2010 GMC Registration Notes & guidance to accompany the GMC guidance on the 2010 process

2010 GMC Registration for Manchester Graduates working outside of the North West

As a Manchester graduate the North Western Deanery will be managing the administration process for your application for Full registration on behalf of the Manchester Medical School.

In order to apply for Full GMC registration to progress from F1 to F2 you will need to log into your MyGMC account on the GMC website (www.gmc-uk.org). From here you can apply and complete an application for Full registration. You will also need to make full payment of £420 using the online payment facility.

Certificate of Experience (COE)

Once you have completed the above application process you will have access to download a copy of the Certificate of Experience (COE) which will already be prepopulated with your details.

** Please ensure you leave all sections of the COE blank for completion here at the North Western Deanery, it must not be completed or signed by yourself or anyone at your trust **

Once you have downloaded this document you must send it directly to Jacqui Baines, Foundation School Administrator at the following address:

North Western Foundation School
NHS North West, North Western Deanery
3rd Floor, Three Piccadilly Place
London Road
Manchester
M1 3BN

All documents received will be acknowledged by email within 3 working days.

5.1 Attainment of Competency Document (FACD)

Your local Trust Medical Education Centre (postgraduate department) where you are currently working will provide you with full details of the 5.1 final assessment and signing off process and the timeline in which they intend to do this.

In addition to local arrangements please note the following advice and requirements, as set out by the North Western Deanery, for the completion of the 5.1 Attainment of Competency document:

• You must complete the current version of the 5.1 form from the Foundation Learning Portfolio, and not a previous version of this document. You can check this on the foundation programme website, www.foundationprogramme.nhs.uk

• You must ensure all sections of the 5.1 form are completed fully: including your name: GMC number: foundation school: medical school: all clinical training details, and sign and date the appropriate box

• The signature under the section ‘Recommendation by Foundation Training Programme Director (or other authorised signatory)’ must be signed and dated within the nationally proposed time frame of 8th – 30th June. Incorrectly dated forms will be returned for countersigning with an appropriate date and this may delay your application and registration.
The final signature under the section ‘Confirmation by Foundation School Director of the current foundation school (or other authorised signatory)’ must not be signed and dated before 1st July. ** SEE NOTE BELOW

Incorrectly dated forms will be returned for countersigning with an appropriate date and this may delay your application and registration.

** The 5.1 form for all trainees working on an F1 programme within the UK must be signed off by the Foundation School Director, FSD, (or other authorised signatory) of the hosting foundation school.

For example, if you were working at the Countess of Chester Hospital in Liverpool your hosting Foundation School would be Mersey.

In line with the national timeframe for F1 sign off this signature and date must not be before the 1st July.

Submitting your 5.1 Form

Once you have completed your end of year assessments, as instructed by your local trust and postgraduate centre, you will need to submit your 5.1 form to the Foundation School associated with your Trust for the above required signature. You will need to liaise with your postgraduate department to ensure you submit your form in a timely manner to the correct person to avoid any unnecessary delays in your registration. They will be able to advise you of the person whom is responsible for GMC registration within that Foundation School and the relevant contact details.

You may wish to discuss with your postgraduate department whether or not they will be collating all paperwork and forwarding onto the Foundation School in one batch on behalf of all trainees. This will be a local decision which you may need to negotiate with them.

In line with national guidance Foundation Schools may start signing 5.1 forms from 1st July and in order to meet the GMCs deadline for guaranteed processing the North Western Deanery’s deadline for receiving completed/signed 5.1 forms is Friday 9th July. (This date has been communicated to all relevant persons at all Foundation Schools.)

It is your responsibility to ensure your paperwork is completed and submitted within all the time frames (local and national) so as to avoid any delays to your registration.

Once your 5.1 form has been received by the hosting Foundation School they will arrange for the FSD to sign the final confirmation.

You will also need to check with your hosting school (possibly via your postgraduate department) whether or not the Foundation School intend to forward your 5.1 form onto the North Western Deanery on your behalf or whether they intend to return the document to you so that you then send it on directly.

If your 5.1 form is returned to you for you to send on to the North West directly then you must ensure that it is sent to the address given on this document and received by the deadline of the 9th July.

Signing and submission of the COE

Once both forms (5.1 and COE) have been received by the North Western Deanery they will be processed for signature by one of the 4 approved signatories and then forwarded onto the GMC on your behalf.

NB: your COE will be processed for registration to begin on Wednesday 4th August.
On receipt at the GMC your COE will be matched up to your online application and providing all requirements have been met they will grant full GMC registration.

**General notes and advice**

You must submit your original 5.1 form for signing and forwarding onto the North Western Deanery but please remember to keep copies of all forms and documentation in your portfolio for future use and reference.

If you lose or damage your COE you can obtain a replacement through your account on the GMC website. The GMC will reject and return any Certificate of Experience where it has not been downloaded from your MyGMC account (or directly sent to you in the case of EEA and IMG nationals) and you have not submitted an online application.

You may check your registration status online using the GMCs medical register and you will also be sent a certificate of registration in the post.

Following the completion of the registration process your original signed 5.1 form will be sent onto Manchester medical school for archiving on your student record.

**IMPORTANT NOTE:** If you are not fully registered by the 4 August 2010 you will not be able to commence your F2 placement. This may delay your completion of F2 and the Foundation Programme which may in turn delay your start in a specialty programme.

**Contacts**

If you have any concerns about meeting any of the above deadlines then please let me know and we will do what we can to work with you and the Foundation School to ensure your documents meet the GMCs deadline of 16th July.

Likewise if you have any queries regarding any part of the registration process then please contact:

Jacqui Baines
j.baines@nwpgmd.nhs.uk
0161 625 7683

Best wishes

Jacqui Baines