



Special Interest Training Module (SITM) transfer request form

If you registered for an Advanced Training Skills Module (ATSM) prior to August 2024 and would like to transfer to a Special Interest Training Module (SITM) instead, you must complete this form and email it to specialinterest@rcog.org.uk. All relevant signatures must be obtained prior to submitting.

Please note, if you are transferring two ATSMs to two SITMs, one form must be completed for each (two forms in total).

Section 1: Applicant details

This section must be completed by the SITM applicant

National Trainee Number (NTN) holders

Full name:

RCOG number:

GMC number:

NTN number:

Year of training:

Non Training Grade applicants

Full name:

RCOG number:

GMC number:



Section 2: ATSM Details

This section must be completed by the SITM applicant. Please provide details of the ATSM you are choosing to close.

ATSM:

Deanery name:

Hospital/Training centre name and address:

Section 3: SITM Details

This section must be completed by the SITM applicant

SITM being undertaken:

Deanery name:

Hospital/Training centre name and address:

Date SITM commences:

Section 4: SITM Educational Supervisor

This section must be completed by the SITM Educational Supervisor

Full name:

Hospital/training centre and address:

I hereby agree to provide the training necessary for the completion of this SITM

Educational supervisor signature:



Date:

Section 5: SITM Preceptor

This section must be completed by the SITM Preceptor

Full name:

SITM supervisor signature:

Date:

Section 6: SITM Director

This section must be completed by the SITM Director

I confirm that I agree for the applicant to register for the above SITM and that the Deanery Specialty Training Committee/Postgraduate School has approved the training module for the applicant, SITM Educational Supervisor(s) and programme of training.

Full name:

SITM Director signature:

Date:

Section 7: Clinical Director

This section must be completed by the Clinical Director

(This section is only applicable to applicants without a NTN)

I confirm that I agree for the applicant to register for the above SITM.

Full name:

Hospital/training centre and address:

Clinical 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



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](#) and [Privacy Policy](#) on our website: 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](#), please contact the Research and Information Services Team at 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>.