

## Associate Trainer Approval Guidance

To be considered for approval as an AT you are required to do each of the following:

- a. Attend an approved AT course or equivalent e.g. the Out of Hours Clinical Supervisors (OOHCS) course with the additional 'OOHCS to AT' one day course.
- b. Submit a written account of reflections on a **minimum** of 10 hours of your teaching. This can be one-to-one or group teaching. The teaching can, within reason, be to anyone and on anything! It can include teaching done up to one year before assessment as an AT. It can include debriefing, supervising in the OOH setting, joint surgeries etc. It can include teaching non-GPs and non-clinical topics.
- c. Submit evidence of attending a **minimum** of 10 hours with others involved in teaching; preferably from outside your practice, where you reflect on teaching. This could include attendance at any of the following:
  - i. A self-directed group of prospective ATs
  - ii. The local trainers or associate trainers workshop
  - iii. Attending meetings or conferences about education e.g. Health Education England Autumn Seminar or Spring Symposium (in either of these examples a full days attendance will count as 6 hours)

While you are welcome to attend the AT course having not done b) and c) above, we are keen that you understand the additional requirements. Evidence of completing the above can be submitted with your application or brought to your assessment.

The approval process involves an application form and an interview. Although the AT course will prepare for your application, approval is not included in the day.

**Keith Cockburn 31.1.18**