

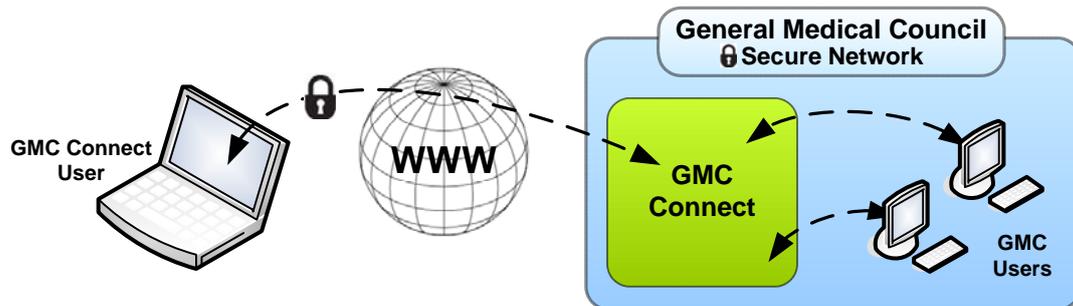
**GMC Connect
User Guide v1.1**

CONTENTS

1	INTRODUCTION	3
2	ACCESSING GMC CONNECT	4
2.1	User Registration	4
2.2	Logging In	5
3	THE HOME PAGE	6
4	DOCUMENT FOLDERS.....	7
4.1	About Document Folders	7
4.2	Accessing Documents.....	7
4.3	Downloading a Document	9
4.4	Uploading a Document	9
4.5	Adding a New Version of a Document	12
4.6	Removing a Document	12
4.7	Folder Users	12
4.8	Folder Forum	13
4.9	Viewing Forum Comments.....	13
4.10	Posting a Comment.....	14
5	GUIDANCE AND FORMS.....	16
6	EVALUATIONS.....	18
6.1	Viewing Open Evaluations	18
6.2	Downloading Evaluation Bundles	21
6.3	Uploading a completed evaluation.....	22
6.4	Marking an evaluation as complete.....	24
6.5	Viewing Future Evaluations	26
6.6	Viewing Completed Evaluations.....	27

1 Introduction

This is the User Guide for the **GMC Connect** information sharing portal.



There are many occasions where it is necessary for the GMC to share digital information with the various types of organisations and individuals that we work with from day to day.

We are committed to the security of information, both ours and yours. GMC Connect is our system for managing the secure transfer of data, both into and out of the GMC.

This User Guide takes you through the core functions of GMC Connect.

2 Accessing GMC Connect

2.1 User Registration

In order to access GMC Connect, users need to complete the on-line registration process. You should have received the link to the on-line registration screen when you received this User Guide. If you do not have the link, you can request it from your GMC Connect administrator.

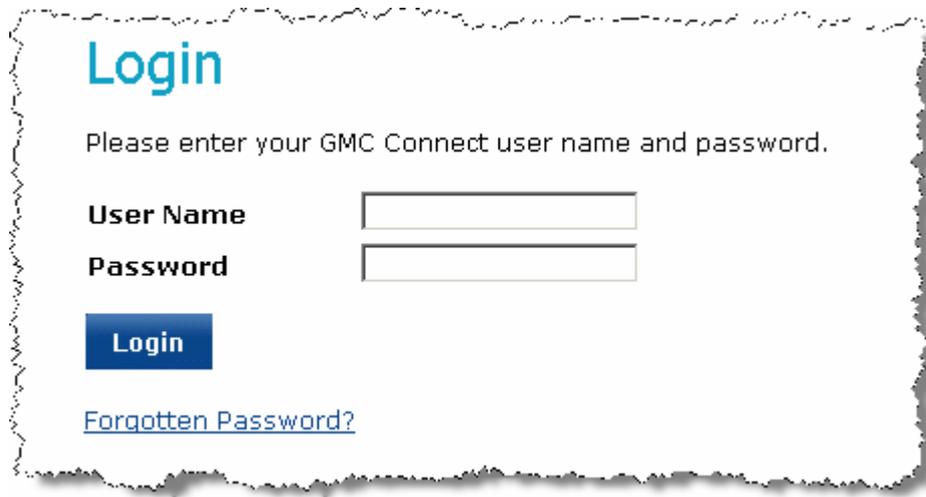
You are required to enter contact information about yourself and your organisation (if you represent one), and you will also need to specify a unique username. Please note that your username will be visible to GMC users internally, so it is advisable to choose something sensible.

