**Official Rotation Swap Request for BST GIM Scheme**

In order for the Institute to process a rotation swap the following criteria must be met:

* It is not appropriate for a specialty to be repeated. e.g, 6 months in one specialty. Trainees looking to swap into a specialty already completed will not be approved.
* Both parties must still complete at least three *different* core rotations.
* Both parties must still complete at least six months in a peripheral training site.
* Both parties must be aware and agreeable, before the form is submitted.
* Speak with Medical Manpower before submitting the form to get the OK for the proposed change
* You must receive confirmation from the RCPI Coordinator that swap has been approved by RPD, before any changes are made.
* Medical Admin will also be notified of the change.
* At least six weeks’ notice, before the commencement of rotation, must be given.

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| --- | --- | --- | --- |
| **Swap details** | | | |
| Applicant Name |  | Colleague Name |  |
| RCPI ID |  | RCPI ID |  |
| Rotation specialty originally allocated |  | Rotation specialty originally allocated |  |
| Rotation dates |  | Rotation dates |  |
| Hub |  | Hub |  |

|  |  |
| --- | --- |
| **I confirm that the above details are correct and both parties are agreeable to same.** | |
| **Name:** | **Name:** |
| **Signature:** | **Signature:** |
| **Date:** | **Date:** |

**Submit to RCPI Coordinator or** [**training@rcpi.ie**](mailto:training@rcpi.ie)

**Office Use Only:**

**Meets all criteria? Yes/No**

**If No, details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approved by RPD? Yes/No**

**If no, details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Medical Admin Notified? Yes/No**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Trainee Map Updated with comments? Yes/No**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**On Call Rota Updated? Yes/No**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**