

## TRANSFER OF INFORMATION (TOI) PROCESS

The guidance is to explain the procedure of Transfer of Information (TOI) which is used to support medical students/new doctors who move from their Medical School to their Foundation School.

### DEFINITION

The TOI process is a means of supporting medical students/new doctors who move from their Medical School to their Foundation School environment and in particular to highlight medical students/new doctors who may require additional support/adjustments during their Foundation Training Programme.

### GENERAL PRINCIPLES

- a) The TOI process should only be used to facilitate appropriate support for trainees as they move from Medical School to Foundation School.
- b) Medical students/new doctors have ownership of the amount of information they wish to disclose over and above information that which they are obligated to provide by GMC rules.
- c) Information may be sensitive and confidential and will only be exchanged between NIMDTA and Foundation Programme Directors. No information will be passed without the explicit agreement of the medical student/new doctor. This stipulation excludes information which is deemed to involve issues of patient safety.

### THE TOI FORM

The Transfer of Information form is self administered by the medical student/new doctor. Reference should be made to GMC guidance on probity relating to the passage of information that may have an effect on patient care.

The questions on the form are designed to highlight whether the medical student/new doctor has had any significant educational, health or other problems during the course of their medical undergraduate career. Isolated events relating to absences, health or exams should not raise any concerns.