

Intra-LETB Transfer for Specialty Trainees

Process and Guidance for Specialty Trainees Moving Location within Health Education England – Working across the North West

Intra-LETB Transfer Policy

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Contents

Overview	Page 4
Section 1 - Criteria for Change in Personal Circumstance	Page 4
Definition of ‘disability’ according to the Equality Act 2010	Page 5
Section 2 - Eligibility	Page 5
Section 3 - Before Applying	Page 6
Section 4 – Completing an Application	Page 7
Section 5 – Consideration of Applications and Outcomes	Page 9
Section 6 – Complaints	Page 10
Appendix 1 – Transfer Application Form	Page 11
Appendix 2 – Summary of supporting documents to be completed	Page 15
Appendix 3 – Supporting Document A	Page 17
Appendix 4 – Supporting Document B	Page 21
Appendix 5 - Supporting Document C	Page 28
Appendix 6 - Supporting Document D	Page 33
Appendix 7 - Operational Process for Specialty School Staff	Page 37

Overview

This process has been developed to support hospital specialty and general practice trainees who need to re-locate within the Local Education and Training Board (LETB) due to an unforeseen, significant change in their personal circumstances since the commencement of their current training programme. The process is based on the principles and criteria that underpin the national Inter-Deanery transfer process. By following this local process, trainees can apply for a transfer to another location within the LETB area which covers Cheshire and Mersey, Greater Manchester, Lancashire and Cumbria. It should be recognised that there is no entitlement to a transfer and spaces are very limited. Therefore, a transfer is based on demonstrable need and trainees must complete the required documentation and supply the relevant supporting evidence to clearly demonstrate how the eligibility criteria have been met. It is also necessary that there are vacancies on the relevant training programme in the area to which the trainee is applying to transfer.

The term 'significant change in personal circumstances' relates to:

- A personal disability as defined by the Equality Act 2010 or
- primary carer responsibilities or
- parental responsibilities or
- a committed relationship (or the breakdown of a committed relationship)

The change in personal circumstances relating to one of the four criteria listed above must have occurred after accepting an offer of a training post and before an application is submitted. The change must generally require the trainee to re-locate from their current address, unless there are exceptional circumstances. The trainee must have had a discussion with the training programme director (TPD) and lead employer to explore alternative solutions and have the active support of both.

Please note:

- This process does not apply to trainees undertaking the Foundation Programme
- This process does not apply to trainees who need to change location for educational purposes. In such circumstances, the Training Programme Director and/or Head of School will discuss the required change with the Deputy Dean for Hospital and Community Care.

Section 1 - Criteria for Change in Personal Circumstance

Trainees wishing to transfer must meet one of the criteria below. Relocation is defined as moving primary residence normally a distance of 20 miles or more:

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' according to 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 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.

Section 2 - Eligibility

1. Trainees must have experienced a change in their personal circumstances relating to one of the four criteria listed above after accepting an offer of a training post and before an application is submitted.
2. An ARCP Outcome 2 or ARCP Outcome 3 is acceptable. However, trainees must at the time of application have a letter of support from their Postgraduate Dean.
3. Trainees must confirm that they have no unresolved causes for concern which may have been highlighted via the ARCP process. Any unresolved causes for concern may result in trainee's application not being eligible for the transfer process. Interim reviews are not accepted as an ARCP outcome is not issued at an interim review

Trainees are also asked to disclose if they are currently the subject of a grievance, any GMC investigations or any criminal investigations. If they indicate they are subject to any

of the above, they are required to provide additional information via the [Fitness To Practice \(FTP\) form](#) to support their application.

4. Trainees must be at least 12 calendar months from the date of completion of their training programme when starting in post within the new programme following a transfer. Trainees within 12 calendar months of the completion of their training programme should contact the Postgraduate Dean to discuss alternative arrangements such as OOP or LTFT.
5. All trainees are asked to disclose if they have a criminal record in the UK or any other country. Trainees in 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.
6. Trainees must have the correct immigration status to be eligible to transfer.
7. A trainee's Less Than Full Time (LTFT) status cannot be guaranteed and a transfer into a new LTFT post will depend on the capacity in the area the trainee wishes to relocate to.
8. Trainees who are Out of Programme (OOP) or on maternity/paternity leave should not apply for a transfer which will take place before their return to the training programme. Instead, such trainees should apply for a transfer during the application window that would allow for a transfer after their return to training date.

