

In the unfortunate event of the death of a doctor in postgraduate training the following steps should be taken:

NAME OF DOCTOR IN TRAINING:			
PROGRAMME:		GMC NO:	
Action	Owner	Timescale	Completed (Enter initials)
Notify Head of School (HoS) and Training Programme Director (TPD) and ask them for information on the circumstances (if they have not provided the initial notification)	Postgraduate Dean (PGD) – with support from Programme Support Manager (PSM)	Within 5 days of notification	
Notify employing Local Education Provider (if they have not provided the initial notification)	PGD – with support from PSM	Within 5 days of notification	
Consider sending letter to trainee next of kin offering condolences (if we have the relevant details)	PGD – with support from PSM	Within 10 days of notification	
Notify General Medical Council (gmc@gmc-uk.org)	PGD – with support from PSM	Within 10 days of notification	
Discussion (face to face or telephone based) as to whether any further actions or investigative measures need to be taken	PGD & HoS (HoS to feedback to TPD/s)	Within 15 days of notification	
Send Data Collection Form to Lead Dean for Sudden Death and English Deans Programme Manager	PGD/Business Manager	ASAP	
Save Checklist to trainee file	Programme Support Team (PST)	Within 30 days of notification	
Close and archive trainee record on TIS	PST	Within 30 days of notification	