

Resident Doctor Guide to Inter Regional Transfer (Jan 2026)

This guide is designed to provide information and practical guidance for RDiTs considering applying for transfer under the IRT process. It describes the eligibility criteria and lists the documents required to support an application.

Please read this guide carefully before applying for an IRT to ensure you understand the process and to ensure you meet the eligibility criteria and supply the correct documents along with your application. This information will be reviewed between IRT windows and therefore changes may occur ahead of future application windows. You should carefully read this guide each time an application is submitted and, if necessary, contact the IRT administrator: irt@nes.scot.nhs.uk

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Introduction

Resident Doctors in Training (RDiTs) can apply to transfer to another region within Scotland for training if they have experienced an unforeseen, significant change in circumstance since the commencement of their current training programme in Scotland (criteria 1-4) or for any other reason (criteria 5)

“An unforeseen, significant change in circumstances” should relate to one of the following criteria:

- 1a) personal disability as defined by the Equality Act 2010
- 1b) a condition relating to mental health following the acceptance of an offer of a training post.
- 2) primary carer responsibilities
- 3) parental responsibilities *or*
- 4) a change in a significant relationship with an associated impact on living or financial arrangements. You are also able to apply if you or your partner are pregnant or undergoing IVF treatment.

Personal circumstances must have occurred before submitting your IRT application; applications cannot be based on expected or anticipated future events.

RDiTs can apply for an IRT under criterion 5 for which there is no requirement to demonstrate any change to personal circumstances and therefore an IRT can be requested for any reason that is not covered by criterion 1-4.

It should be recognised that transfers are not an entitlement. IRTs will depend on compliance with eligibility criteria and evidence requirements, and there being vacancies in the training programme in the region into which RDiTs are applying to move.

Those who wish to transfer to England, Wales or Northern Ireland should refer to the UK Inter-Deanery transfer process (IDT) <https://medical.hee.nhs.uk/medical-training-recruitment/medical-specialty-training/inter-deanery-transfers-idt>

Please note that the IRT process does not apply to Foundation doctors, Locum appointments for training (LATs), Dental RDiTs in any level of training or RDiTs in the Scottish National Programmes. Foundation doctors will be dealt with under their current processes, dental should contact their Postgraduate Dental Dean for further information and RDiTs in Scottish National Programmes should request a transfer through their Training Programme Director. RDiTs in a Cross Regional Programme can only apply for an IRT to the region not linked with their current Programme, for example, a Urology RDiT in the South East Region can only apply through the IRT process to transfer to the West Region. If the RDiT wishes to transfer to a region which is incorporated by their current programme, they should request a transfer through their Training Programme Director.

Clinical lecturers appointed to SCREDS academic posts through the local University appointment process are **not** eligible as their circumstances are already addressed by the current processes and these should be able to transfer by agreement with the SCREDS leads in the academic centres.

The IRT process is open to all other Resident Doctors in Training.

Guidance Notes

Before applying:

1. RDiTs must discuss alternative support arrangements with their Educational Supervisor or Training Programme Director before applying for an IRT. RDiTs should consider all alternatives before applying.
2. RDiTs should 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 to be considered under criteria 1-4 or use criteria 5 for any other reasons.
3. As RDiTs may require statements and supporting evidence from medical specialists and/or local authorities it is recommended that they allow sufficient time for this to be done.
4. RDiTs may request transfers to a programme in a different geography but may not specify posts or rotations they wish to be placed in at the IRT application stage. This will be discussed at a later stage in the process with the RDiTs who have been accepted into a new region.

Eligibility Criteria

Due to the limited opportunities available to transfer the Deanery operates a prioritisation framework (further details can be found later in the guide). This ensures those with the most significant or challenging circumstances have the best chance of obtaining the transfer they require. To ensure fairness it is important that those applying demonstrate their eligibility to be considered against a relevant criteria within the prioritisation framework.