Section 3 - Before Applying

1. Trainees must discuss alternative support arrangements with their educational or academic supervisor, their TPD and, if appropriate the Postgraduate Dean before applying. The Lead Employer also needs to be involved when discussing alternative local arrangements, such as less than full time working.
2. Academic Clinical Fellow (ACF) and Clinical Lecturer (ACL) trainees must also discuss the possibility of a transfer with the Associate Dean for Integrated Clinical Training for Liverpool or for Manchester & Lancaster Universities. Please note that it may not be possible to continue with the academic component of the training programme.
3. Trainees must 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. The change must involve:
 - A personal disability as defined by the Equality Act 2010 or
 - primary carer responsibilities or
 - parental responsibilities or
 - a committed relationship (or the breakdown of a committed relationship)

Please see section 2 for more detailed definitions of the above criteria.

4. Changes to personal circumstances must have occurred before making a transfer application and applications cannot be based on expected or anticipated future events. This includes applications based solely on a pregnancy.
5. Trainees need to be aware that their existing training arrangements may not be honoured on transferring to another training programme.
6. Trainees need to be aware that they will be required to move to the 2016 junior doctors contract should a transfer go ahead.

7. As applicants may require statements and supporting evidence from medical specialists and local authorities, it is recommended that they allow sufficient time for this and, where possible, start collating supporting documents well in advance of their application.
8. The process of considering applications will take place twice a year in line with the national IDT process. Applications received by the appropriate deadline will be considered by panels that will decide upon eligibility and prioritisation of those deemed eligible. Panels will be convened twice a year and deadlines for submission of applications will be published on the website. Applications that are received after the deadline for a panel will only be considered at the subsequent panel (unless there are exceptional circumstances). Therefore, trainees need to plan the collation of evidence and submission of forms to meet the published deadlines.

Section 4 – Completing an Application

1. Trainees need to complete the application form (Appendix 1; Word version available on the website) and provide the relevant supporting documentation. A summary of the additional documentation required is provided in Appendix 2 and more detail is set out below.
2. Hospital specialty trainees should submit their completed paperwork to their Programme Support Manager and GP trainees should submit their paperwork to the GP Programme Support Business Manager. All paperwork must be received by the twice-yearly published deadlines. In very exceptional circumstances, a trainee can request that their application be considered outside of the published application windows. This will require discussion with the Programme Support Manager or GP Programme Support Business Manager, for approval from the Postgraduate Dean.
3. The application form requires trainees to indicate which of the 4 criteria applies to their personal circumstances, as defined in section 1. Each criterion requires the completion of different supporting documentation and evidence as follows:

Criterion 1 – [complete supporting document A](#) (Appendix 3; Word version available on the website)

All sections of supporting document A 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
- 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.

Criterion 2 – [complete supporting document B](#) (Appendix 4; Word version available on the website)

All sections of supporting document B must be completed by the trainee and the GP 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
- a care plan for the person being cared for.

Criterion 3 – [complete supporting document C](#) (Appendix 5; Word version available on the website)

All sections of supporting document C must be completed by the trainee and a signatory. The signatory must be the trainee's

- Assigned Education Supervisor or

- Training Programme Director

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

Criterion 4 – complete supporting document D (Appendix 6; Word version available on the website)

All sections of supporting document D must be completed by the trainee and evidence supplied that matches the status of the committed relationship as detailed below:

- EITHER a marriage certificate or civil partnership certificate
- OR 2 pieces of evidence of shared financial responsibility
 - joint bank account statement
 - utility bill
 - joint mortgage/tenancy agreement
- OR 1 Piece of evidence of shared financial responsibility from the list above, and any one piece of evidence from the list below
- OR Any two pieces of evidence from the following list:
 - Evidence of regular transfer of funds to partners account on bank statement (two or more transfers over a few months would be sufficient)
 - Letter of intent from mortgage lender/rental company
 - Letter of intent to marry from religious leader • 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)
 - Beneficiary documents • Wedding/venue deposit receipts
 - Phone records that show calls to partner over a period of time (Partner's number must also be proven via a copy of their phone bill summary sheet). Copies of conversations via messaging applications will not be accepted.
- 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 medic, please provide confirmation of national training number (NTN) letter including start date
- If your partner is a non-medic, please provide official job offer letter or contract, including start date
- If your partner is self-employed, please provide job offer letter or contract offer. 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.

