

Trainee Guide to Inter Deanery Transfers (February 2023)

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.

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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 Health Education and Improvement Wales 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, or for medical trainees who, since accepting an offer, require a transfer. 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*
- mental health condition *or*
- primary carer responsibilities *or*
- parental responsibilities *or*
- a committed relationship (or the breakdown of a committed relationship)

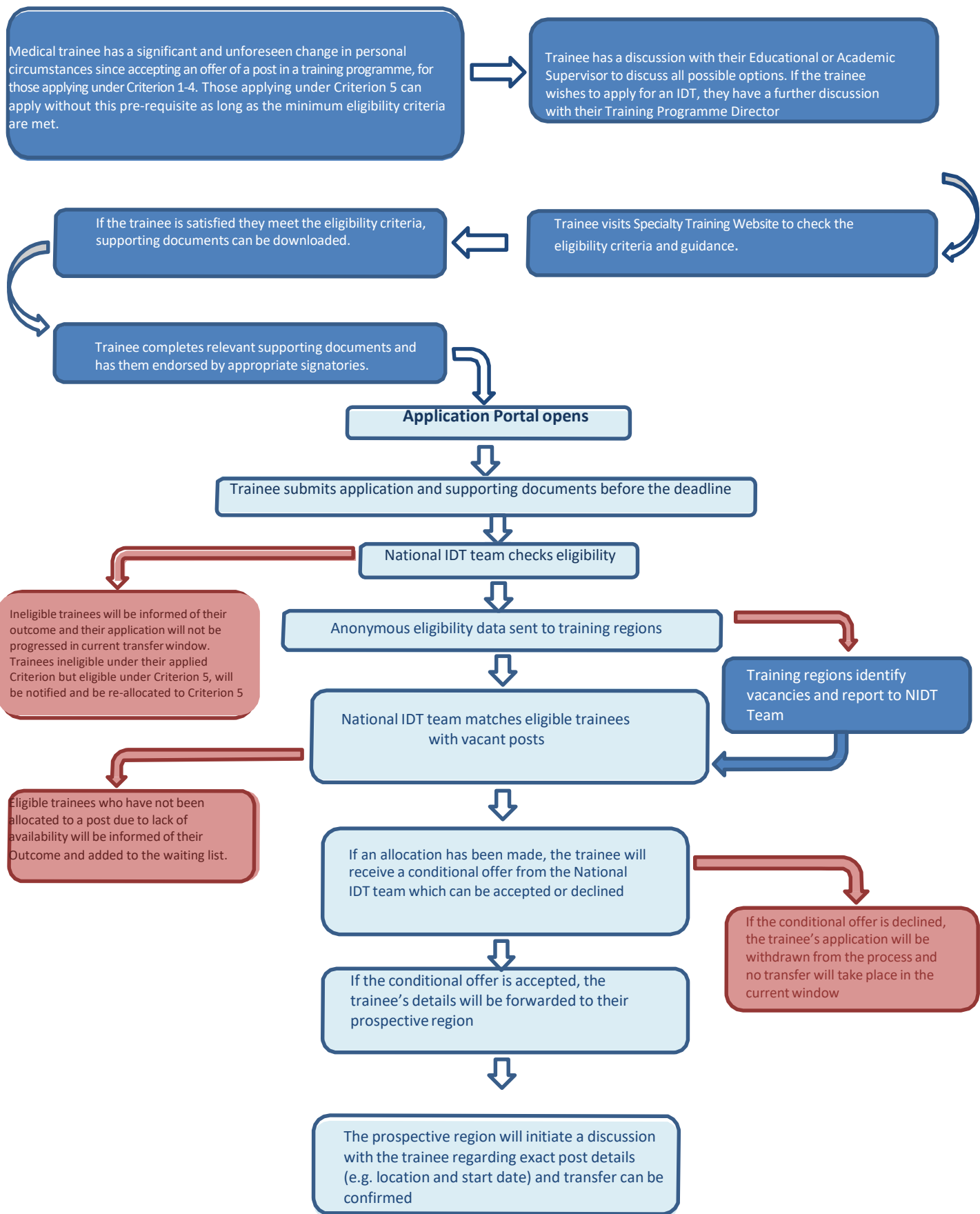
You must have accepted an offer of a post in a training programme by the application submission closing date and have at least 12 calendar months remaining in that programme at the earliest point of transfer, as well as meeting the other eligibility criteria as described in the eligibility section below. 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.

