Memorandum of Understanding between UK medical schools and the Registration and Revalidation Directorate of the General Medical Council

Contents

Purpose

1   The purpose of this Memorandum of Understanding (MoU) is to set out the framework agreed by the GMC and all UK medical schools for the GMC registration process.

2   Co-operation between the UK medical schools and the GMC will:

- Allow timely allocation of GMC reference numbers to students approaching their final year of medical school.

- Allow UK medical schools and Foundation school managers to deliver GMC reference numbers to the UKFPO before medical students apply to the foundation programme.

- Ensure ID check events at UK medical schools are organised and run effectively and efficiently.

- Ensure medical students get correct and timely advice for applying for provisional registration with the GMC.

- Ensure *certificates of experience* (COE) are submitted safely and on time, and that all eligible F1 doctors receive full registration.

- Maximise efficiency of the processes through standard documents, defined communication channels and information sharing.

3   Note – The GMC will use email to communicate unless stated otherwise.

4   See Annex 1 for a glossary of terms. Words and phrases in the glossary are written in italics the first time they appear.

Responsibilities

The General Medical Council

Exchanging student data and GMC reference numbers

5   The GMC will inform medical schools of the dates of the *student data submission window* two months before it opens.

6   The GMC will provide each medical school with a *Student Data Upload spreadsheet*, in Microsoft Excel format, before the start of the submission window.

7   The Student Data Upload spreadsheet will have the following fields:

- Student ID Number*
- Title
- First name*
- Other name – Schools must provide other names if they have them
- Last name*
- Date of birth*
- Gender*

- Mobile number – This information is preferred if available
- Email address*

* Mandatory fields

8 The GMC will allocate GMC reference numbers to all students listed within five working days of receiving them.

9 The GMC will make the GMC reference numbers available to UK medical schools in *GMC Connect*.

10 The GMC will inform medical schools as soon as students' GMC reference numbers are available on GMC Connect.

11 The GMC will contact the medical school after their expected submission date if the medical school has not submitted their data.

12 The GMC will keep an up to date list of approved medical school delegates who have access to the medical schools' GMC Connect folder. Each user will have specific permissions for viewing data, student data transfer including making student data changes and/or submission of graduation information.

13 The head of school, or equivalent level, will be notified of those who have access to GMC Connect.

14 The GMC are responsible for ensuring that medical student data is held safely and securely on their system. The GMC have been certified to the international information security standard ISO 27001 since 2006 and are registered as a data controller with the Information Commissioners Office.

15 The GMC will use the same robust policies and procedures as they would with all other sensitive data they hold, for example data held about registered doctors. Data is retained in line with the GMC Records Retention and Disposal Policy.

Dealing with changes to the data after submission

16 To change data after submission medical schools must do this on GMC Connect. The GMC will process this within five working days.

17 To change a student's name after submission medical schools must do this on GMC Connect. The GMC will process this within five working days.

18 The GMC will instruct students where possible to inform their medical school delegate when they have changed their name.

Preparing for the ID check event

19   The GMC will ask medical schools to help us arrange ID check events before the submission window opens.

20   The GMC will work with medical schools to confirm suitable times and dates for the ID check event. The GMC will confirm with medical schools all ID check event details, including room and time requirements and details of what we will deliver to students before the data submission window opens.

21   The GMC will contact medical schools two months before the ID check event to arrange access to the internet on site to allow the completion of student ID checks on the day of the event.

22   The GMC will adhere to the medical schools' information security policy when using their internet connection.

The graduation list

23   The GMC will maintain a list of medical school delegates who are authorised to submit graduation lists through GMC Connect.

24   The GMC will process graduation lists within five workings days of submission.

The certificate of experience

25   The GMC will maintain a list of designated representatives who may submit certificates of experience.

26   The responsibility for completing a *certificate of experience* will be a designated representative of the medical school. This will be the appropriate person at the postgraduate deanery, local education and training boards or foundation schools where the graduate has completed their programme for provisionally registered doctors. If a UK graduate has completed a F1 programme in the UK, this will be an appropriate person at one of the following bodies responsible for delivering F1 training in the UK:

- Health Education Improvement Wales
- HEE East of England
- HEE East Midlands
- HEE North Central and East London
- HEE North West London
- HEE North West
- HEE North East
- HEE South London
- HEE Thames Valley
- HEE East Midlands
- HEE Wessex
- HEE West Midlands
- HEE Yorkshire and The Humber
- NHS Education for Scotland

- Northern Ireland Medical & Dental Training Agency
- Peninsula foundation school
- Severn Foundation School

27 Each of the above bodies will have a designated head of school (usually a post-graduate dean or foundation school director). The GMC will inform the head of school when a new designated representative is added and able to submit *certificates of experience.* The head of school will be asked to ensure that:

- Only those with the correct experience and authorisation submit *certificates of experience.*
- The designated representative 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.
- The designated representative must submit certificates of experience using the appropriate method, either GMC Connect for UK graduates or the electronic form for international graduates.

