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

This form should be used to apply for approval of a new specialty (including GP training) or sub-specialty programme. This form must be accompanied by a signed letter/email of support from the relevant royal college or faculty.

**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. Please refer to the accompanying guidance document for help with completing this form including the definitions of the terms used.

**Section 1**

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| **Deanery/LETB name** |  |
| **Specialty/Sub-specialty name** |  |
| **Locality/sector** |  |

**Section 2**

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| **Training location/sthrough which doctors in training in this programme may rotate. Please note that all locations must list the Trust/Board name and Local Education Provider (LEP) name and their organisation codes.**  NOTE: *Please add rows as required*  *If the training location is a General Practice site, could you please also provide us with the post code of the LEP to assist us in determining the correct training location as many GP sites have the same name but are in different geographical locations.*  *If you wish to report at the Trust/Board level on the National Training Survey for trainees who work across multiple sites, you must also list this Trust/Board separately.* | | | | |
|  | **Trust/Board name** | **Trust/Board organisation code** | **LEP name**  *(and post code if GP site)* | **LEP organisation code** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
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**Section 3**

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| **Maximum Training Capacity (MTC)** |
| This section **does not** currently need to be completed. |

**Section 4**

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| **Standard** | **Y/N** | **If ‘No’, please describe the areas in which standards are not yet being met and action being taken by the deanery to ensure compliance in the near future** |
| 1. The duties, working hours and supervision of trainees must be consistent with the delivery of high quality, safe patient care.  There must be clear procedures to address immediately any concerns about patient safety arising from the training of doctors. |  |  |
| 2. Specialty including GP training or sub-specialty must be quality managed, reviewed and evaluated. |  |  |
| 3. Specialty including GP training or sub-specialty must be fair and based on principles of equality. |  |  |
| 4. Processes for recruitment, selection and appointment must be open, fair, and effective. |  |  |
| 5. The requirements set out in the approved curriculum must be delivered and assessed.  The approved assessment system must be fit for purpose. |  |  |
| 6. Trainees must be supported to acquire the necessary skills and experience through induction, effective educational supervision, an appropriate workload, personal support and time to learn. |  |  |
| 7. Standards for trainers:  Trainers must provide a level of supervision appropriate to the competence and experience of the trainee.  Trainers must be involved in and contribute to the learning culture in which patient care occurs.  Trainers must be supported in their role by a postgraduate medical education team and have a suitable job plan with an appropriate workload and time to develop trainees.  Trainers must understand the structure and purpose of, and their role in, the training programme of their designated trainees. |  |  |
| 8. Education and training must be planned and maintained through transparent processes which show who is responsible at each stage |  |  |
| 9. The educational facilities, infrastructure and leadership must be adequate to deliver the curriculum. |  |  |
| 10. The impact of the standards must be tracked against trainee outcomes and clear linkages should be reflected in developing standards. |  |  |

**Section 5**

**Please submit the completed form, accompanied by a letter/email of support from the relevant Royal College or Faculty, via GMC Connect.**

**We are happy to accept 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).**