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

This guide is for colleagues at local offices and deaneries who are responsible for making submissions to the GMC for approval of programmes and locations in their region.

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

Any colleagues who require additional information or support with this process should contact the GMC approvals team on 0161 240 8324 or quality@gmc-uk.org.

1. How to add a location

- Log into GMC Connect and select the Programmes tab on the left hand side.
- On the Programmes page, find the programme you want to add locations to and then click the ‘View Education Providers’ hyperlink on the right hand side.

<table>
<thead>
<tr>
<th>Programme Education Providers</th>
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</thead>
<tbody>
<tr>
<td>Programme Code</td>
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<tr>
<td>NW0939-2</td>
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- The Programme Education Providers page lists the locations (Education Providers) that are already approved for the delivery of the programme.

- Where applicable, the Parent Education Provider (Trust/Board) is also listed.

- To add new locations, click the Add Provider button.

<table>
<thead>
<tr>
<th>Provider List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme Name</td>
</tr>
<tr>
<td>Programme Code</td>
</tr>
<tr>
<td>Curriculum version</td>
</tr>
<tr>
<td>Specialty</td>
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</tbody>
</table>

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.

- All the locations you want to add to the programme in this session will appear on the Provider List page.
- To begin populating the list, click the ‘Add Provider’ button.

- The Add Provider page is where you find and select the locations that will be added to the programme.

- One option is to enter the name of the location into the Education Provider field. If the name is recognised, additional information such as its Org code and details of the Parent Education Provider (Trust/Board) will appear automatically, as shown below.

- Alternatively, you can open a search tool by clicking the icon next to the Education Provider text field. This enables you to search for the location by its name, Org code, Trust/Board, and the Trust/Board’s Org code.

- Please note that the search tool is case sensitive.
Once you have found the location you want to add, select the corresponding arrow in the left hand column and then click the OK button.

If you are unable to find the location you are looking for, or the details we hold about a location are incorrect, then click the relevant hyperlinks on the Add Provider page and you will be taken to the Additional Providers page.

On the Additional Providers page, enter into the text box the details of any locations you could not find, or you could find but the details are incorrect.

This should include its name, address, postcode, and where relevant, details of a parent education provider (e.g. a Trust/Board).

When you submit the location approval request, locations specified in this box will be reviewed by a member of the Approvals team before being approved. You may be contacted by a member of the team and asked to provide more information.
Once the necessary information has been entered into the text box, click the Save button. This will return you to the Provider List.

Once you have finished populating the Provider List, click the Next button.

This brings you to the final step of the process. Review the information on the New Provider page, and if no revisions are necessary, tick the confirmation box and click the Submit button.

If you do not include information about additional providers, the locations will be automatically approved and you may begin placing trainees at those locations from the date on which you submit the approval request.
If you entered information about additional providers, the approval request will be manually reviewed and approved by the GMC approvals team.

The team will review and process the approval request within 10 working days and will contact you during this period if further information is required.
2. **How to remove a location**

- Log into GMC Connect and select the Programmes tab on the left hand side.

- On the Programmes page, find the programme you want to remove locations from, then click the ‘View Education Providers’ hyperlink on the right hand side.
On the Provider List page, select the locations (Education Providers) you want to remove by checking the box in the left hand column. Click the Next button to proceed to the final step of the process.

Finally, select a reason for removing the location from the drop down menu and then click Submit.

These will be automatically removed from the list of approved locations.

Once a location is removed from the approved list, prospective GMC approval is required before any trainees are placed there again in the future.
3. How to add a new programme

- Log into GMC Connect and select the Programmes tab on the left hand side.

- Click the ‘Add Programme’ button.

- On the New Programme page, you need to 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.
The search tool enables you to search by Programme Name, Royal College, Specialty, and Sub-Specialty. Please note that the search tool is case sensitive.

In the search tool, once you have found the correct curriculum, select the corresponding arrow in the left hand column and then click the OK button.

The Specialty, Sub-Specialty (where applicable), and the Programme Name will then appear automatically on the New Programme page.

For a Foundation Programme, you will need to select the Foundation School.

Clicking the Next button will take you to the Provider List page.
This Provider List contains the locations that will be approved for the delivery of the new programme.

Please see Section 1 for guidance on how to add locations to the Provider List. Once you have added all the necessary locations to the list, click the Next button. This will take you to the Supporting documents page.

On the Supporting documents page, please click the ‘Add document’ button.
- Please attach the letter of endorsement from the relevant Royal College, enter a brief description in the text box, and then click the Upload button.

- The letter of endorsement will appear on the Supporting documents page once it has uploaded. Clicking the Next button will take you to the final step of the process.

- The New Programme page is the final step of the process. Review the submission, and if no revisions are necessary, tick the declaration box and click the Submit button.

- The new programme approval request will then be manually reviewed and approved by the GMC approvals team.

- The team will review and process the approval request within 10 working days and will contact you during this period if further information is required.