

## Transfer of Information

Action	Board – PB/EB	Delegated Responsibility to Placement Board to Deliver on Behalf of Employing Body	Deanery Role	Standard	Dependent Upon
<p>The Employing Board must ensure the appropriate and timely transfer of relevant information when trainees move between departments by completing a Transfer of Information (TOI) Form. The form should be completed by the most appropriate person on behalf of the Employment Board. This will usually be the Clinical Supervisor, Educational Supervisor, or Training Programme Director at least <b>8 weeks prior to move</b></p>	EB/PB	Y – The Employing Board will notify NES Deanery and the Placement Board to ensure timely transfer of information when trainees move between departments		<a href="#">Transfer of Information Form</a>	Deanery and Placement Board notifying the Employing Board in time and to ensure changes are made by Payroll
<p>The most appropriate person will complete the TOI Form ensuring the involvement of the Trainee to assist the trainee by addressing several areas including:</p> <ul style="list-style-type: none"> <li>• Accommodation of the needs of the trainee and ensuring that service has sufficient notice to enable accommodation of any suggested / required adjustments.</li> <li>• Allowing time for any rota alterations that may be required.</li> <li>• Ensuring that the employer is aware of any restrictions to working which can impact on pay and accrued annual leave.</li> </ul>	EB/PB	Y- NES Deanery and Placement Board to ensure Trainee involved and make trainee aware of transfer details.		Transfer of Information Process and Criteria (TIP) for Undertaking the Transfer of Information	Trainee being aware of Transfer of Information Form.
<p>When completing the TOI form it is important to include the following persons:</p>	EB/PB				

<ol style="list-style-type: none"> <li>1. The trainee involved</li> <li>2. Clinical Director of the trainee's next dept Clinical supervisors are often not allocated until close to a trainee commencing in the dept.</li> <li>3. Educational Supervisor Training Programme Director &amp; NES TPM Team</li> <li>5. Human Resources / Employee Relations</li> <li>6. Local DME / ADME for the following placement</li> </ol>					
<p>The Employing Board will process the Transfer of Information Form in accordance with the Transfer of Information Guidance Note</p>	<p>EB</p>			<p><a href="#">Transfer of Information Guidance Notes</a></p>	