

## TRANSFER OF INFORMATION PROCESS

### GUIDANCE FOR FTPDs/TRUSTS

The East Anglian Foundation School Transfer of information is a requirement for an F1 trainee's progression into F2, and we require that all F1 doctors complete the form even if they will not be rotating to a different trust for F2.

This process is designed to support Foundation Doctors by addressing any issues or anxieties at the earliest opportunity.

Forms will be reviewed by the Foundation School and kept on file. A copy will be sent to FTPDs at each Trust and these should be passed to the trainee at the end of F2.

You can send Transfer of Information Forms to the Foundation School in bulk either using recorded delivery, courier or a secure email address. This must be done with the consent of the trainee.

If a trainee does not wish this form to be shared with anyone other than their FTPD they may send the form to the Foundation School independently.

Send completed forms either to [HEEE.Foundation-enquiries@nhs.net](mailto:HEEE.Foundation-enquiries@nhs.net) or to:

**East Anglia Foundation School**  
**2-4 Victoria House,**  
**Capital Park,**  
**Fulbourn,**  
**Cambridgeshire**  
**CB21 5XB**

*Please send TOI forms to the Foundation School no later than 4 July 2016.*

## GUIDANCE FOR TRAINEES

**Please find enclosed the Transfer of Information (TOI) form, which you need to complete as you progress from F1 to F2.**

The TOI process is designed to support you by offering you the opportunity to highlight to your local educator (usually the Clinical Tutor or Foundation Training Programme Director) issues that may be of relevance to your performance as a doctor. It is also one of the processes used to promote patient safety.

Information contained on this form will be passed from your current Trust to the Foundation School. The Foundation School will keep it on file until you complete your Foundation training, and will pass a copy to your local educator at your Trust at the start of your F2 post. Your local educator will contact you if there are issues that you have raised on your form. They should return this form to you at the end of your F2 post. No information will be shared with anyone else unless you have given explicit permission.

The TOI will not be used at any point to determine your future professional progress, from F1 to F2 or at any time subsequent to this.

The form is designed to allow you to highlight issues you believe may be pertinent. It is for you to determine how much specific information you give in regard to each of these. It is important to understand that withholding information that may impact on safe patient care, or giving false information regarding your academic career would be inconsistent with the GMC guidance on probity; any identification of such activity would be reported to the GMC.

If you have any questions that relate to this form, please contact [HEEE.Foundation-enquiries@nhs.net](mailto:HEEE.Foundation-enquiries@nhs.net)

It is recommended that this form should be completed with the help and support of your Foundation Training Programme Director.

## CONFIDENTIAL

### Transfer of Information to Training Programme Director for trainees commencing F2

This will be passed to the Training Programme Director of your employing Trust(s) at the start of your F2 post. **The information will not be passed to your Educational Supervisor (usually the consultant you will be working for) or any other person without your permission.** The purpose of passing information to your Training Programme Director is to highlight any particular support or help you may need during your F2 year. The process is designed to be entirely supportive to you.

Name:	
GMC Number:	
Where did you complete your F1 programme?	
In which year did you commence your F1 programme?	
Was your programme extended, or Full Registration/F1 Sign Off postponed?  Please give details and dates of any periods of absence (continue overleaf if necessary).	
Have you been absent from your F1 programme due to illness or other reasons? You may wish to give details (optional).	
Did you encounter any difficulties with the F1 competencies/assessments?  Please give details (continue overleaf if necessary).	
Is there any particular information which you feel will help your Training Programme Director to support you in your F2 year. You may wish to include particular concerns you have about the F2 year (continue overleaf if necessary).	

#### TRAINEE AUTHORISATION

I confirm that the information given in this form is accurate.

**Signature** ..... **Date:** .....

#### F1 FTPD AUTHORISATION

I confirm that the information given in this form is, to the best of my knowledge, accurate.

**Name** .....

**Signature** ..... **Date:** .....

Return to:

[HEEE.Foundation-enquiries@nhs.net](mailto:HEEE.Foundation-enquiries@nhs.net)

OR

**Administrator for East Anglia Foundation School (EAFS)**  
Victoria House,  
Capital Park,  
Fulbourn,  
Cambridgeshire  
CB21 5XB  
by 4 July 2016.

*F2 Training Programme Directors are not authorised to disclose any information included on this form to anyone unless agreed with the F2 Trainee and will return the form to the F2 Trainee at the end of their F2 programme.*

**ADDITIONAL TRAINEE INFORMATION (optional)**