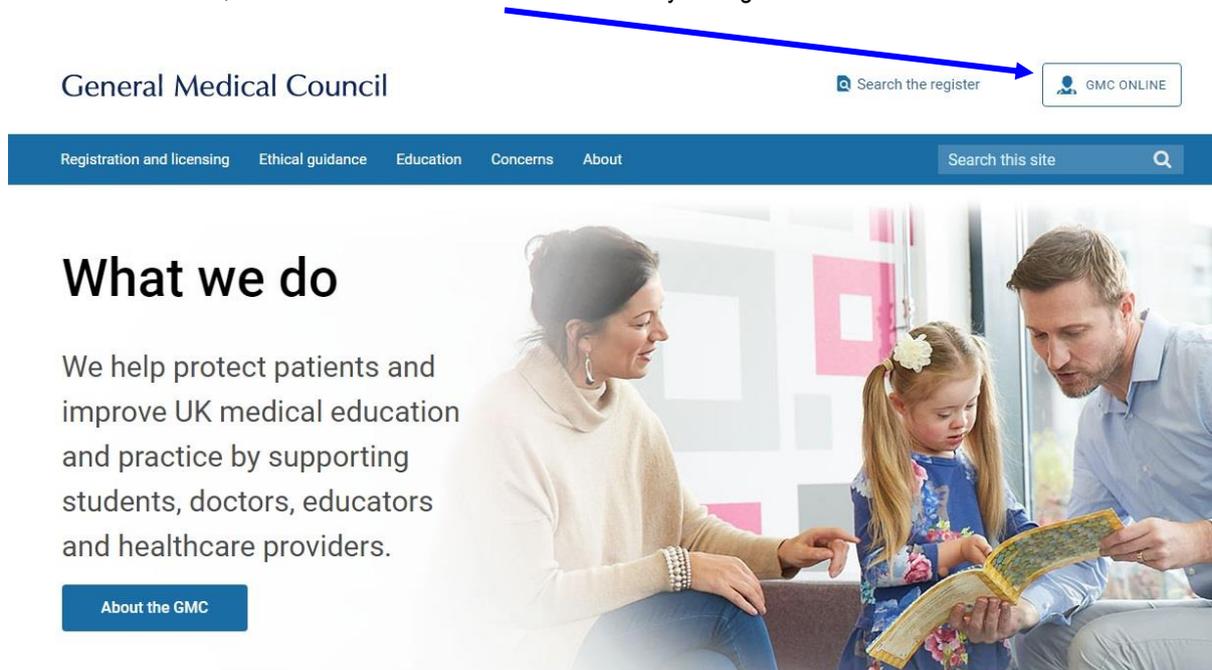


GMC Online Account - Registering Your Responsible Officer (RO)

Revalidation for medical practitioners began at the end of 2012 with all doctors required to complete revalidation every 5 years. Doctors must register/update their details with the GMC when they move to a new main employer to ensure they are assigned to the correct Responsible Officer (RO). This guide will show you how to register SaTH's Medical Director as your Responsible Officer via GMC Online.