Intra-LETB Transfer Policy

- If you are applying due to the breakdown of a committed relationship, you will need to provide evidence of the relationship as detailed above. 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. You will also need to detail on your application form how your circumstances have changed in relation to the breakdown of the relationship
4. Hospital specialty trainees should consider which area would be most suitable for their re-location and GP trainees may wish to rank up to 3 programmes as adjacent areas may be equally suitable or have more vacancies.
 5. All trainees are required to submit a copy of their most recent ARCP outcome. Trainees who are currently out of programme for any reason should also submit the outcome form received while still in programme.
 6. Trainees are responsible for submitting completed applications, with all supporting documents included and are therefore advised to check that all mandatory documents have been submitted along with the application form. It will not be possible to process an application that does not include the correct documentation completed to the required standard.
 7. 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 GMC.

Section 5 – Consideration of Applications and Outcomes

1. The relevant Programme Support Manager or GP Programme Support Business Manager will convene panels twice per year to review applications received by the deadlines. The operational process is outlined in more detail in Appendix 7.
2. If there are more transfer requests than vacancies, 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
3. If there are insufficient vacancies to satisfy demand, eligible trainees of equal rank will be selected for transfer using a random number generator.
4. Trainees who have been unsuccessful in their application owing to lack of suitable vacant posts will remain on a waiting list for vacancies in that area or GP programme. Other applicants with higher priority applications may be placed higher on the waiting list by subsequent panels.

Intra-LETB Transfer Policy

5. Trainees who have been successfully matched to vacant posts will be informed by email by the relevant School. Trainees will have 48 hours to confirm their acceptance of transfer.
 - Window 1 - trainees who apply before the spring deadline should expect to receive information on their outcomes by the end of May/beginning of June and transfer in August to February.
 - Window 2 - trainees who apply before the autumn deadline should expect to receive information on their outcomes by the end of September/beginning of October and transfer in February to August.

Section 6 – Complaints

Trainees who feel that the documented process was not followed correctly will need to write to the School and provide evidence of the failure. There is no appeal process for the outcome of a transfer application where the published process was followed correctly.

Appendix 1

**Health Education England –
Working across the North West**

Intra-LETB Transfer

Application Form

- Please ensure you have read the process and guidance document before completing this form.
- Please ensure all sections of the form have been completed, by either typing or printing clearly in black ink.
- Please ensure your Training Programme Director completes section 5.
- Send your completed application form (and supporting documentation) to your Programme Support Manager/GP Programme Support Business Manager; forms must be received by the published deadlines.

Section 1 – To be completed by all trainees			
Contact details			
Last name		First name	
NTN		GMC No	
Current Address			
Postcode			
Home Telephone No		Mobile No	
Email Address <small>(This will be used for any correspondence)</small>			

Section 2 - To be completed by all trainees
Applicant declaration

I confirm that:

- I am formally applying to transfer location within the LETB/GP programme.
- I have no unresolved or outstanding ‘cause for concern’ which may have been highlighted by the ARCP process.
- I am not under a GMC or criminal investigation or I have attached details of my GMC or criminal investigations
- I am not under any local disciplinary measures or I have attached details of any local disciplinary measures
- The information I have provided is correct and truthful.
- I give my permission for all the information in my application to be shared with the Transfer Review Panel and relevant parties.
- I give my permission for information in this application to be used in anonymised form for review and evaluation of the process and outcomes of the transfer process.

Signature		Date	
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Section 3 – To be completed by all trainees					
Current Programme Details					
Specialty			Grade		
Date of entry to training programme <i>(dd/mm/yyyy)</i>		Start date current post <i>(dd/mm/yyyy)</i>		End date current post <i>(dd/mm/yyyy)</i>	
Full time	Yes/No	If Yes, do you wish to continue full time?	Yes/No	If No, have you already applied for LTFT?	Yes/No
If LTF indicate %		Do you wish to continue LTFT?	Yes/No	If Yes, at the same %?	Yes/No
GP Trainees complete this section					
Current Programme			Type of post	GP Post Yes/No If no, please state hospital & specialty	
Please confirm how much further training (whole time equivalent) you will require in order to complete your GP training from the current date					
GP Post <i>(no of months)</i>			Hospital Post <i>(no of months)</i>		
Hospital Specialty trainees complete this section					
Current location <i>(Either Cheshire & Mersey or Greater Manchester/Cumbria & Lancashire)</i>			Track, Sector or Hospital		
Please indicate if you require any specific training experience to complete your training					