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 [Medical recruitment 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 in order to be considered under criteria 1-4. The change must involve:
 - For criterion 1A/1B - A personal physical disability/ mental health condition *or*
 - For criterion 2 - primary carer responsibilities *or*
 - For criterion 3 - parental responsibilities *or*
 - For criterion 4 - a committed relationship (or the breakdown of a committed relationship)
3. From August 2022, trainees are able to apply for an IDT under the newly created criterion 5 for which trainees are not required to demonstrate any change to personal circumstances and therefore an IDT can be requested for any reason that is not covered by criterion 1-4. For criterion 1-4, changes to personal circumstances **must have occurred before submitting your IDT application**; applications cannot be based on expected or anticipated future events.
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 if you are not willing to be offered a post anywhere within your chosen region. **For this reason, if you choose to state a specific desired location/hospital, local teams will only look at suitable vacancies based on this information that you provide.** If you state that you are willing to be considered for a vacancy anywhere within your chosen region, the local teams will look for suitable positions 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. If you choose to state a specific desired location / hospital within your chosen region/s at the time of application, while this will be honoured for any offers that come in, regions cannot guarantee that future rotations will continue within these specified desired locations.
6. 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 preferenced in your application. You will only be able to select each region once.**
7. **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, or of which training takes place across two or more regions. Please review the supporting [Guide to Completing IDT Application and Supporting Documents](#) (detailed in point 10 below) this details listed specialties within regions of which we have been advised are managed as cross regional specialties. Before making an application, it is also 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](#).
8. 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

9. 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:
 - a. February (Window 1)
 - b. August (Window 2)

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

10. **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.

11. We advise that you refer to the accompanying power point presentation before submitting an application; [Guide to Completing IDT Application and Supporting Documents](#).
12. **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. **Once your application has been submitted, we will not accept any further evidence after this time.** In order for the application process to remain consistent to all trainees, the national IDT process must operate in strict accordance with the published timescales and deadlines. **Under no circumstances will any late applications be accepted.**
13. **You may apply under one of the five 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. Under no circumstances will you be able to change the criterion originally applied under during the specific IDT window. If an applicant applies under Criterion 1-4 and fails to meet these eligibility requirements but is otherwise eligible for an IDT, as they have provided the correct supporting documents, the NIDT team will reallocate the trainee to Criterion 5 (which will change their priority order).
14. **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 and reapplications.**
15. All applicants must provide the following completed documents in **PDF format** with the original structure of the document intact at the time of submitting your application:
 - **Deanery Document** – All applicants must submit a new Deanery Document.
 - **Supporting Document A1/A2/B/C/D** (*Criterion 1 – 4 only*) – All applicants must provide a relevant supporting document to the criterion under which they apply. Please refer to page 10 - 16 for further detailed guidance.
 - **Cover Sheet** (*Criterion 1 – 4 only*) – All reapplicants must provide a new cover sheet. Please refer to page 12 and 15 - 16 for detailed guidance on reapplications.
 - **ARCP or Postgraduate Dean letter of support** – for further information please refer to page 10, 18, 19 and points 56 – 58.
 - **For Criterion specific documents please refer to pages – 12-16.**

It is the applicant's responsibility to ensure that all Deanery Documents, Supporting Documents and Cover Sheets are completed and signed by the correct signatory when submitting an application and within the application deadline. Please review the [Regional Contact](#) list for a summary of acceptable signatories. Unsigned or incorrectly signed documents will not be accepted.

16. 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.
17. **The National IDT team will process the entire application form and all supporting documents, including the review of all information contained within the application 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
- Specific locations listed within application

Should you wish to withdraw your application at any stage, please contact the National IDT Team to confirm this by replying directly to your application ticket. After your application has been withdrawn, it will not be progressed any further. Please note that you are unable to submit a new application within the same IDT Window or reopen the withdrawn application.

If you choose to withdraw from the IDT process after finalising an offer directly with your transferring region, your original training post may no longer be available for you to return to.

Allocation and Offer stage

18. Training regions will look for vacancies after receiving an anonymous list of eligible trainees against the individual locations specified on your application form, 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.
19. 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. Trainees applying under any other circumstances (Criterion 5) will be considered after all criterion 1-4 have been reviewed.
20. 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.
21. 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. All Criterion 5 offers will be made after exhausting Criterion 1-4.
22. 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.
23. 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 17 of this document.

