

**November 2019**

## **User guide: Submitting programme and location approval requests via GMC Connect**

This guide is for colleagues who make submissions to the GMC for approval of programmes and locations in their region. These are usually approved on the same day unless submitted with a request that requires manual review, which can take up to 10 working days. You can check in GMC Connect whether approval has been granted.

There are three sections in this guide that cover;

- 1** How to add a location to a programme
- 2** How to remove a location from a programme
- 3** How to add a new programme

Please contact the Approvals team on 0161 240 8324 or [quality@gmc-uk.org](mailto:quality@gmc-uk.org) if you have any queries.

# 1. How to add a location

- Log into GMC Connect and click the Programmes tab on the left. If you require GMC Connect access, please contact the Approvals team.

Working with doctors Working for patients

GMC Connect

General Medical Council

| Home | Logout

Logged in as Rob Munro - North Western Deanery

User Group - Deanery

Document Folders ▶ Programmes

Guidance & Forms ▶

The following programmes have been approved by the GMC

Requests ▶

Add Programme

Pending Approval

Programmes ▶

Posts ▶

Trainers ▶

NTS ▶

Account Settings ▶

Programme Code	Programme Name	Curriculum Version	Start Date	Education Providers
NWD865-3	Acute Care Common Stem - Acute Medicine	Acute Care Common Stem - 2012	01/04/2014	<a href="#">View Education Providers</a>
NWD885-3	Acute Care Common Stem - Anaesthetics	Acute Care Common Stem - 2012	01/04/2014	<a href="#">View Education Providers</a>
NWD2373-2	Acute Care Common Stem - Emergency Medicine	Acute Care Common Stem - 2012	01/04/2014	<a href="#">View Education Providers</a>
NWD2454-2	Acute Care Common Stem - Intensive Care Medicine	Acute Care Common Stem - 2012	01/04/2014	<a href="#">View Education Providers</a>
NWD950-1	Acute Internal Medicine North Western	Acute Internal Medicine - 2009	01/12/2009	<a href="#">View Education Providers</a>
NWD918-2	Allergy	Allergy - 2010	01/08/2010	<a href="#">View Education Providers</a>
NWD915-2	Anaesthetics	Anaesthetics - 2010	01/08/2010	<a href="#">View Education Providers</a>

- On the Programmes page, find the programme you want to add locations to, and click 'View Education Providers'.

- The Programme Education Providers page lists the locations (Education

Document Folders ▶ Programme Education Providers

Guidance & Forms ▶

Requests ▶

Programme Code	Programme Name	Curriculum Version	Start Date
NWD939-2	Cardiology	Cardiology - 2010	01/08/2010

Programmes ▶

Add Provider

Remove Provider

Posts ▶

The following education providers have been approved by the GMC for the delivery of this programme.

Trainers ▶

NTS ▶

Account Settings ▶

Education Provider	Org Code	Parent Education Provider	Parent Org Code
Wythenshawe Hospital	RM202	University Hospital of South Manchester NHS Foundation Trust	RM2
Chorley & South Ribble Hospital	RXN01	Lancashire Teaching Hospitals NHS Foundation Trust	RXN
Royal Lancaster Infirmary	RTX02	University Hospitals of Morecambe Bay NHS Foundation Trust	RTX
Royal Preston Hospital	RXN02	Lancashire Teaching Hospitals NHS Foundation Trust	RXN

Providers) that are already approved for delivery of that programme.

- To add new locations, click 'Add Provider'.

- This is the Provider List. All the locations you want to add to the programme in this session will be listed here for you to review before submitting.

Document Folders >

Guidance & Forms >

Requests >

Programmes >

Posts >

Trainers >

NTS >

Account Settings >

## Provider List

**Programme Name** Cardiology  
**Programme Code** NWD939  
**Curriculum version** Cardiology - 2010  
**Specialty** Cardiology  
**Sub Specialty**

**Add Provider**

Education Provider	Education Provider Code	Parent Education Provider	Parent Education Provider Code	Remove
When you have selected all of the education providers that you want to add to this programme, please click Next Click <a href="#">here</a> if you could not find the education provider(s) you were looking for.				

