The manual for moving doctors in the Foundation Programme from provisional to full registration

Guidance for designated representatives
Introduction

This manual guides you through all the processes the UK applications team are responsible for, relating to moving UK F1 doctors from provisional to full registration.

Once you’re familiar with these processes we recommend that you save this document as a favourite and refresh your memory as each key task arises.

Are you a new designated representative?

If you are a new representative, we recommend that you read through this manual so that you can get an idea of that tasks you may need to do and when.

You should save the links below. They contain all the information that you need, in case you need to refer to them in the future:

- Web page for UK registration
- Log in to GMC Connect | www.gmc-uk.org/GMCConnect

We aim to get in touch with all new delegates within their first month to introduce them to the UK applications team and give them an induction to GMC responsibilities that they may be responsible for. We normally do this over the phone, but we are happy to host delegates in our Manchester office if a medical school requests this.
The UK applications team

As you can see we are a small team. Your main points of contact are the UK Applications Manager and the UK Events and Registration Officer.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Tel:</th>
<th>Email</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Our purpose

To make sure that UK doctors are correctly registered with a licence to practise in time to start their Foundation Year (F1) and Foundation Year (F2) training. We do this by:

- Completing their ID checks.
- Introducing them to our published guidance.
- Assessing their applications for registration.
- Granting provisional registration (after having processed your graduation lists).
- Granting full registration (after having processed your certificates of experience).
- Refusing provisional and/or full registration in a small number of cases where an applicant’s fitness to practise is impaired.

We work closely with medical schools, foundation schools and new doctors to make sure this happens safely and effectively.
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Section 1: Getting a GMC Connect account

An introduction to GMC Connect, why it’s important, what we use it for and who should get access to it.

1.1 Why GMC Connect is important

GMC Connect is the secure file transfer system that we use to exchange information with medical schools and other key partners. The core functions and aspects of GMC Connect include:

- A secure username and password for each user
- Forgotten password function where you will receive a new password by email
- The ability for you to update us on the progress of the F1s from the medical school you’re responsible for
- The ability for you to see if the F1s from the medical school you’re responsible for have applied for full registration
- Submitting certificates of experience for F1s from the medical school you’re responsible for have applied for full registration
- Downloading all the latest guidance and forms including the Adobe PDF form for international graduates that you are submitting a certificate of experience for

1.2 Tell us who you want to have access on the UK11 form

You may designate as many GMC Connect users as you wish. Though, to keep it simple, we recommend that you have no more than three, as this should allow you to cater for most tasks and have cover in case of absence and leave.

To designate a new user, add their details to our UK11 - Your designated representatives for COE submission and send it to our UK Manager mailbox. A number of people have access to this mail so we can share the workload and cover absent colleagues.

There are a number of important roles and responsibilities listed on the UK11 form:

- Your head of school – Responsible for your GMC Connect users.
- Primary contact – Our main point of contact. They should have an excellent understanding of processes that lead to the submission of a COE, provide support to other users, and pass on information we send. We publish primary contacts’ details on our website so that applicants can get in touch with them if they need to.
SECTION 1: GETTING A GMC CONNECT ACCOUNT

- Manage F1s – Change the date UK F1 doctor is expected to complete F1 and tell us if they has been released from the programme.
- Submit COEs – Submit certificates of experience for doctors who have satisfactory completed F1 and have been issued an Attainment of F1 Competence (AF1C).
- Remove contact – To request to withdrawn someone’s access to GMC Connect.

Your head of school is the person who is ultimately responsible for the people who use GMC Connect. Normally they don’t have an account themselves, but each time we approve a new user we will let them know. We do this to make sure that someone involved in management at the school has oversight; particularly as some of the responsibilities are vital for making sure the right doctor get registration.

The remaining responsibilities are covered in more detail in this manual.

