**TA2 Re-Approval Form**

**Educational/Clinical/Foundation Supervisor Approval and Re-approval Form: Thames Valley and Wessex**

Educational / Clinical Supervisors first re-approval will take place no later than 2 years, and 5 yearly thereafter to maintain GMC recognition. Please see guidance notes below to ensure sufficient information is supplied on completion of this form.

An Interview (typically 45-60mins) will be carried out to check the details of the form and make recommendations as required.

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| **Applicant’s Details** |
| Applicant’s Name (full name and known as) |  |
| GMC Number |  | Applicants Email |  |
| Practice Name and Full Address(including branch /merged practices) |  |
| Practice Manager name and email |  |
| Practice NACS Code (e.g. J12345) |  | Patch |  |
| Patch Associate Dean |  |
| Supervisor type \* | ES [ ]  | ECS [ ]  | F2 CS [ ]  |
| Other Practice members interviewed (optional): |  |
| Date of last (re)-approval: |  |
| \* ES – Educational Supervisor ECS – Enhanced clinical supervisor  F2 CS – Foundation year 2 clinical supervisor**CQC rating of practice with date (include recommendations and actions if applicable)** |
| **Progress with previous areas for development / agreed actions (from last report)** |
| **Please describe how you ensure safe and effective patient care**  |
| **How do you establish and maintain an environment for learning?** |
| **Describe how you teach and facilitate learning** |
| **Please describe your timetable and the protected time you are given for your supervisor duties and development** |
| **How do you enhance learning through assessment?** |
| **How do you support and monitor educational progress?** |
| **How do you guide personal and professional development of your trainee?** |
| **How do you ensure continuous professional development as an educator? (Attach PDP, trainers meetings / faculty day attendance dates)** |
| **Are there any issues you need help or advice with?**  |
| **Do you have any GMC or health-related concerns?**  |
| **Please attach feedback from your trainees** |
| Date of most recent trainer course**/** Experienced trainer course (latter minimum 5 yearly)  |  |
| Have you discussed your supervisor role at your annual appraisal?  | Yes [ ]  | No [ ]  |
| Have you received feedback regarding your e-portfolio use and WPBA? | Yes [ ]  | No [ ]  |
| **SECTION to be completed by assessor:** |
| **Highlights and Agreed areas for development**Highlights: Requirements:Observations: |
| Lead Educator approving | Name | Date |
| Approval granted? | Yes [ ]  | No[ ]  | Approval interval:  |
| Comments on requirements  |  |
| No of trainees approved to train |  |

Section to be completed by 2nd reviewer (Approvals team):

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| Name of 2nd Reviewer  |  |
| Date |  |
| Comments |  |

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| Report Approved by GP-STC | Dr Manjiri BodheHead of School of Primary Care (GP), NHS England Thames Valley and WessexDate: |

**Guide for Educational / Clinical / Foundation Supervisors for completing this form: Thames Valley and Wessex**

This form has been created to ensure that supervisor re-approval is in keeping with the standards set by the [GMC](https://www.gmc-uk.org/education/how-we-quality-assure/postgraduate-bodies/recognition-and-approval-of-trainers#:~:text=Recognition%20and%20approval%20of%20trainers%20-%20GMC%20Doctors,will%20have%20their%20recognition%20extended%20by%2012%20months).

This guide is designed to help supervisors complete sufficient information in the form in keeping with the GMC and RCGP recommendations: [Promoting excellence for General Practice](https://www.rcgp.org.uk/-/media/Files/GP-training-and-exams/Information-for-deaneries-trainers-supervisors/Promoting-Excellence-for-General-Practice---2021.ashx?la=en)

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| **Question:**  | **Helpful evidence and information to include:**  |
| Please describe how you ensure safe and effective care | Induction plansClinical supervision/Debriefing arrangements for trainees/ including when trainer is away.Trainee workload arrangements How patients are selected for traineesEquipment provision for traineesLearners made aware how to escalate concerns |
| How do you establish and maintain an environment for learning? | Reflection on learning cultureSystems for raising concerns.Demonstrate the trainee is facilitated / encouraged to attend practice meetings (including complaint / significant event discussions/patient care meetings / management meetings)Demonstrate collecting and responsiveness to trainee feedbackQuality improvement activity in practice leading to team learningConsideration of Equality and Diversity |
| Describe how you teach and facilitate learning | How the trainer assesses learning needs of traineesHow patients are selected for trainees to optimise learning/ gain a full range of clinical experience Teaching methods usedFeedback methods used Trainee timetable compliant with contract, 70/30 clinical / educational split. 2-hour weekly tutorial (pro-rata) |
| Please describe your timetable, the protected time you are given for your ES duties and development | Minimum amount of protected time for ESs: 1 trainee: 4 continuous hours / 1 session per week. For additional trainees allocated to the same trainer – a minimum of a further 2 hours per trainee. (gold standard however would be 1 session per trainee)In addition: Time to attend faculty days and trainers meetings/ away daysMinimum amount of protected time for Foundation Supervisors and CSs: 2 continuous hours per week to allow for tutorial time (gold standard however is 1 full session per trainee)Trainer working minimum of 4 clinical sessions in practice (of which 1 can be replaced with tutorial time). Trainer aware to inform TPD team of absences more than 2 weeks, or significant practice changes |
| How do you enhance learning through assessment? | Assessments done by approved trainer onlyAssessments sequenced and progressiveSupport and feedback givenAssessments mapped to curriculum requirementsTrainer attended regular training in calibration of WPBAs (For CSs: Mandatory attendance at Nuts and Bolts for COTs and CBDs every 5 yrs) |
| How do you support and monitor educational progression? | Use of videos in teachingOpportunities to collect feedback on trainees’ performance from other team members |
| How do you guide the personal and professional development of your trainee? | Awareness of where to discuss / escalate concerns about a traineeExam preparation support offered |
| How do you ensure continuous professional development as an Educator? | Mandatory to attach PDPPlease ensure PDP is SMART Locally stipulated minimum attendance at trainers’ meetings. Faculty day attendanceEquality and Diversity certificateRelevant learning plan in keeping with experience as an educator |
| Please attach feedback from your trainees | Minimum requirement to attach trainee questionnaire feedback from current trainee(s) (Please check local information for correct form). Additional tutorial or end of placement feedback can be supplied (recommended) |
| Have you received feedback regarding your e-portfolio use and WPBA? | If you have received Panel feedback, please comment on this. If No: Approver/Assessor will be able to review and offer feedback within this process |