

Flowchart for Primary Care Network Learning Environment (PCNLE) verification

Legend	
	To be actioned by PCN team
	To be actioned by Thames Valley and Wessex Primary Care School (TVW PCS)
	To be jointly actioned by the PCN team and TVW PCS

- 1** PCN Education and Administration Leads to engage with teams / learning sites across their PCN to prepare for approval. Teams should determine:

 - The sites that will form the basis of your application as a PCNLE
 - The key contacts within your PCN to complete the approval document

- 2** Review the '[Gaining approval as a Primary Care Network Learning Environment](#)' webpage, particularly:

 - Primary Care Network Approval document
 - Reference guide for Primary Care Network Approval document

- 3** Download the latest version of the Primary Care Network Approval document

- 4** Complete the approval paperwork for all sites currently engaged across the PCN

- 5** Make contact via england.primarycareschooltvw.se@nhs.net with either your local Learning Environment Lead, Training Hub Programme Director, or Learning Environment Facilitator to review the approval paperwork and discuss any queries

- 6** TVW PCS team member to review first draft of approval paperwork

- 7** If required, meet virtually, or communicate via email to discuss feedback, comments, and amendments

- 8** Repeat review steps as necessary, to ready the approval document for review at an upcoming Primary Care Network Learning Environment Verification panel

- 9** Book the PCN on to a monthly PCNLE verification panel via the '[Gaining approval as a Primary Care Network Learning Environment](#)' webpage



- 10 TVW PCS administration team to confirm panel booking, and final date for submission of approval paperwork
- 11 Primary Care Network Approval document to be submitted to Carly.Donnarumma@southernhealth.nhs.uk no later than **two weeks** before panel
- 12 TVW PCS administration team to confirm receipt of submission, and advise date for panel outcome
- 13 Primary Care Network Learning Environment Verification panel to take place, allowing for review of PCN submissions by nominated panel members. The relevant local Learning Environment Lead, Training Hub Programme Director, or Learning Environment Facilitator will represent the PCN at this meeting
- 14 TVW PCS administration team to notify PCN Education and Administration Leads of the outcome of their submission. PCNLE's will be either:
 - Approved - with ALL criteria met
 - Approved – with SOME criteria met
 - Unsuccessful – with essential criteria NOT met

Please note that PCNLEs considered not to meet all of the criteria may be assigned 'mandatory requirements' to complete, over an agreed time period to secure their approval as a Learning Environment
- 15 Local universities to be notified of all approved PCNLE's, to support new and ongoing learner placements
- 16 If required, PCN Education and Administration Leads and TVW PCS team member to discuss feedback received
- 17 PCN Education and Administration Leads and TVW PCS team to engage as necessary, to support the development of the PCNLE, and new and ongoing learner placements
- 18 For approval of new sites as part of the PCNLE, repeat the process above, completing the Additional site approval form for Primary Care Network Learning Environment

If you any have questions at any stage of the verification process, which are impacting your ability to move forward, please email: england.primarycareschooltvw.se@nhs.net.