1.3 For existing GMC Connect users or those who manage more than one medical school

If you already have a GMC Connect username you can use it for your UK registration account. But you need to additional permissions to your account. Let us know when you request your account and we'll show you how to do this.

If you manage F1 doctors for more than one medical school you only need one username, but you have to request access to both schools. We'll tell you how to do this after you've submitted your UK11 form.

Once we've approved additional user groups or medical schools on your account you'll be able to switch between them easily when you log in it GMC Connect.
Section 2: Keeping your F1 information up-to-date on GMC Connect

Why keeping your GMC Connect lists up to date is important, changes we need to know about, and making changes to a doctor’s record.

2.1 Understanding the doctors associated with your GMC Connect account
You will see lists of doctors associated with the medical school you’re responsible for in your GMC Connect account, in GMC Connect, and this manual, we refer to them as UK F1 doctors.

If you work in a foundation school, you will only see doctors that graduated from the local medical school. You won’t see any doctors that graduated overseas (international medical graduates), or, those who you are responsible for training, who didn’t graduate from the local medical school.

For more information about international medical graduates, see How to submit certificates of experience for international medical graduates (IMGs) and historic UK graduates.

If you are responsible, for more than one medical school you can choose between the schools after you’ve logged in.

2.2 Why keeping the information about your doctors in GMC Connect up to date is important
It reduces the risk of making submissions for doctors who haven’t completed F1. It allows us to give doctors timely and appropriate messages about applying for registration and leaving the register.

We know you may not have direct oversight of all the UK F1 doctors on your list. For example, if a UK F1 doctor from you medical school takes up a post outside of the local areas. We want to encourage you to share information about UK F1s whose training you’re overseeing but are not responsible for signing off, with your equivalent colleagues in other medical and foundation schools.

2.3 You should tell us about changes as soon as you’re aware
You should tell us about any changes as soon as you can. However, it’s vital you tell us about changes at the followings times in the year:
### Timing and Reason

<table>
<thead>
<tr>
<th>Period</th>
<th>Reason</th>
<th>Common change reasons in GMC Connect</th>
</tr>
</thead>
</table>
| **Early September** You must update any records with changes you are aware of within one month of F1 starting. | This allows us to easily identify doctors who didn’t take up their allocated F1 post or are working less than full time. | - Less-than-full-time  
- Never started F1 post |
| **Early May** You must make any changes that you’re aware of 70 and 49 days before F2 starts. | This prevents our automated emails inviting doctors to apply for registration. | - Maternity/paternity leave  
- F1 doctor dismissed  
- F1 doctor resigned |
| **Early July** You must make any changes that you’re aware of 28 days before F2 starts. | This prevents you from submitting certificates of experience for doctors who are not due to finish and our final reminder from being sent. | - Extra training (outcome 3)  
- Released from F1 (outcome 4)  
- Missing evidence (outcome 5) |
| **Mid-July** You must make any changes that you’re aware of before your main submission date. | This is vital to make sure that you only submit certificates for doctors that have completed F1. It also ensures that we have an outcome for each doctor on your list. | - Extra training (outcome 3)  
- Released from F1 (outcome 4)  
- Missing evidence (outcome 5)  
- Permanently leaving medicine |

### 2.4 What the expected F1 completion date means

This the date an F1 doctor is expected to or planning to officially finish their F1 training, having met the requirements.

We automatically assign all doctors a date when they gain provisional registration, based on the date it starts. The dates we chose are based on the standard four-month rotations in F1. See the table below

<table>
<thead>
<tr>
<th>Period that the provisional registration start date falls with in</th>
<th>Expected completion date automatically assigned to a doctor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late May – Early August</td>
<td>The first Tuesday in August the following year</td>
</tr>
<tr>
<td>Late August – Early December</td>
<td>The first Tuesday in December the following year</td>
</tr>
<tr>
<td>Late December– Early April</td>
<td>The first Tuesday in April the following year</td>
</tr>
</tbody>
</table>

After you’ve submitted a certificate of experience the expected date becomes the date a doctor completed the requirements of F1. But up until that point, you can change it at any time.

