# South West Schools of Primary Care

## CS / ES approval / reapproval and admin process – internal version

**Contents**

**Appendices**

## Stage 1 – Expression of interest & pre-course process

Prospective supervisor submits online EoI via
https://primarycare.peninsuladeanery.nhs.uk/about-us/supervision-of-gp-training/

Submissions monitored by GP Faculty team

If Prospective supervisor is NOT in approved training practice, GP Faculty team flag to patch & Quality team.

LINK TO LEARNING ORGANISATION APPROVAL PROCESS: Temporary approval of new training practices

**For practices seeking first approval**

Quality team confirm to patch/GP Faculty team if practice is within an already-approved LO. If so, GP Faculty team submit GMC site approval request.

If not, Quality team works with Training Hub/patch as per LO approval process; once practice is approved, Quality to inform patch/ GP Faculty team. GP Faculty team will submit GMC site approval request.

Temporarily approving new training practices while new LO approval process is being embedded

GP Faculty team monitor EoI form responses and flag any former or relocated supervisors to patches, so AD can discuss circumstances/next steps.

Patch team to inform GP Faculty team of outcome – e.g. course attendance or start reapproval cycle

## Stage 1 – cont'd

> GP Faculty team provides patches with individual lists of EoIs – *timeline / process to be agreed*

> Patch team provides GP Faculty team with details if their priority invitees - *timeline / process to be agreed*

> GP Faculty team modular course lead admin sends invites as per patch list; delegates complete the relevant modules for their role

## Stage 2 – Post-course attendance & initial approval

> GP Faculty team modular course lead admin sends patches list of their course completers, inc. whether CS- or ES-ready. Reminder of evidence needed for approval conversation
>
> Course completion certificates distributed to delegates

> Patch team contacts course completers to arrange initial approval conversation with AD/Senior TPD.

> Patch AD/Senior TPD holds initial approval conversation (remote or face to face) with new supervisor and completes the Initial Approval form online.
>
> *Forms are specific to each patch; link to SharePoint sites at Appendix B below*
>
> After clicking submit, download a copy of individual responses for local record keeping – see screenshots below
>
> **This form is for completion by AD/TPD during the approval conversation with the new Supervisor. It should be completed in one go, as it cannot be saved for completion at a later time.**
>
> See Appendix C for guidance on completing the form

> Patch team advises GP Faculty team of successful approval.

## Stage 2 – cont'd

GP Faculty team submit request for GMC approval and send confirmation letter*, cc patch team.

*To include:
- PDF copy of initial approval form
- Reminder about annual self-declaration
- CPD expectations
- Due date for first peer review

GP Faculty team update central and local data with approval start/end dates, and due date for first peer review.

## Stage 3 – Annual self-declaration process

See Appendix A for detailed timeline of annual self-declaration & peer reviews

**COMPLETION TRIGGERS CPD GRANT PAYMENT**

GP Faculty team provide patches with link to online annual self-declaration form (specific to each patch)

*Forms to be completed in Oct/Nov to coincide with trainer grant payments & inform Quality Panels;* see Appendix A for timelines

Patch sets timetable for submissions & circulates form link to all ES/CSs

Patch admin / programme manager monitors responses and flags adverse answers to AD/Senior TPD to identify follow up actions within patch

If issues satisfactorily addressed, patch provide GP Faculty team with confirmation that GMC approval status does not need to be withdrawn.

Where patch AD / Senior TPD have significant concerns, flag to HoS/ Quality ADs etc.

Consequences could include suspension / withdrawal of GMC approval / trigger review etc.

## Stage 3 – cont'd

> Patch team notifies GP Faculty team when all declarations received and highlight where approval is to be withdrawn.

> GP Faculty team update local, central & GMC data to confirm ongoing approval

## Stage 4 – 3-yearly peer review process

As well as completing an annual return updating the GP School of any changes and CPD that has been undertaken, all educational supervisors will need to have a peer review of an element of their role at least 3 yearly in order to maintain their GMC supervisor status.

Details of the supervisors needing approval each year is set out in the individual patch spreadsheets available online. *See Appendix B*

The GMC Supervisor approval end date for each cohort will be 31 December of the year in which the peer review is due. It is recommended that peer reviews take place as part of local Trainer workshops held within each patch across the year, although it is acceptable for them to carried out within PCNs or practices.

