

The New Re-approval Process FAQs (version 1.1/12.10.12)

The annual report

When should the annual report be submitted?

The annual report needs to be submitted in time for the annual quality panel. These are now being held in September. The GP office administration team will remind you before they are due.

If there is more than one trainer (Educational Supervisor - ES) in the practice is it necessary to complete one form each?

Yes.

The annual report asks for “the date of last peer review of COT/CBD skills”. What does this mean?

Although individual COTs/CBDs are not a summative assessment, they do go towards the evidence that is used to make a summative judgment about a trainee’s progress. The review of skills should be an opportunity to discuss how the assessments are done, and how judgments are made. This can be done in trainer (ES) workshops, trainer (ES) conferences, or established trainer (ES) courses.

Peer review visits

What is the purpose of these visits?

They are intended to be supportive, formative visits and to be an opportunity to share good practice with colleagues. It is just as likely that the visiting team will learn from the visited team as vice versa.

Who organizes the timing and composition of the visits?

The GP admin team will let you know when you are due to be visited, and contact a trainer (ES) to do the visit. You will all be given a 3 month window in which to carry out the visit. The exact timing is your responsibility.

How long does the visit take?

Most visits will take either a morning or an afternoon.

What preparation needs to be done before the visit by the visited trainer?

The visited trainer (ES) should prepare a video (mapped, and be prepared to chose a section to watch), and complete the top section of the peer review visit feedback form (to be available for the visitors at the time of the visit). They should ensure that their current GPST is available for the visit. They should also seek the permission of any other GPSTs that they supervise for the visitors to look at their e-portfolio.

What preparation needs to be done before the visit by the visiting trainer (ES)s?

The visiting team should be sent a copy of the latest annual report form for the visited trainer (ES)s (the admin office should send this to them). There is no other preparation (apart from reading this FAQ!) or perhaps looking at the website of the visited practice.

Does one form need to be completed for each ES in the visited practice?

Yes.

How do we manage if there are several videos to watch?

The visiting team can split up, and watch the videos concurrently. This is easier with digital media that can be watched on any computer. A section of the video chosen by the visited ES/trainer can be watched, ideally using the SETGO method of feedback. Tip: watch the video/s fairly early in the visit.

Should GPSTs go on these visits?

Yes. The role of the visiting and visited GPST is very important. Guidelines on the role of the GPST are available on the deanery website.

<http://www.primarycare.severndeanery.nhs.uk/training/faculty/educational-supervisors/being-re-approved-as-an-educational-supervisor-trainer/>

What questions should the visiting GPST ask?

There is guidance available on the deanery website. As in the link above

What if there is currently no trainee in the visited practice?

The visitors will still need to see a video of a teaching session.

What happens if the visited trainer doesn't have a video to show?

This is unlikely and all visited trainers should produce a video. However, if the worst comes to the worst then they should be asked to do some live teaching in front of the visitors (e.g. A mini-tutorial with their trainee, a practice nurses, a receptionist, or even one of the visitors))

Do the visitors need permission to look at the e-portfolio of other trainees (e.g. ST1s or ST2s who are supervised by the trainer)?

Yes. The visited trainer (ES) should seek their permission before the visit.

What happens if there is more than one trainer (ES) in the practice?

There should be an equivalent number of visiting trainer (ES)s.

Who else goes on the visit?

The APD, or one of the TPD team might come on some visits, particularly if there are several trainers in the visited practice.

Should visits be reciprocal (i.e. trainer a visits trainer b, and vice versa)?

No.

Is it OK for trainers within the same trainer workshop to visit one another?

Yes – although it is useful to have visitors from outside your workshop.

Are visits done by members of the GP Education team/APD?

Yes. It will be important that they are involved in some visits, and might be useful in visits to practices with multiple trainers.

What happens if the visiting team has concerns about the practice that they are visiting?

These should be discussed with the patch APD after the visit.