**Cancel**
**Next**

- The Add Provider page is where you find the locations you want to add.

Document Folders >

Guidance & Forms >

Requests >

Programmes >

Posts >

Trainers >

NTS >

Account Settings >

## Add Provider

Please enter the name of the education provider you want to be approved. If our system contains more than one provider with that name, you will be presented with a list to select from.

You can also search for an education provider by clicking the icon next to the text field. If you are still unable to find the correct provider, please click [here](#)

If the provider is associated with a parent education provider, these details will appear automatically.

If the education provider is not associated with the correct parent provider, then please enter the relevant details [here](#)

**Education Provider**

**Education Provider Code**

**Parent Education Provider**

**Parent Education Provider Code**

**Cancel**
**Save**

- You can search by name in the Education Provider field. For this to work, the name must be identical to our records. If found, the rest of the information will appear automatically, as shown below.

**Add Provider**

Please enter the name of the education provider you want to be approved. If our system contains more than one provider with that name, you will be presented with a list to select from.

You can also search for an education provider by clicking the icon next to the text field. If you are still unable to find the correct provider, please click [here](#)

If the provider is associated with a parent education provider, these details will appear automatically.

If the education provider is not associated with the correct parent provider, then please enter the relevant details [here](#)

**Education Provider**

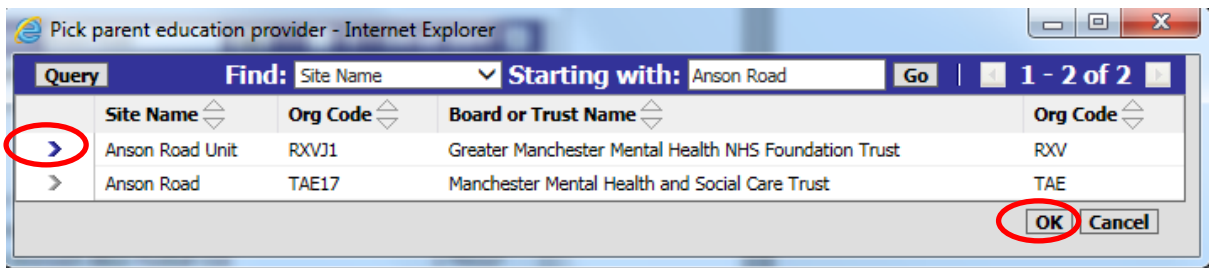
**Education Provider Code**

**Parent Education Provider**

**Parent Education Provider Code**

- Another way of searching is to click the “pick” button to the right of the Education Provider box. You can then search by name, Org code, Trust/Board, and the Trust/Board’s Org code.
- Please note:
  - The search tool is case sensitive
  - **You need to click ‘Go’ rather than pressing the Enter key**
  - to return the right results, you need to either:
    - Enter the complete name or code(s). If you aren’t sure of the exact name or code, you can do a partial search by using an asterisk as a ‘wild card’. This works by acting as a placeholder for any unknown characters and is explained below.
    - Putting a wildcard before and after a search term, e.g., *\*Manchester Mental Health\**, will return all sites that contain the **exact** information between the asterisks and any other information outside the asterisks, such as ‘Greater **Manchester Mental Health** NHS Foundation Trust’ and ‘**Manchester Mental Health** and Social Care Trust’.

- If you put a wildcard only at the end of the search term, e.g., *Manchester Mental Health\**, it will only pull up sites which start exactly with that search term and have any other information at the end, so only **'Manchester Mental Health and Social Care Trust'** will come up.
- Once you've found the right location, click the arrow next to it and click OK.



- If you can't find the location, or the details that appear are wrong, click through to the Additional Providers page from the Provider List page.