Any aspect of the role as a supervisor can be reviewed; different elements should be covered over time, including videos of a tutorials, assessments, use of the e-portfolio etc.

It is the Supervisor's responsibility to ensure the peer review takes place, is varied and relevant, and the outcomes recorded in the online Peer Review form, with a copy downloaded for the supervisor's records and to use at the annual NHS appraisal. Completion of the review will be recorded. See

It is important to emphasise that failure to complete annual returns and appropriate Peer Review in a timely way may risk loss of GMC supervisor status.

After clicking submit, the Supervisor will need to download a copy of their individual response for their records – see screenshots.

Appendix A

**Annual self-declaration and peer review timelines**

| Cohort 1 annual self-declaration 2023 | → | Cohort 1 Peer review by 31/12/23 | → | Cohort 1 annual self-declaration 2024 | → | Cohort 1 annual self-declaration 2025 | → | Cohort 1 annual self-declaration 2026 | → | Cohort 1 Peer review by 31/12/26 | → | Annual self-delarations 2027, 2028 & 2029; Peer review by 31/12/29 |

| Cohort 2 annual self-declaration 2023 | → | Cohort 2 annual self-declaration 2024 | → | Cohort 2 Peer reviews by 31/12/24 | → | Cohort 2 annual self-declaration 2025 | → | Cohort 2 annual self-declaration 2026 | → | Cohort 2 annual self-declaration 2027 | → | Cohort 2 Peer reviews by 31/12/27 | → | Annual self-delarations 2028, 2029 & 2030; Peer review by 31/12/30 |

| Cohort 3 annual self-declaration 2023 | → | Cohort 3 annual self-declaration 2024 | → | Cohort 3 annual self-declaration 2025 | → | Cohort 3 Peer reviews by 31/12/25 | → | Cohort 3 annual self-declaration 2026 | → | Cohort 3 annual self-declaration 2027 | → | Cohort 3 annual self-declaration 2028 | → | Cohort 2 Peer reviews by 31/12/28 | → | Annual self-delarations 2029, 2030 & 2031; Peer review by 31/12/31 |

**New approvals 01/01/2023 – 31/12/2023 (Cohort 4)**

| Cohort 4 Initial approval 2023 | → | Cohort 4 annual self-declaration 2024 | → | Cohort 4 annual self-declaration 2025 | → | Cohort 4 annual self-declaration 2026 | → | Cohort 4 Peer review by 31/12/26 | → | Cohort 4 annual self-declaration 2027 | → | Cohort 4 annual self-declaration 2028 | → | Cohort 4 annual self-declaration 2029 | → | Cohort 1 Peer review by 31/12/29 | → | On to same timeline as Cohort 1 |

Appendix B

**ES/CS Process links**

Information for prospective supervisors, incl. link to Expression of Interest form: https://primarycare.peninsuladeanery.nhs.uk/about-us/supervision-of-gp-training/ Responses managed by GP Faculty.

Initial supervisor approval form – for completion by AD/TPD during approval conversation (remote or F2F). These are specific to each patch; they cannot be part-completed and saved for a later date

Annual self-declaration form – for patches to send to supervisors in Oct/Nov each year. These are specific to each patch; they cannot be part-completed and saved for completion at a later date

Peer Review form – to be shared with Supervisors at the time of their peer review, ideally during a local Trainer workshops.

SharePoint ES/CS process folders. One for each patch; contains 4 x spreadsheets:
- Current ES/CS approval data, incl. dates for peer reviews
- Outputs from Initial supervisor approval form
- Outputs from annual self-declaration form
- Outputs from Peer Review form

