

**Primary and Community Care**

2-4 Victoria House, Capital Park

Fulbourn, Cambridge

CB21 5XB

**Application and Assessment for Approval/Re-approval for GP Training**

For Educational Supervisors (GP Trainers) named GP clinical supervisors and Out of Hours Clinical Supervisors

This form should be completed on-line.

We cannot accept this form in any other format

**Guidance Notes**

1 This form allows an application for Deanery/HEE approval or re-approval to undertake NHS educational work for:

* Trainers (educational supervisors) in GP specialty training
* Associate Trainers (named clinical supervisors) in GP specialty training
* Clinical supervisors for Foundation and Retained Doctors
* Clinical supervisors working in Out of Hours Providers

2 The process is based on the standards in the GMC’s “The Trainee Doctor” for specialty and GP training and the RCGP/COGPED Standards for Deaneries/LETBs guidance document. The COGPED/RCGP guidance amalgamates GMC and Academy of Medical Educator (AoME) standards; the application allows applicants to reflect on how they meet those standards.

3The form mirrors the AoME Framework areas for medical supervisors as set out in the RCGP/COGPED guidance which also details relevant supporting evidence in each section. Supporting evidence should be retained by applicants and be available if a visit is required. HEE/Deaneries will also place weight on monitoring reports or surveys from trainees; these may be available to Trainers/supervisors and their practices/OOH providers via their Training Programme Director.

4 The applicant’s self-assessment should be fully supported by their evidence, e.g. appraisal records which should be available at all times.

5 Initial applications from practice-based educators usually combine a self-assessment and a GP School assessment including a visit to the practice to assess the learning environment; approval is for 2 years. Where there has been no change to the practice circumstances and trainee reports are uniformly good, the first re-application at 1 year after approval will constitute a completed application supplemented where necessary by an interview. Providing the self-assessments and trainee reports are consistently satisfactory or higher, a formal visit to the practice might only be required every 5 years

6 Visits are not required for OOH clinical supervisors where the OOH provider has current approval. Re-approval of clinical supervisors in OOH will be undertaken using the application form and the OOH provider re-approval statement. It is the OOH supervisor’s responsibility to supply the statement with the application form.

7 Any self-assessment which generates a cause for concern or unsatisfactory reports from trainees or others will automatically trigger full HEE/Deanery visits. Some self-assessments will receive a visit to quality assure the system; applicants will be informed with not less than 4 weeks notification before such visits. Additional information may be requested. Applicants will see visitor’s reports before a final determination of the outcome of the application is made. Appeals may be made to the Postgraduate GP Director.

The GMC standards can be found at <http://www.gmc-uk.org/Trainee_Doctor.pdf_39274940.pdf>.

The RCGP/COGPED guidance can be found at: <http://www.rcgp.org.uk/training-exams/~/media/Files/GP-training-and-exams/Information-for-deaneries-trainers-supervisors/Guidance-for-deaneries-on-standards-for-GP-training-Jan-2014.ashx>

You should also be aware of:

Placement Provider and Contract documents HEE Trainee in difficulty policy

Data Protection Act 1998 European Working Time Directive 2009 (EWTD)

Freedom of Information Act 2000 Equality Act 2010

**By signing the application for educational approval you are confirming that you are familiar with all the above listed policies.**

**Disclosure** – By signing the application form for educational approval you are also consenting to the sharing of information contained in the form with NHS regulators such as the GMC and CQC, as well as HEE and NHS Quality Management staff.

**Process for educational approval** – the process comprises an evaluation of evidence from six different sources where relevant:

* Certified satisfactory completion of the educational requirement
* Educational environment/supervisor/environment approval application document
* Trainee feedback from local surveys and GMC National Trainee Survey
* Feedback from Training Programme Director for Foundation or Specialty Training
* Feedback from an assessment of Educational Supervisor Reports (ESR) against RCGP standards, see [here](http://www.rcgp.org.uk/gp-training-and-exams/mrcgp-information-for-deaneries-supervisors-and-trainers.aspx).
* Visits to Practices and other primary care organisations
  + to all organisations seeking first approval as a new training organisation
  + to approved training practices within two years of first approval
  + Targeted visits to approved training organisations in response to concerns raised in feedback from stakeholders, including Training Programme Directors and trainees, or in response to a declaration to the GP School of major changes within the practice/organization
  + Quality Assurance visits to a minimum 10% random sample per annum of training practices who have submitted an approval application.

