

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 relating to moving UK F1 doctors from provisional to full registration.

The foundation programme (including the academic foundation programme) is time and outcome-based. Provisionally registered doctors with a licence to practise must complete one year (full-time equivalent) in an approved foundation programme (FY1) to be eligible to apply for full registration with a licence to practise.

On completion of the FY1 year, doctors are issued with a Foundation Year 1 Certificate of Completion or (F1CC) and then given a Certificate of Experience (COE). The COE is the evidence we need to confirm that doctors have completed FY1. Once we have received the COE we will grant the doctor full registration with a licence to practise.

The COE is completed by a designated representative of the doctor's medical school. This will be an approved delegate at the local postgraduate deanery, local education and training board or foundation school (known as 'F1 training location' throughout this document) where the doctor is undertaking F1.

This guidance explains the process of confirming FY1 sign off (F1CC) and how to submit the COE to us.

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 delegate?

We refer to delegates in this document as personnel at an F1 training location who are approved to oversee F1 doctors on GMC Connect. Delegates will oversee F1 administration on GMC Connect and/or will complete the COE submission process. If you are a new delegate, 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](http://www.gmc-uk.org/GMCCConnect) | www.gmc-uk.org/GMCCConnect

We have a primary contact at F1 training location who is our main contact for communications about the process. We aim to get in touch with all new primary contacts 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.

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.

Rebecca Morris	UK Applications Manager	Tel: 0161 923 6376	rebecca.morris@gmc-uk.org
Nicola Flude	UK Events and Registration Officer	Tel: 0161 923 6540	nicola.flude@gmc-uk.org
Richard Amison	Head of Registration Applications	Tel: 0161 923 6609	richard.amison@gmc-uk.org

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 ID checks for final year students entering F1.
- Introducing them to our published guidance.
- Assessing their applications for registration.
- Granting provisional registration (after having processed graduation lists from medical schools).
- Granting full registration (after having processed your COEs).
- 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.

Contents

Section 1: Getting a GMC Connect account	5
1.1 Why GMC Connect is important	5
1.2 Tell us who you want to have access on the UK11 form.....	5
1.3 For existing GMC Connect users or those who manage more than one F1 training location	6
Section 2: Keeping your F1 information up-to-date on GMC Connect	7
2.1 Understanding the doctors associated with your GMC Connect account	7
2.2 Why keeping the information about your doctors in GMC Connect up to date is important	7
2.3 You should tell us about changes as soon as you're aware.....	7
2.4 What the expected F1 completion date means	8
2.5 Changing a doctor's expected F1 completion date	8
2.6 Doctors who have withdrawn from F1	9
2.7 Doctors who have been withdrawn by the GMC.....	10
2.8 Doctors taking time out of F1.....	11
2.9 Requests for additional periods of provisional registration.....	11
Section 3: The full registration application process	13
3.1 Why it's important your doctors apply for full registration	13
3.2 Inviting your UK graduate F1 doctors to apply	13
3.3 Inviting international graduates to apply	14
3.4 How we deal with doctor's fitness to practise issues	14
3.5 Doctors who aren't applying for full registration	14
Section 4: Submitting your COEs	15
4.1 Why is the COE important?	15
4.2 When can you submit a COE?	15
4.3 Who should submit COEs?	15
4.4 What evidence do I need to see before I can submit a COE for a doctor?	16
4.5 Confirming F1 completion and administering F1CCs.....	16
4.6 How to submit a COE in GMC Connect for UK graduates.....	Error! Bookmark not defined.
4.7 How to submit COEs for international medical graduates (IMGs) and historic UK graduates.....	17
4.8 What to do if you submit a COE for a doctor who has not completed F1	17
4.9 Granting full registration after COE submissions	17

4.10 Reporting trainees who aren't meeting the requirements back to the local foundation school of the medical school	18
---	----

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:

- The ability for you to update us on the progress of the UK graduate F1 doctors you're responsible for
- The ability for you to see if the UK graduate F1 doctors you're responsible for have applied for full registration
- An ability to submit COEs for the UK graduate F1 doctors you're responsible for
- Downloading all the latest guidance and forms including the [Adobe PDF form](#) for international graduates that you are submitting a COE for

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

You may designate as many GMC Connect delegates 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 – the person who has oversight and responsibility for the users with GMC Connect access at your school. Normally they don't have an account themselves, but each time we approve a new user they will be informed.
- 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.

- Manage F1s – Change the date a UK F1 doctor is expected to complete F1 and tell us if they have been released from F1 training.
- Submit COEs – Submit COEs for doctors who have satisfactorily completed F1 and have been issued with a Foundation Year one Certificate of Completion (F1CC).
- Submit requests for additional time – This is when a doctor is participating in an F1 programme and needs additional time to complete the programme. The foundation school representative with this responsibility will be able to send requests for additional time for their trainees.