SEV

| Bath | Live initial supervisor approval form: https://forms.office.com/e/HKawK0sc6P<br><br>Live annual self-declaration form: https://forms.office.com/e/AgyFiaBWA2<br><br>Live Peer Review form: https://forms.office.com/e/q6CfYbUtjy<br><br>SharePoint ES/CS process folder: ES CS process forms |
|------|------------------------------------------------------------------------------|
| BNSSG | Live initial supervisor approval form: https://forms.office.com/e/gZH5zaLE4n<br><br>Live annual self-declaration form: https://forms.office.com/e/tZrGvuYQaW<br><br>Live Peer Review form: https://forms.office.com/e/7de89nmBCk<br><br>SharePoint ES/CS process folder: ES CS process forms |

| Gloucestershire | Live initial supervisor approval form:<br>https://forms.office.com/e/nhnJCTeeFv<br><br>Live annual self-declaration form:<br>https://forms.office.com/e/F3s9TeJQ4B<br><br>Live Peer Review form:<br>https://forms.office.com/e/WKS6PhFPH7<br><br>SharePoint ES/CS process folder: ES CS process forms |
|---|---|
| Somerset | Live initial supervisor approval form:<br>https://forms.office.com/e/e2nbjbYacv<br><br>Live annual self-declaration form:<br>https://forms.office.com/e/dcy6ckFRL5<br><br>Live Peer Review form:<br>https://forms.office.com/e/ZKrB2tQSQA<br><br>SharePoint ES/CS process folder: ES CS process forms |
| Swindon | Live initial supervisor approval form:<br>https://forms.office.com/e/9rNu9akj1h<br><br>Live annual self-declaration form:<br>https://forms.office.com/e/jeEN4fNTHT<br><br>Live Peer Review form:<br>https://forms.office.com/e/TV5memKvWA<br><br>SharePoint ES/CS process folder: ES CS process forms |

PEN

| Cornwall | Live initial supervisor approval form:<br>https://forms.office.com/e/nNPtmghdrh<br><br>Live annual self-declaration form:<br>https://forms.office.com/e/7fbcJLXJy5<br><br>Live Peer Review form:<br>https://forms.office.com/e/28StU7wk4R<br><br>SharePoint ES/CS process folder: ES CS process forms |
|---|---|

| | |
|---|---|
| **Exeter & E Devon** | Live initial supervisor approval form:<br>https://forms.office.com/e/4HEw9RWfDN<br><br>Live annual self-declaration form:<br>https://forms.office.com/e/yxtC22TYXG<br><br>Live Peer Review form:<br>https://forms.office.com/e/FBgqVNAVbE<br><br>SharePoint ES/CS process folder: ES CS process forms |
| **North Devon** | Live initial supervisor approval form:<br>https://forms.office.com/e/ia6V6p7rFQ<br><br>Live annual self-declaration form:<br>https://forms.office.com/e/nFfYf23bpE<br><br>Live Peer Review form:<br>https://forms.office.com/e/ybXbKxriT3<br><br>SharePoint ES/CS process folder: ES CS process forms |
| **Plymouth** | Live initial supervisor approval form:<br>https://forms.office.com/e/SMMgLFty3A<br><br>Live annual self-declaration form:<br>https://forms.office.com/e/HnJ1kQhtmK<br><br>Live Peer Review form:<br>https://forms.office.com/e/3NGKLYMsi9<br><br>SharePoint ES/CS process folder: ES CS process Forms |
| **Torbay** | Live initial supervisor approval form:<br>https://forms.office.com/e/uxKAEJEJEj<br><br>Live annual self-declaration form:<br>https://forms.office.com/e/ByUaX1Tr4z<br><br>Live Peer review form:<br>https://forms.office.com/e/qxpbbUU52y<br><br>SharePoint ES/CS process folder: ES CS process forms |

Appendix C

**Completing the Initial Approval Form**

The Initial Approval Form has been designed to be as user-friendly as possible, and to cover approval for a number of roles:
- GP Clinical Supervisor
- GP Educational Supervisor
- GP Educational & Clinical Supervisor
- GP Clinical Supervisor for ITPs (e.g. GPs working in community settings such as Drugs & Alcohol Services, Acute GP Services etc.)
- Non-GP Clinical Supervisors for ITPs

When approvals are being completed for ITP Supervisors, the form also asks for information about the ITP location and specifically for confirmation that the location is appropriate for GP training; non-GP Practice ITP locations will not be included in the Learning Organisation approval process.

