

Form B – Guidance (July 2015)

Application for the approval of a New Training Location

This form should be completed if:

A deanery/LETB is adding a new training location(s) to a specialty or sub-specialty programme which has had previous approval from the GMC (or from PMETB the GMC's predecessor body).

You should seek approval for a location where the:

- clinical supervisor is not with the doctor in training **or**
- doctor in training is at the location for more than two sessions per week **or**
- training component provided within the location is essential for the delivery of the curriculum (that is where removal of doctors in training from the location will have a detrimental impact on delivery of the curriculum).

Form B should not be used for flexible (e.g. less-than-full-time or supernumerary) posts unless they are taking place in a training location which was not previously part of the specialty or sub-specialty programme.

It should be noted that doctors in training cannot train in Local Education Providers (LEPs) that are not approved as part of a specialty or sub-specialty programme as this may nullify their GMC registration or their eligibility for a Certificate of Completion of Training (CCT).

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.

Sections 1-3 – Basic information

Please seek additional advice if you require it by emailing quality@gmc-uk.org

Section 4 – Specialty or Sub-specialty Programme name & GMC Programme code

The name of the specialty or sub-specialty programme must be as it is displayed on the GMC website. A list of approved specialty or sub-specialty programmes can be found here: http://www.gmc-uk.org/education/A-Z_by_specialty.asp. The programme code is the code which was assigned at the initial approval and can be found on GMC Connect.

Section 5-6 – Trust/Board Details & LEP/s Details:

Trusts/Boards are the parent organisations that LEPs fall within, such as: trusts, health boards, foundation trusts and so on.

Please note that you may only list one Trust/Board on each Form B.

LLEPs are organisations in which doctors in training train, such as: hospitals, GP training practices, industry, hospices, independent providers (NHS funded or other) and so on. Here you must list any LEPs (within the trust named in Section 5) that doctor's in training will attend.

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 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/o/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 7-25 – Additional information

Please seek additional advice if you require it by emailing quality@gmc-uk.org

Section 26 – Evidence of Support

All Form Bs must be accompanied by a letter/email of support from the relevant Royal

College or Faculty in order to be accepted as an application. The letter/email of support must show support of the specific new training location/s being added by naming it, as it is written on the Form B.

Each Royal College or Faculty has an agreed mechanism through which this support is considered.

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 the Foundation Programme, 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.