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| Information | Applicant’s details | | GMCSpecialty training domain |
| Name |  | | - |
| Date of Birth |  | | - |
| Date of Application |  | | - |
| Type of Application | *(delete as appropriate)* Trainer(Educational Supervisor)/Associate Trainer (Named Clinical Supervisor) Out of Hours Supervisor/Learning environment | |  |
| Date of last Educator approval (if applicable LETB/Deanery to complete) |  | | - |
| GMC Number |  | | - |
| Home Address |  | | - |
| Contact Email |  | | - |
| Telephone | Home: Mobile: | | - |
| Number of clinical sessions worked a week |  | | 1.3 |
| Completion of GP training (year – JCPTGP cert or CCT) |  | |  |
| Do you have any other roles outside the practice/ OOH service?  If so, state number of sessions and clarify the role. |  | | 1.3, 8.4 |
| Please record your employment history as a GP |  | Current main employer (with NACS number if a GP practice) | 1.2 |

**Section A1 - General Information – complete for applications for individual Educators**

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| *Information* | *Applicant’s evidence and reflections* | *GMC* | *HEE comments* |
| Qualifications  Please give dates and awarding institutions as appropriate. (MRCGP or FRCGP or equivalent **essential** for Trainers (educational supervisors), **desirable** for named Clinical Supervisors and OOH supervisors |  | 1.3 |  |
| Date of most recent Equality & Diversity training (this must be within the last three years) **please scan/send a copy** |  | 3.1 |  |
| Date of last appraisal/revalidation | Appraisal: Revalidation: | 1.3 |  |
| Please declare any health issues that affect your role |  | 1.3 |  |
| Please declare any, convictions, cautions or GMC investigations/conditions that restrict your role or license to practice |  | 1.3 |  |

**Section A2: Deanery Feedback**

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| Information | Applicant’s evidence and reflections | GMC | HEE Comment |
| TPD Feedback (where relevant) | *To be completed by HEEoE* | 6.7 | *(TPD feedback to be provided as supporting evidence if relevant)* |
| Trainee Feedback x 3 years | *To be completed by HEEoE* | 6.7 | *(Local survey results where permitted by trainee)* |

**Section A3 – Educational Processes – COGPED/RCGP guidance**

**1 For all educator applicants – educational supervisors, named clinical supervisors and out of hours clinical supervisors**

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| 1. **Ensuring safe and effective patient care through training (see** [**http://bit.ly/1QDyEKq**](http://bit.ly/1QDyEKq) **page 26)**   *This section is about how you protect patients and enhance their care through the supervision of trainees; balancing the needs of your patients and the service with the educational needs of trainees.* | **HEE comments** |
| **Standard**: Supervisors should ensure that trainees have undertaken an appropriate educational induction.  **Standard**: Supervisors should allow trainees, when suitably competent and appropriately supervised, to take graduated responsibility for care appropriate to the needs of the patient. (please refer to Appendix A) |  |
| **Educational & named GP clinical supervisors*: Please provide a copy of your personal educational (not organisational) induction process for trainees, including any tools used to assess a trainee’s initial educational needs***  **Educational & all GP clinical supervisors*: Please briefly summarise how you support trainees to take graduated responsibility for patient care: this will include surgery/OOH consulting, home visits (including on call) and providing telephone advice.*** |  |

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| 1. **Establishing and maintaining an environment for learning (see** [**http://bit.ly/1QDyEKq**](http://bit.ly/1QDyEKq) **page 27)**   *This section is about how you provide a safe clinical environment that is conducive to effective learning for trainees and others.* | **HEE comments** |
| **Standard:** Ensures that trainees receive the necessary instruction and protection in situations that might expose them to risk. |  |
| **Educational supervisor & ALL clinical supervisors*: How do you ensure that trainees provide a service that neither places them or their patients at risk of harm to their health?*** |  |
| **Standard:** A supervisorensures protected time for learning and teaching |  |
| **Educational & named GP clinical supervisors*: Please provide your trainee’s timetable demonstrating appropriate protected time for teaching and learning.***  **OOH clinical supervisors *should provide your schedule for an amber and green shift demonstrating the available time for providing clinical review, feedback and completion of the OOH record sheet*** |  |
| **Standard** : A supervisor proactively seeks the views of trainees on their experience of the training process |  |
| **Educational supervisor & ALL clinical supervisors*: Please describe/provide the system you use to gain feedback from trainees.*** |  |