**Evidence to be reviewed as part of the initial approval conversation**
(hard copies are not required):

As part of the initial approval conversations, supervisors will need to make the following evidence available for review:
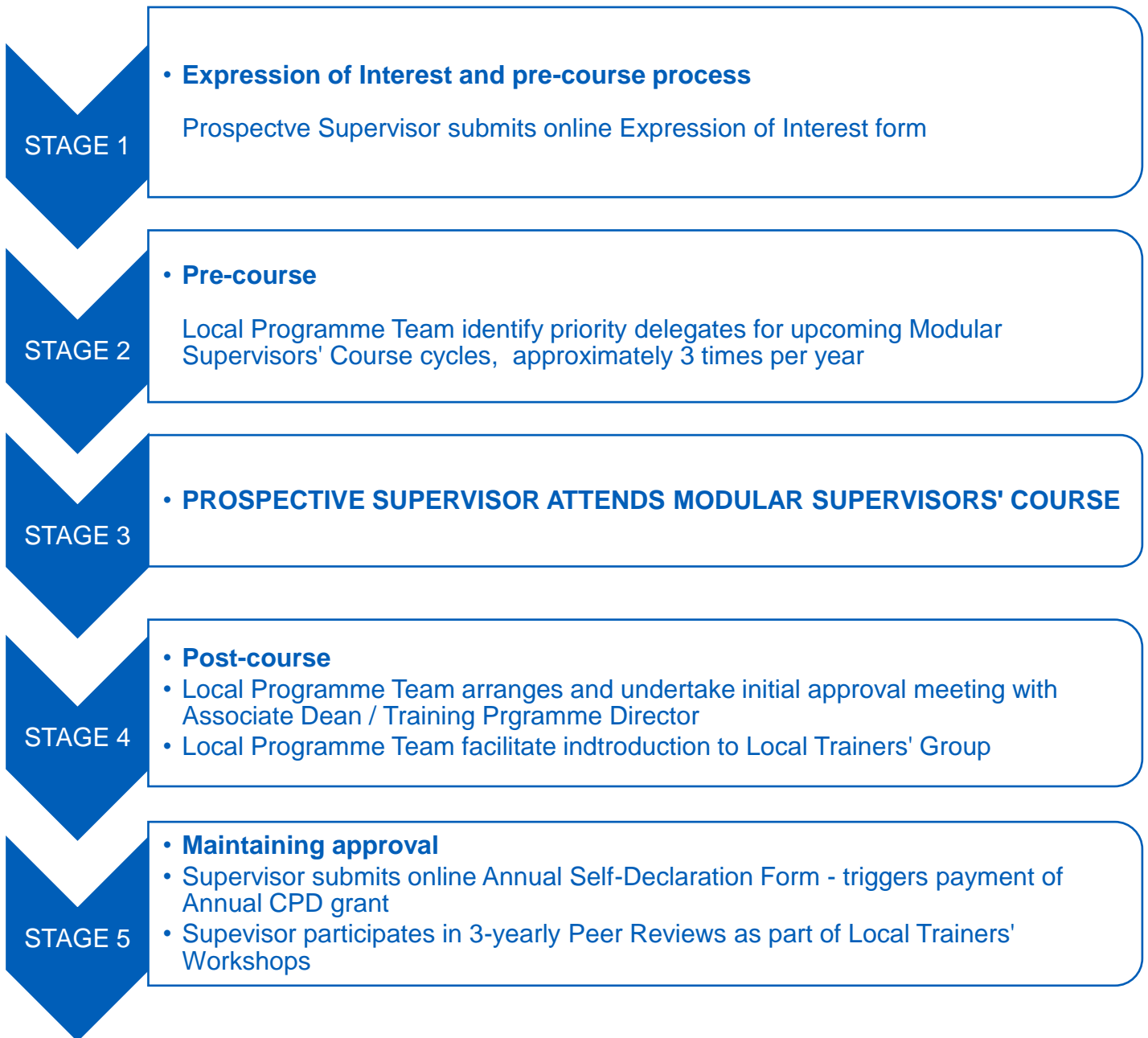- Current Equality, Diversity & Including certificate; this must be dated within the last 3 years.
- GMC number
- Date of entry to GP register
- Date started work in current organisation
- Modular Supervisors' Course completion certificate
- Induction timetable
- DiT timetable
- Supervisor timetable

The supervisor should also have their practice prescribing cost centre code and PCN name to hand.

