NHS England

Flowchart for approval / verification of Primary Care Network Learning Environment

Legend	
	To be actioned by the PCN multi-professional education team (i.e. coordinated by PCN Administration and Education Leads, with representation from administration team, managerial team, multi-professional clinical teams)
	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 multi-professional education team to engage widely with teams across their PCN to prepare for approval

2 Review the 'Gaining approval as a Primary Care Network Learning Environment' webpage (including supporting guidance)

The TVW PCS Learning Environment Leads, Training Hub Programme Directors, and Learning Environment Facilitators are a valuable resource to support you to start thinking about developing your Learning Environment, you can reach out to them at any time via england.primarycareschooltvw.se@nhs.net

3 Download the 'Approval form for PCN Learning Environment', to ensure you are using the most up to date version

4 Complete the 'Approval form for PCN Learning Environment'

5 Make contact with your TVW PCS Learning Environment Lead, Training Hub Programme Director, or Learning Environment Facilitator via england.primarycareschooltvw.se@nhs.net to review your approval form

6 Work collaboratively to revise the approval form as necessary, for consideration at an upcoming PCN Learning Environment Verification panel

7 Book on to a monthly PCNLE Verification panel via the 'Gaining approval as a Primary Care Network Learning Environment' webpage

8 TVW PCS administration team to confirm panel booking, and share final date for submission of approval form prior to panel

9 Submit complete 'Approval form for PCN Learning Environments' to Carly.Donnarumma@southernhealth.nhs.uk, no later than **four weeks** before panel

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

11 Verification panel to take place. The relevant TVW PCS Learning Environment Lead, Training Hub Programme Director, or Learning Environment Facilitator will represent the PCN, PCN teams are not required to attend panel

12 TVW PCS administration team to notify PCN multi-professional education team of the outcome of their submission. PCNs 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

13 Local Higher Education Institutes (universities) to be notified of all approved PCN Learning Environments

14 If PCN Learning Environment not approved or has actions required, PCN multi-professional education team and TVW PCS team to discuss feedback received

15 PCN multi-professional education team and TVW PCS team to engage as necessary, to support the development of the PCN Learning Environment, and arrange new and ongoing student / learner placements

16 For approval of new hub sites as part of the PCNLE, repeat the process above, completing the 'Additional Site Approval form for PCN 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.