NHS England

Process for Intra-deanery Transfer Requests

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The following aims to provide a clear and consistent process for managing intra-deanery transfers within the North East and North Cumbria School of Primary Care. This process is intended to support fairness and transparency within the remit of operational feasibility and maintaining training quality.

The process applies to GP Doctors in Training (DiT) requesting a transfer within the Northern Deanery. It does not replace the National Inter-Deanery Transfer process nor Highly Exceptional Dean to Dean transfers. Where requests fall outside the scope of intra-deanery transfers, the Doctor in Training should be redirected accordingly.

Principles

Intra-deanery transfers are NOT an automatic entitlement

Decisions are operationally dependent (post availability, administrative capacity, educator capacity, rotation timing, training impact)

Transfers require agreement from both training programmes

Financial and contractual implications (e.g. TERS) must be considered and flagged early.

sequentially down your content. Heading 2 followed by heading 3 and so on throughout each section.

Process

1. Initial request

DiT submits a written request (usually via email) outlining:

- Reason for request
- Preferred location / programme
- Requests sent directly to the Deanery inbox should be redirected to the Training Programme in the first instance.

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2. Programme level consideration

- The Lead Training Programme Director (LTPD) or nominated deputy and Programme Support Officer reviews the request locally.
- The LTPD or nominated deputy and PSO explores whether the request can be accommodated within existing or upcoming rotations.
- If not, the LTPD discusses the request with the LTPD from the receiving training programme.

3. Operational feasibility check

At this stage, the School Manager should be included in the further process and communication.

The following must be considered and documented:

- Post availability at the relevant changeover point
- Impact on other Doctors in Training and rotation balance
- Training requirements (stage, hospital/GP mix, CCT trajectory)
- Timing (e.g. whether allocations for that rotation are already complete)

4. Agreement in principle

- If feasible, both programmes (sending and receiving) must agree in principle.
- This agreement should be documented by email.

5. Decision

The request, feasibility assessment, and programme agreement are escalated to the Primary Care Dean. The decision will consider:

- Equity and precedent
- Workforce and capacity impact

6. Financial and contractual checks

School Manager confirms:

- Funding impacts (e.g. TERS repayment or claw back where applicable)
- Lead Employer implications
- The DiT must be informed of any financial consequences before transfer is finalised.

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7. Confirmation and implementation

Once approved:

- Programme support implements changes
- LET, employing Trusts, and DiT are notified

If not approved:

- Clear rationale is provided to the DiT
- Alternative support options may be discussed

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