

## **Pan London Guidance for Post and Programme Transfers**

This guidance has been produced to provide trainees and educators transparency and clarity for requests to transfer posts

All the London GP schools operate the same process within their respective schools but this process is not currently used for transfers to and from North to South London.

For transfers to/ from North and South London and outside London the National Inter-deanery Transfer process applies:  
<https://lasepgmdesupport.hee.nhs.uk/support/home?idt>

Where this guidance refers to change of circumstances and definitions of disability / caring it, uses the criteria applied to inter-deanery Transfers. (See link above and appendix 1)

GP training programmes are normally a 3 year envelope of training posts which are geographically co-located and balanced in their make-up and will lead to a certificate of completion of training. They have been approved by the Heads of School on behalf of the GMC.

### **Request to transfer posts within a training scheme.**

Allocation to programmes is based upon performance in the national recruitment and assessment process, normally through a ranked system. . London is highly popular and fills 100% of its' programmes making it difficult to accommodate changes to posts in a fair way. Therefore, swapping of posts / a practice is usually discouraged unless there are compelling educational reasons: Such as

- Ensuring the trainee meets defined curriculum requirements
- Changes in trainer availability/capacity

The following will be taken into account in deciding whether to approve a swap request

- Validity of educational rationale
- The availability of a suitable post within the scheme,
- Disruption to other programmes and healthcare provider posts (service commitment)
- Equality of opportunity for trainees
- Relationship with local healthcare providers

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- That any change can be agreed in a timely way; usually 6 months in advance. A minimum of 12 weeks' notice is required before the post was due to start to enable the post to be relinquished
- Any applications made less than 12 weeks before the rotation date / start of the post will not be approved unless in exceptional circumstances
- Support from the local PDs and AD based on the above factors

Such issues can normally be resolved at local level in consultation with the Patch Associate Dean ( PAD) and Health Education Team. ( HET) Trainees returning to training, or others without an allocated post will usually take precedent.

Once a potential post transfer is agreed the head of school should be consulted to ensure the affected programmes remain balanced and will meet the curricular requirements.

The PDs are responsible for notifying the HET team of the planned change. The HET team will inform the GP LEO. Failure to do this promptly (within the 12 week limit) could lead to delays in payment.

It is considered the responsibility of the local scheme to find placements within the scheme for those trainees who require extensions and these should take priority

### **Requests to transfer to an alternative scheme within London Schools**

When GP trainees have had an **unforeseen and significant change in circumstances after commencing their GP training programme** they may apply for an inter-programme transfer. (IPT) Even when eligibility is established a transfer is subject to capacity. All IPTs are at the discretion of the GP School, on behalf of the Postgraduate Dean and are not an entitlement. The decision will be influenced by the impact of the requested transfer on other trainees, the programme from which the trainee is seeking to transfer, and there being vacancies available in the programme to which trainees are applying.

In addition the following usually apply:

- A request may be made within the first year of appointment but may not take place until that year has been completed.
- The trainee must normally have at least 12 months of their programme to complete (although exceptions on return from OOP may be appropriate)
- The change of circumstances must have occurred before making an application- applications cannot be made based on expected or anticipated future events.

- All applications will require current statements and supporting evidence of change of circumstances. See appendix 2 for example of evidence. Applications without such evidence will not be successful.
- All applicants should be progressing satisfactorily and have no revalidation concerns.
- Applications must be signed and supported by your Educational Supervisor and TPD
- Two application windows a year will be available (Feb/ March for transfers the following August or December) August/ Sept for transfers the following Feb or April. ) This will mirror those of the Inter-deanery Transfer process. Applications outside of these windows will not be considered except in exceptional circumstances.
- A waiting list will operate until the next window . Those who have been found eligible, but for whom a place cannot be found, should apply again during the next window if all the other conditions still hold.
- Where demand exceeds capacity priority will be given to trainees who are applying because of personal disability. (Criterion 1)

## Application

1. The completed application should be forwarded to *Health Education Team (HET) via the portal* during the application window.
2. The Heads of School will consider all applications at the end of the application window.
3. The PAD will be asked for the availability of suitable places within their schemes for those applications deemed eligible.
4. Applicants will be informed of the outcome of both eligibility and any place offered usually within 4-6 weeks of the end of the application window.

