**Special Interest Training Module (SITM) completion form**

Once you have completed your SITM training, you must complete this form and email it to [specialinterest@rcog.org.uk](mailto:specialinterest@rcog.org.uk). All relevant signatures must be obtained prior to submitting.

Please note, if you have completed two SITMs, one form must be completed for each SITM (two forms in total).

Section 1: Applicant details

**This section must be completed by the SITM trainee**

**National Trainee Number (NTN) holders**

Full name:

RCOG number:

GMC number:

NTN number:

Year of training:

**SAS/LED/consultant/other**

Full name:

RCOG number:

GMC number:

Section 2: SITM Details

**This section must be completed by the SITM trainee**

SITM undertaken:

Deanery name:

Hospital/Training centre name and address:

Date SITM completed:

Section 3: SITM Educational Supervisor

**This section must be completed by the SITM Educational Supervisor**

Full name:

Hospital/training centre and address:

I hereby confirm the named doctor has satisfactorily met all requirements necessary for the completion of this SITM

Educational supervisor signature:

Date:

#### Section 4: SITM Preceptor

**This section must be completed by the SITM Preceptor**

Full name:

I hereby confirm the named doctor has satisfactorily met all requirements necessary for the completion of this SITM

SITM supervisor signature:

Date:

#### Section 5: SITM Director

**This section must be completed by the SITM Director**

I hereby confirm the named doctor has satisfactorily met all requirements necessary for the completion of this SITM

Full name:

SITM Director signature:

Date:

###### It is the responsibility of the applicant to obtain the required signatures and email the completed form to the RCOG Trainees Administrator at [specialinterest@rcog.org.uk](mailto:specialinterest@rcog.org.uk)

**How we use your information**

In accordance with the General Data Protection Regulation (GDPR) 2016 and Data Protection Act (DPA) 2018, the RCOG will process your personal data to provide you with your member benefits and services, and to carry out its day-to-day business.

RCOG requires the above information to process your application and to administrate your training records. We will store your personal information such as name, nationality, date of birth, address, telephone number, email address, employment status and location, RCOG No. and educational information. Your name and RCOG number will be used to verify your identity.

Where RCOG is required to confirm details of your qualifications and membership, we will only share this data with bona fide third parties. These include governmental and medical regulatory bodies, educational institutions and prospective employers. The information will only be released where there is a statutory, regulatory or lawful basis to do so and RCOG will obtain your consent where we do not.

Full information on how the RCOG processes your personal data can be found in our [Data Protection Policy](https://www.rcog.org.uk/about-us/policies/data-protection-policy-and-procedures/) and [Privacy Policy](https://www.rcog.org.uk/legal/privacy-policy-and-cookies/) on our website: [www.rcog.org.uk](http://www.rcog.org.uk).

If you are unhappy with the way we are processing your data and would like to make a complaint or wish to make an [individual rights request](https://www.rcog.org.uk/about-us/policies/data-protection-policy-and-procedures/individual-rights-requests/), please contact the Research and Information Services Team at [dataprotection@rcog.org.uk](mailto:dataprotection@rcog.org.uk) or in writing to:

Royal College of Obstetricians and Gynaecologists

10-18 Union Street, London SE11SZ

If you are unhappy with the response you receive or wish to make a complaint to the Information Commissioner’s Office. Please see the ICO website for details: <https://ico.org.uk/make-a-complaint/your-personal-information-concerns>.