Once submitted, the information you specify on the registration screen is sent to the GMC Connect administrators for approval. Once your user account has been authenticated and approved by the GMC Connect administrators, you will be sent an email containing a link to the GMC Connect login page, and a password which will enable you to login.

NB: The GMC needs to ensure that access to information presented through GMC Connect is carefully controlled and as a result it may take several days for the GMC Connect administrator to authenticate new registration requests.

2.2 Logging In

At the login page, enter your **Username** (as chosen during user registration) and your **Password** (as provided in your verification email), and click the **Login** button.

A screenshot of the GMC Connect login page. The page has a white background with a blue header. The word "Login" is written in a large, bold, blue font. Below it, a message says "Please enter your GMC Connect user name and password." There are two input fields: "User Name" and "Password", each with a white box and a grey border. Below the "Password" field is a blue button with the word "Login" in white. At the bottom, there is a blue link that says "Forgotten Password?".

Login

Please enter your GMC Connect user name and password.

User Name

Password

Login

[Forgotten Password?](#)



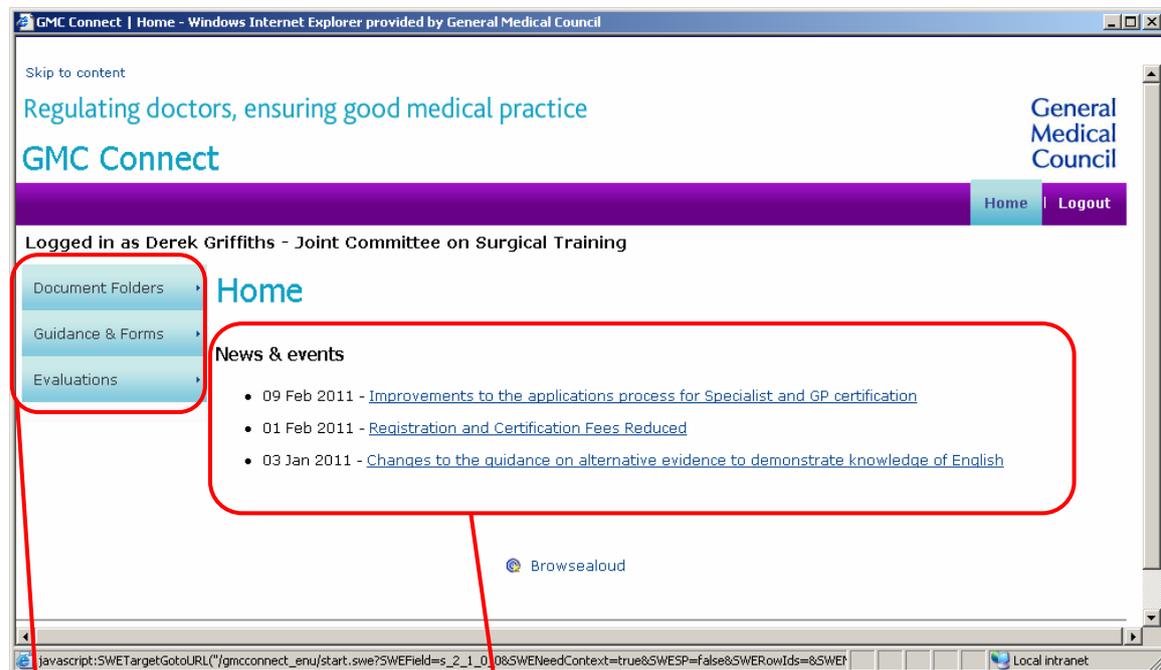
The password that is provided via email can only be used once. Upon logging in for the first time you will be forced to change the password that was emailed to you.

3 The Home page

When you log in to GMC Connect, you are initially presented with the Home page.

On the left of the screen are menu items which you will use to navigate to different sections of the site.

To the right are links to news items that have been posted by GMC Connect administrators.



GMC Connect menu

Menu items will differ depending on your organisation.

News links

Links to news items

4 Document Folders

4.1 About Document Folders

Document Folders is the main document sharing area of GMC Connect.

All users have access to at least one folder (your own “personal folder”). Access to additional folders will be provided by the GMC Connect administrators as and when required.

4.2 Accessing Documents

To access the Documents area of GMC Connect, click on the **Document Folders** menu item.



Listed in this screen are the document folders that the GMC has shared with you.

