

Inter-deanery Transfers Standard Operating Procedure

Yorkshire and the Humber Deanery

Workforce Training and Education, Yorkshire and Humber, NHS England



Name of Document	Inter-deanery Transfers		
Category	Standard Operating Procedure (SOP) - Trainee management		
Purpose	This document is one of a suite of Standard Operating Procedures. It is an internal SOP to support the managerial and administrative processes with the Yorkshire and Humber Deanery, in alignment with the national IDT process.		
Audience	External		
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Version	Date	Author/Reviewer	Notes Reason for Change, what has changed, etc
1	15/01/2024	Zoe Robb	New SOP.
2	21/01/2025	Zoe Robb	Updated to reflect new Gold Guide version 10. Amended TPD responsibilities section.
3	20/01/2025	Zoe Robb	Reviewed to ensure the SOP is up to date, addition of appendix 1.

Document Status

This is a controlled document. Whilst this document may be printed, the electronic version posted on the SharePoint site is the controlled copy. Any printed copies of this document are not controlled.

This document is not intended to be interpreted as a policy statement. This is a local guidance document for faculty and staff in the Yorkshire and Humber Deanery to enable consistency of application; it is recognised there may be exceptional circumstances when deviation from this guidance may be required.

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1. Purpose of the Inter-deanery Transfers SOP

1.1 Background

This SOP is for internal use within the YH Deanery only, specifically for members of the Training Programme Management (TPM) team and faculty (including, Heads of School, Training Programme Directors and Deputy Deans). It provides context and information about the processes involved for Inter-deanery Transfers (IDTs) within the Yorkshire and Humber Deanery.

There is no national SOP for IDTs because changes are made to the process each window. Therefore, this SOP is high-level and does not specify each individual stage of the process, although it does provide an overview of the overarching stages of the process.

The national inter-deanery transfer (IDT) process is in existence to support medical Postgraduate Doctors in Training who have had an unforeseen significant change in circumstances since commencement of their current training programme that remains at the date of their IDT application.

The National IDT process is established to support trainees who have had an unforeseen and significant change in their personal circumstances since the commencement of their current training programme which requires a move to a different region. More information can be found on the [IDT website](#).

In exceptional cases an individual may require an urgent or immediate transfer (for example, domestic violence), even when they do not meet the criteria to transfer through the usual IDT process. For example, they have less than 12 months to Certificate of Completion of Training (CCT) or it is outside of the usual application window. This is known as a 'Highly Exceptional IDT'. Where applicable, only the Postgraduate Dean can approve and facilitate any transfer outside of the national IDT process.

1.2 In scope

Postgraduate Doctors in Training within a medical specialty training programme (including individuals in Public Health with backgrounds other than medicine).

Postgraduate Dentists in Training (Foundation, Core and Specialty) do not follow the same process as the medical specialty PGDiTs.

The process for Dental PGDiT is outlined in section 2.

1.3 Out of scope

Below is a list of those doctors in training that are out of scope for this SOP.

- Foundation doctors
- Pharmacy
- Military Postgraduate Doctors in Training



1.4 Roles and responsibilities

This section describes the roles and responsibilities of each YH Deanery stakeholder within this process.

1.4.1 National IDT Team

The National IDT Team have a dedicated team who support this process for all Deaneries in England. They are responsible for the management and improvement of the IDT process on a national level.

1.4.2 Postgraduate Doctor in Training (PGDiT)

The PGDiT is responsible for familiarising themselves with the [national IDT website](#). The PGDiT will adhere to the guidance for the IDT window they are applying for as per the national website.

They can submit a complaint regarding the process via the national IDT Portal or via the YH Deanery complaints process.

1.4.3 Local IDT Team in YH Deanery

The Local IDT Team are responsible for overseeing the IDT process for Yorkshire and Humber. This support is presently provided by the Deanery's Deans Office. They should liaise with Directorates, Schools, Faculty and PGDiTs (where appropriate) to ensure that the process is followed, and timescales are met.

The Personal Assistant (PA) to the Postgraduate Dean is responsible for supporting the PGD to facilitate any Highly Exceptional IDTs when they occur.

1.4.4 Programme Support Teams (PST)

The PST is responsible for following up with the TPD/s to ensure they have responded to the Local IDT Team's request.

1.4.5 Overseas Sponsorship Team

The Overseas Sponsorship Team will be responsible for record-keeping and liaising with PGDiTs regarding their visa status.

1.4.6 Training Programme Directors (TPD)

TPDs are responsible for confirming whether an IDT can or cannot be accepted, within given timescales.

The TPD is responsible for considering the impact accommodating the IDT would have on the programme and seek guidance from the HoS where needed.

Additional posts must not be created to accommodate an IDT, as PGDiTs will be allocated existing posts on the programme.

The TPD should contact the PGDiT to discuss training requirements and will provide confirmation of the placement and start date within one week of receiving the PGDiT data.