1. If applying under Criterion 1-4, you must have experienced a change in your personal circumstances relating to one of the four Criteria after accepting an offer of a training post and before an application for IRT is submitted. This change must be detailed clearly and concisely in your application form. If RDiTs have not experienced a change in personal circumstances the application should be made under criterion 5.
2. RDiTs must have at least 12 calendar months left to complete their programme at the point of transfer.
3. Requests for transfers will not normally be approved within the first 12 months of joining a training programme, but all applications will be considered on an individual basis.
4. RDiTs can apply for an IRT with an ARCP Outcome 1, 2, or 3 (and a 10.1 or 10.2 where these are in use). However, RDiTs must have a letter of support from their Postgraduate Dean in the case of Outcome 2, or 3.
5. RDiTs who have not yet started in programme or are new in programme will not normally be granted a transfer within the first 12 months in the programme but if they are applying under these circumstances and do not have an ARCP outcome they will have to provide a letter of support signed by their Postgraduate Dean.
5. RDiTs are also required to confirm they have no unresolved “cause for concern” at the time of application. Any unresolved “cause for concern” may result in an application not being

eligible for the IRT process. RDiTs must have the correct immigration status to be eligible to transfer.

6. To be eligible to apply for a transfer under the IRT process RDiTs must supply the required evidence to support their application. Failure to supply all documents will invalidate the application.

Criteria for a change in personal circumstances

RDiTs may apply for a transfer under one of the following criteria. It is the applicant's responsibility to select the most appropriate criterion to apply under depending on their own personal circumstances. The Deanery is unable to advise applicants which criterion they should select.

Criterion 1A – The RDiT has developed a disability as defined by the Equality Act 2010* (see below) 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 RDiT has applied to relocate to, as confirmed by a report from their Occupational Health Physician, GP or their medical specialist.

Criterion 1B - The RDiT has developed a condition relating to mental health 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 RDiT has applied to relocate to, as confirmed by a report from their Occupational Health Physician, GP or other registered clinician providing care for the individual.

Criterion 2 – The RDiT is the primary carer for someone who is disabled as defined by the Equality Act 2010* (see below). This would normally be expected to be a partner, sibling, parent, or child but all applications will be considered on an individual basis. The RDiT's responsibilities regarding this individual must have changed significantly, resulting in the need to move location, since the commencement of training in their current region. RDiTs 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 but can request a transfer under criterion 5.

Criterion 3 – The RDiT 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, resulting in the need to move location.

Please note: The criterion is based on childcare. Pregnancy is not part of this criterion. For applications related to pregnancy, your own or your partner's, or ongoing fertility treatment/ IVF, please use criterion 4.

Criterion 4 – The RDiT has had a significant change in personal circumstances due to an important relationship that could not have been foreseen at the time of accepting a post in their current training programme, resulting in the need to move location. This change will often be associated with a change in living or financial circumstances. Some examples are listed but this is not exhaustive:

- A decision to co-habit with a partner
- The breakdown of a relationship necessitating a change in living arrangements. This may be your own relationship or one that impacts your living arrangements, such as

the breakdown of a parental relationship.

- Someone you live with is relocating for work and you need to relocate with them as not doing so would cause you or them financial challenge.
- Someone you have an important relationship with has had a change in circumstances (such as the death or a partner) and will be financially challenged unless you cohabit with them for financial support.
- You or your partner is pregnant, or you are undergoing fertility treatment/ IVF.

Criterion 5 – The RDiT requires a transfer to another region to continue their training for any other reason not covered by Criteria 1-4

Criteria Prioritisation

Where there are multiple approved IRT applications but insufficient capacity to accommodate them all, the following prioritisation will apply:

| Priority level | Criterion |
|----------------|---------------------|
| Priority 1 | Criterion 1A and 1B |
| Priority 2 | Criterion 2 and 3 |
| Priority 3 | Criterion 4 |
| Priority 4 | Criterion 5 |

In the unlikely event that more than one application is approved against the same priority level but there are insufficient vacancies to accommodate all transfers the Deanery will work with individuals to ensure a fair and appropriate solution is identified for all parties concerned. (This will apply where the programme `being applied to has at least one vacancy; if no vacancies exist then all applications are treated equally in being unable to be progressed).

