

Transfer of Information

What:

The purpose of the Transfer of Information (TOI) process is to ensure the appropriate and timely transfer of relevant information when trainees move between departments.

This document outlines the process and criteria for undertaking the Transfer of Information.

Transfer of Information must always be undertaken formally using this [form](#). This will ensure that:

- The trainee is aware of all information that is transferred.
- The appropriate persons are included in the TOI and there is no miscommunication.

All TOIs should be made with the involvement of the trainee.

Why:

TOI assists the trainee by addressing several areas, including:

- Accommodation of the needs of the trainee and ensuring that service has sufficient notice to enable accommodation of any suggested / required adjustments.
- Allowing time for any rota alterations that may be required.
- Ensuring that the employer is aware of any restrictions to working which can impact on pay and accrued annual leave.

When:

Suggested criteria for inclusion within the Transfer of Information (TOI) process:

Any trainee:

- that is not currently working a “normal” rota for any reason e.g. health, GMC restrictions (either full time or LTFT).

This may involve restrictions to in hours or OOH working - restrictions to the length of shifts, the number of consecutive shifts or the timing of shifts. These restrictions are usually guided by Occupational Health.
- who requires Reasonable Adjustments i.e. specialist equipment
- where there may be restrictions to areas of the next post in which they can work.
- who is undertaking an extension to training for performance related reasons.
- who has suffered an adverse event that may impact on their future wellbeing or performance.
- who might benefit from additional support of any kind in their subsequent post, for either performance or pastoral reasons.
- who has had a conduct issue formally raised and upheld during their current post.

TOI should be made by the most appropriate person. This will usually be the Clinical Supervisor, Educational Supervisor, or Training Programme Director. This should occur (if possible) at least **8 weeks prior** to a move.

TOI must include the following persons –

1. The trainee involved
2. Clinical Director of the trainee’s next dept
Clinical supervisors are often not allocated until close to a trainee commencing in the dept.
3. Educational Supervisor
4. Training Programme Director & NES TPM Team
5. Human Resources / Employee Relations
6. Local DME / ADME for the following placement

Transfer of Information

All TOIs should be made with the awareness of the Training Programme Director. This will allow coordination of appropriate information transfer by the TPD throughout training.