If you decline your conditional offer your application will be withdrawn and you will not be made any further offers during the window of IDT that you have applied in, nor will you be added to the waiting list of that IDT window. Your withdrawal of the conditional IDT offer will not affect any future applications you may make to IDT.

Please note that the withdrawal of an accepted offer may result in your original post being unavailable.

Waiting List

24. Trainees who are eligible for an IDT but who 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. The priority order for each criterion will still apply as with the main round.
25. 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.

26. Trainees on the waiting list will not be able to change their preferences. Preferences, as well as any locations listed within these preferences stated on the application form, will remain constant through the waiting list process.
27. 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 preferred 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 paragraph 19 for further information.
28. **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)

29. 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.
30. 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. For those applying on a Skilled Worker (formerly Tier 2 Visa) please review point 53 regarding LTFT requirements.
31. You must have at least 12 calendar months left in training at the earliest point of transfer regardless of LTFT status. All LTFT status must have been approved by your current region by the time of application.
32. If your CCT date is dependent on LTFT approval, then this must have been confirmed and finalised prior to applying. We will only accept the CCT date that you put on your application and this must match what is on your last clinical ARCP. If there are any discrepancies, you must provide an official PDF letter which confirms your most up to date CCT from your current Deanery – this must be submitted at the time of your application. Failure to supply this may affect your application.

Out of Programme (OOP) and parental leave/pregnancy

33. 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.
34. Those trainees who are out of programme will be required to submit additional ARCP outcome forms (see Supporting Evidence section below).
35. 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

36. 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.
37. 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.

The National IDT team follow guidance provided by the NIHR. Please refer to the [NIHR website](#) for further information if you are an ACF or CL trainee.

TGPT Trainees

38. If you are a TGPT trainee, please refer to the Gold Guide, any specialised guidance relating to your training programme, and also your ES / TPD regarding the training options that are available to you.

Dual / Triple Accredited CCT Applicants

39. 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

40. 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 [Medical Recruitment 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

41. Trainees are only able to apply for a transfer under **one** of the following criteria. Where a trainee meets more than one criteria, the 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 1A - 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 1B - The trainee has developed a condition relating to mental health 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 other registered clinician providing care for the individual.

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.

Criterion 5 – The trainee requires a transfer to another region to continue their training for any other reason not covered by Criteria 1-4.

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

42. If applying under Criterion 1 – 4, 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. This change must be detailed clearly and concisely in your application form.
43. **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.
44. 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.
45. Trainees can move between any of the four nations on an ARCP Outcome 1, 2, 3, 10.1 or 10.2. **However, you must at the time of application have a letter of support from your Postgraduate Dean in the case of Outcome 2, or 3.**

Please see [Guide to Completing IDT Application and Supporting Documents](#) for more information.

46. **If a trainee has not yet received an ARCP outcome in their current training programme in any nation, a letter of support must be obtained from the Postgraduate Dean.**
47. 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. Refer to point 45 for acceptable ARCP reviews.**
48. If you are applying on a Skilled Worker (formerly Tier 2) Visa please refer to point 53 on Immigration.
49. 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](#).

50. 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.

In addition, all trainees who indicate that they are subject to any of the above are also asked to provide at the time of application, **a letter of support from their Postgraduate Dean** that clearly states that they acknowledge the FTP and are still in support of the trainees' application to transfer via IDT.

As part of this process, we may be required to facilitate an RO (Responsible Office) to RO discussion, prior to any offers being made as a support measure to ensure that any and all listed requirements or support can definitely be provided by the incoming region.

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 19.

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 9](#) above)

51. **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.**

52. The NIDT team hold the right to reallocate a trainee's application to Criterion 5, if, after performing eligibility checks, it is deemed that the trainee is ineligible under the criterion in which they have applied (1-4) but are still eligible for an IDT as they have provided the correct supporting documents.

Immigration

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

The NIDT Team follows the Skilled Worker (Formerly Tier 2) guidance as set by the Home Office when assessing eligibility.