1.4.7 Head of School (HoS)

The HoS is responsible for collating and overseeing the allocation process, and liaising with the TPDs and the local IDT team within the given timescales.

1.4.8 Deputy Postgraduate Deans (DD)

A DD may be asked to respond to a complaint as directed by the Postgraduate Dean.

1.4.9 Postgraduate Dean (PGD)

The PGD will liaise with the PA and the other Deanery to facilitate a highly exceptional IDT when they occur.

2. Dental IDTs

Postgraduate Dentists in Training have a separate process for IDTs as they follow the Dental Gold Guide (2023), in this section we will outline the differences in the two processes.

Dentists in Training complete the [IDT Application form](#) and submit an electronic copy to the Dental Support Team in the YH Deanery. The Dental Support Team will liaise with the Postgraduate Dental Dean to review the application and determine a course of action based on the eligibility criteria set out in the Dental Gold Guide.

The Dental Support Team in YH Deanery will set up a panel to review the application. The panel will consist of:

- The current Postgraduate Dean
- The Postgraduate Dean for the region in which the Dentist wishes to transfer
- A Postgraduate Dean from a region outside of the application
- The Dental Business Manager

The outcome of the panel will be confirmed in writing to the Dentist by the Dental Support Team.

If the IDT is approved the Dentist in Training will then give three-months' notice to their outgoing Deanery and confirm the transfer in writing. There is no option to appeal the decision of the Postgraduate Dental Dean.

The Dental Specialty Trainee Inter-Deanery Transfer (IDT) SOP is a national document that outlines the process for Dentists in Training but is currently under review, refer to the IDT section in the [Dental Gold Guide](#).

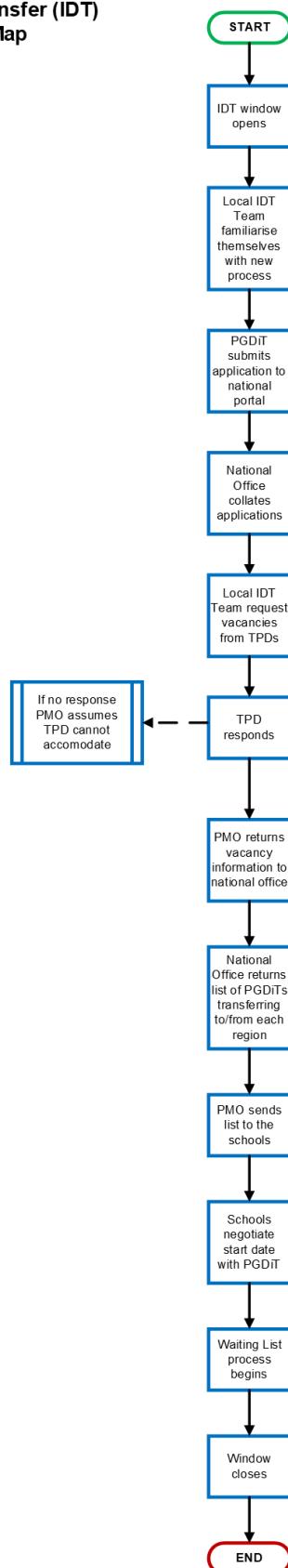
3. Process

The process maps below provide a high-level outline of the current process for medical trainees within scope. As previously stated, the timeframes and stages of a process may differ each window. Within the YH Deanery we may improve how the process is delivered where there is the opportunity to do so; any subsequent operational changes will be

communicated and this SOP updated at the next available opportunity. The process maps are located via this link: [Process Map](#)

Inter Deanery Transfer (IDT) Process Map

Abbreviations
 PST - Programme Support Team
 TPD - Training Programme Director
 PGDIT - Postgraduate Doctor in Training



4. Monitoring Progress of the Process

The process will be overseen and monitored by the Deanery DEANS OFFICE Team.

An annual report to the Deanery Management Team will be produced, which analyses activity and trends.

The DEANS OFFICE will escalate any feedback relating to the successful delivery of the IDT process through the appropriate channels.

TPDs, PSTs and DDs can share any feedback using the [Suggestion Box](#) or contact the DEANS OFFICE Team directly.

PGDiTs can escalate concerns through the established complaints process.

5. Communication

The local IDT team will monitor the IDT mailbox twice per day when the IDT window is open; otherwise the mailbox will be monitored once per day. The local IDT team will ensure that all telephone enquiries are answered or missed calls returned in a timely manner.

The local IDT team will attend the national office's webinars to ensure they are kept up to date with the changes to process each window. Any essential changes will be communicated to the relevant stakeholders via email by the local IDT team.

6. Equality Impact Assessment (EIA)

English Deans are committed to equality, diversity and inclusion (EDI), with a duty to eliminate discrimination, promote equality and ensure inclusive opportunities are available to all with regards to age, disability, gender, ethnicity, sexual orientation, religion or belief in the design and delivery of all our services. English Deans aim to meet and exceed their statutory obligations under the Equality Act 2010 by adopting a continuous improvement approach.

