

In the unfortunate event of the death of a doctor in training in Health Education England training programme the following steps should be taken:

| <b>NAME OF DOCTOR IN TRAINING:</b>  |   |                                |                                       |
|---|---|--------------------------------|---------------------------------------|
| <b>PROGRAMME</b>  |   | <b>GMC NO</b>                  |                                       |
| <b>Action</b>   | <b>Owner</b>  | <b>Timescale</b>               | <b>Completed<br/>(Enter initials)</b> |
| Notify Head of School (HoS) and Training Programme Director (TPD) and ask them for information on the circumstances (if they haven't provided the initial notification) | Eg Deputy Dean (DD) – with support from Programme Support Manager (PSM) | Within 5 days of notification  |                                       |
| Notify employing Local Education Provider (if they haven't provided the initial notification)   |   | Within 5 days of notification  |                                       |
| Consider sending letter to trainee next of kin offering condolences (if we have the relevant details)   | DD – with support from PSM  | Within 10 days of notification |                                       |
| Notify General Medical Council (not via GMC Connect)  | DD – 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   | DD & HoS (HoS to feedback to TPD/s)                                     | Within 15 days of notification |                                       |
| Save Checklist to trainee file and then archive the file on Q drive   | Programme Support Team (PST)  | Within 30 days of notification |                                       |
| Close and archive trainee record on Intrepid  | PST   | Within 30 days of notification |                                       |
| Save Checklist to specific file on 'Q' drive (Q:\Programme Management\Programme Support\Trainee Files\Checklists - Trainee Death)                                       |   |                                |                                       |