Document Folders

Document Folder	# Documents	Last Document Date	# Posts	Last Post Date	Details
2011 Documents	2	01/02/2011 10:17	2	01/02/2011 10:19	View Details
2010 Documents	1	01/02/2011 10:16	0		View Details
Personal Folder	0		0		View Details

Folders are presented with the most recent at the top of the list. Depending on the numbers of folders you have been given access to, you may need to scroll down to see your older folders.

The following information is visible in the folder list:

- 1 The Folder name
- 2 The number of documents contained in the folder
- 3 The date of the most recent file upload to this folder
- 4 The number of comments posted within the folder forum
- 5 The date of the most recent comment

To open a folder, click on the folder's **View Details** link.



The page now displays additional information and links for that folder.

Document Folder Documents

Document Folder	# Posts	Last Post Date	Forum	Folder Users
2011 Documents	2	01/02/2011 10:19	View Forum	View Folder Users

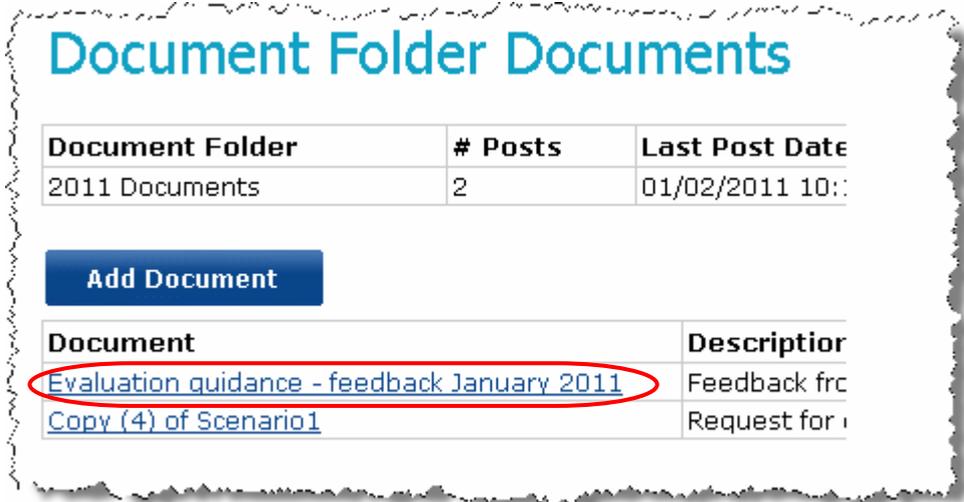
[Add Document](#)

Document	Description	Uploaded By	Uploaded
Evaluation guidance - feedback January 2011	Feedback from January's meeting	Derek Griffiths	01/02/2011 10:17
Copy (4) of Scenario1	Request for guidance	Derek Griffiths	01/02/2011 10:10

- 1 The Folder name
- 2 The number of folder comments that have been posted by users within this folder forum. Click on **View Forum** to view the comments.
- 3 Click on **View Folder Users** to see who has access to the folder
- 4 Click this button to upload a new document from your local computer (or network) to this GMC Connect folder
- 5 The document list which contains all documents added by the GMC or any user who has access to this particular folder. You can open any document by clicking on the document name. You can also see who uploaded the document and when.

4.3 Downloading a Document

Each document displayed within a Document Folder is accessed via a link.



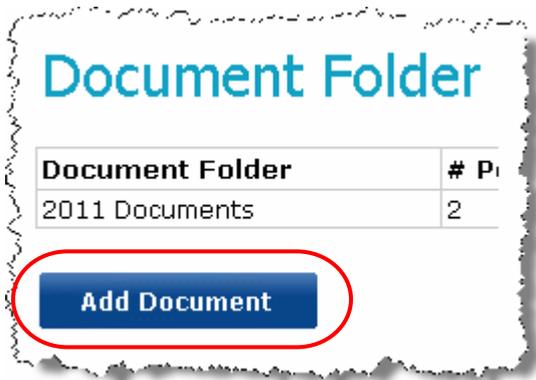
By clicking a document link, you will open the file download dialogue box that will allow you to open or save the document.

Depending on your computer and web browser configuration, you may be prompted to select a location on your computer to save the file to.

The time it takes to download a file will depend on both the size of the file and the speed of your internet connection.

4.4 Uploading a Document

To upload a file, click on the **Add Document** button.



The following form will appear.



A screenshot of a web form for uploading a document. The form has a 'File' label next to an empty text input field, with a 'Browse...' button to its right. Below this is a 'Description' label next to a larger text area with scrollbars. At the bottom of the form are three blue buttons: 'Upload', 'Clear', and 'Cancel'.