Section 4 – To be completed by all trainees

Criteria for requesting a transfer *(please tick the criterion under which you are applying for a transfer)*

- Criterion 1 Trainees with a significant change in circumstances due to a personal disability**
*(Please ensure **Supporting Document A** is completed and attached)*
- Criterion 2 Trainees with change in circumstances related to primary caring responsibilities**
*(Please ensure **Supporting Document B** is completed and attached)*
- Criterion 3 Trainees with change in circumstances related to parental responsibilities**
*(Please ensure **Supporting Document C** is completed and attached)*
- Criterion 4 Trainees with change in circumstances related to a committed relationship**
*(Please ensure **Supporting Document D** is completed and attached)*

Date of change in personal circumstances <small>dd/mm/yyyy</small>		Date of proposed transfer <small>dd/mm/yyyy</small>	
------------------------------------------------------------------------------	--	---------------------------------------------------------------	--

GP Trainees complete this section – which programme do you wish to transfer to?

1st Preference	
2nd Preference	
3rd Preference	

Hospital Specialty trainees – which area/track/sector do you wish to transfer to?

Area	
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Section 5 – To completed by the current Training Programme Director

(Please note that this section is not for the Training Programme Director to confirm the trainee’s declaration regarding ARCP outcomes, disciplinary measures or GMC/criminal investigations is accurate.)

I can confirm that:

- I have been informed by the trainee that they wish to apply for an Intra-LETB Transfer
- I have discussed a range of alternative support arrangements such as LTFT or OOP, none of which are suitable without a change of location.

Signature

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Name *(please print)*

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Position

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Date

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Appendix 2

Summary of supporting documentation to be completed in addition to the transfer application form

Trainee	Supporting document Required	Additional Signatories Required	Evidence Required
All trainees	N/A	N/A	ARCP outcome (<i>most recent one when in programme for those trainees OOP</i>)
Trainees applying under criterion 1 <i>Trainees with a significant change in circumstances due to a personal disability</i>	Supporting Document A	Occupational Health Physician, GP or medical specialist	Section 3 of form completed by additional signatory
Trainees applying under criterion 2 <i>Trainees with change in circumstances related to primary caring responsibilities</i>	Supporting Document B	GP or Social Worker of the person being cared for	Section 4 of form completed by additional signatory
Trainees applying under criterion 3 <i>Trainees with change in circumstances related to parental responsibilities</i>	Supporting Document C	Educational Supervisor or Training Programme Director	Section 4 of form completed by additional signatory Full version of the birth/adoption certificate (detailing parent(s) name(s)) for each child they have detailed on supporting document C
Trainees applying under criterion 4 <i>Trainees with change in circumstances related to committed relationships</i>	Supporting Document D	N/A	See list on page 9

Appendix 3

**Health Education England –
Working across the North West**

Intra- LETB Transfer

Supporting Document A
Criterion 1 – *own disability*

- Please ensure you have read the process and guidance document before completing this form.
- Please complete this form if you are applying for an Intra-LETB Transfer under criterion 1; significant change in circumstances due to personal disability.
- Please ensure all sections of the form have been completed, by either typing or printing clearly in black ink.
- Please ensure your Occupational Health Physician (or GP or other medical specialist) completes section 3.
- Send this supporting documentation, together with your completed application form, to your Programme Support Manager/GP Programme Support Business Manager; forms must be received by the published deadlines.

Section 1 – To be completed by the trainee			
Contact details			
Last name		First name	
NTN		GMC No	
Current Address			
Postcode			
Home Telephone No		Mobile No	
Email Address <small>(This will be used for any correspondence)</small>			

Section 2 - To be completed by the trainee
Applicant declaration

I confirm that:

- The information I have provided is correct and truthful and that it matches the information supplied on the application form.
- I give my permission for all the information in this supporting document to be shared with the Transfer Review Panel and relevant parties.
- I give my permission for information in this application to be used in anonymised form for review and evaluation of the process and outcomes of the Transfer process.

