

TRANSFER OF INFORMATION FLOWCHART

STEP ONE

Employment Board : Complete Transfer of Information Form

This Form can be completed on behalf of the Employment Board by:
Clinical Supervisor
Educational Supervisor
Training Programme Director

STEP TWO

The Person Completing the Transfer of Information Form: Ensures Involvement of Trainee to assist the Trainee by Addressing Areas impacted by the Transfer including:
Accommodation
Rota Alterations
Restrictions re Pay and Accrued Annual Leave

STEP THREE

Employment Board : Process the Transfer of Information Form in accordance with the Transfer of Information Guidance Notes

STEP FOUR

Employment Board : Notify NES Deanery and Placement Board of timely transfer of information when trainee moves between departments. **Deanery & Placement Board** ensure Trainee aware of transfer details.