Trainees who hold a **Skilled Worker Visa** can apply to transfer within the nation that is the lead sponsor of their visa without requiring any change to their visa status. For example, where the lead sponsor is Health Education England (HEE), the trainee can apply to transfer within the HEE region without any change to their visa. Trainees should, however ensure they complete a 'Reporting Form' and return to their current Sponsor to confirm their new region so that this can be reported to the Home Office.

The contact details for each sponsorship team can be found on the [Medical Recruitment Training Website](#). Both current and prospective sponsor must be copied into the communication.

Please note that the National IDT team is unable to advise on immigration queries. Please contact your current sponsor directly for further information regarding the process.

If a visa is approved, the trainee will provide evidence of this to their new employer before transferring into post.

Trainees who require a Skilled Worker sponsorship need to meet the working requirements of earning a minimum of 80% of the established salary of the position, which in addition equates to working at 80% LTFT, minimum.

Supporting documents

54. If you are applying for an IDT you will need to complete an online application form. For Criterion 1-4 you will need to state clearly the significant and unforeseen change in circumstances that has taken place since accepting an offer of a training post.
55. 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.
56. **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*. The full PDF copy of your ARCP form must contain your most up to date CCT, Outcome, Full name, Specialty, Specialty Level and date of ARCP – shortened versions 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, an official 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.*

57. 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 18 of this document (ARCP Outcome forms and Postgraduate Dean Letter of Support).
58. **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.

59. **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.

60. **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.
61. Supporting Documents A1, A2, B, C or D must be provided by all applicants under Criterion 1 - 4 and relevant to the Criterion applied under. These may be resubmitted for a maximum of 2 further windows 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** and your circumstances and evidence remain unchanged. If there have been any changes to personal details / circumstance that contradict any details on your former Supporting Document and other evidence, you must submit a new version to reflect these changes. All additional articles of evidence that refer to these changes must also be provided.

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.

62. If there are any regional technical issues obtaining a signature from your required signatory for the above documentation, you must include evidence of the email from the region returning these documents to you with the full Health Education email address, date and Health Education signature visible.

Extensions for supporting Documents

63. 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 48 hours 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.**
64. 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.
65. 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.**
66. **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. If the written statements within your application are not completed, your application will not 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.*

*** The national IDT team can request further / alternative evidence if what you have provided within your application does not fully support your need to move to your chosen region under the Criterion in which you have applied.*

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

67. 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.
68. 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 [Medical Recruitment Training Website](#). **Only signatories listed on this form for the specific region will be accepted.**

69. Supporting Documents A1, A2 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.
70. Please note that for Supporting Documents A1, A2 & 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 A1, A2 or B will not be deemed eligible.

71. 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 [Medical Recruitment Training Website](#).

Time frame for getting documents completed

72. 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 A1 or A2, 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.** All **PGD letters of support** must also be renewed within this timeframe also.

73. Date restrictions do not apply to birth, adoption, marriage or civil partnership certificates, however they must be able to support that the change has occurred since the acceptance of an offer of a training post.
74. Examples of proof of address or shared financial responsibility, such as Utility Bills, must be dated within 6 months of application for new applicants, and must be able to support that the change has occurred since the acceptance of an offer of a training post.
75. Trainees who are applying for the first time under Criterion 3 or 4 must provide supporting evidence listed on pages 13 to 15 and must ensure that documents that have to be dated within the past 6 months are within the time frame. Supporting evidence provided must be able to support that the change has occurred since the acceptance of an offer of a training post.

Evidence to support Criterion 1A – ‘Supporting Document A1’

A copy of Supporting Document A1 can be found within the [Medical Recruitment Training Website](#) and must be submitted along with an IDT application made under Criterion One A (Own Disability). **For all new applicants, It will not be possible to accept alternative documents in place of ‘Supporting Document A1’ in any case and all pages of the form must be returned in full** in your application.

Supporting Document A1 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 A1 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 1B – ‘Supporting Document A2’

A copy of Supporting Document A2 can be found within the [Medical Recruitment Training Website](#) and must be submitted along with an IDT application made under Criterion One B (Mental Health). **It will not be possible to accept alternative documents in place of ‘Supporting Document A2’ in any case and all pages of the form must be returned in full** in your application.

Supporting Document A2 must be completed by the trainee and by an Occupational Health Physician, GP or other registered clinician involved in the trainee’s treatment or care, who will be required to:

- **confirm that the trainee has an ongoing mental health condition that requires treatment** (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 A2 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.