Signature		Date	
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Section 3 - To be completed by Occupational Health Physician, or GP or other medical specialist

The person whose details are outlined in section1 is a postgraduate medical trainee applying for a transfer to another location within the LETB or GP programme. The trainee is applying under criterion 1:

Criterion 1

The trainee has developed a disability as defined by the Equality Act 2010 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.

This report is essential to verify that the trainee has developed a disability as defined above and that treatment is an absolute requirement and is required to take place in the area to which the trainee has applied to relocate to. Please complete this section of the form and return to the applicant.

The information provided within this document will be reviewed by the Transfer Review Panel. By signing section 2, the trainee has given consent for the information you provide to be shared with the Review Panel, in support of their application.

Please briefly describe the current medical condition or disability

Date of diagnosis	
Is the trainee's condition a disability as defined by the Equality Act 2010	Yes/No

Section 3 continues overleaf

Section 3 (cont)			
Please describe the nature of the ongoing treatment and frequency of follow up required.			
Please state why the reasonable adjustment of a transfer to another location needs to be made and how such a move would support the trainee with their change of circumstances.			
Section 3 – Declaration			
<p>I confirm that:</p> <ul style="list-style-type: none"> • I am a medical professional involved in the regular care of the applicant. • I am not related to the trainee by birth or marriage, or in a personal relationship with the trainee. • The information I have provided is truthful and correct. • I give my permission for the information I have provided to be shared with the Transfer Review Panel. • I am prepared to be contacted by the Transfer Review Panel to provide further clarification if required. 			
Name		GMC No	
Professional Role			
Telephone		Email Address	
Signature		Date	

**Health Education England –
Working across the North West**

Intra-LETB Transfer

Supporting Document B
Criterion 2 – *caring responsibilities*

- Please ensure you have read the process and guidance document before completing this form.
- Please complete this form if you are applying for an Intra-LETB Transfer under criterion 2; significant change in circumstances related to primary caring responsibilities.
- Please ensure all sections of the form have been completed, by either typing or printing clearly in black ink.
- Please ensure the GP or Social Worker of the person for whom care is being provided completes section 4.
- Send this supporting documentation, together with your completed application form, to your Programme Support Manager/GP Programme Support Business Manager; forms must be received by the published deadlines.

Section 1 – To be completed by the trainee			
Contact details			
Last name		First name	
NTN		GMC No	
Current Address			
Postcode			
Home Telephone No		Mobile No	
Email Address <small>(This will be used for any correspondence)</small>			

Section 1 continues overleaf

Intra-LETB Transfer Policy

Section 1 (cont)			
Section 1 – To be completed by the trainee			
Details of person being cared for			
Last name		First name	
Current Address			
Postcode			
Relationship of applicant to the person being cared for			
Does the person being cared for meet the definition of disability as outlined in the Equality Act 2010?			Yes/No

**Section 2 – To be completed by the trainee
Care plan**

In completing the plan, applicants are reminded that the confidential medical details of the cared for should not be routinely disclosed as part of the transfer application. Instead a clear indication of the level of care provided by the applicant should be given.

In support of their application for a transfer under criterion 2 (change of circumstances relating to role of primary carer) applicants must provide a care plan in support of their application. This has two functions: to confirm that the applicant is the primary carer for someone who is disabled as defined in the Equality Act 2010 and to outline the type and level of care proved; and to ensure the applicant has given due consideration to the issues involved in combining a demanding medical role and providing care.

Please outline the care provided and your level of responsibility in the provision of this care. Please also indicate how much of your time this takes each day/week.

Could these responsibilities be taken by anyone else? If not, why not?

Section two continues overleaf

Section 2 (cont)

What other services does the person you care for utilise? eg social services, private carers, translation/interpreter services, primary health care team. Have all local support resources been fully considered?

How do you plan to combine these responsibilities with a demanding training programme that may involve irregular and anti-social working hours? Please provide as much detail as possible.

What arrangements will you have in place for unexpected or planned periods when you will be unavailable? For example, if you have to do a week of nights or are asked to cover a shift for a colleague at short notice.

Section 3 - To be completed by the trainee
Applicant declaration

I confirm that:

- The information I have provided is correct and truthful and that it matches the information supplied on the application form.
- I give my permission for all the information in this supporting document to be shared with the Transfer Review Panel and relevant parties.
- I give my permission for information in this application to be used in anonymised form for review and evaluation of the process and outcomes of the Transfer process.

