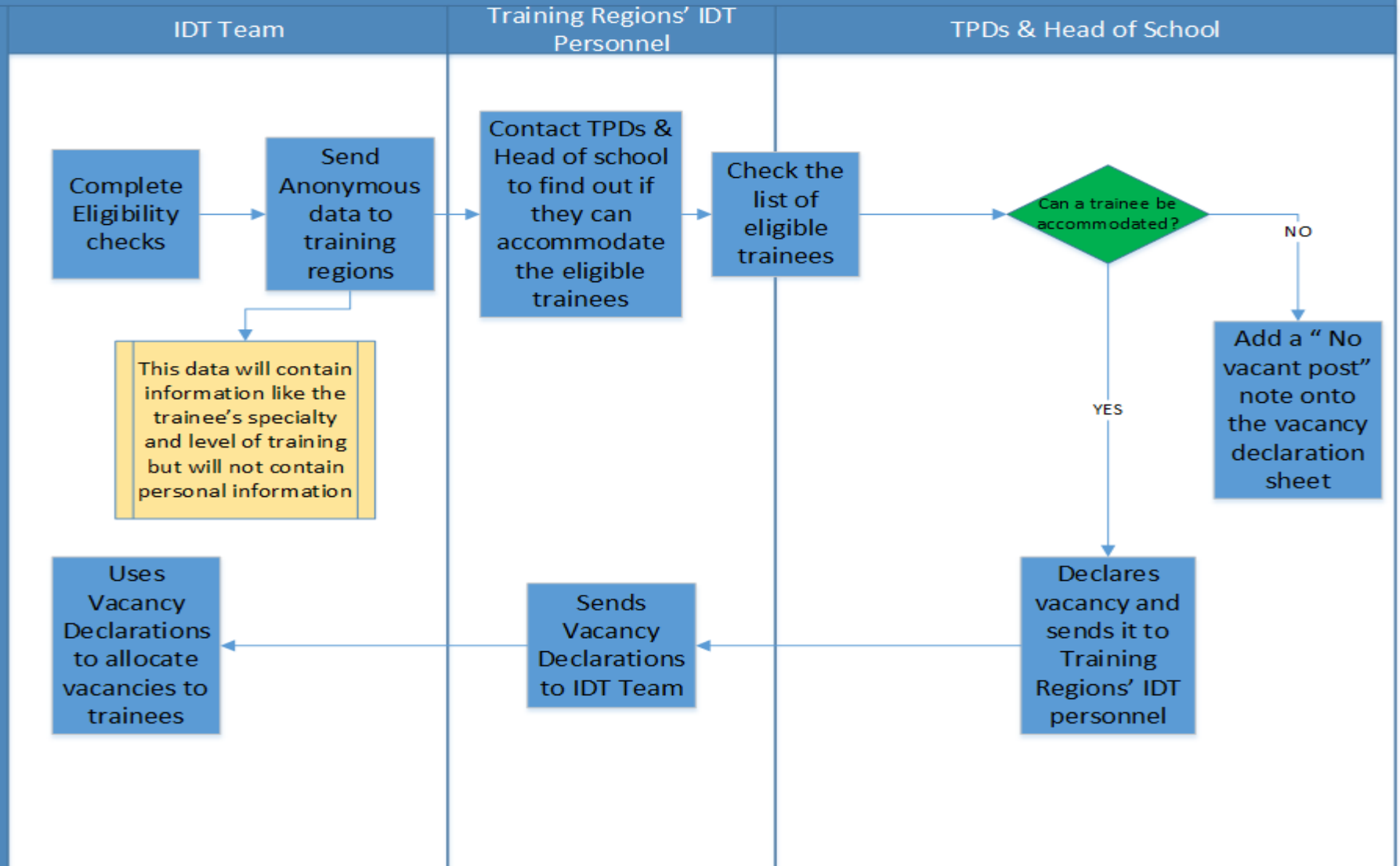
The National IDT team will not be involved in the local process for highlighting and declaring vacancies as each individual training region will retain control of workforce planning. The NIDT team will only be able to allocate vacancies that have been submitted by each region's IDT contact before the published deadline. Vacancies declared after the deadline cannot be accepted.

Your local IDT contact should contact you soon after the transfer window closes with information regarding how many trainees have applied to join your specialty, their training level and whether they wish to work less than full time, depending on the vacancies you have, you will let us know through the IDT contact how many you can accommodate.

To find out who is part of the IDT team in your region, please see our [directory](#).

LTFT posts should also be declared as part of the vacancy confirmation stage as these can be allocated to trainees as well. It is not possible for the NIDT team to contact all TPDs within England, Wales, Scotland and Northern Ireland in order to request vacancy information.

The flow of an IDT Vacancy



Other important information

Less than Full-Time (LTFT) training

LTFT posts should be declared as part of the vacancy confirmation stage as these can be allocated to applicants.

'Swaps'

It is not possible for 'swaps' (i.e. applicants from different regions exchanging NTN) outside the IDT process to take place as this will compromise the transparency of the process.

Information sharing

Applicant information is stored in accordance with Data Protection legislation and cannot be shared unless permission has been sought prior to making a request to the NIDT team.

Complaint process

Applicants can not appeal the outcome of the IDT process but may make a complaint if they feel their application has not been assessed in accordance with the published guidelines.

Allocation and offer stages

The allocation and offer stages of the process are carried out centrally by the National IDT team.

If there are insufficient vacancies to facilitate a move for all trainees wishing to make a particular transfer then vacancies will be allocated to trainees with a disability in the first instance and then using a validated randomisation algorithm afterwards. This is so that all trainees who are eligible for the process will be given an equal opportunity to transfer.

In order to maintain consistency and transparency, all allocation decisions will be objectively made and not based on subjective factors.

The transfer process is in place so that trainees are not required to go through a formal selection process which negates the need for regions to be involved in the selection of trainees or the allocation of vacancies.

All offers made by the NIDT team to applicants will be made on a conditional basis and will be dependent on final confirmation of specific post details being sent from the receiving region to the applicant.

Finalising transfers

Once vacancies have been allocated, offered and accepted, trainee details will be forwarded to the regional IDT teams in order for transfers to be finalised. Trainees should be contacted by regions as soon as possible in order to finalise transfers.

A discussion should be initiated by regions to discuss the trainee's personal and training requirements in order to ensure these can be accommodated by the vacancies available. This step of the process requires local knowledge of vacancies and geographical areas which is why regional teams hold this responsibility.

Delays in this step of the process cause negative impact on:

- Notice period requirements and trainee's ability to take up posts on vacancy start dates
- Workforce planning and rotations in trainee's previous and prospective regions

Further information

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

- A series of video podcasts for all stakeholders
- 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/

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