Supporting documents

1. RDiTs applying for an IRT will need to complete an application form. If applying under criteria 1-4 RDiTs will need to clearly state the significant and unforeseen change in circumstances that has taken place since they started training. The same form is used to apply under criterion 5 and can be downloaded from:
<http://www.scotlanddeanery.nhs.scot/RDiT-information/transfers/inter-regional-transfer/>
2. All RDiTs are required to submit a copy of their most recent ARCP outcome form, which must have been received whilst in their current training programme. If the RDiT is currently out of programme (OOP) for any reason, they should submit a copy of their last OOP ARCP Outcome 8 form (if issued) and the last clinical ARCP outcome form received while still in programme, prior to the approved period of OOP. RDiTs who have not yet had an ARCP review in their training programme will need to provide a Letter of Support from their Postgraduate Dean (it should be noted that transfers will not normally be granted within the first 12 months of joining a programme).

3. RDiTs must also submit the Regional Document, signed by the current Postgraduate Dean for their specialty training programme. These documents are included within the list of mandatory documents and your application cannot be progressed without them.
4. Depending on the criterion under which a RDiT is applying, further supporting documents are also required as mandatory pieces of evidence. Please see below for a list of the documents required for each criterion. These documents are required to ensure that application decisions are being made based on evidence and against the appropriate priority level.
5. RDiTs are advised to check that all mandatory documents are submitted along with an application form. It will not be possible to progress any application that does not include the correct documentation completed to the required standard.
6. All RDiTs will be required to submit new versions of the Application Form, Regional Document and any Supporting Document which relates to their criterion each time an application is made. This is to ensure decisions are being made based upon the most up to date information & evidence. Certificates (such as birth/marriage/civil partnership) and examples of shared financial responsibility may be re-submitted.

Signatories for Documents

1. The Regional Document must be signed by the RDiT's Postgraduate Dean or their nominated representative for the IRT process.
2. Relevant supporting Documents A, B, C or D should be signed by the appropriate signatory as outlined on the document and below. RDiTs should ensure that the appropriate signatories endorse these documents as it will unfortunately not be possible to accept alternatives.

Criterion Evidence Requirements

Evidence to Support Criterion 1 – 'Supporting Document A'

A copy of Supporting Document A can be found on the NES website and must be submitted along with an IRT application made under Criterion One (Own Disability). It will not be possible to accept alternative documents in place of 'Supporting Document A'.

Supporting Document A must be completed by the RDiT and by an Occupational Health Physician, GP, or medical specialist, who will be required to:

- confirm that the RDiT 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 RDiT in their change of circumstances.

All sections of Supporting Document A must be completed.

Evidence to support Criterion 2 – ‘Supporting Document B’

A copy of the Supporting Document B can be found on the NES website and must be submitted along with an IRT application made under Criterion Two (Primary Carer Responsibilities). It will not be possible to accept alternative documents in place of ‘Supporting Document B’.

Supporting Document B must be completed by the RDiT and by the General Practitioner or Social Worker of the person being cared for by the RDiT and will consist of:

- a statement confirming the RDiT’s role as primary carer for the person being cared for.

All sections of Supporting Document B must be completed.

Evidence to support Criterion 3 – ‘Supporting Document C’

A copy of Supporting Document C can be found on the NES website and must be submitted along with an IRT application made under Criterion Three (Parental/Guardian Responsibility). It will not be possible to accept alternative documents in place of ‘Supporting Document C’.

Supporting Document C must be completed by the RDiT and a signatory. The signatory must be the RDiT’s current Training Programme Director who will confirm, to the best of their knowledge, that they are aware of the change in personal circumstances occurring. This document will not be used by Training Programme Directors to refuse or deny a transfer request.

All sections of Supporting Document C must be completed.

RDiTs applying for Criterion Three based on childcare responsibilities must also submit a birth certificate for each child listed on Supporting Document C. A photograph or copy of the original document will be acceptable.

Where Criterion 3 has arisen due to the relocation of the other parent/guardian. Evidence of this, for example a job offer, must also be submitted.

Evidence to support Criterion 4 – ‘Supporting Document D’

A copy of Supporting Document D can be found on the NES website and must be submitted along with an IRT application made under Criterion Four (change in living/ financial arrangements). It will not be possible to accept alternative documents in place of ‘Supporting Document D’.

Supporting Document D must be completed by the RDiT and a signatory. The signatory must be the RDiT’s current Training Programme Director who will confirm, to the best of their knowledge, that they are aware of the change in personal circumstances occurring. This document will not be used by Training Programme Directors to refuse or deny a transfer request.