Evidence to support Criterion 2 – ‘Supporting Document B’

A copy of Supporting Document B can be found on the [Medical Recruitment 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 [Medical Recruitment 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.

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.**

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.

Trainees applying under Criterion 3 must also provide supporting documentation to evidence the need to transfer to the prospective region. The evidence must include the full address of the establishment and full name of relevant person(s). Examples below:

- If you are applying because your partner has a job/job offer in another region and this affects your parental responsibilities, you will need to provide evidence of their employment (e.g. signed work contract)
- If you are applying because your child(ren) family support live in another region, you will need to provide proof of address of your partner / family members living in the prospective region (e.g. utility bills dated within 6 months, phone bills dated within 6 months, bank statement dated within 6 months, tenancy/mortgage agreement, etc.)
- If you are applying because your child(-ren) require additional support available in another region you will need to provide additional evidence (e.g. your child’s special educational needs report, official report from medical professional/educational psychologist, official report from the hospital, etc.)
- If you are applying because you have had a change in parental/guardian responsibilities since accepting your original offer of training and you are applying to transfer to a region closer to your home, you will need to provide proof of your home address being in or near to the region/s that you have applied to (e.g. personal utility bill dated within 6 months, bank statement dated within 6 months etc.)

Evidence to support Criterion 4 – Supporting Documents D

A copy of Supporting Document D can be found on the [Medical Recruitment 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 civil 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, dated within 6 months of application submission)
- utility bill (with names of both partners, dated within 6 months of application submission)
- 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, dated within 6 months of application submission (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, dated within 6 months of application submission)
- 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, after accepting your training offer.
- Beneficiary documents
- Wedding/venue deposit receipts (with names of both partners)
- Phone records that show calls to partner over a period of time, dated within 6 months of application submission (**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. Please also include the original offer email from Oriel that your partner received.
- If your partner is non-medic/non-trainee, please provide an official job offer letter and acceptance letter or contract (signed by employee and employer), 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 this work is contractual, please include evidence of ongoing contracts.

If you are applying because your partner lives in another region you will also have to supply evidence of your partner's residence in the region that you wish transfer to in addition to the above:

- An official bill dated within 6 months of application clearly stating your partners name and address.
- Utility bill (with full name of your partner, dated within 6 months of application submission);
- Bank statement (with full name of your partner, dated within 6 months of application submission);
- Mortgage/tenancy agreement (with full name of your partner);

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, short-term locum positions 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.

Evidence to support Criterion 5 – There is no additional supporting document or personal evidence required for those applying under this Criterion. However, the mandatory supporting documentation (mentioned below) is required in order for the application to be deemed eligible.

Overview of mandatory supporting documentation required from each trainee:

If applying under **Criterion One A**, 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 56 & 57)
- A completed, appropriately signed and dated Deanery Document in PDF format retaining the original structure
- A completed Supporting Document A1 with all pages returned in PDF format retaining the original structure (and a signed coversheet if reapplying)

If applying under **Criterion One B**, 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 56 & 57)
- A completed, appropriately signed and dated Deanery Document in PDF format retaining the original structure
- A completed Supporting Document A2 with all pages returned in PDF format retaining the original structure (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 56 & 57)
- A completed, appropriately signed and dated Deanery Document in PDF format retaining the original structure
- A completed Supporting Document B (and a signed coversheet if reapplying) in PDF format retaining the original structure
-

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 56 & 57)
- A completed, appropriately signed and dated Deanery Document in PDF format retaining the original structure
- A completed Supporting Document C (and a signed coversheet if reapplying) in PDF format retaining the original structure
- 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.**
- Sufficient evidence from the list of acceptable evidence for the criterion as detailed above

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 56 & 57)
- A complete, appropriately signed and dated Deanery Document in PDF format retaining the original structure
- A completed Supporting Document D (and a signed coversheet if reapplying) in PDF format retaining the original structure
- Sufficient evidence from the list of acceptable evidence for the criterion as detailed above
- Evidence of partners job offer (if applicable)
- Evidence of partner living in prospective region (if applicable)
- Evidence of partner being the primary carer for a parent or sibling (if applicable)

If applying under **Criterion Five**, 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 55)
- A completed, appropriately signed and dated Deanery Document

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 A1, A2, B, C, D, the Deanery Document and the Cover Sheet will be available on the [Medical Recruitment Training Website](#) one week prior to the opening of the application window. You must only submit a Cover Sheet if you are reapplying with unchanged criteria and supporting evidence. Please note those reapplying but under a new criterion must restart the process and thus would not require a cover sheet.

