

Applying for approval as a GP Educator



Who is this summary for?

It is for those applying for approval or re-approval as GP educators.

If you are seeking re-approval to renew your current status you might be:

- an out-of-hours (OOH) supervisor, also known as a clinical supervisor
- an associate trainer (AT), also known as a named clinical supervisor
- a trainer (T), also known as an educational supervisor.

If you are seeking 1st time approval you might be doing so through either:

- the pre - 2019 routes of postgraduate certificate (T) or deanery courses (OOH, AT, AT to T)
- the post - 2019 tiered educator route (of e-learning followed by a number of deanery and higher education days).

Whichever of these routes you have taken, you will now be seeking recognition as either:

- a tier 2a educator = an out-of-hours (OOH) supervisor, also known as a clinical supervisor
- a tier 2b educator = an associate trainer (AT), also known as a named clinical supervisor
- a tier 3 educator = trainer, also known as an educational supervisor.

What if I'm making an application for the approval or reapproval of a *practice or organisation*?

At the moment the 'old form' is still in use for practices and organisations. Please see elsewhere on web site

How do I know if I'm due for reapproval?

The approvals database is maintained centrally at the deanery. The deanery team will inform you if your re-approval is due and will send you links to the application form with cut-off dates for its return. Each training scheme will be sent an updated list of the status of its educators and training organisations every quarter. If you are not sure of your re-approval date, please check with your training scheme's local admin.

What do I need to know *before* I complete the form?

Before you make your application, please make sure you have spoken to one of your TPDs as they will support and advise you through the process and introduce you to the local and deanery admin team through whom you will make your application.

If you are applying for **first-time approval**, please make sure you:

- have completed all the necessary stages of training for your tier.
- that you have completed your training in an appropriate interval (the general expectation is that Tier 2 training will be completed within one year and Tier 3 training within two years. Any exceptions to this will need to be agreed with the Head of School)
- apply at an appropriate point after CCT: first application for tier 2 can be made one year after CCT; first application for tier 3 can be made two years after CCT if you are in a training practice, or after three years if you are in a non-training practice
- Tier 3 GP educators should have MRCGP (essential). Tier 2 GP educators or existing educators who have not passed the MRCGP by examination or by assessment (MAP) are encouraged to do so (desirable); Non-GP associate trainers from other professions are encouraged to achieve a similar standard of qualification in their own profession (desirable for non-GPs)

(Please be aware that as a short-term measure, potential educators who completed their initial training under the previous system will be allowed a year from April 2019 in which to complete the approval process. They will need to provide evidence of appropriate educator CPD at the time of their approval application. If these potential educators have not completed the approval process by April 2020, they will need to complete the new Tiered training process.)

What evidence do I need to provide for my *first-time approval*?

If you are applying for **first time approval**, we would like to see evidence across a number of areas:

- Your attendance at trainers' workshops and a reflection on your learning (we expect you to attend at least one before your first application)
- Evidence of your ability to consult with patients
- Evidence that you can do a CBD/COT
- Evidence that you can navigate the eportfolio
- Evidence of an ability to debrief
- If Tier 3, evidence that you have attended a session on ESRs (and perhaps observed an ESR taking place.)

The evidence may come in several forms:

- From the eLearning modules you complete
- From the study days you attend
- From observed practice in your study groups
- Through observation by other educators

**** Because your route to approval may take several months please make sure you keep a record of your learning and the dates of your modules and study**

days. When you complete the form, you will be better prepared to reflect on your learning and progress. **

What evidence do I need to provide for my *re-approval*?

Your first period of approval is usually set at two years with a review at one year.

By first re-approval, educators would be expected to:

- Have observed a local ARCP panel
- Have attended a regional GP educator development day
- Have attended 50% of trainers' workshops, with reflection on learning
- Provide evidence of benchmarking a CBD and COT, with reflection
- Demonstrate PDP objectives in your NHS appraisal linked to training

Ongoing approval is usually for five years with a review at four. **At the end of a 4-5 year approval review period** you will be asked to provide evidence around these areas:

- Participation in a local ARCP panel
- Attendance at a local approvals panel
- Attendance at a regional GP educator development day
- Attendance at 50% of trainers' workshops, with reflection on your learning
- Evidence of benchmarking a CBD and COT, again with reflection
- PDP objectives in your NHS appraisal linked to training
- Equality and diversity training every 3 years
- If you are tier 3, feedback on your ESRs
- It is desirable to attend a regional symposium once in the review period

Additionally, feedback will be collected from your TPDs and trainees.

What happens to my form once it's completed?

If you are applying for 1st time approval, you will be invited to a face-to-face interview to discuss your application. The interview panel is typically your local AD and a TPD. You may be asked to bring along to your interview a video of a teaching encounter or a consultation.

If you are applying for re-approval, your application will ordinarily be considered at a GP quality monitoring panel (GPQM). Each county has a panel which sits 2 or 3 times a year and is typically made up of an AD / TPD chair with support from a practice manager, local GP educators, and trainees (from outside the area). The applicant does NOT need to attend the panel.

All the recommendations from the face-to-face interviews and the panel meetings are reviewed at deanery level before they are endorsed and finalized.

How do I complete the form?

- The form is completed online. If you would like to keep a copy for your own records, please print off the completed form.
- The form begins with: Demographics, Contact Details, General information about the Learning Environment, and Declarations.
- You are then asked whether you are applying for the first time or seeking re-approval and what tier you are applying for: 2A, 2B or 3. Your selection here will determine which bit of the form you will see next: so for example if you are applying for tier 2A and have come down the new 'post 2019' modular route, you will be asked to confirm details of the e-learning modules and study days you have completed.

N.B. If you get to a section of the form that doesn't seem to apply to you (and you are sure you have made the right selection to get there!) please just fill in the text box with a comment of explanation. *(For example, the form may ask you for the dates of your eLearning modules, but you may be applying having done the 'pre 2019' pathway and there was no need to do these modules – in this case just add a comment in the boxes to explain the route you have taken.)*

- The main body of the form has up to seven sections, depending upon the tier of approval you are applying for. Please work your way through these sections and enter your answers in the relevant text box area. Be aware that you cannot embed documents or attach documents, so your answers to each question need to be self-contained (however you may copy and paste into the text box from other documents if it's relevant - but be careful as some formatting may not come across).
- Once you have completed the form please apply your digital signature (there are details with the form on how to do this), and submit it as instructed.

The seven sections of the form are based on the standards set by the GMC and AoMRC (Association of the Medical Royal Colleges) and are:

- Section 1: Ensuring Safe and Effective Care Through Training
- Section 2: Establishing and maintaining an environment for learning
- Section 3: Teaching and facilitating learning
- Section 4: Enhancing learning through assessment
- Section 5: Supporting and monitoring educational progress
- Section 6: Guiding personal and professional development
- Section 7: Continuing Professional Development as an Educator



Health Education England