

Standard Operating Procedure for moving Foundation Trainees between trusts

Principles

These are often vulnerable trainees and need a robust transfer process. Ideally they need to move to a new trust at a changeover time. This may not be possible.

Steps

- Agree a single lead from the Foundation School (FSD or named deputy)
- Confirm trainee is known to the PSW (if appropriate)
- Single lead to arrange joint meeting between that individual and TPD from current and new trust plus deputy FSD from new quadrant. Others from new trust to be invited as required (eg DME/ MEM/ HR)
- Establish if a supernumerary period is required. Named Foundation lead to complete this. (Form available from england.supernumerary.eoe@nhs.net)
- Single point of contact at new trust agreed and shared with trainee by Foundation School Director or deputy
- Deputy FSD from new quadrant to take over as single point of contact in the Foundation School.
- Timely OH referral (OH meeting at least a month ahead of proposed start date) via named contact at new trust
- If appropriate, SuppoRTT actioned by new TPD [Supported Return To Training | East of England \(hee.nhs.uk\)](https://www.hee.nhs.uk/Support/Supported-Return-To-Training)
- FSD or deputy to liaise with contact in trust every 2/52 to confirm onboarding is progressing
- New ES established and meeting arranged with trainee, FSD or deputy (from new quadrant) FTPD, ES and medical staffing at least 2/52 prior to starting.

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