FORM D – GUIDANCE

Application for the Removal of an approved training Location for non-performance reasons.

This form should be completed if:

A Deanery/LETB wishes to remove a training location(s) from an existing approved speciality programme for non-performance reasons.

Examples of this would include:

- There is no longer an approved GP trainer at the location
- The location no longer delivers training in that specialty (for non-performance reasons such as restructuring).

You should NOT seek removal of a training location through this form where there is a performance issue in relation to the programme or the locations. Please contact the Head of Approvals via quality@gmc-uk.org if you are seeking removal due to a ‘performance issue.’

It should be noted that doctors in training cannot train in LEPs that are not GMC approved as part of the speciality programme they have been appointed to as this will make them ineligible for a CCT.

**Only remove a location if you are sure it is no longer used.**

**Completing the Form**

**Question 1 – Date of Removal of LEP**

Please put the date from which you would like the LEP to be removed. If this date is in the past, the removal from date will be recorded as the date that the GMC has withdrawn approval.

It is important to use the information as it is recorded on GMC Connect.
**Question 2** – Please provide the name and the programme code for the programme to which the LEP belongs.

**Question 3** – Please give the details of the LEP within the programme named.

Local Education Providers (LEPs) are organisations in which doctors in training train, such as: hospitals, GP training practices, industry, hospices, independent providers (NHS funded or other).

Please note that all locations must list the Parent Education Provider name and Local Education Provider (LEP) name as it is recorded in GMC Connect. In order to enable us to remove the correct LEP it is essential that you include the organisation code for all training locations. Please note that there may be several different organisation codes available for the LEP to show the commissioner provider relationship between the Parent Education Provider.

**Note** - If there is more than one LEP to be removed you can attach a spreadsheet with all the LEP details and reasons for their removal. If the location is in more than one approved programme or for more than one speciality please submit a separate application form for each programme.

**Question 4** – Please provide the reason for the removal of the LEP site requested.

This cannot be for a performance related reason.

**Evidence**

You will need to provide evidence of confirmation from the Dean/ Deputy Dean to remove the training location. This can be in the form of a letter or email that confirms that the reasons listed are correct.

The application for the removal of a location cannot be processed without the evidence of confirmation from the Dean/Deputy Dean.

If you have any questions not covered by the guidance please email quality@gmc-uk.org