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| Programme and location approval form |  |

This form should be used to apply:

1. for approval of a new programme.
2. to add or remove a location to an existing programme.
3. to remove a location from a programme.

All applications must be made through GMC Connect. If you do not have an account, please contact [Quality@gmc-uk.org](mailto:Quality@gmc-uk.org) with your full name, organisation name and reason for access (i.e. to process programme and location approvals).

##### **Section 1 – Deanery / Local office details**

|  |  |
| --- | --- |
| Your name: |  |
| Your email address: |  |
| Your telephone number: |  |
| Deanery / Local office name: |  |
| Specialty / Sub-specialty name: |  |
| What are you using this form for? | Choose an item. |

##### **Section 2 – Creating a new programme**

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| --- | --- | --- | --- | --- | --- |
| **Use this table to tell us which locations will be used in this programme. Please include the Trust/Board name, the Location Education Provider (LEP) name and their organisation codes. For further guidance on where to find codes, please refer to our** [**internet pages**](http://www.gmc-uk.org/education/approval_post_and_programme.asp)**.**  **If you need to, you can add more lines after row 5.**  **Once we have added the new programme to our system we will return this form to you with the programme code.**  **Please complete all columns. If an organisation code is not available please insert “NA”.** | | | | | |
|  | Trust/Board name | Trust/Board organisation code | LEP name | LEP organisation code | LEP Full Address |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| FOR GMC USE ONLY: | New programme Code: |  |
| Date added: |  |

##### **Section 3 – Adding or removing a location**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Use this space when the programme already exists and you are informing us of a new location or the removal of a location. You will need to submit a form for each programme that is being amended.**  **If you need to, you can add more lines after row 10.**  **Please complete all columns. If an organisation code is not available please insert “NA”.** | | | | | | | | |
| Programme code: | | |  | | | | | |
| Programme name: | | |  | | | | | |
|  | Add / Remove | If removing a location, state reason for removal. | | Trust/Board name | Trust/Board organisation code | LEP name | LEP organisation code | LEP Full Address |
| 1 | Choose an item. |  | |  |  |  |  |  |
| 2 | Choose an item. |  | |  |  |  |  |  |
| 3 | Choose an item. |  | |  |  |  |  |  |
| 4 | Choose an item. |  | |  |  |  |  |  |
| 5 | Choose an item. |  | |  |  |  |  |  |
| 6 | Choose an item. |  | |  |  |  |  |  |
| 7 | Choose an item. |  | |  |  |  |  |  |
| 8 | Choose an item. |  | |  |  |  |  |  |
| 9 | Choose an item. |  | |  |  |  |  |  |
| 10 | Choose an item. |  | |  |  |  |  |  |

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##### **Section 4 – Promoting Excellence standards**

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| The General Medical Council (GMC) sets the standards and requirements for the delivery of all stages of medical education and training.  [*Promoting excellence: standards for medical education and training*](http://www.gmc-uk.org/education/standards.asp?WT.mc_id=MEEN150730) sets out ten standards that we expect organisations responsible for educating and training medical students and doctors in the UK to meet.  The standards and requirements are organised around five themes. Some requirements – what an organisation must do to show us they are meeting the standards – may apply to a specific stage of education and training.  **Your declaration:**  By submitting this form, we confirm that the programme and locations referred to above fulfil the criteria of [*Promoting excellence: standards for medical education and training*](http://www.gmc-uk.org/education/standards.asp?WT.mc_id=MEEN150730)*.* We will use appropriate mechanisms to ensure ongoing compliance with the standards  We understand that through the Quality Assurance work undertaken by the GMC we may be asked to provide evidence to demonstrate how these standards are being met. |