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 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.

- 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 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.

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

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.

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.

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

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

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’.

- 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.
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.

Clicking ‘Next’ will take you to the Provider List page.
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’.

When you’ve attached the letter, enter a brief description in the text box, and click Upload.
Once uploaded, you’ll see it on the Supporting Documents page. Click Next to go to the last stage of the process.

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.

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.