Document Folders >

Guidance & Forms >

Requests >

Programmes >

Posts >

Trainers >

NTS >

Account Settings >

## Provider List

**Programme Name** Cardiology  
**Programme Code** NWD939  
**Curriculum version** Cardiology - 2010  
**Specialty** Cardiology  
**Sub Specialty**

Add Provider

Education Provider	Education Provider Code	Parent Education Provider	Parent Education Provider Code	Remove
Anson Road	TAE17	Manchester Mental Health and Social Care Trust	TAE	<a href="#">Remove</a>

When you have selected all of the education providers that you want to add to this programme, please click Next  
Click [here](#) if you could not find the education provider(s) you were looking for.

**Additional provider**

Cancel
Next

- On the Additional Providers page, input all the details you have for the location into the free text box. These submissions are reviewed manually before approval, we might contact you for further information. We aim to complete these within 10 working days.

- Once done, click Save. You'll be taken back to the Provider List.

**Additional Providers**

If you were unable to find the education provider(s) you were looking for, please enter the full name, address, and postcode of the education provider(s), and (where relevant) the parent education provider(s), into the box below.

Location Name  
Address Line 1  
Address Line 2  
Address Line 3  
Postcode  
Parent: Trust/Board

Cancel Save

- When all the locations you want to add to the programme are listed, click Next.

**Provider List**

**Programme Name** Cardiology  
**Programme Code** NWD939  
**Curriculum version** Cardiology - 2010  
**Specialty** Cardiology  
**Sub Specialty**

Add Provider

Education Provider	Education Provider Code	Parent Education Provider	Parent Education Provider Code	Remove
Anson Road	TAE17	Manchester Mental Health and Social Care Trust	TAE	<a href="#">Remove</a>

When you have selected all of the education providers that you want to add to this programme, please click Next  
Click [here](#) if you could not find the education provider(s) you were looking for.

**Additional provider** Location Name Address Line 1 Address Line 2 Address Line 3 Postcode Parent: Trust/Board

Cancel Next

- This is the final step where you review the information on the New Provider page, and if you're happy it's correct, tick the confirmation box and click
- By ticking to confirm the requested programmes meets GMC Standards, you are confirming that the programme and its associated locations currently and will continue to meet [Promoting Excellence: standards for medical education and training](#). These standards set out our expectations of organisations responsible for educating and training medical students and doctors in the UK to meet.

**If you are not content that the proposed location will meet these standards, you should not submit the approval request.**

Document Folders >

Guidance & Forms >

Requests >

Programmes >

Posts >

Trainers >

NTS >

Account Settings >

## New Provider

**Deanery** North Western Deanery

**Programme Code** NWD939

**Programme Name** Cardiology

**Curriculum version** Cardiology - 2010

**Specialty** Cardiology

**Sub Specialty**

**Foundation School**

Education Provider	Education Provider Code	Parent Education Provider	Parent Education Provider Code
Anson Road	TAE17	Manchester Mental Health and Social Care Trust	TAE

**Additional Provider** Location Name Address Line 1 Address Line 2 Address Line 3 Postcode Parent: Trust/Board

I confirm that the requested programme meets GMC Standards

Cancel
Revise
Submit

## 2. How to remove a location

- Log into GMC Connect and click the Programmes tab on the left.
- On the Programmes page, find the programme you want to remove locations from, and click 'View Education Providers'.

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GMC Connect

General Medical Council

| Home | Logout

Logged in as Rob Munro - North Western Deanery

User Group - Deanery

Document Folders > **Programmes**

Guidance & Forms > The following programmes have been approved by the GMC

Requests > [Add Programme](#) [Pending Approval](#)