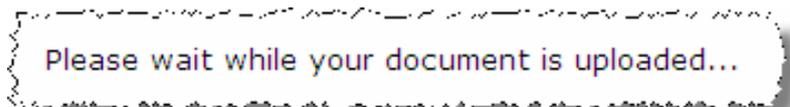
Click on the **Browse** button to begin choosing a document. A window will appear prompting you to select a file to upload.

Select a file from your local system or network and enter a description of the file to be uploaded.



A screenshot of the same web form as above, but now with a file selected. The 'File' input field contains the text 'C:\Documents and Se' and the 'Browse...' button is still visible. The 'Description' text area now contains the text 'Here is the list of new users you requested.' and is highlighted with a red rectangular border. The 'Upload', 'Clear', and 'Cancel' buttons remain at the bottom.

Click on **Upload** to begin the file upload to GMC Connect.



A screenshot of a loading message displayed in a box with a torn-paper edge. The text inside the box reads 'Please wait while your document is uploaded...'.

Once uploaded, your document will be shown in the folder's document list.

Document Folder Documents

Document Folder	# Posts	Last Post Date	Forum	Folder Users
2011 Documents	2	01/02/2011 10:19	View Forum	View Folder Users

[Add Document](#)

Document	Description	Uploaded By	Uploaded
List of new users	Here is the list of new users you requested.	Derek Griffiths	01/02/2011 11:10
Evaluation guidance - feedback January 2011	Feedback from January's meeting	Derek Griffiths	01/02/2011 10:17
Copy (4) of Scenario1	Request for guidance	Derek Griffiths	01/02/2011 10:10

! Documents that have been uploaded to GMC Connect are locked down such that GMC Connect users cannot remove or modify them.

! If you accidentally upload a file into the wrong folder, contact the GMC Connect administrator, who can move the file for you.

! GMC administrators may “close” a folder after a time. A closed folder becomes read-only, and it will no longer be possible to add further documents.

4.5 Adding a New Version of a Document

If you need to provide an updated version of a document, you should upload this as a separate document, naming it appropriately (e.g. by appending “version 2”) and recording appropriate comments against the document description.

4.6 Removing a Document

If you would like to have a document removed from a folder, please contact your GMC Connect administrator.

4.7 Folder Users

Access to each document folder is controlled by the GMC Connect administrators. By clicking on the **View Folder Users** link you can see which users have access to the folder and its documents. GMC Connect administrators are not shown in the list, but are also able to access the folder and its contents.

4.8 Folder Forum

The forum function allows you to post comments against a document folder. Note that comments that are posted are visible to all users who have access to the folder, including internal users at the GMC.

4.9 Viewing Forum Comments

In the folder information, **# Posts** shows how many comments have been posted in this folder. You can also see under **Last Post Date** when the most recent comment was added.

To view the comments held within a Document Folder, click on **View Forum**.

Document Folder Documents

Document Folder	# Posts	Last Post Date	Forum	Folder Users
2011 Documents	2	01/02/2011 10:19	View Forum	View Folder Users

Add Document

Document	Description	Uploaded By	Uploaded
Evaluation guidance - feedback January 2011	Feedback from January's meeting	Derek Griffiths	01/02/2011 10:17
Copy (4) of Scenario1	Request for guidance	Derek Griffiths	01/02/2011 10:10

You are now presented with the Comments list which shows all comments posted against this folder.

Document Folder Forum

Document Folder	# Documents	Last Document Date	Documents	Folder Users
2011 Documents	3	01/02/2011 11:10	View Documents	View Folder Users

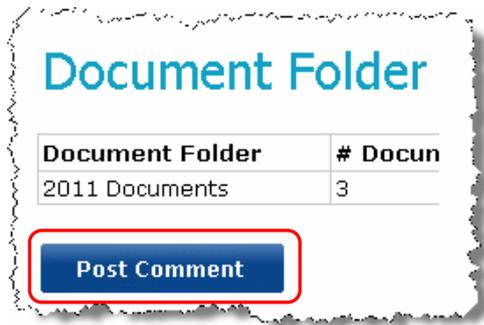
Post Comment

Comment	Posted By	Posted
When will we be having the next feedback meeting?	Derek Griffiths	01/02/2011 10:18