### 2.5 Changing a doctor’s expected F1 completion date

Most doctors complete F1 on the first Tuesday in August. However, there is a small number that don’t. For these doctors you can change their expected completion date on
GMC Connect. The process is quick and easy, our [GMC Connect guidance explains how to do this](#).

This table outlines the reasons a doctor might not finish on the first Tuesday in August. You must choose an appropriate change reason in GMC Connect.

<table>
<thead>
<tr>
<th>Change reason</th>
<th>You should use this if...</th>
<th>What date you should choose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra training (outcome 3)</td>
<td>A doctor must complete additional training before they are signed off.</td>
<td>The date the additional training ends. For example repeating a four month rotation.</td>
</tr>
<tr>
<td>Less-than-full-time</td>
<td>A doctor is working less-than-full-time.</td>
<td>The date the training is expected to end. For example undertaking F1 over the course of two years.</td>
</tr>
<tr>
<td>Maternity/paternity leave</td>
<td>A doctor is taking time out for maternity or paternity reasons.</td>
<td>The next possible completion date based on their return to work date.</td>
</tr>
<tr>
<td>Missing evidence (outcome 5)</td>
<td>A doctor's signs off has been delayed because they haven't submitted their evidence.</td>
<td>If you are ready to submit your COEs and you have a doctor outstanding – you should delay exp. completion date at least 28 days after their current date.</td>
</tr>
<tr>
<td>Other</td>
<td>A doctor has been delayed for another reason.</td>
<td>The date the training is expected to end.</td>
</tr>
</tbody>
</table>

2.6 Doctors who have withdrawn from F1

If one of your UK F1 doctors withdraws from the programme, you must remove them from your UK F1 Doctors in Training list in GMC Connect.

We have [guidance for withdrawing a doctor from GMC Connect](#).

You must give a reason for withdrawing a doctor. The table below explains the reasons you can give, and what we do when we receive a notification a doctor has withdrawn.

In most cases, we'll notify the doctor and give them relevant options about their registration.

<table>
<thead>
<tr>
<th>Withdrawal reason</th>
<th>You should use this if...</th>
<th>Do we notify our fitness to practise team?</th>
<th>Do we notify the doctor?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing medicine overseas</td>
<td>A doctor that hasn’t completed F1 decides to continue medicine overseas.</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>F1 doctor dismissed</td>
<td>A doctor has been dismissed by the trust for disciplinary reasons.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>F1 doctor resigned</td>
<td>A doctor has resigned from their post.</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Ill health</td>
<td>A doctor has withdrawn from F1 because of ill health.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
SECTION 2: KEEPING YOUR F1 INFORMATION UP-TO-DATE ON GMC CONNECT

<table>
<thead>
<tr>
<th>Reason</th>
<th>Description</th>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Never started F1 post</td>
<td>A doctor didn’t take up the F1 post that was allocated to them.</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Permanently leaving medicine</td>
<td>A doctor has indicated that they are no longer intending to work in medicine</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Released from F1 (Outcome 4)</td>
<td>A doctor has been released from the F1 as an outcome of an ARCP</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Other</td>
<td>The reason for withdrawal doesn’t meet any of the reasons listed above.</td>
<td>We will get in touch to ask you to provide more information</td>
<td></td>
</tr>
</tbody>
</table>

You can view all of your doctors who have withdrawn from F1 in GMC Connect. If you’ve made a mistake or your need to restore someone to the list, get in touch with us.

2.7 Doctors who have been withdrawn by the GMC

From time to time, your doctors will be removed from the medical register. If this happens, we will automatically move them to your Doctors Withdrawn From F1 list. This means you can’t submit a certificate of experience for them. Doctors may relinquish their registration themselves or we remove them from the register, but the reason will always show as Withdrawn by GMC.