Signature		Date	
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IMPORTANT

Applicants are reminded that the confidential medical details of the person being cared for should not be routinely disclosed to the Transfer Review Panel. Instead a clear indication of the level of care provided by the applicant should be given.

Section 4 - To be completed by the GP or Social Worker of the person being cared for by the applicant

The person whose details are outlined in section 1 is a postgraduate medical trainee applying for a transfer to another location within the LETB or another GP programme. The trainee is applying under criterion 2:

Criterion 2

The trainee is the primary carer for someone who is disabled (as defined by the Equality Act 2010), expected to be a partner, sibling, parent or child, and these responsibilities have changed significantly since the commencement of training in their current location.

Applicants who provide care for a person as part of a group of carers, eg. a family, are not eligible to apply under this criterion

Please Note: The medical details of the disability of the person being cared for are not required.

The purpose of your report is to confirm that the applicant is the primary carer for the person named. By primary carer, we mean the person who provides, or is responsible for the provision of, care, on a daily basis. Please complete this section of the form and return to the applicant.

The information provided within this document will be reviewed by the Transfer Review Panel. By signing section 2, the trainee has given consent for the information you provide to be shared with the Review Panel, in support of their application.

How long have you known the applicant?	
-----------------------------------------------	--

Does the person being cared for meet the definition of disability as outlined in the Equality Act 2010?	Yes/No
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Please provide brief details of the type and level of care the applicant provides.

Section 4 continues overleaf

Section 4 (cont)

Section 4 – Declaration

I confirm that:

- I am not related to the applicant by birth or marriage, or in a personal relationship with the trainee.
- The information I have provided is truthful and correct.
- The applicant is currently the primary carer for the person named in section 1, who is my patient/client.
- I give my permission for the information I have provided to be shared with the Transfer Review Panel.
- I am prepared to be contacted by the Transfer Review Panel to provide further clarification if required.

Name		GMC No	
Professional Role			
Telephone		Email Address	
Signature		Date	

Appendix 5

**Health Education England –
Working across the North West**

Intra-LETB Transfer

Supporting Document C
Criterion 3 – *parental responsibilities*

- Please ensure you have read the process and guidance document before completing this form.
- Please complete this form if you are applying for an Intra-LETB Transfer under criterion 3; significant change in circumstances relating to parental responsibilities.
- Please ensure all sections of the form have been completed, by either typing or printing clearly in black ink.
- Please ensure your assigned Educational Supervisor or Training Programme Director completes section 4.
- Send this supporting documentation, together with your completed application form, to your Programme Support Manager/GP Programme Support Business Manager; forms must be received by the published deadlines.

Section 1 – To be completed by the trainee			
Contact details			
Last name		First name	
NTN		GMC No	
Current Address			
Postcode			
Home Telephone No		Mobile No	
Email Address <small>(This will be used for any correspondence)</small>			

Section 3 - To be completed by the trainee
Applicant declaration

I confirm that:

- The information I have provided is correct and truthful and that it matches the information supplied on the application form.
- I give my permission for all the information in this supporting document to be shared with the Transfer Review Panel and relevant parties.
- I give my permission for information in this application to be used in anonymised form for review and evaluation of the process and outcomes of the Transfer process.

Signature		Date	
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Section 4 - To be completed by assigned Educational Supervisor or Training Programme Director to confirm that the applicant has had a significant change to caring responsibilities for a child or children under the age of 18.

The person whose details are outlined in section1 is a postgraduate medical trainee applying for a transfer to another location within the LETB or another GP programme. The trainee is applying under criterion 3:

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.

This report is essential to verify that the trainee has experienced a significant change in parental or guardian responsibilities since they commenced their current medical training programme. This change is of such significance that it requires them to re-locate from their current address. Please complete this section of the form and return to the trainee.

The information provided within this document will be reviewed by the Transfer Review Panel. By signing section 3, the trainee has given consent for the information you provide to be shared with the Review Panel, in support of their application.