7. Monitoring Compliance and Effectiveness

This Operational Guidance will be reviewed in accordance with updated or new guidance published by COPMeD, COPDEND, NHS England, the General Medical Council, the General Dental Council, or any other organisation as applicable. New iterations of this guidance will be ratified by the Postgraduate Dean's Senior Team within the Yorkshire and Humber Deanery.

8. References

[Inter-Deanery Transfers \(IDTs\) National Website](#)

[A Reference Guide for Postgraduate Foundation and Specialty Training in the UK, The Gold Guide: 10th edition, August 2024.](#)



[A Reference Guide for Postgraduate Dental Core and Specialty Training in the UK, The Dental Gold Guide: 4th edition, September 2023.](#)

[Dental Specialty Trainee Inter-Deanery Transfer \(IDT\), SOP, September 2021](#)

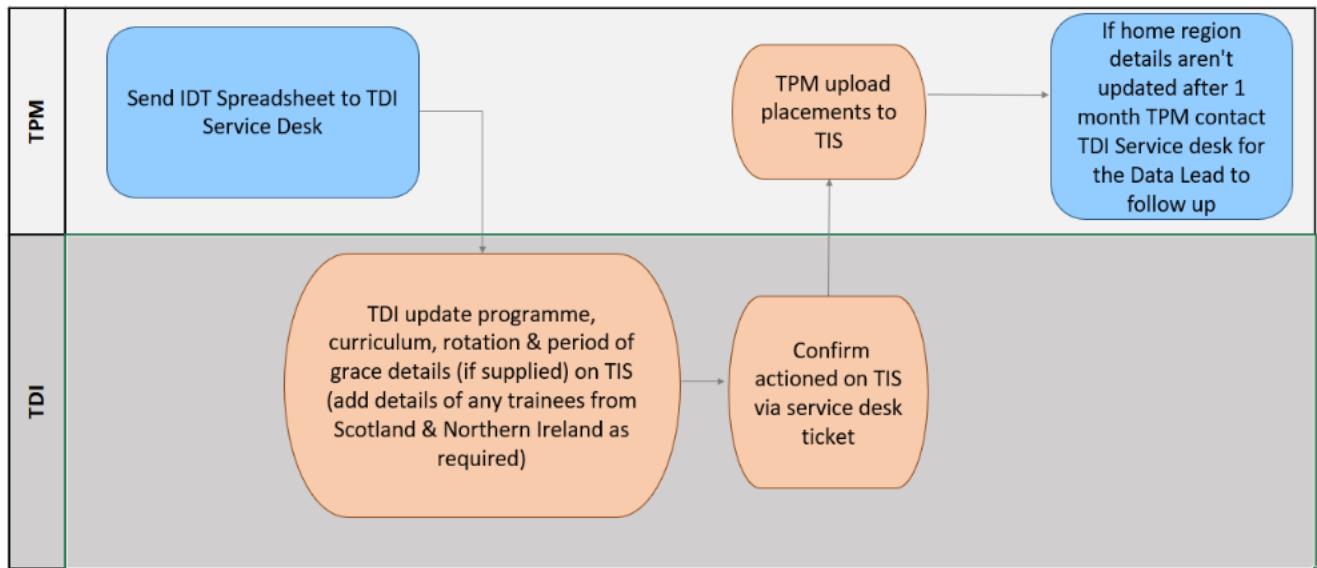
9. Appendix 1 - Yorkshire and the Humber Process for Inter Deanery Transfers (IDTs) on TIS

Summary

Since Training Programme Management (TPM) in Yorkshire and the Humber took over the uploading of rotations to the Trainee Information System (TIS) from the Trainee Data and Intelligence (TDI) team it became clear that a new process was required for the recording and updating of records for Inter-Deanery Transfers (IDTs). This process aims to clarify the roles of both teams.

Process for Incoming IDTs:

- TPM will send a spreadsheet containing details of incoming IDTs to the TDI service desk for February and August. Dentistry have their own IDT process with three application windows a year. Foundation manage their own IDTs.
- TDI will be responsible for updating TIS with programme and curriculum details. If rotation details are added to the spreadsheet TDI will also upload these.
- If necessary TDI will update the Programme end date and/or the Curriculum Completion Date on TIS with the date supplied on the spreadsheet. TPM will then be responsible for any further changes.
- Any IDTs from Scotland and Northern Ireland not on TIS will be added by TDI.
- Once this has been actioned TDI will confirm this via the service desk ticket.
- TPM are then responsible for uploading the placements to TIS.
- If the home region has not ended their programme and placements on TIS one month after transfer TPM should contact the local TIS Data Lead via the TDI service desk to follow this up.



Process for Outgoing IDTs:

Once the PGDiT and TPD have confirmed their last working day TPM process them as a leaver using this date and update TIS as follows :-

- Update programme end date and curriculum end date
- Update placement end date
- Record leaving reason as 'IDT'