**The Scotland Deanery – GP Educational Supervisor Application**

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| **Process** |
| The process for GP Training Practice and Educational Supervisor accreditation in Scotland comprises an evaluation of evidence from different sources* Training Practice and Educational Supervisor self-submission documents
* Trainee feedback from Scottish Training Survey ([STS](http://about.scottishtrainingsurvey.org/)), GMC National Training Survey([NTS](http://www.gmc-uk.org/education/surveys.asp)) and pre-approval trainee questionnaires.
* Training Programme Director Feedback
* Review of ES use of GP Trainees’ e-portfolio

Visits to Practices * to all practices seeking first approval as a new Training Practice
* to all approved Training Practices within two years of first approval
* Scheduled visiting (either desktop review, MS Teams or site visit) every 3 years thereafter
* Triggered Visits to approved Training Practices in response to concerns raised through feedback, including Training Programme Directors and Trainees, or in response to a declaration of significant changes within the practice to the Specialty Quality Management Group.
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| **Educational Supervisor Information** |
| Name  |  |
| GMC Number |  |
| Practice Address |  |
| Telephone number |  |
| E-mail address |  |
| Date of Application | Click or tap to enter a date. |
| Current sessional commitment to the practice (a minimum of 4 is required). |  |
| Approval type | **First Approval or Re-approval application** |
| If first approval, date of successful completion of GPTEC or SPESC or equivalent | Click or tap to enter a date. |
| Other personal supervisory roles | Foundation Training | Yes, No or New Application |
| GP Retainer scheme mentor | Yes, No or New Application |
| Undergraduate teaching | Yes or No |
| Please detail any other learners you are supporting e.g. pharmacy, ANP, paramedic etc. |  |
| **Standards**  |
| The Scotland Deanery is entrusted by the General Medical Council (GMC) to ensure that its GP Educational Supervisors provide an appropriate educational environment, meeting GMC standards. The standards for Specialty Training, including GP training are defined by:* The General Medical Council (GMC) in ‘[Promoting Excellence: Standards for medical education and training’](http://www.gmc-uk.org/education/postgraduate/standards_and_guidance.asp) Each section is referenced to the requirements set out in this document.
* The Royal College of General Practitioners (RCGP) [Promoting Excellence for General Practice: Application of GMC Standards for GP Specialty Training](https://www.rcgp.org.uk/getmedia/a6772d50-7db0-4d51-bd4b-05038bc68892/Promoting-Excellence-for-General-Practice.pdf)

Approved GP Educational Supervisors in Scotland also require an understanding of and compliance with:* [NHS Education for Scotland, Scottish Training Practice Agreement](https://hub.nes.digital/gpstr/general-practice-handbook/scottish-gp-training-agreement/)
* [NHS Education for Scotland (NES) Trainee Development and Wellbeing Service](https://www.scotlanddeanery.nhs.scot/trainer-information/trainee-development-and-wellbeing-service/)
* The [Working Time Regulations](https://www.gov.uk/browse/employing-people/contracts) (WTR)
* [Data Protection Act 1998](http://www.legislation.gov.uk/ukpga/1998/29/data.pdf)
* [UK General Data Protection Regulation (GDPR)](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/)
* [Freedom of Information Act 2000](https://www.gov.scot/about/contact-information/how-to-request-information/)

GP Educational Supervisors must meet the statutory requirements of the General Medical Services Contract ([GMS cssontract](https://www.gov.scot/publications/gms-contract-scotland/)). To ensure that you are aware of the breadth and detail of the standards GP Training Practices must meet, we would ask you to complete the declaration below. |
| I am aware of and agree to act in accordance with*:** *GMC Standards for Specialty Training*
* *RCGP Standards for GP training*
* *NES Scottish Training Practice Agreement*
* *NES Trainee Development and Wellbeing Service*
* *Working Time Regulations*
* *Data Protection Act 1998 and GDPR*
* *Freedom of Information Act 2000*
* *GMS contract*
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| *Confirmation* | **Yes or No** |
| **Disclosure**  |
| In circumstances where a GP Educational Supervisor also fulfils a supervisory role with GP Retainers and/or Foundation trainees, Quality Management processes benefit from a sharing of information included in this form for which your consent is required. *I consent to sharing of information in this document within the NES Quality Management team and with the relevant Director of Medical Education if required.*  |
| *Confirmation*  | **I agree or I do not agree** |

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| Are you currently working under any GMC imposed conditions or restrictions on your license to practice? | Yes or No |
| If yes, please describe how your practice has adapted to meet the requirements for safe and effective trainee clinical supervision? |  |
| List and report progress on requirements/recommendations from your previous ES approval |  |

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| Describe your current personal involvement in GP Training  |  |
| Share with us your personal achievements in GP Training since your last approval?  |  |

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| **GMC 4 & 5 - Supporting Educators, Implementing curricula and assessments** |
| All Educational Supervisors require up to date Equality and Diversity Training that must have taken place within the last 3 years. *[Training should be high level via e-modules with a certificate of completion, workshops with learning outcomes including evidence of learning points and how it could be applied to trainees].* |
| Please tell us the date of your most recent E&D training? | Click or tap to enter a date. |
| Describe the nature of this training e.g. on-line module, workshop or seminar and include a certificate if this is available.  |  |
| Describe changes implemented following this learning |  |
| GMC Standard: Assessments must be carried out by someone with appropriate expertise in the area being assessed, and who has been appropriately selected, supported and appraised. They are responsible for honestly and effectively assessing the doctor in training’s performance and being able to justify their decision. Educators must be trained and calibrated in the assessments they are required to conduct [5.11]. This should take place at least annually. |
| Please provide dates and details of participation in WPBA calibration exercises since your last approval. |  |
| Please describe feedback and changes you have made from your participation |  |
| GMC Standard: Re-accreditation should take into account a review of the quality of the Trainer’s teaching [4.1]. This should take place at least every 3 years. |
| Please tell us the nature and date of the most recent peer review of your teaching skills e.g. peer review of a tutorial, facilitation at an educational event, teaching presentation etc.  |  |
| Please describe your learning from this feedback. |  |
| GMC Standards: Trainers must be selected against suitable criteria and receive an appropriate induction to their role, access to appropriate professional development and training for their role and an appraisal against their educational responsibilities [4.1]. Trainers should liaise with each other to make sure they have a consistent approach to education and training [4.5]. Trainers must be developed and supported as set out in the GMC requirements for recognising and approving trainers [4.6].  |
| Provide details of attendance at local trainers’ meetings/workshops and other trainer educational events |  |
| Please state the date of your last NHS Appraisal | Click or tap to enter a date. |
| Can you confirm that your educational roles were discussed at appraisal? | Yes or No |
| Are there items in your current PDP related to developing your role as an ES? | **Yes or No** |
| List the elements in your agreed PDP relevant to your role as a GP Educational Supervisor. |  |
| GMC Standard: Trainers must have enough allocated time to allow them to meet their educational responsibilities so that they can carry out their role in a way that promotes safe and effective care and a positive learning experience [4.2]. |
| Describe how practice time is allocated to you for your training responsibilities. |  |

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| **Educational Supervisor and Training Development** |
| How do you plan to further develop training in your practice or develop your personal educational skills? |  |
| For established ESs:Do you have an interest in becoming more involved in Medical Education within the Deanery now or in the future?  | Yes or No |
| If yes, what type of activity/role might you be interested in? |  |

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