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 10).

Transfer Completion

76. 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.**

77. 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 [Medical Recruitment Training website](#) for the IDT timeline).
78. 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 [Medical Recruitment Training website](#).
79. 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 cannot accommodate the requirements. This also would not prevent any re-applications in a future window to that training region.
80. 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.
81. 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.
82. 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.
83. 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.
- 84. 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

85. Re-applications will only be accepted from up to two windows prior. After two rotations, you will be expected to provide newly completed documentation. For example, if your first application was in February, you will only be able to re-use the relevant supporting evidence / documentation up until and including the following February.
86. 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. You are still required to attach all the supporting documents and full written information with your online application form. Re-applications with any incomplete written information as part of the application form will not be accepted.
87. The national IDT team cannot provide trainees with copies of previously submitted application forms, supporting documents or supporting evidence.
- 88. A new Deanery Document should always be completed for all applications, including sign off by the**

correct signatory.

89. You must submit the supporting document for your criterion, supporting evidence for your criterion, evidence of your training progression (last clinical ARCP Outcome form or a letter of support from your Postgraduate Dean) and signed coversheet (if applicable) at the time of application form submission and before the deadline.
90. You can submit the same supporting document and evidence as the previous window for up to two windows, as long as you are applying under the same criterion and the change of circumstance is still valid and unchanged. If a supporting document from a previous window is used, **a newly signed coversheet must be used to show that the circumstances under which the trainee is applying are still valid.**
91. All letters of support from your Postgraduate Dean must be renewed between each window.
92. If there have been any changes to personal details / circumstance that contradict any details on your former Supporting Document and other evidence, you must submit a new a new version to reflect these changes. All additional articles of evidence that refer to these changes must also be provided.
93. 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.
94. Re-applications are not relevant to Criterion 5 as all trainees must submit a new Deanery Document, renewed PGD letters of support where necessary and their most recent ARCP.

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 currently on an ARCP outcome 2, or 3, 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

Please refer to point 45 for acceptable ARCP reviews

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 (updated between each window) document for details of who you should send your request to at your local regional office / Deanery.

[Medical Recruitment Training website.](#)

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 from contacting TPD's directly as the process needs to remain fair and consistent for all trainees.

Swaps

From February 2023, the National Inter Deanery Transfer Team will be introducing a new step in the allocation and offer stage where we will be looking to highlight potential swaps to the regions to allow greater opportunities for trainees to move across regions in their specialty training programme.

This will be a process run by the National IDT team and so there is no additional information required from trainees at the point of application.

Under no circumstances should trainees or regions attempt to facilitate their own swaps outside of National IDT processes. Only the National IDT team are permitted to identify and facilitate swaps.

When reviewing the applications to see if a swap can take place, it is important to note that we will take into consideration all of the trainee's regional choices and so please be reminded to only apply to transfer to a region in which you would wish to trainee, as there is a possibility that you could receive an offer from any of the regions you have preferenced in your application.

Also, for the swap to take place, both trainees must accept the offers that have been made to them. As with other IDT applications, if you decline your conditional offer your application will be withdrawn and you will not be made any further offers during the window of IDT that you have applied in, nor will you be added to the waiting list of that IDT window. The withdrawal of your IDT application will not affect any future applications you may make to IDT.

If, however, you accept your offer and the other trainee declines, you will then be placed on the waiting list. The priority order to each criterion will still apply as with the main round.

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, Health Education and Improvement Wales 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.

Long Term Sick Leave

A trainee is unable to transfer via IDT if on long-term sick leave. Transfers will only be facilitated if / when the trainee is physically well enough to return to work. As such, if you are on long-term sick leave at the time of

application or go on long-term sick leave once having applied, this could affect an offer being made for IDT or result in an offer being withdrawn.

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, the letter of support provided by the PGD 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. Please refer to point 50 for additional requirements.

Covid-19

There are no changes to Criterion in direct relation to the impact of Covid-19. All applicants must be able to provide evidence of long-term commitment to a region based upon the eligibility requirements of these four Criteria as listed above.

Please refer to point 45 regarding Covid ARCP Outcomes.