## Appendix 1 Definitions from IDT 2018/9

### Criteria for a change in personal circumstances

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

**Criterion 1 - The trainee has developed a disability as defined by the Equality Act 2010** (see below) following the acceptance of an offer of a training post, for which treatment is an absolute requirement and where the treatment, care or social requirements can only be carried out in the geographical area the trainee has applied to relocate to, as confirmed by a report from their Occupational Health Physician, GP or their medical specialist.

**Criterion 2 - The trainee is the primary carer for someone who has significant ill health and/or is disabled as defined by the Equality Act**

**2010** (see below), expected to be a partner, sibling, parent or child, and these responsibilities have changed significantly following the acceptance of an offer of a training post, resulting in the need to move location. **Trainees who provide care for a person as part of a group of carers, e.g. a family, are not eligible to apply under this criterion.**

**Criterion 3** - The trainee is a parent or legal guardian of a child (or children) under the age of 18 who reside primarily with them, and for whom they have had significant change in caring responsibilities following the acceptance of an offer of a training post, resulting in the need to move location.

Please note: This criterion is based on childcare. **Pregnancy is not part of this criterion. A trainee whose sole circumstance is that she - or a partner - is currently pregnant will not be regarded as eligible.**

**Criterion 4** - The trainee has had a significant change in personal circumstances due to a committed relationship or the breakdown of a committed relationship that could not have been foreseen following the acceptance of an offer of a training post, resulting in the need to move location.

Please note: a committed relationship refers to the relationship a trainee has with a partner (e.g. boyfriend, girlfriend, husband or wife) and not with other family members or friends.

### **Definition of 'disability' under the Equality Act 2010**

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

For the purposes of the Act:

- *Substantial* means more than minor or trivial  
*long-term* means that the effect of the impairment has lasted or is likely to last for at least 12 months
- (There are special rules covering recurring or fluctuating conditions)  
*normal day-to-day activities* include everyday things like eating, washing, walking and going shopping.

Some conditions, such as a tendency to set fires or addictions to non-prescribed substances, are specifically excluded. People who have had a disability in the past that meets the above definition are also covered by the scope of the Act. There are additional provisions relating to people with progressive conditions. People with HIV, cancer and multiple sclerosis are protected by the Act from the point of diagnosis.

### **Appendix 2**

### **Evidence to support Criterion 1 – Own Disability**

1. A report from the trainee's Occupational Health, GP or medical specialist involved in their treatment or care, which will be required to:
  - Confirm that the trainee has a disability according to the Equality Act 2010
  - 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

### **Evidence to support Criterion 2 - Primary Carer Responsibilities**

2. A report from the Social Worker of the person being cared for by the trainee or the trainee's General Practitioner, which should consist of:
  - A statement confirming the trainee's role as primary carer for the person being cared for.
  - Confirmation that the person being cared for has a disability according to the Equality Act 2010
  - A care plan for the person being cared for which details the trainee's involvement.

### **Evidence to support Criterion 3: Parental/Guardian Responsibility**

3. A statement on the application confirming the trainee's changes in caring responsibilities and this should also be acknowledged by the trainee's Educational Supervisor/Training Programme Director to say they are aware of the changes. Trainees must also submit a birth certificate for each child listed.

### **Evidence to support Criterion 4: Committed Relationship**

4. Trainees applying for Criterion 4 must also provide either a marriage certificate or civil partnership certificate. If not yet married/ in a civil partnership, trainees can provide any 2 of the following:
  - Evidence of shared financial responsibility (Joint bank account statements, utility bills, joint mortgage/tenancy agreement)
  - Venue Deposit receipts/wedding receipts
  - Evidence of regular transfer of funds to partners account (bank statement)
  - Letter of intent from mortgage lender/rental company
  - Letter of intent to marry from a suitable authority.
  - Evidence of travel to partner's location on several occasions (train/coach tickets)
  - A letter headed job offer from the organisation they will be employed by that also confirms their start date within the region.