2.8 Doctors taking time out of F1

From 1 April 2015, the length of time a doctor can hold provisional registration was limited to a maximum of three years and 30 days (1125 days). For doctors that are taking a significant period of time out of F1, we recommend they give up their registration, and restore their registration when they return to the programme. Restoring their provisional registration is straightforward and there is no fee.

We have more information on relinquishing your registration (also known as voluntary erasure) on our website.

If a doctor has any concerns they should call our contact centre, on 0161 923 6602, who will be happy to talk them through the process.
Section 3: The full registration application process

Why it’s important, when your students need to apply, and what they need to know.

3.1 Why it’s important your doctors apply for full registration
Doctors can only start their second year of the foundation programme (F2) after we have granted them full registration with a licence to practise.

We invite your UK F1 doctors to make an online application for full registration. As part of the application process we make sure that doctors have successfully completed F1, and check that their fitness to practise is not impaired.

3.2 When we invite your doctors to apply
We’ll contact your UK F1 doctors by email and text message 2 ½ months (70 days) before they are due to complete F1 with an invitation to apply for full registration. For most doctors this will happen at the end of May.

After the initial invitation, we’ll send two reminder emails and texts to doctors who haven’t applied – the first at seven weeks, and the second 28 days before their expected F1 completion date.

If a doctor has a fitness to practise issue to declare they must apply as soon as they can after they receive their invitation to apply.

You can check whether your doctors have applied on GMC Connect at any time. Read our guidance to find out how.

3.3 What we tell your doctors
Our invitation email gives UK F1 doctors important guidance on full registration, and instructions on how to make their application. We tell them their expected F1 completion date and ask them to speak to you if it’s not right. You should update their date on GMC Connect if it is incorrect, and they will not receive any more reminders after that time.

As part of the application, we ask them to:

- Check and confirm their personal details on GMC Online – our secure areas for doctors.
Tell us about any fitness to practise issues. This includes any aspects of their health that might impact on their ability to work safely with patients or to continue their training. We ask doctors to read our fitness to practise guidance, before they tell us about any issues, and tell them to apply as soon as possible if they do need to declare something.

- Pay the registration fee.
- Wait for you to submit their certificate of experience.

3.4 How we dealing with a doctor’s fitness to practise issues

Our fitness to practise guidance explains what types of issues doctors need to declare as part of their application for full registration. We also publish separate guidance on declaring health issues.

If a doctor declares a fitness to practise issue, we'll assess it and may ask colleagues in our Fitness to Practise Directorate to review the information. They will let the doctor know if they need any more information.

We aim to contact all doctors who declare a fitness to practise issue within five days of receiving their application to tell them what the next steps are.

3.5 Doctors who aren’t applying for full registration

If a doctor is completing F1 but not intending to apply for full registration, you should still submit their certificate of experience. For example, doctors who are taking time to study, chosen to practise overseas, or just taking a break before F2. If you are aware of any doctors in this situation, send an email to UKmanager@gmc-uk.org after you’ve submitted their certificate of experience.

We advise them to keep all the emails that we have sent so that they have instructions on applying for registration if they decide to practise in the UK in the future. We are not able to stop any automated email reminders from being sent about applying for full registration, but we won’t ask you to chase individual doctors.
Section 4: Submitting your certificates of experience

Why the certificate of experience is important, when to submit it and how.

4.1 Why is the certificate of experience important?

The certificate of experience confirms that an F1 doctor has completed an acceptable programme for provisionally registered doctors, this allows them to gain full registration and continue onto F2.

It is listed in the European Directive as a requirement for the completion of basic medical education in the UK. Doctors who are moving to work in Europe can request a copy of their certificate of experience from us.

4.2 When can you submit certificates of experience?

You can submit a certificate of experience up to 28 days before a doctor completes F1. If a doctor has already completed F1 you can submit it at any time.

