


# Flowchart for approval of Primary Care Network learning environment

## Legend

- To be completed 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 completed by Thames Valley and Wessex Primary Care School (TVW PCS) verification panel
- 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

Review the ['Applying to become a learning environment'](#) webpage (including supporting guidance)
- 2 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](mailto:england.primarycareschooltvw.se@nhs.net)
- 3 Download the 'approval form for Primary Care Network learning environments', to ensure you are using the most up to date version
- 4 Complete the approval form
- 5 Contact your TVW PCS Learning Environment Lead, Training Hub Programme Director, or Learning Environment Facilitator via [england.primarycareschooltvw.se@nhs.net](mailto: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 approval / verification panel

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- 7 Book on to a monthly approval / verification panel via the ['Applying to become a 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 to [Carly.Donnarumma@southernhealth.nhs.uk](mailto: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
  - Approval / verification panel to take place to assess the submission
  - 11 The PCN will be represented by the relevant TVW PCS Learning Environment Lead, Training Hub Programme Director, or Learning Environment Facilitator (PCN teams are not required to attend panel)
  - TVW PCS administration team to notify PCN multi-professional education team of the outcome of their submission:
  - 12
    - Approved as a PCN learning environment
    - Approved as a PCN learning environment with actions
    - Not approved as a PCN 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 learning environment, and arrange new and ongoing student / learner placements
  - 16 For approval of new hub sites as part of the learning environment, visit the ['Additional hub site approval'](#) webpage

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