

## West Midlands Workforce Deanery General Practice Vocational Training

### UNSCHEDULED CHANGES TO PROGRAMME

If there are any changes to your rotation then you must fill in an Unscheduled Changes form and obtain your course organisers approval.

Completion of this form will enable us to keep your ePortfolio up to date as well as our main trainee database. It will also allow us to keep track of any vacant posts that we may use for other trainees.

Examples of unscheduled changes are;

- Sick leave greater than two weeks in any year.
- Maternity leave
- Approved time out of programme
- Changes in your rotation

Copies of this form are available from the website [www.westmidlands.nhs.uk](http://www.westmidlands.nhs.uk)

Once complete please return my email to [gprecruitment@westmidlands.nhs.uk](mailto:gprecruitment@westmidlands.nhs.uk) or post to;

GP Unit  
NHS West Midlands  
St Chad's Court  
213 Hagley Road  
Birmingham  
B16 9RG

**West Midlands Workforce Deanery General Practice Vocational Training  
UNSCHEDULED CHANGES TO PROGRAMME**

<b>Name of GP Trainee:</b>	
<b>Scheme Area:</b>	
<b>Start date:</b>	
<b>End Date:</b>	
<b>Change to Programme (to include practice name / trainer / hospital specialty):</b>	
<b>Reason for change:</b>	
<b>Please state change of end date to programme):</b>	
<b>FOR COURSE ORGANISER USE ONLY:</b>	
<b>Have future recruitment figures been taken into account?</b>	
<b>Confirmation of approval by Course Organiser:</b>	
<b>Confirmation of request by Trainee:</b>	
<b>FOR DEANERY OFFICE USE ONLY:</b>	
<b>Sick leave:</b>	
<b>Maternity leave:</b>	
<b>Remedial:</b>	
<b>Other:</b>	
<b>Signature of Deanery Administrator:</b>	