All sections of Document D must be completed.

RDiTs applying for Criterion 4 must also provide evidence appropriate to their own circumstances; this could include:

- a marriage certificate or civil partnership certificate
- Letter of intent to marry from religious leader or Wedding/ venue deposit receipts.

- Evidence of shared financial responsibility (such as joint mortgage/joint tenancy agreement or joint utility bills or joint bank statements).
- Letter of intent from mortgage lender/rental company
- Evidence of a change in living arrangements, such as a job offer for the person you cohabit with.

Given that the circumstances of RDITs applying under criterion 4 may be varied the Deanery will try to accept any reasonable evidence of the significant change that has necessitated the application. The IRT administration team can always be contacted for advice at irt@nes.scot.nhs.uk

If RDITs are applying for a transfer under Criterion 4 due to pregnancy or fertility treatment, then evidence such as an ante-natal or fertility treatment appointment letter would be acceptable. If your name is not on the appointment letter, perhaps because it is for your partner, please provide some evidence showing that individual is your partner such as a joint utility bill/ mortgage letter/ tenancy agreement etc. The Deanery understands that there may be circumstances where a RDIT wishes to relocate due to pregnancy, in order to share responsibility for the child, but where they are not in a relationship with the other parent. In such circumstances the Deanery will discuss with you directly what evidence may be available to support your application.

Evidence to support Criterion 5

RDITs are not required to provide any supporting documents or personal evidence. However, the mandatory supporting documentation (mentioned below) is required in order for the application to be deemed eligible:

- A copy of their most recent ARCP Outcome form and/or Postgraduate Dean Letter of Support which relates to their current training programme.
- A completed, appropriately signed, and dated Regional Document

IRT Process

Application Stage

This is a Scotland-wide process that takes place twice each year and there are two application windows. Each application window will remain open for 4 weeks and open in:

February (window 1)
September (window 2)

Applications made during February (window 1) should expect to receive information on their outcome by late April and transfer between August and October the same year.

Applications made during September (window 2) should expect to receive information on their outcome by late November and transfer between February and April of the following year.

Where the application is approved, but the receiving region has no capacity, the application will remain active and be added to a waiting list until the next application window opens (if no transfer has been offered from the waiting list by the time the new application window opens the RDIT will need to submit a new application).

If an incomplete application is submitted, the date the outstanding evidence is submitted will be counted as the date of submission.

Application forms and supporting documentation can be found on:

<https://www.scotlanddeanery.nhs.scot/RDiT-information/transfers/inter-regional-transfer/>

Completed application and accompanying paperwork should be emailed to:

IRT@nes.scot.nhs.uk

1. It is the **RDiT's responsibility** to submit the appropriate supporting documentation that corresponds with the criterion under which they are applying and ensure all sections of the form are complete.
2. All RDiTs will be required to submit new versions of the application form and supporting documentation each time an application is made. RDiTs will not be able to resubmit documents which have already been submitted for a previous IRT except certificates e.g. birth, marriage, civil partnership, and examples of shared financial responsibility which may be resubmitted.
3. All information provided at the application stage should be completed to the best of the RDiT's knowledge. If it is subsequently discovered that any statement is false or misleading or relevant information has been withheld the application may be rejected 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 General Medical Council.

Allocation and Offer Stage

1. The IRT Administrator will check each RDiT application for eligibility and completeness. If a RDiT applies under Criterion 1-4 but does not have sufficient evidence to support consideration under this criterion the IRT administrator will amend the application to be considered under Criterion 5. RDiT's will be advised if this circumstance arises.
2. The application will then be considered by the Postgraduate Dean of the training management workstream of the NES Medical Directorate. The Postgraduate Dean will make a final decision on whether to approve or decline the IRT application.
3. RDiTs whose application is declined will be informed by the IRT Administrator of the outcome, the reason for the decision and that the application will not be progressed.
4. Approved applications will be progressed to the allocation stage where the IRT Administrator will contact the relevant programme to confirm an appropriate vacancy. At this stage the IRT Administrator will also highlight any potential swaps (see below for further details on swaps)
5. If an allocation can be made the RDiT will receive a conditional offer from the IRT Administrator which can be accepted or declined within an agreed timescale.
6. If the RDiT accepts the offer, then their details will be forwarded to the region. The new region will contact the RDiT to confirm their start date and discuss any requirements as necessary. The RDiT should then work their three months' notice with the current region. In the case of a swap there may be a requirement for both RDiTs to accept before arrangements can progress.