If any of documents is not seen, a note should be made on the form, and a date for when it will be provided agreed. GMC approval will not be requested until all of the evidence has been reviewed.

*ITP CSs will not be required to provide this evidence.*

Appendix D

**Summary process flowchart**

**STAGE 1**
- **Expression of Interest and pre-course process**

  Prospectve Supervisor submits online Expression of Interest form

**STAGE 2**
- **Pre-course**

  Local Programme Team identify priority delegates for upcoming Modular Supervisors' Course cycles, approximately 3 times per year

**STAGE 3**
- **PROSPECTIVE SUPERVISOR ATTENDS MODULAR SUPERVISORS' COURSE**

**STAGE 4**
- **Post-course**
- Local Programme Team arranges and undertake initial approval meeting with Associate Dean / Training Prgramme Director
- Local Programme Team facilitate indtroduction to Local Trainers' Group

**STAGE 5**
- **Maintaining approval**
- Supervisor submits online Annual Self-Declaration Form - triggers payment of Annual CPD grant
- Supevisor participates in 3-yearly Peer Reviews as part of Local Trainers' Workshops

Appendix E

**Saving copies of forms after submission**

Once a form has been submitted, a copy can be saved by clicking on the 3 dots at the top right hand corner of the screen and clicking on the "print response" option. This will then allow you to save it as a PDF.
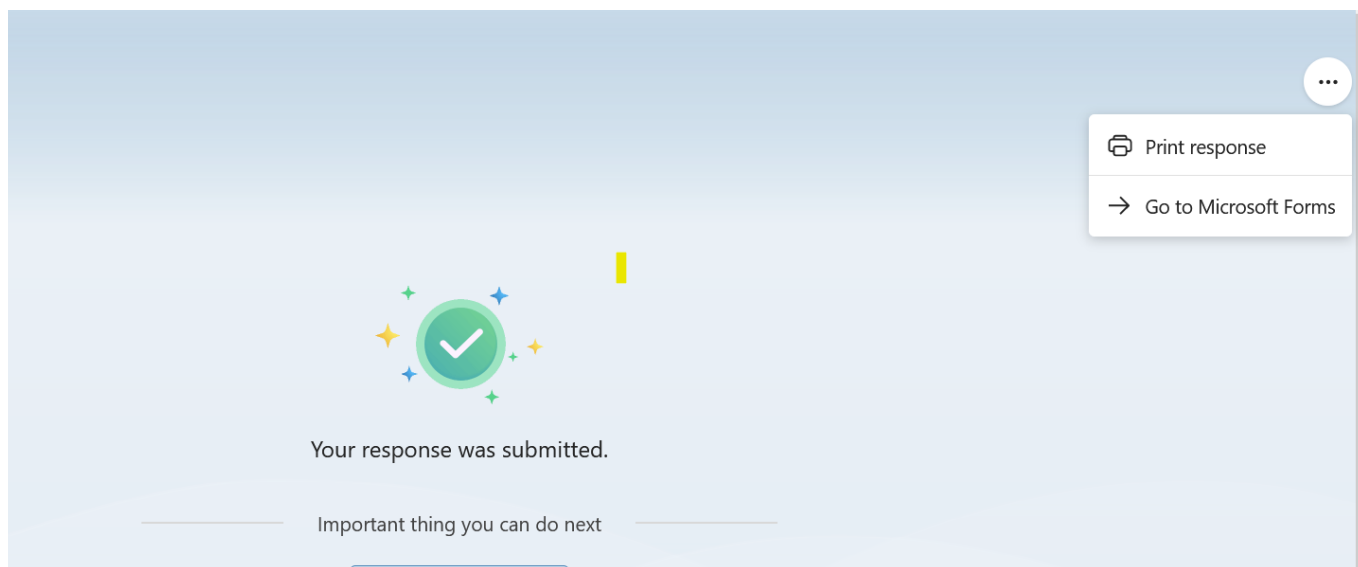


Appendix F

**Temporary approval of new training practices**

Where an ES/CS is working in a GP Practice which is not already approved, while the Learning Organisation approval process beds in, the form can be used to approve the practice on a temporary basis for 12 months only, while approval as part of an LO is obtained.