Programmes	Programme Code	Programme Name	Curriculum Version	Start Date	Education Providers
Posts	NWD865-3	Acute Care Common Stem - Acute Medicine	Acute Care Common Stem - 2012	01/04/2014	<a href="#">View Education Providers</a>
Trainers	NWD885-3	Acute Care Common Stem - Anaesthetics	Acute Care Common Stem - 2012	01/04/2014	<a href="#">View Education Providers</a>
NTS	NWD2373-2	Acute Care Common Stem - Emergency Medicine	Acute Care Common Stem - 2012	01/04/2014	<a href="#">View Education Providers</a>
Account Settings	NWD2454-2	Acute Care Common Stem - Intensive Care Medicine	Acute Care Common Stem - 2012	01/04/2014	<a href="#">View Education Providers</a>
	NWD950-1	Acute Internal Medicine North Western	Acute Internal Medicine - 2009	01/12/2009	<a href="#">View Education Providers</a>
	NWD918-2	Allergy	Allergy - 2010	01/08/2010	<a href="#">View Education Providers</a>
	NWD915-2	Anaesthetics	Anaesthetics - 2010	01/08/2010	<a href="#">View Education Providers</a>

- On the Provider List page, pick all the locations (Education Providers) you want to remove by checking the box next to the site name. Click Next.

Document Folders > **Provider List**

Guidance & Forms >

Requests >

Programmes > **Programme Code** NWD939

Posts > **Programme Name** Cardiology

Trainers > **Curriculum version** Cardiology - 2010

NTS > **Specialty** Cardiology

Account Settings > **Sub Specialty**

Select the education providers that you want to remove from the programme

Select	Education Provider	Education Provider Code	Parent Education Provider	Parent Education Provider Code
<input type="checkbox"/>	Wythenshawe Hospital	RM202	University Hospital of South Manchester NHS Foundation Trust	RM2
<input type="checkbox"/>	Macclesfield District General Hospital	RJN71	East Cheshire NHS Trust	RJN
<input type="checkbox"/>	Royal Lancaster Infirmary	RTX02	University Hospitals of Morecambe Bay NHS Foundation Trust	RTX
<input checked="" type="checkbox"/>	Royal Preston Hospital	RXN02	Lancashire Teaching Hospitals NHS Foundation Trust	RXN
<input type="checkbox"/>	Royal Blackburn Hospital	RXR20	East Lancashire Hospitals NHS Trust	RXR
<input type="checkbox"/>	Salford Royal	RM301	Salford Royal NHS Foundation Trust	RM3
<input type="checkbox"/>	Rochdale Infirmary	RW604	Pennine Acute Hospitals NHS Trust	RW6
<input type="checkbox"/>			Salford Royal NHS Foundation Trust	RM3



- On the Provider List page, double check your locations, select a removal reason and click Submit.

Document Folders > **Provider List**

Guidance & Forms >

Requests > **Programme Code** NWD939

Programmes > **Programme Name** Cardiology

Posts > **Curriculum version** Cardiology - 2010

Trainers > **Specialty** Cardiology

NTS > **Sub Specialty**

Account Settings >

Please provide a reason for removing approval for each education provider then hit submit to complete the application.

Education Provider	Education Provider Code	Parent Education Provider	Parent Education Provider Code	Select Reason
Fairfield General Hospital	RW601	Pennine Acute Hospitals NHS Trust	RW6	-Select-
Blackburn Hospitals	RXR01	East Lancashire Hospitals NHS Trust	RXR	-Select-

- These will be automatically removed from the list of approved locations.
- Once a location is removed, approval is required before any trainees can be placed there again.

### 3. How to add a new programme

- Log into GMC Connect, click the Programmes tab on the left and click 'Add Programme'.

Working with doctors Working for patients

GMC Connect

General  
Medical  
Council

| Home | Logout

Logged in as Rob Munro - North Western Deanery

User Group - Deanery

Document Folders > **Programmes**

Guidance & Forms > The following programmes have been approved by the GMC

Requests > **Add Programme** Pending Approval

**Programmes** >

Programme Code	Programme Name	Curriculum Version	Start Date	Education Providers
NWD865-3	Acute Care Common Stem - Acute Medicine	Acute Care Common Stem - 2012	01/04/2014	<a href="#">View Education Providers</a>
NWD885-3	Acute Care Common Stem - Anaesthetics	Acute Care Common Stem - 2012	01/04/2014	<a href="#">View Education Providers</a>
NWD2373-2	Acute Care Common Stem - Emergency Medicine	Acute Care Common Stem - 2012	01/04/2014	<a href="#">View Education Providers</a>
NWD2454-2	Acute Care Common Stem - Intensive Care Medicine	Acute Care Common Stem - 2012	01/04/2014	<a href="#">View Education Providers</a>
NWD950-1	Acute Internal Medicine North Western	Acute Internal Medicine - 2009	01/12/2009	<a href="#">View Education Providers</a>