As well as telling us when someone needs access you must also tell us when someone leaves their post. It is vital that nobody has access to GMC Connect unless necessary for their job role. To tell us that someone has left their post email UKManager@gmc-uk.org

When designating a new delegate please ensure that:

- Only those with the correct training/experience and authorisation submit *certificates of experience*.
- The delegate understands their responsibilities for using the data stored on GMC Connect and that it should be used to ensure that *certificates of experience* are submitted safely and on time, so that all eligible F1 doctors receive full registration before they start their F2 posts.

1.3 For existing GMC Connect users or those who manage more than one F1 training location

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

Once we've approved additional user groups or F1 training locations on your account you'll be able to switch between them easily when you log in to 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 UK graduates associated with your F1 training location in your GMC Connect account, in GMC Connect, and this manual, we refer to them as UK F1 doctors.

Delegates from F1 training locations will only see UK graduates where the UKFPO have advised the GMC they have been allocated to. You won't see any doctors that graduated overseas (international medical graduates). If you notice any doctors on the list who are not your trainees and have never been allocated to you then should contact the UK applications team at UKManager@gmc-uk.org

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 F1 training location you can choose which you want to access 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 submitting a COE for a doctor who hasn't completed F1. It allows us to give doctors timely and appropriate messages about applying for registration and leaving the register.

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 following times in the year:

Timing	Reason	Common change reasons in GMC Connect
Early September You must update any records with	This allows us to easily identify doctors who didn't take up their	<ul style="list-style-type: none"> ▪ <i>Less-than-full-time</i> ▪ <i>Never started F1 post</i>

changes you are aware of within one month of F1 starting.	allocated F1 post or are working less than full time.	
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.	<ul style="list-style-type: none"> ▪ <i>Maternity/paternity leave</i> ▪ <i>F1 doctor dismissed</i> ▪ <i>F1 doctor resigned</i>
Early July You must make any changes that you're aware of 28 days before F2 starts.	This prevents you from submitting COEs for doctors who are not due to finish and our final reminder from being sent.	<ul style="list-style-type: none"> ▪ <i>Extra training (outcome 3)</i> ▪ <i>Released from F1 (outcome 4)</i> ▪ <i>Missing evidence (outcome 5)</i>
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.	<ul style="list-style-type: none"> ▪ <i>Extra training (outcome 3)</i> ▪ <i>Released from F1 (outcome 4)</i> ▪ <i>Missing evidence (outcome 5)</i> ▪ <i>Permanently leaving medicine</i>

2.4 What the expected F1 completion date means

This is the date an F1 doctor is expected to (or is planning to) officially finish their F1 training. This is also known as the COE date.

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

Period that the provisional registration start date falls with in	Expected completion date automatically assigned to a doctor
Late May – Early August	The first Tuesday in August the following year
Late August – Early December	The first Tuesday in December the following year
Late December – Early April	The first Tuesday in April the following year

You can change the expected F1 completion date anytime on GMC Connect up until you've submitted the COE.

2.5 Changing a doctor's expected F1 completion date

Most doctors complete F1 on the first Tuesday in August. However, there are 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.

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

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.

It is important that we know when a doctor is no longer working within an F1 post as soon as possible. This is so we can contact them about their remaining provisional registration period and adjust the number of days they have left if they are working within an additional period of provisional registration.

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.

Withdrawal reasons		
N1 - Trainee Sick Leave	N14 LTFT/out of phase – no concern	U1 – issue with record keeping and evidence
N2 - Trainee Maternity/Paternity Leave	N15 - LTFT/out of phase – some concern	U2 - Inadequate experience
N3 - Trainee not In Post Long Enough	N16 - The trainee was dismissed prior to programme completion	U3 - No engagement with supervisor
N9 - Trainee Contract Termination due to lack of progression	N17 - Dismissed: no remedial training undertaken	U4 - Trainer absence
N10 - Trainee Gross Misconduct	N18 - Dismissed: received remedial training	U7 - Trainee requires deanery support
N11 - Trainee Suspension	N19 - Dismissed: no GMC referral	U8 - Other reason not covered in gold guide
N12 - Trainee Resignation	N20 - Dismissed: following GMC referral	U9 - Inadequate attendance
N13 - Other reason (please specify)	N21 or N22 - Resignation – without training issues	U10 - Assessment/Curriculum not achieved

If the reason for withdrawal doesn't meet any of the reasons listed above please send an email to UKmanager@gmc-uk.org with more information.

