

Applying for an Inter-regional transfer under Criterion 4 – quick guide

What is IRT?

IRT (inter-regional transfer) is a process that allows Resident Doctors in Training (RDiTs) to request that their future training takes place in a different part of Scotland. The following are exceptions to following this process:

- If you are in a national training programme this should be discussed with your training programme director (TPD) rather than using the formal IRT application process.
- If your training is delivered across two programmes – perhaps one West of Scotland and the other South-East, East & North, and the area you want to transfer to is within your current programme (such as a move from Aberdeen to Edinburgh in a South-East/East/North programme) this should also be discussed directly with your TPD.
- Foundation doctors should refer to the [Foundation Transfer Process](#) rather than applying for an IRT.

All other RDiTs should apply using the national IRT process, more detailed information on this can be found in the full Resident Doctor guide.

What if I want to transfer to another part of the UK?

Then you should follow the Inter-Deanery Transfer (IDT) process. Further information can be found [here](#).

How do I know if I'm eligible to apply for an IRT?

I am a dental trainee, can I apply?	No, you should contact your dental Deputy Postgraduate Dean to discuss the matter further
I am a LAT, can I apply?	No, those in LAT posts are not eligible for an IRT due to the fixed term nature of the appointment.
I am in the first twelve months of training since I joined the training programme, can I apply?	Yes, but only those with very exceptional reasons for their request will be considered. Transfers will not normally be accommodated in the first twelve months of your training programme.
I'm in my final year of training, can I apply?	No, you must have at least 12 months left of your training programme at the point at which you would transfer.
I received an ARCP outcome 2 or 3, can I apply?	Yes, however you will need a letter of support from your Postgraduate Dean or nominated deputy.
I don't have an ARCP outcome yet, can I apply?	Yes, although as noted above transfers will not normally be accommodated in the first twelve months of your training programme. If you have no ARCP outcome form you will need a letter of support from your Postgraduate Dean or nominated deputy
I haven't had a change in circumstances, can I apply?	Yes, all RDiTs can apply for a transfer for any reason under criterion 5. If you have had a change in circumstances, you should look at the full Resident Doctor guide to decide if application under criteria 1-4 would be appropriate.

In addition to the above you are also required to confirm you have no unresolved “cause for concern” at the time of application. Any unresolved “cause for concern” may result in your application not being eligible for the IRT process. RDiTs must have the correct immigration status to be eligible to transfer.

I have read the Resident Doctor guide and wish to apply under criterion 4, what do I need to do?

If you are applying under criterion 4 – You have 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 your current training programme, resulting in the need to move location. AND/OR you require a change of location due to pregnancy or Fertility treatment - you will need to submit the following:

1. An IRT application form, which should clearly detail the change of circumstance you have experienced with a timeline.
2. A completed copy of the regional document
3. A copy of your most recent ARCP outcome form, and/ or letter of support from your Postgraduate Dean

A completed copy of supporting document D, which will also require your Training Programme Director to confirm, to the best of their knowledge, that they are aware of the change in personal circumstances being described.

In addition, you need to provide evidence relevant to the circumstances you have detailed in supporting document D. Some examples of acceptable evidence may 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 you 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 we will discuss with you directly what evidence may be available to support your application.

Why do you need my TPD to complete the supporting document with this information about me?

IRT applications are considered against a prioritisation framework. This aims to ensure that those with the greatest need have the best chance of obtaining their requested transfer. Given the potential benefit those applying under criterion 4 may have it is important that applications are evidence based so that the Deanery can make accurate & fair decisions.

Can my TPD refuse my IRT request when I ask them to complete Supporting Document C?

No, the TPD is being asked to confirm the circumstances you are describing. They are not permitted to use this task to decline or in any way prevent you from applying for an IRT. This is a Deanery process, not an individual decision.

What if I don't want to provide the statement from my TPD required in supporting document C or the additional supporting evidence needed to apply under criterion 4?

Although we would always encourage you to provide us with as much information and evidence as possible to maximise your chances of obtaining an IRT, we recognise this is an individual choice so if you would prefer not to ask your TPD to provide the statement required to apply under criterion 4, please consider an application under criterion 5.

What happens after I submit my application?

The flowchart at the end of the document gives an overview of how your application will progress. Full details can also be found in the Resident Doctor guide.

Is there anything else I need to know?

You should be aware that the Deanery can only facilitate an IRT if there is a vacancy in the region & programme you are applying to transfer to. For this reason, it is often the case that the Deanery can not facilitate a transfer even if your application is supported so you should prepare yourself for that outcome. Because of the timing of vacancies going to the national recruitment system it might be that you have an opportunity to apply through this for a post in your preferred region when it was not possible to facilitate an IRT.

You should not approach anyone in the region you wish to transfer to and discuss your application or intention to apply. This is to avoid unsanctioned arrangements being made which would be unfair to other applicants. The Deanery is committed to running a fair, equitable and transparent process that supports RDiTs according to their level of need. If you do approach the region you wish to transfer to, and this is discovered by the Deanery, it may result in your IRT application being terminated.

Is there any support available to me?

If you have technical or process questions relating to the IRT process, please email irt@nes.scot.nhs.uk and our administrative team will be happy to assist you. Please note that the team are not able to offer advice about which criteria you should apply under, that must be your own decision.

If you wish to discuss your IRT request, your reasons for wanting to transfer, any challenges you may be experiencing or what adjustments might be needed if your transfer request is not successful your Educational Supervisor or TPD will be happy to meet with you and have a discussion. They may highlight other services or mechanisms of support that you might find useful.

You may also wish to consider contacting The Development & Wellbeing Service run by the Deanery. The service can offer support to all RDiTs on a range of matters including careers advice, working less than full time, wellbeing & exam support. The Associate Postgraduate Deans who work within this service are separate to those directly linked with your training programme. Full details of the service and how to make contact can be found on our [website](#)

OVERVIEW OF PROCESS

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RDiT is satisfied they meet eligibility criteria.

Complete application forms, relevant supporting evidence endorsed by signatories.

Incomplete application returned to RDiT.

IRT Administrator checks eligibility and sends to the Postgraduate Dean for Training Management to approve or decline.

Application not approved.
RDiT informed by IRT administrator & application no longer progressed.

Application approved. IRT administrator contacts region for availability and highlights potential swap.
Region confirms availability and area in which the RDiT will be based, within 5 working days.

RDiT is informed if there is no availability.
RDiT is placed on the waiting list.

Conditional offer to RDiT by IRT Administrator.

If more applicants than vacancies, criterion prioritisation will be applied.
Lower ranked applications will be placed on the waiting list.

Offer accepted, RDiT details sent to region.
If this is a swap both RDiTs may need to accept before details are sent to the region.

Offer declined, application withdrawn.

Region contacts the RDiT with post details and start date.