**Code of Practice**

**Provision of Information for Postgraduate Medical Training**

The above was agreed in consultation with the BMA/NHS Employers/Medical Education England and details the level of information required for and from junior doctors when applying for training programmes and on subsequent rotations.

It is your responsibility to ensure the following:-

* to respond **within two working days** to requests from the recruiting organisation or employing organisation for outstanding information needed to confirm a training programme offer, e.g. certificates/immigration documentation, etc. Failure to produce evidence required may result in the training programme offer being withdrawn.
* if they have previously accepted an offer and then subsequently accept another offer, to inform by email the recruiting organisation who made the first offer of their changed intentions, within 24 hours of accepting the other post, and if applicable to give the required contractual notice
* to fully complete and promptly return requested pre-employment checking information, if necessary with an explanation of any omissions and when the information will be available, and to provide the rest of the information when required
* to complete and return any occupational health forms
* to complete and return any Criminal Record Bureau (or equivalent) forms
* to give appropriate notice, as given in local recruiting organisation arrangements, of any decision to leave a programme for any reason, to both the recruiting organisation and employer(s) concerned, and to continue working and training for any notice period within the contract of employment and/or training
* to bring to the attention of the recruiting organisation and the prospective new employer (if known) any material circumstances that might affect their ability to take up particular posts within training programmes as soon as is appropriate and practicable after such circumstances are known.

Failure to meet these requirements on the part of a doctor in training may lead to difficulties for them, their employer and for patient care.