If the reasons given could raise concerns about the doctors meeting standards or potential issues with their conduct we will notify our colleagues in fitness to practise. They may contact you for further information.

You can view all of your doctors who have [withdrawn from F1 in GMC Connect](#). If you've made a mistake or you 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 COE 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 straight forward 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.

2.9 Requests for additional periods of provisional registration

If a doctor is working within an F1 programme but doesn't have enough allocated provisional registration time to complete it, they may be able to request an additional period of provisional registration.

A doctor can only request an additional period of provisional registration when they meet both these criteria:

- They are in the final 180 days of their current provisional registration period
- They are working in an F1 programme at the time of making the request

If they request additional time and are eligible, we will give them an additional 365 days. If they need more time after that, then they can make another request for a further 365 days when they are in the last 180 days of the next period, as long as they are still within an F1 programme.

The request form that needs to be completed is [here](#), the doctor should follow these steps:

1. The doctor needs to complete section 1. They should use the email address that they have registered with the GMC.
2. Once they have completed section 1 they need to send the form on to the person responsible for their programme as listed in this [webpage of contacts](#).
3. The delegate at the F1 training location will then complete section 2 and forward to us to process.
4. We will aim to process the request within five working days. We will email both the doctor and F1 training location to confirm once this has been completed.

Guidance for doctors on this process can be found on this [webpage](#). 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.

If a doctor leaves their F1 post whilst they are working within any additional periods of provisional registration then you must tell us so that we can remove any additional provisional registration period that they have been given. They will go back to the remaining allocation of provisional registration days they had before we added the additional time from the point they left the programme. **It is therefore very important that you tell us when a doctor leaves their F1 post whilst working within an additional period in a timely manner.**

We recommend to any doctor taking a substantive break from their F1 training that they should [give up their provisional registration](#) and [restore](#) it when they re-start training. By doing this, they'll save their allocation of provisional registration days. You may have a doctor taking a substantive break from their F1 programme for a reason such as maternity leave or sick leave that is unable to give up their registration due to contractual requirements imposed by their employing Trust. If a doctor in this situation needs to make a request for additional time whilst they are on a substantive break but remain contracted to their F1 role, then it would be a matter for the signatory of the request form as to whether they are willing to confirm that the doctor is still 'participating' in their F1 programme.

Section 3: The full registration application process

Why it's important, when your trainees 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 graduate F1 doctors to make an online application for full registration. We won't contact international medical graduates to apply for full registration, you need to do this.

3.2 Inviting your UK graduate F1 doctors to apply

We'll invite your trainees that have graduated from UK medical schools to apply for full registration by email and text message 70 days before they are due to complete F1. 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 – at 49 days and 28 days before their expected F1 completion date. You can check whether your doctors have applied on GMC Connect at any time. [Read our guidance](#) to find out how.

Our invitation email gives 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 COE.

3.3 Inviting international graduates to apply

F1 trainees that have qualified outside the UK will apply for full registration under a different route in the Medical Act. They have different, more complex requirements and their applications generally take longer to process, particularly if they have previously held registration outside of the UK.

These trainees will not receive an automatic email invite from us. This is because not all international doctors who hold provisional registration will be undertaking F1 as some will go back overseas to complete their internship. As these doctors won't receive an invite to apply from us, they need to be sent instructions on how to apply by their training body that are best placed to know which international graduates are due to complete F1.

In early May, we'll send instructions on how to apply to all primary COE submission contacts. These need to be forwarded on to all international trainees due to move to F2 posts in the summer. It is important to encourage international F1 trainees to apply early (they can apply up to 3 months before they are due to start F2). Therefore these instructions should be sent out at the beginning of May.

3.4 How we deal with 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 within 5 days 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.

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 COE. For example, doctors who are taking time out to study, have chosen to practise overseas, or are 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 COE.

Section 4: Submitting your COEs

Why the COE is important, when to submit it and how.

4.1 Why is the COE important?

The COE 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 COE from us.

4.2 When can you submit a COE?

You can submit a COE 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 COEs. You should submit your certificates on this day. If you wish to change the date, just get in touch.

4.3 Who should submit COEs?

Ultimately, universities/medical schools are required to certify that trainees have met the outcomes for provisionally registered doctors. However, they have designated the responsibility for submitting COEs to the foundation school/LETB/deanery where the trainee is working.

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 take on this role.

You can tell us who will submit your COEs 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 COE for a doctor?

All doctors undertaking F1 must meet [The outcomes for provisionally registered doctors](#).