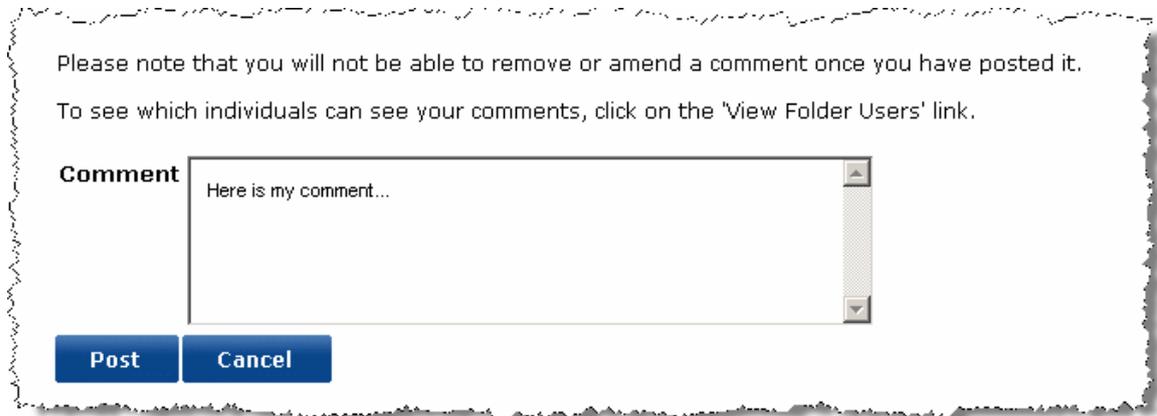
4.10 Posting a Comment

Prior to posting a comment, please be aware that all posted comments are locked down and are not removable or updateable by GMC Connect users. You must contact your GMC Contact administrator if you need to remove a posted comment.

To add a comment, click on **Post Comment**.



Then, enter your comment in the text field and click the **Post** button.



Your new post is now at the top of the list.



GMC administrators may “close” a folder after a time. A closed folder becomes read-only, and it will no longer be possible to post further comments.

Acceptable Use Statement

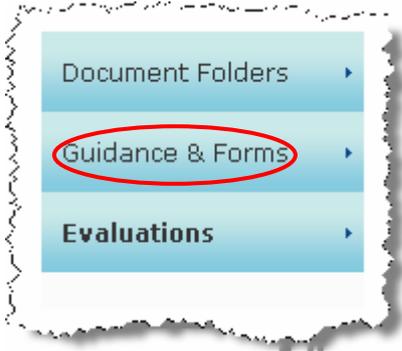
The GMC reserves the right to edit or remove comments, and / or suspend GMC Connect user accounts, where inappropriate content has been posted.

Please be aware that comments posted on GMC Connect may be subject to freedom of information requests.

5 Guidance and Forms

The Guidance and Forms area is where information and document templates that are pertinent to users of GMC Connect are published.

To access the Guidance and Forms area, click on the **Guidance and Forms** menu item.



On the initial Guidance and Forms page is a list of folders. Clicking on a folder will take you to list of documents within that folder.

Guidance & Form Folders

Guidance & Form Folder	Documents
Specialty Specific Guidance	View Documents
Template documents	View Documents

Click on the **View Documents** link to open the folder

A screenshot of a document list table. The first row is a header 'Documents'. The second row contains a 'View Documents' link. The third row also contains a 'View Documents' link, which is circled in red.

Documents
View Documents
View Documents

You are now presented with the document list for the folder you clicked into.

Guidance & Forms Folder

Template documents

Document	Description	Uploaded
Application evaluation form CESR CCT or NHS consultant (14.4or14.5a)	Application evaluation form CESR CCT or NHS consultant (14.4or14.5a)	01/02/2011 12:33
Application evaluation form CESR in Academic or Research medicine (14.4b)	Application evaluation form CESR in Academic or Research medicine (14.4b)	01/02/2011 12:34

You can see all the files that are held in the folder, along with their description and the date that they were uploaded.

To download a file, click on the filename.

NB: As the Guidance & Forms section is intended for the distribution of GMC literature and document templates, GMC Connect users are not able to upload documents into these folders.

