NHS England

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 Learning Environment Approval document
- Supporting guidance for Primary Care Network Approval document

3 Download the latest version of the PCNLE Approval document

4 Complete the PCNLE Approval document for all sites currently engaged across the PCN

5 Make contact with your Learning Environment Lead, Training Hub Programme Director, or Learning Environment Facilitator via england.primarycareschooltvw.se@nhs.net to review your PCNLE Approval document and discuss any queries

6 TVW PCS team member to review draft PCNLE Approval document

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

8 Repeat review steps as necessary to ready the PCNLE Approval document for consideration at an upcoming PCNLE Verification panel

9 Book 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 PCNLE Approval document

11 PCNLE Approval document to be submitted no later than **three weeks** before panel, to Carly.Donnarumma@southernhealth.nhs.uk

12 TVW PCS administration team to confirm receipt of submission, and advise date for panel outcome

13 Verification panel to take place, allowing for assessment of PCN submissions by nominated panel members. The relevant Learning Environment Lead, Training Hub Programme Director, or Learning Environment Facilitator will represent the PCN

14 TVW PCS administration team to notify PCN Education and Administration Leads of the outcome of their submission. PCNLE's will be either:
- Approved as a Primary Care Network Learning Environment
- Approved as a Primary Care Network Learning Environment with actions
- Not approved as a Primary Care Network Learning Environment

15 Local universities to be notified of all approved PCNLE's, to support new and ongoing student / 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 arrange new and ongoing student / learner placements

18 For approval of new sites as part of the PCNLE, repeat the process above, completing the PCNLE Additional Site Approval document

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.