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| 1. **Teaching and facilitating learning (see** [**http://bit.ly/1QDyEKq**](http://bit.ly/1QDyEKq) **page 28)**   *This section is about how you work with trainees to facilitate their learning* | **HEE comments** |
| **Standard**: A supervisor:   * plans learning and teaching according to the educational needs of the trainee * uses a range of teaching interventions in clinical setting * facilitates a wide variety of appropriate learning opportunities * supports the trainee to develop ability for self-directed learning, self-awareness and critical reflection * supports the trainee in the acquisition of generic professional skills. |  |
| **Educational & named GP clinical supervisors*: Please describe examples from your teaching log showing how you facilitate a wide range of learning opportunities.***  **OOH clinical supervisors *should* *describe examples of how you have supported a trainee to progress their learning in the core OOH competencies described by the RCGP*** |  |

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| 1. **Enhancing learning through assessment (see** [**http://bit.ly/1QDyEKq**](http://bit.ly/1QDyEKq) **page 29)**   *This section is about how you facilitate assessment and provide feedback* | **HEE comments** |
| **Standard**: A supervisor provides feedback to the trainee, throughout his/her training programme. This feedback should be clear, constructive and focused.  The supervisor should understand the purpose of, and demonstrate ability in the use of, approved workplace based assessment tools. The supervisor should support the trainee in preparation for the MRCGP. |  |
| **Educational supervisor & ALL clinical supervisors*: Please provide reflection on an example of feedback you have given which you felt went particularly well.*** |  |

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| 1. **Supporting and monitoring educational progress (see** [**http://bit.ly/1QDyEKq**](http://bit.ly/1QDyEKq) **page 30)**   *This section is about how you support trainees* | **HEE comments** |
| **Standard**: A supervisor reviews and monitors educational progress though timetabled meetings, at least at the beginning, middle and end of the placement with the trainee; sets educational objectives in the clinical environment and modifies educational interventions in response. |  |
| **Educational & named GP clinical supervisors*: Please provide a copy of a teaching and learning plan to show how you set learning objectives and monitor the trainee’s progress towards them.***  **OOH clinical supervisors*: provide a copy of your report on a clinical session and the learning objectives achieved.*** |  |
| **Standard**: A Supervisor ensures continuity of supervision and effective educational handover between supervisors within the practice and arranges for the trainee to be supervised by another, appropriately trained, GP in the organisation when the supervisor is absent.  **Standard**: A Supervisor responds efficiently and effectively to emerging problems of trainee progress. |  |
| **Educational supervisor & ALL clinical supervisors*: Please describe how you have managed a trainee with problems in training and provide a copy of the policy you use to address problems relating to a trainees progress (e.g. hyperlink to policy)*** |  |
| 1. **Guiding personal and professional development (see** [**http://bit.ly/1QDyEKq**](http://bit.ly/1QDyEKq) **page 31)**   *This section is about how you support trainees in their personal and professional development.* | **HEE comments** |
| **Standard**: A supervisor   * provides a positive role model, through demonstration of exemplary clinical skills, professional behaviours and relationships * is able to demonstrate and maintain appropriate boundaries e.g. social /professional |  |
| **Educational supervisor & ALL clinical supervisors*: Please describe/provide evidence of your clinical and professional standing from your latest multi-source feedback questionnaire*** |  |

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| 1. **Continuing professional development as an educator (see** [**http://bit.ly/1QDyEKq**](http://bit.ly/1QDyEKq) **page 32)**   *This section is about your personal, professional development as a medical educator* | **HEE comments** |
| **Standard**: A supervisor has an up to date Personal Development Plan in relation to his/her extended role as an educator, derived through annual appraisal |  |
| **Educational supervisor & ALL clinical supervisors*: Please provide a current PDP including objective(s) for your role as an educator and describe to what extent you have met educational objectives in your previous PDP.*** |  |
| **Standard** :An supervisor evaluates his/her own supervisory practice e.g.:   * through trainee feedback * peer observation * taking action to improve his/her practice on the basis of feedback received via formal and informal routes. * A peer review of a teaching episode is required every three years. This could be from directly watching your teaching, or from watching a video of your teaching e.g. with a colleague or at a local Educational Supervisor group. |  |
| **Educational & named GP clinical supervisors*; please provide evidence of the feedback of the most recent peer review of your teaching skills, the date this took place, and your personal reflections after peer review.*** |  |

**For all educational supervisor (trainer) applicants – in addition to the above you must meet the following requirements**