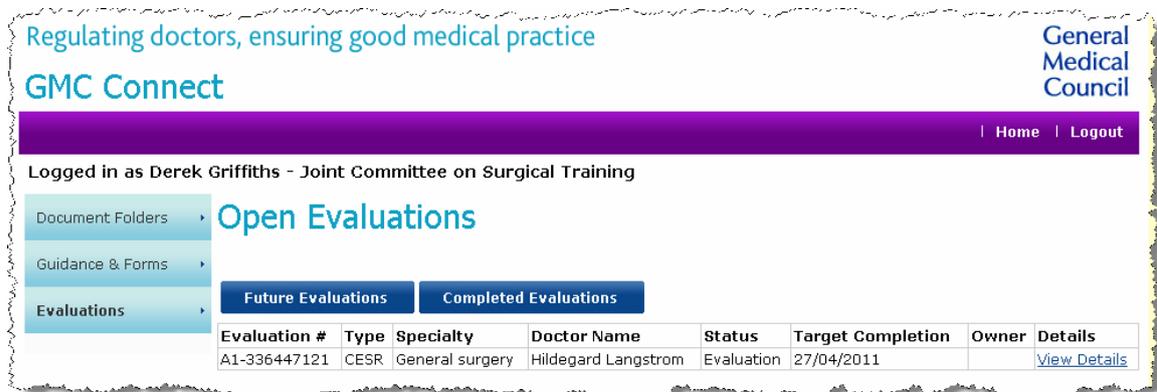
6 Evaluations

The Evaluations area is where you will be able to access your current evaluations. You will also be able to view “Future Evaluations” and “Completed Evaluations”.

To access the Evaluations area, click on the **Evaluations** menu item.



The page will default to show you any open evaluations which have been assigned to you.



6.1 Viewing Open Evaluations

To view an evaluation you will need to click on the “View Details” link.



Evaluation - documents

Evaluation #	Type	Specialty	Doctor Name	Status	Target Completion	Owner	Edit	Evaluation
1 A1-336447121	CESR	2 General surgery	3 Hildegard Langstrom	Evaluation	27/04/2011		Edit	Submit Evaluation

[Add Document](#)

Document	Description	Uploaded By	Uploaded
COMPLETED APPLICATION BUNDLE FOR THE ROYAL COLLEGE OR FACULTY	Evaluation bundle for Dr Langstrom.	Derrick Griffiths	07/03/2011 10:18

The following information is visible inside an evaluation:

1	Evaluation Number and Evaluation Type
2	The Specialty of the evaluation
3	The Doctors name
4	The Status of the evaluation (e.g. Evaluation or Re-evaluation) and the Target Completion date
5	Information and a link to the evaluation bundle

To help you manage your open evaluations you have the ability to assign each evaluation to a specific person. To assign an owner to an application click on the Edit link.

Evaluation - documents

Evaluation #	Type	Specialty	Doctor Name	Status	Target Completion	Owner	Edit	Evaluation
A1-336447121	CESR	General surgery	Hildegard Langstrom	Evaluation	27/04/2011		Edit	Submit Evaluation

You will now be able to manually add an owner to an application, and record any additional notes in the fields highlighted below.

Evaluation - details

Evaluation # A1-336447121
Type CESR
Speciality General surgery
Doctor Name Hildegard Langstrom
GMC Ref No 7092220
Status Evaluation
Target Completion 27/04/2011

Owner

Notes

After entering your notes, or assigning a user, click on the Save button. You will now be taken back to the previous screen. The owner field will be populated as below. The notes field is only visible when you click on the Edit link.

Evaluation - documents

Evaluation #	Type	Specialty	Doctor Name	Status	Target Completion	Owner	Edit	Evaluation
A1-336447121	CESR	General surgery	Hildegard Langstrom	Evaluation	27/04/2011	Joe Bloggs	Edit	Submit Evaluation

6.2 Downloading Evaluation Bundles

To access the bundle of documents you must first click on the View Details link for the appropriate Evaluation.

Open Evaluations

Future Evaluations Completed Evaluations

Evaluation #	Type	Specialty	Doctor Name	Status	Target Completion	Owner	Details
A1-336447121	CESR	General surgery	Hildegard Langstrom	Evaluation	27/04/2011		View Details

You will then be presented with the evaluation record.

