**Required data set for Practice**

1. Completed new ***Approval form (attached)*** based on GMC, COGPED, RCGP guidance
2. Organisational ***induction timetable***
3. Detailed trainee ***clinical workload and teaching timetable*** to include patient numbers, length of sessions, duration of teaching elements and total hours worked (see form)

**Required data set for educational/clinical supervisor in a practice**

1. Completed new ***Approval form*** ***(attached)*** based on GMC, COGPED, RCGP guidance
2. Documentary evidence of successfully completing a course leading to an acceptable certificate, diploma or Master’s degree in medical education, or equivalent
3. Most recent ***Equality and Diversity Certificate*** (within three years)
4. Detailed trainee ***clinical workload and teaching timetable*** to include patient numbers, length of sessions, duration of teaching elements and total hours worked (see form)
5. A ***teaching and learning plan*** agreed with trainee at the beginning of training and reviewed later in training, with individualized objectives
6. Document detailing ***the applicants learning as an educator*** over the past 1-2 years (courses attended, trainer workshops, etc); including achievement of previous educator PDP objectives (may include recommendations from previous approval visits); and a forward looking educator **PDP** plan
7. ***Peer feedback*** on an episode of teaching within the last three years. (e.g. video review of a teaching episode), including trainer reflection.

**Required data set for clinical supervisors in Out of Hours**

1. Completed new ***Approval form*** based on GMC, COGPED, RCGP guidance
2. Documentary evidence of completion of OOH supervisor course
3. Most recent ***Equality and Diversity Certificate*** (within three years)
4. Organisational ***induction timetable***
5. Detailed trainee ***clinical workload information*** to include patient numbers, length of sessions and duration of teaching elements
6. **For three yearly re-approval of OOH supervisors, a copy of the statement of satisfactory performance from the OOH provider**
7. ***CQC report*** and ***Primary Care Web tool report*** for the practice/organisation (England only – LETB sourced).