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| **Standard**: An educational supervisor ensures protected time for teaching and learning to a minimum of four hours protected time for teaching and learning per week, including two hours of tutorial. An ES ensures that the workload requirements are legal and that wherever possible they do not compromise learning | **HEE comment** |
| ***Please confirm this requirement is met Yes/No*** |  |
| **Standard**: An ES is aware of the teaching and supervisory skills and experience of members of the primary healthcare team and involves the team in trainee supervision and teaching |  |
| ***Please describe how you involve other members of your team in trainee supervision and teaching.***  ***Please provide examples of how you assure educational quality and ensure educational supervison when you are away from the organization.*** |  |
| **3** **Teaching and facilitating learning (see** [**http://bit.ly/1QDyEKq**](http://bit.ly/1QDyEKq) **p20)**  *This section is about working with learners to facilitate learning* |  |
| **Standard**: An educational supervisor supports the trainee to gain supervised and documented experience of general practice out-of-hours work in accordance with COGPED guidance |  |
| ***Please provide evidence showing how you support your trainee to gain OOH experience and assess your trainee’s progress following OOH sessions.*** |  |
| **4 Enhancing learning through assessment (see** [**http://bit.ly/1QDyEKq**](http://bit.ly/1QDyEKq) **p21)**  *This section is about how you facilitate assessment and provide feedback* |  |
| **Standard**: An educational supervisor ensures work place based assessments are used effectively by other members of the health care team and monitors completion of WPBA at all stages of training  **Standard**: Supports the trainee’s development in preparation for the MRCGP, guiding the trainee’s use of the e-portfolio and undertaking regular reviews in accordance with the Gold Guide |  |
| ***Please describe what you do to ensure that your skills in Work Place Based Assessment remain calibrated with your peers.***  ***Please describe how you support your trainee to prepare for the CSA and AKT.*** |  |
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| **5 Supporting and monitoring educational progress (see** [**http://bit.ly/1QDyEKq**](http://bit.ly/1QDyEKq) **p22)** |  |
| **Standard:** An educational supervisor is familiar with the regulatory framework around GP training and the technical and administrative aspects of the RCGP e portfolio. The supervisor supports the trainee in using the portfolio and in fully engaging in all aspects of training, including national and local quality monitoring  **Standard:** An educational supervisor provides a 6 monthly structured educational supervisor report that complies with RCGP and local guidance  **Standard:** An educational supervisor ensures continuity of supervision and effective educational handover between supervisors in differing educational environments |  |
| ***Describe how you calibrate your judgements in an ESR. If you have recently undertaken an ESR reflect on the feedback you received.*** |  |
| **6 Guiding Personal and Professional Development (see** [**http://bit.ly/1QDyEKq**](http://bit.ly/1QDyEKq) **p24)** |  |
| **Standard:** An Educational Supervisor advises the trainee on career progression, and signposts the trainee to other sources of career support |  |
| ***Please provide a summary of the most recent career counselling you undertook with a trainee.*** |  |
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| **7 Continuing Professional Development as an Educator (see** [**http://bit.ly/1QDyEKq**](http://bit.ly/1QDyEKq) **p25)** |  |
| **Standard**: An educational supervisor participates regularly in local educator (trainer) groups. As a guide Supervisors would normally be expected to manage a minimum attendance at 75% of possible meetings. |  |
| **Please list the trainer development meetings you attended over the last year.** |  |

**Section A4 – Summary and Determination**

This section brings together the assessments done in the foregoing pages to produce an overall recommendation. Please enter a summary assessment from all the entries in each of the Sections 1-7 – either Excellent, Satisfactory or Cause for Concern.

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| **Section** | **Visitors Comments/evidence seen** | **Agreed overall assessment** |
| 1 Safe and effective care |  |  |
| 2 Educational environment |  |  |
| 3 Teaching and Learning |  |  |
| 4 Assessment |  |  |
| 5 Monitoring progress |  |  |
| 6 Guiding development |  |  |
| 7 CPD as an educator |  |  |
| Trainer/ES section |  |  |
| **OVERALL** |  |  |

**GP School Assessor and /or Visitor’s comments:**

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| **Highlights** |

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| **Areas for Development** |

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| **Recommendations**  Trainer: |

**Lead HEE Assessor’s name:…………………..and electronic signature or tick this box to confirm the recommendation**

**Other assessor’s names and electronic signatures or please tick the box to confirm your recommendation:**

**1……………………………………………..**

1…………. 2………….

3…………. 4………….

**2……………………………………………..**

**3…………………………………………….. Date of assessment:…………..**

**4……………………………………………..**

**Trainer’s name…………………….. and confirmation to accept the assessment/recommendation**

*(please tick box to accept the assessment, or if possible sign electronically)*