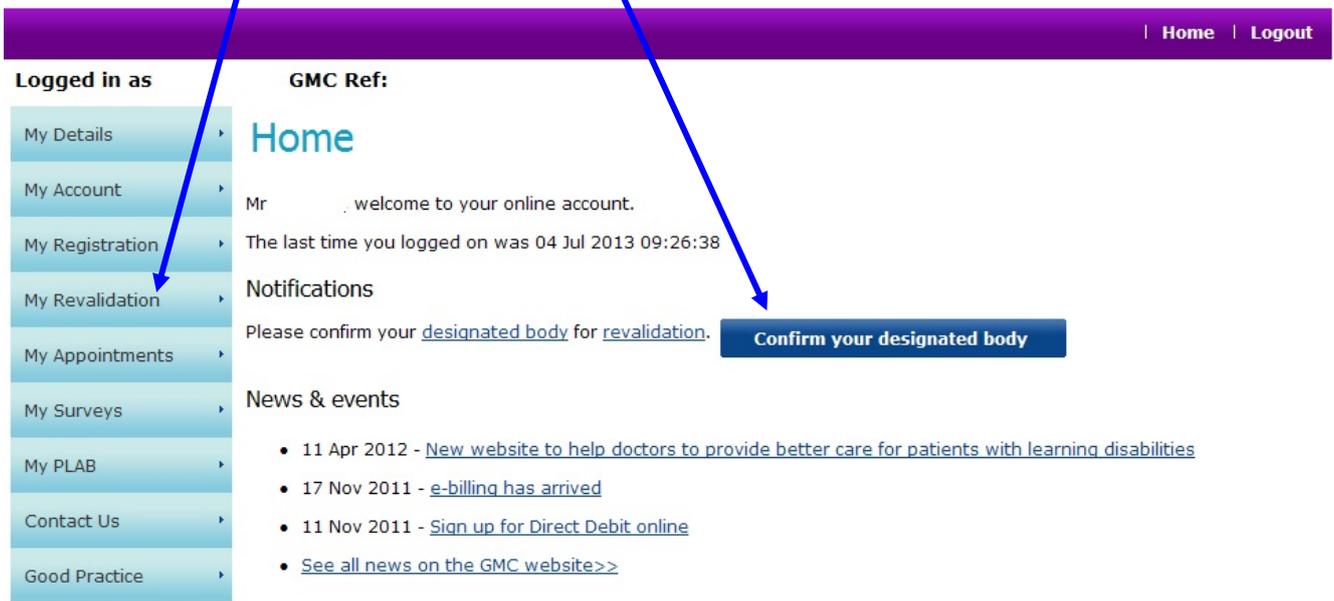
Please note: If you are an agency locum, your designated body would usually be your agency. If you are a doctor in training, with a national training number, your designated body will be your local medical education team (formerly known as deaneries) – Health Education West Midlands.

- Go to the GMC website, click on the “GMC online” link and enter your login details.



This will take you to a screen that asks you to confirm your details – amend or confirm as needed. You will then go to the “Home” page below.

- Click on either “My Revalidation” or “Confirm your designated body”



This should open the 'Revalidation Details' page.

- If you want to change your designated body – e.g. from another Hospital to SaTH when you commence your post – then click on “**Change Designated Body**”, and then search for and add **Shrewsbury and Telford Hospital NHS Trust** as your designated body. The Responsible Officer details should automatically show as SaTH’s Medical Director.
- If Shrewsbury and Telford Hospital NHS Trust is already showing as your designated body and you are certain that SaTH is your designated body and SaTH Medical Director is your RO then Click “**Confirm Designated Body**” and follow the instructions.
- If you are uncertain whether SaTH should be your designated body then please contact the Revalidation Office for further advice. The GMC also provide a tool on their website to help you establish your connection for revalidation.

[Home](#) | [Logout](#)

Logged in asGMC Ref:

- My Details ▶
- My Account ▶
- My Registration ▶
- My Revalidation** ▶
- My Appointments ▶
- My Surveys ▶
- My PLAB ▶
- Contact Us ▶
- Good Practice ▶

Revalidation details

All fully registered doctors with a licence to practise will need to revalidate to show they are up to date and fit to practise. Find out more about [revalidation](#).

Please check the designated body information below. If you're happy it's correct please click 'Confirm designated body'. If it's not correct please click 'Change designated body'. If you don't know your designated body you can use our [online tool](#) to help you find it or view the [list of designated bodies](#). If you're sure you don't have a designated body please click 'I don't have a designated body'.

Designated body	The Shrewsbury and Telford Hospital NHS Trust	What is a designated body?
Responsible officer	John Jones	What is a responsible officer?
Designated body email address	sath.revalidation@nhs.net	What is this email address?
Next submission date	/ /	What is a submission date?
Designated body last updated by	General Medical Council	Who updates my designated body?
Designated body last updated on	29/03/2012	

Confirm designated bodyChange designated bodyI don't have a designated body

You will also need to update your revalidation details to your new employer if you leave SaTH or if SaTH ceases to be your main employer.