Posts >

Trainers >

NTS >

Account Settings >

- On the New Programme page, select a curriculum for the new programme. You can either enter the curriculum name into the text field, which will search for it automatically, or open the search tool by clicking the icon to the right of the text field.

Document Folders > **New Programme**

Guidance & Forms > To submit a new programme request, please provide the required information.

Requests >

Programmes >

Posts >

Trainers >

NTS >

Account Settings >

**Deanery** North Western Deanery

**Curriculum**

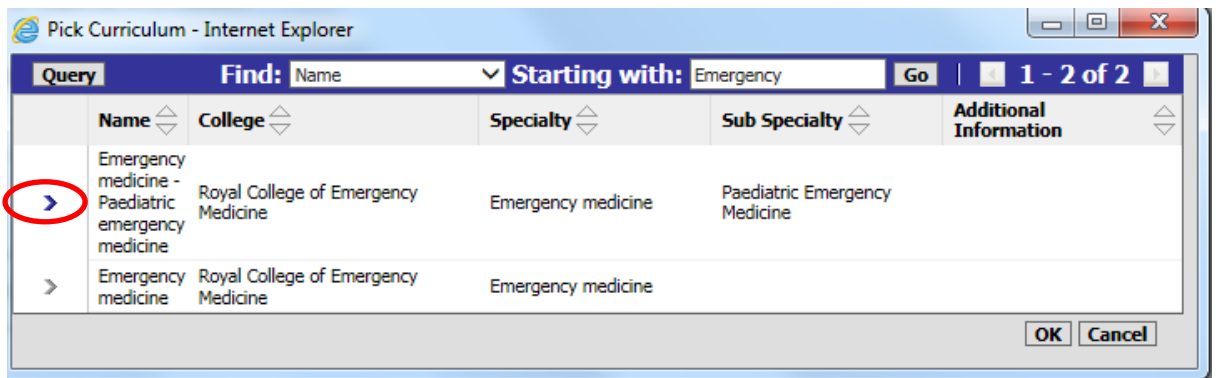
**Specialty**

**Sub Specialty**

**Programme Name**

**Foundation School**

**Cancel** **Next**



- The search tool enables you to search by Programme Name, Royal College, Specialty, and Sub-Specialty. For run through programmes please add (run through) to the end of the programme name.
- Please note that the search tool is case sensitive and can be used in the ways described on pages 4 and 5.
- Once you've found the curriculum, click the arrow next to it and click OK.
- The details will then appear automatically on the New Programme page.
- If you're already delivering a programme in the selected specialty, you may need to edit the programme name. You won't be able to set up two programmes with the same name.
- For a Foundation Programme, you need to select the Foundation School.

Document Folders >

Guidance & Forms >

Requests >

Programmes >

Posts >

Trainers >

NTS >

Account Settings >

## New Programme

To submit a new programme request, please provide the required information.

**Deanery** North Western Deanery

**Curriculum**

**Specialty** Emergency medicine - Paediatric emergency me

**Sub Specialty** Emergency medicine  
Paediatric Emergency Medicine

**Programme Name** Emergency medicine - Paediatric emergency me

**Foundation School**

- Clicking 'Next' will take you to the Provider List page.

Document Folders > **Provider List**

Guidance & Forms >

Requests >

Programmes >

Posts >

Trainers >

NTS >

Account Settings >

**Programme Name** Emergency medicine - Paediatric emergency medicine  
**Curriculum** Emergency medicine - Paediatric emergency medicine  
**Specialty** Emergency medicine  
**Sub Specialty** Paediatric Emergency Medicine

**Add Provider**

Education Provider	Education Provider Code	Parent Education Provider	Parent Education Provider Code	Remove

When you have selected all of the education providers that you want to add to this programme, please click Next  
 Click [here](#) if you could not find the education provider(s) you were looking for.