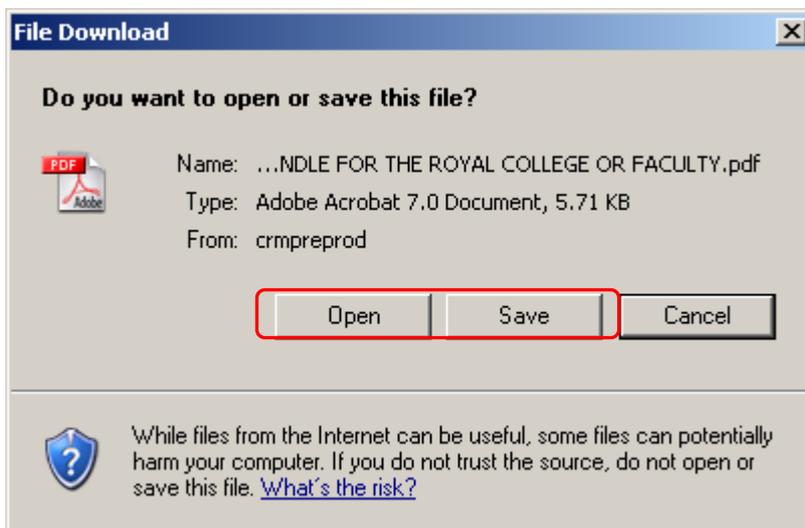
Evaluation - documents

Evaluation #	Type	Specialty	Doctor Name	Status	Target Completion	Owner	Edit	Evaluation
A1-336447121	CESR	General surgery	Hildegard Langstrom	Evaluation	27/04/2011	Joe Bloggs	Edit	Submit Evaluation

Add Document

Document	Description	Uploaded By	Uploaded
COMPLETED APPLICATION BUNDLE FOR THE ROYAL COLLEGE OR FACULTY	Evaluation bundle for Dr Langstrom.	Derrick Griffiths	07/03/2011 10:18

Click on the document name. You will be presented with the below options. You can open the document from the current location or save the document to a secure location if required.



6.3 Uploading a completed evaluation

Locate the evaluation in your list of “Open Evaluations”. Click on the View Details link.

Open Evaluations

Future Evaluations | Completed Evaluations

Evaluation #	Type	Specialty	Doctor Name	Status	Target Completion	Owner	Details
A1-336447121	CESR	General surgery	Hildegard Langstrom	Evaluation	27/04/2011		View Details

You will see the following page. Click on the Add Document button.

Evaluation - documents

Evaluation #	Type	Specialty	Doctor Name
A1-336447121	CESR	General surgery	Hildegard Langstrom

Add Document

Document

[COMPLETED APPLICATION BUNDLE FOR THE ROYAL COLLEGE OR FACULTY](#)

Click on the Browse button, and locate the file you wish to upload to GMC Connect. Once you have selected the file you must add a description. We request you use the following text:

“Completed evaluation form for Dr <<INSERT LAST NAME>>”

Evaluation - add document

Evaluation #	Type	Specialty	Doctor Name	Status	Target Completion	Owner	Edit	Evaluation
A1-336447121	CESR	General surgery	Hildegard Langstrom	Evaluation	27/04/2011	Joe Bloggs	Edit	Submit Evaluation

Please note all uploaded documents will be stored in read only format. Once a document has been uploaded it will not be possible to amend its content.

File

Description

When you are confident you have selected the correct file and added the description click on the Upload button. GMC Connect will now begin the upload process. This may take 30-45 seconds depending on the size of the file you are uploading.

Evaluation - add document

Evaluation #	Type	Specialty	Doctor Name	Status	Target Completion	Owner	Edit	Evaluation
A1-336447121	CESR	General surgery	Hildegard Langstrom	Evaluation	27/04/2011	Joe Bloggs	Edit	Submit Evaluation

Please wait while your document is uploaded...

If the load is successful your page will refresh and show that the file has been loaded.

Document	Description	Uploaded By	Uploaded
ROYAL COLLEGE or FACULTY EVALUATION	Completed evaluation for Dr H Langstrom.	Derek Griffiths	07/03/2011 17:39
COMPLETED APPLICATION BUNDLE FOR THE ROYAL COLLEGE OR FACULTY	Evaluation bundle for Dr Langstrom.	Derrick Griffiths	07/03/2011 10:18

If an error occurs you will see a message in red text which will explain the problem. Try to resolve the problem and re-load the file. If you still experience problems loading the file please contact your GMC Connect administrator for further guidance.

6.4 Marking an evaluation as complete

After successfully loading your completed evaluation form you must mark the evaluation as complete, to do this click on the Submit Evaluation link.

Regulating doctors, ensuring good medical practice

GMC Connect

General Medical Council

Home | Logout

Logged in as Derek Griffiths - Joint Committee on Surgical Training

Document Folders > Evaluation - documents

Guidance & Forms >

Evaluations >

Evaluation #	Type	Specialty	Doctor Name	Status	Target Completion	Owner	Edit	Evaluation
A1-336447121	CESR	General surgery	Hildegard Langstrom	Evaluation	27/04/2011	Joe Bloggs	Edit	Submit Evaluation

Add Document

Document	Description	Uploaded By	Uploaded
ROYAL COLLEGE or FACULTY EVALUATION	Completed evaluation for Dr H Langstrom.	Derek Griffiths	07/03/2011 17:39
COMPLETED APPLICATION BUNDLE FOR THE ROYAL COLLEGE OR FACULTY	Evaluation bundle for Dr Langstrom.	Derrick Griffiths	07/03/2011 10:18

In the Recommendation Outcome field select if you are recommending we:

- Grant Certificate
- Reject Certificate

Then click on the Submit button.

