

TRANSFER OF INFORMATION PROCESS INFORMATION SHEET FOR CLINICAL TUTORS/ FOUNDATION TRAINING PROGRAMME DIRECTORS

Please find enclosed the Transfer of Information (TOI) forms relating to those Foundation School Doctors (FDs) who will be commencing their F2 posts within your Trust. This is a process undertaken in order to improve communications between F1 and F2 FTPDs/Trusts.

Can you please note that the TOI process is meant to be a supportive one, whereby individual FDs who have specific problems can be highlighted to you at the start of their tenure in your trust, so that you can decide on the appropriate level of support required for them. It is also relevant to patient safety.

The information contained on these forms is privileged and confidential and should not be released to any third party (including the FD's educational or clinical supervisors) without the explicit permission of the FD. It is envisaged that the vast majority of forms will contain very little information that would cause concern and that for the majority of FDs no action will be required. However you may identify a form containing information that requires you to undertake some action. This would usually be an early meeting between yourself and the individual FD, in order to discuss the specific problem and agree with the FD the appropriate way to proceed. In many cases this will involve informing the Educational Supervisor of the problem.

This form should be returned to the FD within the first month of their arrival at your Trust. While we expect that for many of the individuals there will be very little need for action, we hope that you find this process assists you in managing your FDs. Should you have any questions or concerns, or any issues emerge following your meeting with the FDs, please do not hesitate to keep the Foundation School informed.