**Previous** **Next**

- This Provider List contains the locations to be approved for the delivery of the new programme.
- Please see **Section 1** for how to add locations to the Provider List. Once you have added the locations you need, click Next.
- This takes you to the Supporting documents page. This is where you attach the letter of endorsement from the relevant College/Faculty. It should clearly state their support for the programme you want to add. Click 'Add document'.

Document Folders > **Supporting documents**

Guidance & Forms > When you are creating a new programme, you must ask for endorsement from the relevant royal college or faculty. Please upload proof of this endorsement.

Requests > [How to upload supporting documentation \(opens in a new window\)](#)

Programmes > **Add document**

Posts >

Trainers >

NTS >

Account Settings >

Document	Description	Uploaded	Uploaded By	Remove

**Next**

Browsealoud

- When you've attached the letter, enter a brief description in the text box, and click Upload.

Document Folders > **Supporting documents**

Guidance & Forms > 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.

Requests >

Programmes >

Posts >

Trainers >

NTS >

Account Settings >

**File** \\gmc-uk.org\fileservice\ Browse...

**Description** Royal College endorsement

**Upload** **Clear** **Cancel**


- Once uploaded, you'll see it on the Supporting Documents page. Click Next to go to the last stage of the process.

Document Folders > **Supporting documents**

Guidance & Forms > When you are creating a new programme, you must ask for endorsement from the relevant royal college or faculty. Please upload proof of this endorsement.

Requests > [How to upload supporting documentation \(opens in a new window\)](#)

Programmes > **Add document**


Document	Description	Uploaded	Uploaded By	Remove
				

Posts >

Trainers >

NTS >

Account Settings >

 Browsealoud

- This takes you back to the New Programme page. You can review your submission, and if you're happy it's correct, tick the confirmation box and click Submit.

Document Folders > **New Programme**

Guidance & Forms >

Requests >

Programmes >

Posts >

Trainers >

NTS >

Account Settings >

**Deanery** North Western Deanery

**Curriculum** Emergency medicine - Paediatric emergency medicine

**Specialty** Emergency medicine

**Sub Specialty** Paediatric Emergency Medicine

**Programme Name** Emergency medicine - Paediatric emergency medicine

**Foundation School**

Education Provider	Education Provider Code	Parent Education Provider	Parent Education Provider Code
Anson Road	TAE17	Manchester Mental Health and Social Care Trust	TAE

**Additional Provider**

Document	Description	Uploaded By	Uploaded
<a href="#">Letter of endorsement</a>	Endorsement letter	Rob Munro	16/05/2018 10:30

The General Medical Council (GMC) sets the standards and requirements for the delivery of all stages of medical education and training.

[Promoting excellence: standards for medical education and training](#) sets out ten standards that we expect organisations responsible for educating and training medical students and doctors in the UK to meet. The standards and requirements are organised around five themes. Some requirements – what an organisation must do to show us they are meeting the standards – may apply to a specific stage of education and training.

Your declaration:  
By submitting this form, we confirm that the programme and locations referred to above fulfil the criteria of [Promoting excellence: standards for medical education and training](#). We will use appropriate mechanisms to ensure ongoing compliance with the standards. We understand that through the Quality Assurance work undertaken by the GMC we may be asked to provide evidence to demonstrate how these standards are being met.

Cancel Revise **Submit**

- By ticking to confirm the requested programmes meets GMC Standards, you are confirming that the programme and its associated locations currently and will continue to meet *Promoting Excellence: standards for medical education and training*. These standards set out our expectations of organisations responsible for educating and training medical students and doctors in the UK to meet.

**If you are not content that the proposed location will meet these standards, you should not submit the approval request.**

- These submissions are manually reviewed by our Approvals team, who aim to process your request in 10 working days and may contact you if they have any questions.