

## 1 PATHWAY TO BECOMING A GP EDUCATOR IN PRIMARY CARE

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This document provides guidance on the course requirements and approval processes for GP educator roles. The roles covered include supervisors of foundation trainees, GP specialty trainees and trainees working in the Out of Hours and Urgent Care Centre setting.

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### 1.1 DEFINITIONS

**Educational Supervisor** (responsible for overall progress and development). There to support, guide and monitor progress over the year(s).

**Placement Named Clinical Supervisor** - oversees the clinical experience of the trainee on a placement. This is a named consultant or GP working within the same department /GP practice during the placement who oversees the clinical development of the trainee on that placement.

**Shift Clinical Supervisor** – has overall responsibility for patients on a shift. Every trainee must, at all times, on any shift (daytime and out of hours), be responsible to a specific GP. In GP settings including Out of Hours / Urgent Care Providers, a clearly identified GP.

All GP educators need to be able to demonstrate that they meet the standards set out by the [GMC Recognition and approval of trainers process](#).

### 1.2 FAQ

**Q. I would like to become a GP Educational Supervisor or a Placement Clinical Supervisor for GP specialty trainees – what do I need to do?**

From late 2022 the new GP Supervisors Course will be mandatory for all GPs who wish to become educational supervisors, or a placement named clinical supervisors in primary care. This includes those wanting to be the educational supervisor of GPs in specialty training (aka a GP trainer) or the named clinical supervisor for GP STs or foundation doctors in clinical placements in general practice.

This interactive course runs over 11 weeks on a virtual platform and has approximately 45 hours' time commitment (33 hours contact plus preparation). Participants will also need to complete a portfolio of learning to demonstrate engagement and reflective practice, and a formative peer assessment of facilitation of learning.

To be eligible to apply, participants will need to provide evidence of:

1. Being in a substantive GP post in London (minimum of 4 sessions a week by the time of approval application)
2. At least 2 years post CCT (or equivalent)
3. Capacity to attend all online sessions

4. Capacity and support to train Foundation Doctors and/or GP specialty trainees within 1 year of completion
5. Engagement with your local clinical and educational supervisor workshop. (Details of which can be found from [primarycare.london@hee.nhs.uk](mailto:primarycare.london@hee.nhs.uk) )

**Q. I have completed the ISLA course at UCL– can I get approval to become a placement named clinical supervisor or an educational supervisor without doing the new GP Supervisors course?**

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Until the end of 2022, we will be continuing to provide the educational supervisor course for those who have completed ISLA or a PGCert in Medical Education and who wish to gain approval for these roles. Please email [facultydevelopment.lase@hee.nhs.uk](mailto:facultydevelopment.lase@hee.nhs.uk) for details.

We may continue to provide the shorter ES course thereafter for a limited period to cater for those who have already done the ISLA course depending on demand. Please email [facultydevelopment.lase@hee.nhs.uk](mailto:facultydevelopment.lase@hee.nhs.uk) for details

**Q. I have previously completed a PG Certificate in Medical Education. Do I need to undertake any additional supervisor training to be approved for a GP educator role?**

Applicants who have completed a PGCert in Medical Education will not routinely be expected to complete additional training and should contact their patch AD. If the course was completed more than 5 years ago the patch AD will want to know how you have maintained your educational skills and may ask you complete additional training prior to be approved or starting as an educational supervisor.

**Q. I have previously completed a placement named clinical supervisors' course by another provider, will this be accepted for approval as a placement named clinical supervisor?**

Please email the Multiprofessional Faculty Development Team at [facultydevelopment.lase@hee.nhs.uk](mailto:facultydevelopment.lase@hee.nhs.uk) with full details, including the course content completed. If you would like to get your course approved prospectively, again please email the above team.

**Q. I have previously completed the FY2 Workshop and/or the Introduction to Teaching in Out of Hours' courses provided by the HEE but have not yet been approved as a placement named clinical supervisor or an OOH supervisor. Will these courses be accepted for the approval process?**

This will depend on whether you have kept up to date with your educational practice. Please have a conversation with your patch Associate Director (AD) in the first instance who will discuss approval eligibility with you on a case by case basis.

**Q. I do not want to be a placement named clinical supervisor or an educational supervisor, but I would like formal recognition for supervising learners so that I can supervise trainees in an OOH setting or in an Urgent Care Centre. How do I go about this?**

**A.** Please contact the Multiprofessional Faculty Development team at: [facultydevelopment.lase@hee.nhs.uk](mailto:facultydevelopment.lase@hee.nhs.uk), who will be able to provide you details of the course for shift

supervisors in the Out of Hours setting. In addition, please contact your local patch Associate Director (AD), who will advise you regarding approval for this role.

**Q. I want to become a supervisor for medical students in practice. What is the approval process?**

Please contact your relevant Medical School to find out about the approval process and courses available to supervise medical students.

**Q. Do I need to join a GP Educational Supervisor Workshop once approved?**

Yes, this is mandatory for all GP Educational Supervisors. We expect that you would have joined your local group *prior* to starting the GP Supervisor course. To find your local workshop and your Associate Director please contact [primarycare.london@hee.nhs.uk](mailto:primarycare.london@hee.nhs.uk)

**Q. Do I need to join a multi-professional faculty of educators in primary care group?**

HEE is supporting the Training Hubs to set up these groups for all educators in Primary Care. The aim of these groups is to provide support and learning for all clinical educators in practice. The GP educational supervisor workshops collaborate with the multi-professional faculty of educators in primary care groups. Please contact your local Training Hub Lead for more information. To find details of your local Training Hub lead please contact [primarycare.london@hee.nhs.uk](mailto:primarycare.london@hee.nhs.uk)

**Q. Do I need MRCGP to become a GP Educational Supervisor?**

MRCGP (or its equivalent) is mandatory for all GP Educational Supervisors who joined the GP performers list before 2007. MRCGP is no longer mandatory for anyone who joined the GP performers list after 2007.

### 1.3 APPROVAL REQUIREMENTS

Ensuring that all supervisors in primary care are approved is the overall responsibility of the HEE Quality Team. After the potential GP Educator has completed the relevant course above, they will be contacted by the Quality team from this email [GPQuality.lase@hee.nhs.uk](mailto:GPQuality.lase@hee.nhs.uk) of which an application form will be attached.

- The application form must be completed within the set time frame requested by the Quality team and returned on the same email address [GPQuality.lase@hee.nhs.uk](mailto:GPQuality.lase@hee.nhs.uk) HEE will then form a review panel and review the application forms and approve educators.
- If your practice is not already a Training Practice, they will also require you to apply for Learning Environment approval. The QPSC Primary Care team will make this clear to you and this must be completed before you can become an approved educator.
- The above must be done in order to be allocated a GPST or FY2 learner. Educators should not presume that once the training has taken place they have been approved. You will not be an approved educator until officially notified by HEE.

- If the potential GP Educator is already in an approved training practice they will be applying for ES/CS approval only. You can check with the Quality team if your practice is approved or not as a training environment.
- Recognition of Postgraduate Medical and Dental Learning Environments and Educators in Primary and community Care form is used for both ES/CS approval and Learning Environment approval.
- QPSC Primary Care team will send the following to the potential GP Educator and also inform them of their Training Hub contact details who will also be Cc'd in the email.
- The Quality team will notify The Healthcare Education Team (HET) in HEE who management places that you are an approved training so that you can be assigned learners.
- If you have any queries, please send an email to [GPQuality.lase@hee.nhs.uk](mailto:GPQuality.lase@hee.nhs.uk)

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