

NORTHERN IRELAND MEDICAL AND DENTAL TRAINING AGENCY

WHAT IS REQUIRED NOW OF THE NEW TRAINEE?

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)*, *Personal information sheet* 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 or the Personal Information Sheet.**
- 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.

For Fixed Term Specialty Training Appointments (FTSTAs/FTCTAs/TTAs)

FTSTAs/FTCTAs/TTAs are required to complete the *Registration Form (Form R)*, *Personal Information Sheet* and *Conditions of taking up a fixed term specialty training appointment* Personal Information Sheet 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/FTCTAs/TTAs are not allocated a National Training Number (NTN).

FTSTAs/FTCTAs/TTAs 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/FTCTAs/TTAs" section of this pack.

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