Evaluation - submit evaluation

Please confirm that you have completed the evaluation for A1-336447121 - Dr Hildegard Langstrom. This will inform the GMC that you have completed the evaluation. It will also lock the application so you can no longer edit it or upload documents. Please record your recommended evaluation outcome.

Recommended Outcome

Submit Cancel

This stops the timer on the evaluation and makes the evaluation read only.

If you navigate into the evaluation record now you can see your recommendation, and after we have made our decision the evaluation record will be updated with this information too.

Evaluation - documents

Evaluation #	Type	Specialty	Doctor Name	Return Date	Recommended Outcome	GMC Outcome	View
A1-336447121	CESR	General surgery	Hildegard Langstrom	07/03/2011	Grant Certificate		View

It is not possible to upload content to this evaluation. Please contact your GMC Connect Administrator if you wish to upload content.

Document	Description	Uploaded By	Uploaded
ROYAL COLLEGE or FACULTY EVALUATION	Completed evaluation for Dr H Langstrom.	Derek Griffiths	07/03/2011 17:39
COMPLETED APPLICATION BUNDLE FOR THE ROYAL COLLEGE OR FACULTY	Evaluation bundle for Dr Langstrom.	Derrick Griffiths	07/03/2011 10:18

6.5 Viewing Future Evaluations

To view a Future Evaluation click, on the Future Evaluations button.



You will now see a list of all applications which are currently being processed by the Specialist and GP Certification team.



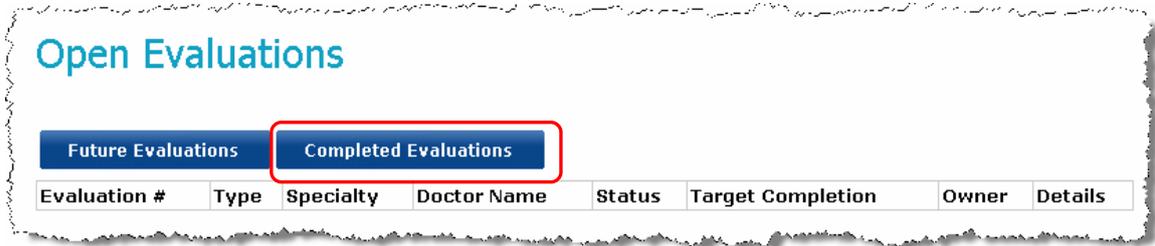
You will be able to view the following information for each future evaluation:

- Evaluation number
- Type (e.g. CESR or CEGPR)
- Specialty
- Doctor Name
- Received date (This is the date the application was received by the GMC)

You will not be able to view any more information until this application is submitted for evaluation.

6.6 Viewing Completed Evaluations

To locate your completed evaluations click on the Completed Evaluations button.



You will now be presented with a list of all Evaluations that have been completed by you. From this view you can see the basic information about the evaluation including:

- The Type of evaluation (e.g. CESR, CEGPR, etc)
- The Specialty of the evaluation
- The Doctors name
- The Return Date
- Your Recommended Outcome
- GMC Outcome



If you require additional information about the evaluation click on the View Details link.

By clicking into an evaluation you will be able to see all of the previously mentioned information and also the evidence bundle which was submitted to you for review, and your completed evaluation form.

Evaluation - documents

Evaluation #	Type	Specialty	Doctor Name	Return Date	Recommended Outcome	GMC Outcome	View
A1-336447121	CESR	General surgery	Hildegard Langstrom	07/03/2011	Grant Certificate	Registration Granted	View

It is not possible to upload content to this evaluation. Please contact your GMC Connect Administrator if you wish to upload content.

Document	Description	Uploaded By	Uploaded
ROYAL COLLEGE or FACULTY EVALUATION	Completed evaluation for Dr H Langstrom.	Derek Griffiths	07/03/2011 17:39
COMPLETED APPLICATION BUNDLE FOR THE ROYAL COLLEGE OR FACULTY	Evaluation bundle for Dr Langstrom.	Derrick Griffiths	07/03/2011 10:18