

FORM A – GUIDANCE (July 2015) **Application for the Approval of a** **New Specialty or Sub-specialty Programme**

This form should be completed if:

A deanery/LETB is introducing a new specialty (including core) or sub-specialty programme which has not had previous approval from the GMC (or from PMETB, the GMC's predecessor body). GMC approval must also be sought for an element which is usually the first two/three years of specialty training which forms part of the specialty programme. Examples of elements are Core Medical Training (CMT), Acute Care Common Stem (ACCS), and Broad Based Training (BBT).

All applications must adhere to the GMC's definition of a specialty or sub-specialty programme. 'Programme' definition is given as:

"A programme is a formal alignment or rotation of placements which together comprise a programme of training in a given specialty (including GP training) or subspecialty. A programme may either deliver the totality of the curriculum through linked stages in an entirety to CCT, or the programme may deliver different component elements of the approved curriculum. The GMC approves programmes of training in all specialties, including general practice, which are based on a particular geographical area (which could cover one or more LETBs/deaneries). They are managed by a training programme director (TPD) or their equivalent. A programme is not a personal programme undertaken by a particular trainee."

Completing the Form

This form is offered in a non-PDF format to aid user completion. It is imperative that users do not amend any of the GMC text or sections.

Section 1 – Basic information

Deanery/ LETB name:

The full name of one deanery/LETB must be given. If the programme is being delivered in geographical locations by more than one deanery/LETB, the lead deanery/LETB is responsible for the management of the programme should submit the application form, noting the other deaneries/LETBs involved in brackets. Please add all locations that the programme will be delivered in, including those outside the geographical area of the lead deanery/LETB.

Specialty or sub-specialty name:

The name of the specialty or sub-specialty must be as it is displayed on the GMC website. A list of approved specialties and sub-specialties can be found here:

http://www.gmc-uk.org/education/A-Z_by_specialty.asp

Locality/sector:

This is the geographical area in which the specialty or sub-specialty programme is located. It could be a deanery or a part of it, or more than one deanery if a specialty programme crosses deanery/LETB boundaries. For example, some General Practice programmes are approved along geographical lines within the one deanery. The approvals team can provide you with guidance on this section prior to completion by contacting quality@gmc-uk.org)

Section 2 - Training location/s:

These can be defined as the organisations in which doctors in training train; these may include Local Education Providers (LEPs) such as: hospitals, GP training practices, industry, hospices, independent providers (NHS funded or other) and so on. It also includes the Trusts/Boards that the LEPs fall within, such as: trusts, health boards, foundation trusts and so on. Please ensure that all possible training environments are included here.

Please note that all locations must list the Trust/Board name and Local Education Provider (LEP) name. In order to enable us to enter the correct location into GMC Connect it is essential that you include the organisation code for all training locations as well. Please note that there may be several different organisation codes available for the LEP to show the commissioner provider relationship between the parent Trust/Board.

Using this organisation code enables us to link the programme approval data with the National Training Survey to report by these locations on the trainee's perception of their training. Please note it is essential that you select the correct code to accurately reflect your specialty or sub-specialty training programme.

National organisation codes exist for which we use to record the training locations. These are provided by:

1. The Organisation Data Service (ODS) for England and Wales.
(http://www.datadictionary.nhs.uk/data_dictionary/nhs_business_definitions/organisation_data_service_de.asp)
2. The Information Services Division (ISD) for Scotland.
(<http://www.isdscotland.org/Products-and-Services/Data-Definitions-and-References/National-Reference-Files/>)
3. The GMC for Northern Ireland. Please leave the organisation code sections blank for any training locations in Northern Ireland and the GMC will take appropriate action.

Please note: If an organisation code does not currently exist, please write 'No code' in the organisation code section of the form and provide the address (including postcode, exc. Northern Ireland).

Section 3 – Maximum Training Capacity

This section **does not** need to be completed.

The approval of MTCs is suspended by the GMC until further notice. It is not currently possible to remove this section from GMC Connect therefore MTC will be listed as 0 for new programmes, or will remain at the last reported number for programmes that were approved prior to the suspension of MTCs. Please note that the training capacity is therefore at the discretion of the deanery/LETB. The Postgraduate Dean must therefore ensure that doctors in training receive the appropriate supervision and workload to achieve the curriculum competencies.

Section 4 – GMC Standards

Each specialty or sub-specialty programme should meet all of the GMC's standards; therefore the answer to all questions should be 'Yes'. If the specialty or sub-specialty programme does not meet all the standards (e.g. the answer to one or more of the questions is 'No') it is recommended that the deanery/LETB takes the appropriate action to meet the GMC's standards before submitting an application.

If an application is submitted where all standards are not yet met the College/Faculty supporting letter will need to outline that they are aware of this and continue to provide support.

Section 5 – Evidence of Support

An application for a new specialty or sub-specialty programme via Form A will not be processed unless accompanied with evidence that the Royal College or Faculty supports the creation of the specialty or sub-specialty programme.

All Form As must also be accompanied by a letter/email of support from the relevant Royal College or Faculty. The letter of support must show support for the specific new specialty or sub-specialty programme being applied for by naming it, as it is written on the Form A.

Each Royal College or Faculty has an agreed mechanism through which this support is considered, and in most cases it is via a national process. Exceptions are the Royal College of Paediatrics and Child Health and the Royal College of Anaesthetists who have agreed that regional support will be acceptable and therefore no separate document is required.

From September 2013 we have accepted electronic submission from the named Deanery/LETB individuals onto GMC Connect as confirming Deanery/LETB support (i.e. replacing the requirement for a signature from the Dean or Deputy Dean).

For Foundation programmes we do not require evidence of support.

Submitting the Form

Once completed, this form, and the Royal College or Faculty letter, must be submitted via GMC Connect.

If the submission has been completed correctly, you can expect to see the application as 'Approved' on GMC connect within 10 working days.

If the submission has NOT been completed correctly, approval cannot be granted and you will be contacted by a member of the GMC Approvals team.