At the end of each placement during the Foundation Programme, the educational supervisor, along with the foundation school or deanery, must assess whether the doctor has met the necessary outcomes. A successful doctor will receive an F1CC. [Section 4.5](#) below outlines the process the UKFPO has set to confirm a doctor has been given an F1CC. You must wait to receive this confirmation and be sure a doctor has an F1CC before you submit the COE.

4.5 Confirming F1 completion and administering F1CCs

When a doctor has satisfactorily completed the requirements of F1 they will get an ARCP outcome 1 and will be issued with an F1CC. Once the doctor has been given an F1CC and is within 28 days of their F1 completion date, a COE can be submitted on GMC Connect.

4.6 How to submit a COE in GMC Connect for UK graduates

In May 2015, we introduced a paperless approach to COE 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 make your submissions on GMC Connect read [our GMC Connect user guidance](#).

Before making your submissions it is important to ensure all doctors listed in the 'submit COEs' view in GMC Connect are up to date. To do this, export the list of trainees by clicking the 'export list' button. This will bring up a new window with the information that you can copy from and paste in to a spreadsheet. Use this exported data to ensure:

- You have withdrawn any trainees listed that have left their posts
- You have changed the COE dates for any trainees that are being signed off at a later date (e.g. LTFT/out of sync trainees)
- You have received confirmation that all remaining trainees listed have an ARCP outcome 1 on your systems (Horus/NES etc)
- There aren't any missing trainees from your list, if you notice any missing trainees please contact your GMC Administrator at UKManager@gmc-uk.org and let us know who they are.

The bulk of F1 trainees are typically signed off in July, COE signatories are encouraged to wait until the bulk of their F1CC confirmations have been received before making COE submissions. The UKFPO will publish a timetable annually that sets out when all F1CCs should be shared by and when COE submissions should start.

Once you are ready to submit the bulk of your COEs you can select and submit COEs for up to 100 trainees at a time. If you are still waiting for sign off information on a trainee, be very careful to deselect them before making your submissions.

4.7 How to submit COEs for international medical graduates (IMGs) and historic UK graduates

We can't accept submissions of COEs through GMC Connect for the following groups of doctors:

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

COEs for these doctors need to be made on an Adobe pdf form we have published. You can download this at any time from Guidance & Forms section on GMC Connect account. You should use our guide on how to [submit a COE using the Adobe form](#).

4.8 What to do if you submit a COE for a doctor who has not completed F1

If you notice you have made an error when submitting a COE, it is important to recognise this early and tell us as soon as you can to minimise the impact on the register. To report an error please call the UK Team on 0161 923 6376/6540. If you cannot get through please email UKManager@gmc-uk.org.

If this happens we will 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.

4.9 Granting full registration after COE submissions

In most cases, we will grant full registration to UK graduates the day after a submission has been made and inform the doctor by email. However, as this is not always the case and not all doctors will have applied, you should not assume that a COE submission means a doctor will hold full registration. You can check this on GMC Connect.

In July, once we have received all bulk COE submissions, we'll email the lead contact for submissions at each school to tell them:

- How many COEs have been received
- How many doctors due to complete F1 have not got a COE

- How many doctors have not applied for full registration (where you have submitted a COE)

Those with relevant permissions can view lists of their trainees through GMC Connect. The lists will show which of their trainees have or haven't applied for full registration (under GMC Application Status) so they can chase them up.

4.10 Reporting trainees who aren't meeting the requirements back to the local foundation school of the medical school

Where an F1 trainee is experiencing fundamental difficulty completing their training, they may need to repeat their F1 year (or elements of it), in order to benefit from additional educational support, supervision or assessment. In such cases the trainee's medical school needs to be made aware, because if following the additional training, should they not meet the requirements, they may be given an outcome 4. Any appeal against this may be heard by the university/medical school of graduation.

The foundation school/LETB/deanery who are local to the medical school have their contact details and an ongoing relationship with them. Therefore, they are best placed to discuss these cases with the medical school.

To facilitate communication around these trainees, on an annual basis (after the general sign off process is complete each August) the F1 training location where a trainee in difficulty is working, will share information with the foundation school/LETB/deanery local to the trainees graduating medical school.

The F1 training location responsible for the doctor's F1 training should use the below proforma when confirming which of their trainees are having difficulty being signed off. All names and details of doctors included in the list should be checked before sending to the correct contact at the local foundation school. The doctors' GMC numbers should be included in the proforma as there may be multiple doctors with the same names.

You do not need to include those who aren't being signed off where no issues are identified. For example, extensions to training for maternity leave, due to a disability or where a trainee has had time out for an acute medical condition (such a broken leg).

PROFORMA:

GMC number	Doctors first name	Doctors last name	Foundation school where training	Medical school where graduated	Details of difficulty trainee is experiencing & extended training