28 The GMC will process certificates of experience received from designated representatives within five workings days.

The UK medical schools

Exchanging student data and GMC reference numbers

29 UK medical schools will keep the details of their delegate (or delegates) up to date at all times.

30 UK medical schools' delegates will sign up for a GMC Connect account and they will not share their account details with anyone.

31 UK medical schools will provide the GMC with an expected submission date for their student data and photos one month before the submission window opens.

32 UK medical schools will provide student data and photos within the submission window:

- in the Student Data Upload spreadsheet and providing data in every mandatory field.

- with photos in JPG picture format and named as student ID number. (The student ID number must be the same as is submitted in the Student Data Upload spreadsheet. For example 10123654.jpg)

- using GMC Connect to transfer the data.

33 UK medical schools are responsible for ensuring that their medical students are aware that they will share some of their personal data with the GMC and have appropriate agreements in place.

Dealing with changes to the data after submission

34   UK medical schools will inform the GMC on GMC Connect within five working days if a final year student:

- takes a break from study

- resumes study following a break, for example from suspension

- withdraws from the course

- changes their name

- is not planning on applying for GMC registration

35   UK medical schools will change student data in the above scenarios after submission on GMC Connect.

36   UK medical schools will be responsible for making sure that they keep their students' graduation names up to date on GMC Connect until the point of graduation.

Preparing for the ID check event

37   UK medical schools will provide GMC staff with access to the internet to allow them to complete ID checks on students on the day of the ID check event.

38   UK medical schools will provide full and detailed instructions on how to connect to the internet at least three weeks before the ID check event.

39   UK medical schools will ensure that all of their students can attend their ID check event on the given date, unless there are exceptional circumstances.

40   UK medical schools will meet the GMC at the event and arrange for the GMC staff to meet with the schools' IS staff when they arrive at the event to make sure that connection to the internet is successful.

The graduation list

41   UK medical schools will confirm their successful graduates to the GMC using GMC Connect.

42   The person at the medical school who submits graduation lists must have their own GMC Connect account with permission to submit graduation information. They must submit it through their own account.

43   It is the head of school's responsibility to make sure that only delegates with the correct experience and authority can submit graduation lists on GMC Connect. The medical school must decide who the most appropriate person is.

44   UK medical schools must have policies and systems in place to make sure they have accurately checked their *graduation list submission* on GMC Connect in a thorough manner.

45   UK medical schools must have measures in place to counter the risk of fraud in the submission of their graduation list on GMC Connect.

The certificate of experience

46   The medical school designates the responsibility for completing a *certificate of experience* to the postgraduate deanery, local education and training boards or foundation schools where their graduate has completed their programme for provisionally registered doctors. This is one of the bodies set out in paragraph 26.

47   The medical school will retain oversight of their graduates who have received certificates of experience via GMC Connect. The medical school will also be able to see any graduates who have not been signed off via GMC Connect.

Principles

48   The UK medical schools and the GMC are committed to ensuring that the process of transferring student data is as efficient, robust and safe as possible.

49   The UK medical schools and the GMC are committed to making all reasonable efforts to ensure that final year medical students receive appropriate information about GMC ID check events and the GMC registration application process.

50   The GMC is responsible for ensuring that UK students' GMC reference numbers are available to medical schools ahead of the collation of the nominee spreadsheet for the Foundation Programme Application System (FPAS).

51   The UK medical schools are responsible for ensuring that UK students' who wish to join the UK F1 programme have their GMC reference numbers delivered to the UK Foundation Programme Office (UKFPO) in time for the UKFPO to include them in their application process (known as the nomination process).

52   This MoU is intended to ensure that effective channels of communication are maintained between the UK medical schools and the GMC where information needs to be exchanged.

Review of the Memorandum of Understanding

53   This document will be reviewed within two years of the date of the latest agreement.

Signed:

Date: 17 March 2020

Richard Amison
Head of Registration Applications

Signed:

Date:

Name of head of school:

Email:

Position:

Annex 1

Glossary of terms

54 GMC Connect – this is the system the GMC uses to transfer sensitive data between our partners, including the UK medical schools. This system can also be used by partners to manage student data and submit graduation information and certificates of experience.

55 Student data submission window – this is the period of time in which the GMC will accept student data and photos from medical schools.

56 Student Data Upload spreadsheet – this is the standard template that medical schools will use to send student data to the GMC.

57 Graduation list submission – this is the way medical schools inform the GMC that their students have graduated. The submission will be made through GMC Connect.

58 The certificate of experience – medical schools (or their designated representatives in foundation schools) use this to confirm that an F1 doctor has met the outcomes for provisionally registered doctors determined by the GMC. The certificate can be submitted through GMC Connect or for international graduates by use of an electronic form submitted by email.