

TRANSFER OF INFORMATION PROCESS INFORMATION SHEET FOR F2 DOCTORS COMMENCING IN AUGUST 2008

Please find enclosed the Transfer of Information (TOI) form, which you need to complete as part of the process of commencing your F2 programme. The TOI process is designed to allow you to highlight to your Clinical Tutor/ Foundation Training Programme Director (FTPD) issues that might be relevant to your training.

It is important that you appreciate all the following points:-

1. The transfer of information process is a supportive process, aimed at allowing Foundation Doctors (FDs) to highlight to Clinical Tutors/FTPDs issues that may be of relevance to their performance as a FD, and is also one of the processes used to safeguard patient safety
2. Information contained on this form will only be released to your Foundation School Director and Administrator and your local Clinical Tutor/FTPD. No information will be shared with anyone else unless you have given explicit permission for this.
3. The TOI will not be used at any point to determine your future professional progress.
4. The questionnaire is designed to allow you to feel free to highlight issues that you believe may be pertinent and 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 be of relevance to patient care or giving false information in regard to your academic career, would be inconsistent with the GMC guidance on probity, and any identification of such activity would be reported to the GMC.
5. If you have any questions that relate to this questionnaire, please feel free to contact enquiries@stfs.org.uk

Please note that the forms should be returned to you by your Clinical Tutor/FTPD within the first month of commencing your Foundation Programme, although a copy of the form will be kept at the Foundation School Headquarters until you have completed your Foundation training.