

# NORTHERN IRELAND MEDICAL AND DENTAL TRAINING AGENCY

## WHAT IS REQUIRED NOW OF THE NEW TRAINEE?

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### For Core Trainees & Specialty Registrars (CTs/StRs)

Each newly appointed CT/StR will require a National Training Number (NTN).

The following is a step-by-step guide to obtaining your National Training Number:

- 1 Upon receipt of your induction e-mail from NIMDTA, complete the *Registration form* (Form R), and *Conditions of entering into a specialty training programme* and return these to NIMDTA.
- 2 On receipt of this documentation, the Postgraduate Dean will sign Form R and the original will be sent to your relevant College or Faculty advising them that a new trainee has been registered within a specialty training programme in the Northern Ireland Deanery.
- 3 A copy of the Form R will be kept on file at the Agency, along with your Personal Information Sheet, and the information will be used to update our databases. **It is the responsibility of the trainee to inform the Hospital Training Department of any changes to the information recorded on Form R.**
- 4 When NIMDTA has received confirmation that you have attended a satisfactory Pre Employment Health Assessment, a copy of the Form R will be returned to you with a letter from the Postgraduate Dean indicating your designated NTN.
- 5 A copy of the Conditions of Entering into a Specialty Training Programme will be returned to you and the original will be kept on your personal file at NIMDTA.

CTs/StRs must also register with their relevant College or Faculty if they have not already done so. Contact information can be found in the "Information for new CTs/StRs" section of this pack.

**This procedure MUST be completed within one month of entering the grade.**

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### For Fixed Term Specialty Training Appointments (FTSTAs/LAT's)

FTSTAs/LAT's are required to complete the *Registration Form* (Form R), and *Conditions of taking up specialty training appointment* included in the induction e-mail and return these to NIMDTA

On receipt of this documentation, the Postgraduate Dean will sign Form R and the original will be sent to your relevant College or Faculty. A copy will also be returned to the FTSTA/FTCTA/TTA.

**FTSTAs/LAT's are not allocated a National Training Number (NTN).**

FTSTAs/LAT's are reminded that they must enrol with their relevant College or Faculty if they have not already done so. Contact information can be found in the "Information for new FTSTAs/LAT's" section of this pack.

**This procedure MUST be completed within one month of entering the grade.**