Each year we will ask you to provide a date when you plan to submit the vast majority of your certificates of experience. You should submit your certificates on this day. If you wish to change the date, just get in touch.

In exceptional cases, you may sign off F1 doctors up to 20 days earlier than expected. This is only possible if the doctor:

- was permitted to use their leave at the end of the programme.
- was not expected to work any additional days in that period.
- had successfully completed the requirements at the time of the earlier date.

You should always discuss these cases with us before you make a submission.

4.3 Who should submit certificates of experience?

Ultimately, medical schools are responsible for submitting certificates of experience, though in most cases this is delegated to the local foundation school. The only exceptions are St George’s, Kings College London, Brighton and Sussex and Imperial College London where the schools manage this themselves.

There are no requirements in terms of job title or role. However, the head of school listed on your UK11 form is responsible for making sure only representatives with the correct
experience submit certificates on GMC Connect. Normally, foundation school managers or administrators, and medical school administrators take on this role.

You can tell us who will submit your certificates of experience by ticking the ‘Submit COEs’ box on your UK11 Designated representatives for COE submission. We recommend that your primary GMC contact takes the lead and that you have no more than three GMC Connect administrators responsible for submitting certificates.

4.4 What evidence do I need to see before I can submit a certificate of experience for a doctor?

All doctors undertaking F1 must meet the outcomes of *The Trainee Doctor*.

At the end of each placement during the Foundation Programme, the educational supervisor, along with the deanery, must assess whether the doctor has met the necessary outcomes. A successful doctor will receive an Achievement of F1 Competency certificate (AF1C) being issued. Once you have the AF1C and there are no outstanding concerns, you may submit the certificate of experience.

You must not allow any doctors who are a risk to patients to continue training and you must not submit a certificate of experience for them.

4.5 Doctors who completed F1 overseas

Some doctors choose to go overseas to complete F1. For a doctor to be eligible for a certificate of experience they **must** have had the following in place before they started their overseas post:

- Confirmation that their medical school supported their overseas training programme.
- Confirmation from a local education and training board (LETB), postgraduate dean or their medical school that they will have oversight of the quality of their training (some postgraduate deans don’t accept posts outside of the UK).
- Provisional registration whilst they are undertaking your approved overseas training.
- Approval from us. This approval will be sought by the medical school directly from us. For queries on this process, please contact our Approvals Team email quality@gmc-uk.org.

If the above criteria have been met, you may submit the certificate using GMC Connect. [See How to submit certificates of experience in GMC Connect (for UK graduates)].
4.6 How to submit certificates of experience in GMC Connect for UK graduates

In May 2015, we introduced a paperless approach to certificate of experience submission. For doctors that graduated from a UK medical school and completed F1 after May 2015, you must make your submission using GMC Connect.

For a detailed guide on how to do this read our GMC Connect user guidance.

4.7 How to submit certificates of experience for international medical graduates (IMGs) and historic UK graduates

We can’t accept submissions of certificates of experience through GMC Connect for the following groups of doctors:

- IMG doctors (ie any doctor that qualified outside of the UK)
- Historic UK doctors (ie UK doctors that completed F1 before the paperless approach was introduced May 2015 but didn’t get a certificate at that time)

We have published an Adobe pdf form for you to make submissions quickly without paper for these groups of doctors. You can download this at any time from Guidance & Forms section on GMC Connect account.

You should submit the form using the email address provided on your UK11 form. We won’t accept your submission as being valid if you use a different email address. If your email address has changed, please contact us before you submit the form.

Check our guide for submitting a COE using the Adobe form.

4.8 What to do if you submit a certificate of experience for a doctor who has not completed F1

You should call us immediately on 0161 923 6925 to let us know.

We will notify your head of school and ask you to provide a brief report on how the error happened, so we can look at ways to reduce the risk of similar errors in the future. We will be happy to provide additional support and training if needed.