Details of signatory

Last name		First name	
Professional Status			
Address			
Postcode			
Email Address		Telephone No	
Relationship to applicant			

Section 4 continues overleaf

Section 4 (cont)			
Section 4 - Declaration			
I confirm that:			
<ul style="list-style-type: none">• The applicant has parental or guardian responsibilities for the child(ren) named in section 2 and has experienced a significant change in their parental or guardian responsibilities.• I am not related to the applicant by birth or marriage, or in a personal relationship with the applicant.• The information I have provided is truthful and correct.• I give my permission for the information I have provided to be shared with the Transfer Review Panel.• I am prepared to be contacted by the Transfer Review Panel to provide further clarification if required.			
Signature		Date	

Appendix 6

**Health Education England –
Working across the North West**

Intra-LETB Transfer

Supporting Document D

Criterion 4 – *committed relationship*

- Please ensure you have read the process and guidance document before completing this form.
- Please complete this form if you are applying for an Intra-LETB Transfer under criterion 4; significant change in circumstances due to a committed relationship.
- Please ensure all sections of the form have been completed, by either typing or printing clearly in black ink.
- Send this supporting documentation, together with your completed application form, to your Programme Support Manager/GP Programme Support Business Manager; forms must be received by the published deadlines.

Section 1 – To be completed by the trainee			
Contact details			
Last name		First name	
NTN		GMC No	
Current Address			
Postcode			
Home Telephone No		Mobile No	
Email Address <small>(This will be used for any correspondence)</small>			

Section 2 – To be completed by the trainee Details of person with who you have the committed relationship				
Last name		First name		
Address <i>(if different to trainee's)</i>				
Postcode				
Status of committed relationship <i>(Please tick relevant box)</i>	Married	Civil Partnership	Other	If 'Other', please define below
The evidence required to support your application varies according to your status. Please attach a copy of the required evidence as detailed on page 9.				

Section 3 – To be completed by the trainee	
Further details	
How does your current situation differ to your situation at appointment to the training programme?	
Have you and the person with whom you have a committed relationship looked at other alternatives to you transferring from your current location? E.g. your partner moving to your geographical location	Yes/No
If 'Yes', please give details on the alternatives you have explored and why they were unsuitable	
If 'No', please explain why you have not considered alternative arrangements	

Section 4 - To be completed by the trainee
Applicant declaration

I confirm that:

- The information I have provided is correct and truthful and that it matches the information supplied on the application form.
- I give my permission for all the information in this supporting document to be shared with the Transfer Review Panel and relevant parties.
- I give my permission for information in this application to be used in anonymised form for review and evaluation of the process and outcomes of the Transfer process.

Signature		Date	
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Health Education England – Working across the North West

Intra-LETB Transfer

Operational Process for Specialty School Staff

- Applications received by Programme Support Manager/GP Programme Support Business Manager.
- Programme Support Manager/GP Programme Support Business Manager convenes a Transfer Review Panel within 4 weeks of the application being received.
- Review panels can be 'virtual', with relevant document shared via secure email.
- Review panels will consist of the following members:

For Hospital Specialty trainees

- Associate Dean for the specialty
- Associate Dean in another area of the LETB
- GP Associate Dean

For GP trainees

- Head of School
- GP Associate Dean for the trainee's current academy
- GP Associate Dean from another academy
- Associate Dean (Secondary Care)

- The Programme Support Manager will contact the GP Programme Support Business Manager to arrange for GP Associate Dean input to hospital specialty panels and vice versa.
- The outcome of each transfer application panel will be shared with the relevant Programme Support Manager/GP Programme Support Business Manager:
 - When the panel has reached agreement, the trainee can be informed of the outcome
 - When the panel cannot reach agreement, the Programme Support Manager/GP Programme Support Business Manager will send the paperwork to another Associate Dean for further review
- The Programme Support Manager/GP Programme Support Business Manager will inform the trainee of the outcome via email.
- When a transfer application has been successful and another post is available in the chosen location(s), the trainee will have 48 hours to confirm acceptance. If confirmation is not received within 48 hours, the offer will be withdrawn and may be offered to another trainee when there is competition for the same post.
- When an application has been successful but there are no posts currently available in the chosen location(s), trainees will be informed they have been placed on a waiting list. The relevant

Intra-LETB Transfer Policy

Programme Support Manager or the GP Programme Support Business Manager will manage the waiting list.

- Trainees who have been unsuccessful will be informed of the outcome and that there is no right of appeal unless they have evidence that the published process has not been followed. In such circumstances, trainees will be advised to contact the School in writing with evidence of the process failure. Appeals will be directed to the Deputy Dean for Hospital and Community Care or the Deputy Dean for Primary Medical Care.