7. If there are more IRT requests than vacancies then priority will be given to RDiTs using the criterion prioritisation detailed on page 4 of this document.
8. RDiTs who have not been allocated to a post due to lack of availability will be informed of the outcome by the IRT administrator. Approved applications will be placed on a waiting list until the start of the next application window, at which point a new application would require to be submitted. Applicants will normally preference one region for transfer. In the unusual circumstance where an applicant would consider more than one region, they must preference their choices. Only if the first region has no capacity will the second region be approached.
9. We ask that RDiT's do not contact the region (TPD/ APGD etc) they have applied to transfer into. This is to ensure fairness for all IRT applicants and to assure RDiTs that all applications have been assessed based only on the national IRT process. Contacting the region RDiTs have applied to directly can be counterproductive and lead to misinformation. Contact should be avoided until an offer of a transfer has been made & accepted.

To ensure fairness & equity any RDiT found to have contacted their requested region prior to an offer being made & accepted may have their IRT application withdrawn.

Swaps

At the allocation and offer stage, where potential swaps based on matching training programme and training grade exist, these are highlighted to the training programme to enhance the opportunity for transfers to be accommodated.

This is a process run by the IRT Administrator and so there is no additional information required from the RDiT at the point of application. It may be the case that for there to be a transfer both RDiTs involved in the swap must accept the conditional offer as otherwise no vacancy would exist to transfer into.

Under no circumstances should RDiTs or regions attempt to facilitate their own swaps outside of IRT processes. Only the IRT Administrator is permitted to identify and facilitate swaps.

Other RDiT Issues

Less than full-time (LTFT)

A RDiT with less than full-time status **cannot** have this guaranteed by the IRT system. Transfer into a less than full-time post will depend on capacity in the new region.

A less than full-time RDiT will be considered for a **transfer into a full-time vacancy** should a suitable one exist. The RDiTs will then have to **make an application** for less than full-time status in the new region. This is to ensure that both the educational & service requirements of this new placement can be considered. The LTFT process can be found on the following webpage:

<https://www.scotlanddeanery.nhs.scot/RDiT-information/less-than-full-time-training-ltft/>

Out of Programme (OOP)

1. It cannot be guaranteed that a new region will be able to support the transfer of a RDiT who is currently OOP in another region. No deferrals will be permitted. Therefore, RDiTs who are currently OOP should not apply for an IRT which will take place before they return to their current training programme. If the RDiT is due to return from OOP in Aug – Oct they should apply in the preceding February application window. If the RDiT is due to return from OOP in Nov – April they should apply in the preceding August application window. Depending on the date of return from OOP it may be necessary to return to the current training programme whilst the application is considered.
2. RDiTs applying for an IRT while pregnant or on maternity leave must apply for a transfer to take place as close to their return to training/work as possible. If applying in September and the IRT is successful, the RDiT must be able to begin work between February and April the following year. If applying in February and the IRT is successful, the RDiT must be able to begin work between August and October the same year. If the return-to-work date falls between windows it will be necessary to return to the current training programme and submit an application at the next window.

Request for a review

RDiTs with concerns about the process can request a formal review. The review panel will be constituted under the authority of the NES Medical Director and will include a Postgraduate Dean and General Manager from out with the Training Management Workstream and a lay representative. The review panel will review both the process and the justification of the decision and will make a recommendation to the NES Medical Director. The decision of the Medical Director will be final.

There is no appeal process for the IRT application.

RDiT Checklist

Please ensure you have included all required documentation with your application. Documentation can be found on the [Deanery website](#).

1. Read RDiT guide.
2. Check eligibility criteria.
3. Complete IRT application form.
4. Regional documentation signed by Postgraduate Dean or nominated representative.
5. Recent ARCP documentation
6. Documentation to support eligibility criteria (if applicable depending on criterion under which the application is made)
7. Check all documents are completed and signed.

OVERVIEW OF PROCESS

