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| **Trainee Handover Form** | | |
| **Trainee Name:** |  | |
| **GMC number:** |  | |
| **Training level at next post:** |  | |
| **ARCP due:** |  | |
| **Current Trust:** |  | |
| **Current Educational supervisor:** |  | **Email address:** |
| **Current Clinical Supervisor:** |  | **Email address:** |
| **Current College Tutor:** |  | **Email address:** |

Dear {insert College tutor names(s)},

The trainee above is due to come to your Trust on { this date }.

It would be good to arrange a handover discussion with the next Educational Supervisor &/ College Tutor.

Please can you e-mail us back to acknowledge receipt so we can organise this meeting.

Kind regards,

Please return to [Facultysupportteam.wm@hee.nhs.uk](mailto:Facultysupportteam.wm@hee.nhs.uk)