Application for Full GMC Registration 2010

Guidance for F1 doctors

At the end of the 1st Foundation year, F1 trainees are required to apply for full registration with the GMC once they have been "signed-off" by their Trust and the Foundation School Director.

You will not be able to start work as an F2 doctor until you have been granted full GMC registration.

Please Note: It is extremely important that Foundation Schools receive forms for all F1 trainees by the deadlines provided so that Certificates of Experience reach the GMC by the national deadline.

The GMC will contact you at the beginning of June with instructions and a reminder to check your access details on MyGMC. You will need to enter your GMC reference number and your password. Ensure that you know your GMC pin and password, and make sure that they are still active. Please check these as soon as possible because replacement log-in details may take ten working days to process.

Wessex Foundation School is only responsible for signing off Certificates of Experience (CoE) for F1 trainees who are Southampton graduates and Non-UK graduates.

If you are a Southampton or non-UK graduate, Wessex Foundation School must receive your Certificate of Experience by the deadline of Wednesday 30th June.

If you are a UK graduate of another Medical School, you need to contact the local Foundation School linked to that medical school to find out their local process and deadlines. Please refer to the “GMC Full Registration Contact List”.

Please find attached:

- A Step-by-Step guide to this process – info about completing “CoEs” & “5.1 forms”
- A copy of the current 5.1 form & accompanying checklist
- GMC Full Registration Contact List - foundation School & medical school contacts across the UK
- All the above information & guidance about this process can be found on our website at the link below. http://www.wessexdeanery.nhs.uk/primary_areas/wessex_deanery/wessex_schools/wessex_foundation_school/gmc_full_registration.aspx

Please note:

- The current version of the 5.1 form must be completed, and not an old version of this document. (Old versions will not be accepted). The current version is attached to this document, and can also be found online: http://www.wessexdeanery.nhs.uk/foundation_school/f1_sign-off.aspx
- Please ensure all sections of the 5.1 form are completed fully: including your name: GMC number, foundation school, medical school, all post details and dates, 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.

Please direct any queries to: Amelia Howden: 01962 718442 / amelia.howden@wessexdeanery.nhs.uk
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<tr>
<th>CERTIFICATES OF EXPERIENCE (CoE)</th>
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<td><strong>Step 1</strong></td>
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| **Step 2** | After completing your application and paying the fee, you will be able to download your Certificate of Experience (CoE).  
Please **DO NOT** write anything on your Certificate of Experience  
Your name, medical school and GMC number will be entered automatically onto the certificate.  
Please leave all other boxes blank - It must only be signed by one of the Deanery registered authorised GMC signatories. |
| **Southampton graduates & non-UK graduates** | Please send your original Certificate of Experience (CoE) to Wessex Foundation School by the deadline of **Wednesday 30th June**.  
The CoE will be signed by one of the Deanery authorised signatories. We will then send the CoE to the GMC Registrations team for them to complete the registration process.  
**Note:** If we do not receive your Certificate of Experience by the deadline of 30th June, then we cannot guarantee that it will be signed and sent to the GMC by their national deadline. This may affect your start date as an F2 doctor, as you may not be granted full registration by the start of post on 4th August.  
Certificates should be posted to the following:  
Amelia Howden, Wessex Foundation School, Southern House, Otterbourne, Winchester, SO21 2RU  
If you wish to email your certificate to us, please save it in PDF format and email it to: amelia.howden@wessexdeanery.nhs.uk  
**Please do not send your CoE to Southampton School of Medicine.** They do not deal with this process. Sending paperwork to the university will hinder the progress of your application. All paperwork should be sent to the Wessex Foundation School. |
| **Step 3** | **Non-Southampton graduates**  
If you are a graduate of another UK medical school you will need to send your Certificate of Experience to your home Deanery (i.e. the one linked to the Medical School from which you graduated) or medical school.  
Please make contact with your medical school or home Deanery as **early as possible** to confirm their local process/deadlines that you will need to meet. You may have already received an email from your medical school (or the linked Foundation school) letting you know these details.  
Please see the attached **GMC full registration contact list** which lists the contacts for each Foundation or Medical School.  
**Please check this list ASAP to find out who you should send your CoE to and the deadline. It is also available to view on the GMC website.**  
### 5.1 ATTAINMENT OF F1 COMPETENCE FORM

#### Information for F1 doctors in Wessex – all graduates, no matter which university!

In order for an authorised signatory (Postgraduate & Associate Deans) to fill in and sign the GMC ‘Certificate of Experience’, a copy of the ‘5.1 Attainment of Competence’ form needs to be seen, as evidence that the doctor has successfully completed F1 training.

Your local Trust Medical Education Centre (postgraduate department) where you are currently working will provide you with full details of the F1 final assessment and sign off process and the timeline in which they intend to do this.

Each trust / hospital in Wessex will be sending completed 5.1 forms directly to the Wessex Foundation School. You will be asked to hand your completed 5.1 form to the Foundation Programme Co-ordinator / Postgraduate Administrator in your Trust.

It is the Trust’s responsibility to send Wessex Foundation School all completed 5.1 forms (with completed checklists attached) for F1 doctors in that Trust by the deadline of **30th June**.

Your 5.1 form requires 3 x signatures:
- Your signature
- Your Foundation Programme Director (please check with your trust for local sign-off process)
- The Foundation School Director (this section is signed at the Deanery).

All 5.1 forms will then be signed off at the Deanery by either Dr Paul Sadler, Foundation School Director or Dr Vicky Osgood, Postgraduate Dean.

If you are a **graduate of another UK medical school**, your 5.1 form will then be sent by us directly to that medical /foundation school, so that they can then sign your CoE.

**You are therefore only responsible for sending them your Certificate of Experience by their local deadline.**

Please **do not** send the 5.1 form to your medical school or the linked foundation school yourself. It is important that it is sent to Wessex Foundation School first so that is can be signed by Dr Sadler or Dr Osgood. Your 5.1 form is not complete without a Deanery signature.

#### Information for Southampton graduates working as F1s outside of Wessex

A copy of your completed 5.1 form will be sent directly to Wessex by your Foundation School at the beginning of July.

The 5.1 form requires 3 x signatures:
- Your signature
- Your Foundation Programme Director (please check with your trust for local sign-off process)
- The Foundation School Director (this section is signed at the Deanery / Foundation School).

Please do not send the 5.1 form to us by yourself unless you have been instructed to do so by your Foundation School.

If original copies of 5.1 forms have been sent to us, we will send these back to Foundation Schools once the process is complete, so that they can be returned to the F1 trainees in their area. Photocopies of 5.1 forms for all Southampton graduates will be kept on file in the Wessex Deanery offices.

**You are therefore only responsible for sending Wessex your Certificate of Experience by our deadline of 30th June, unless you have been asked to send us your 5.1 form too.**