

**Thames Valley**

**GP and GP Foundation Quality Management Framework**

The application form has 3 sections. Section 1 pertains to the practice and needs to be completed just once if applying for approval/Re-approval of more than one Educational Supervisor. Section 2 pertains to the Educational Supervisor and should be completed by each Educational Supervisor within the practice applying for Educational/Clinical Educational Supervisor status. Section 3 is the Outcome Form completed by the Team Leader.

You may like to refer to the following documents to gain insight into the derivation of the questions within this form:

* HEE Quality Framework 2017/18

<https://www.hee.nhs.uk/sites/default/files/documents/HEE%20Quality%20Framework%20April17.pdf>

* GMC Promoting Excellence: Standards for Education and Training.

<http://www.gmc-uk.org/Promoting_excellence_standards_for_medical_education_and_training_0715.pdf_61939165.pdf>

* AOME Professional Standards for Medical, Dental and Veterinary Educators. <http://www.medicaleducators.org/write/MediaManager/AOME_Professional_Standards_2014.pdf>

By applying to be a training practice you agree to inform the educational team as soon as you have concerns about a trainee. You also agree to inform the educational team of any unscheduled absences of your trainees and any changes to the practice.

**The Application**

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| Date of application |  | | |
| Practice name(s) and full address(es) |  | | |
| Telephone number(s) |  | | |
| Practice website |  | | |
| Number of Trainees for which you wish to be approved |  | | |
| Educational Supervisor 1 to be approved |  | | Approval/Re-approval  Visit/Paper |
| Educational Supervisor 1 GMC Number |  | |
| Educational Supervisor 1 email address |  | |
| Educational Supervisor 2 to be approved |  | | Approval/Re-approval  Visit/Paper |
| Educational Supervisor 2 GMC Number |  | |
| Educational Supervisor 2 email address |  | |
| Educational Supervisor 3 to be approved |  | | Approval/Re-approval  Visit/Paper |
| Educational Supervisor 3 GMC Number |  | |
| Educational Supervisor 3 email address |  | |
| Educational Supervisor 4 to be approved |  | | Approval/Re-approval  Visit/Paper |
| Educational Supervisor 4 GMC Number |  | |
| Educational Supervisor 4 email address |  | |
| Name and email address | Practice Manager | Lead Nurse | |
| Please state any sites at which your surgery sees its registered patients |  | | |
| At which of these sites will trainees be working? |  | | |
| Please confirm that Trainees will never work unaccompanied / unsupervised by a GP at any site at any time | |  | |

**Actions taken because of the last approval/re-approval**

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| **Requirements (previously may have been called recommendations against criteria)** | **Actions taken** |
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| **Observations** | **Actions taken** |
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1. The Practice

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| **1.1** | **Describe how the culture within the practice values and supports education.** | | |
| Self-assessment |  | | |
| Assessor comments |  | | |
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| **1.2** | **How do you ensure the trainees get a breadth and depth of experience with patients?** | | |
| Self-assessment |  | | |
| Assessor comments |  | | |
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| **1.3** | **How do you balance service versus training commitments in the practice?** | | |
| Self-assessment |  | | |
| Practice manager assessor comments |  | | |
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| **1.4** | **Detail the weekly timetable for the learners?** | | |
|  | Mandatory Evidence: weekly timetable | | |
| Self-assessment |  | | |
| Practice manager assessor comments |  | | |
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| **1.5** | **Detail the practice induction programme.**  **How is the induction programme run and planned?** | | |
|  | Mandatory Evidence: example of an induction programme | | |
| Self-assessment |  | | |
| Practice manager assessor comments |  | | |
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| **1.6** | **What is the practice system to ensure the trainees have all the necessary mandatory requirements to work: e.g. DBS, Performers list, indemnity insurance?** | | |
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| Self-assessment |  | | |
| Practice manager assessor comments |  | | |
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| **1.7** | **Who undertakes the clinical and educational supervision within the practice? Who replaces the approved Educational Supervisor when they are away?** | | |
| Self-assessment |  | | |
| Practice manager assessor comments |  | | |
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| **1.8** | **Describe the multidisciplinary working in the practice.** | | |
| Self-assessment |  | | |
| Practice manager assessor comments |  | | |
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| **1.9** | **How are patients involved in influencing the practice and/or training? (e.g. PPG, Locality meeting, Lay Representatives.)** | | |
| Self-assessment |  | | |
| Assessor comments |  | | |
|  |  | | |
| **1.10** | **Describe how the practice informs patients about training including consent to video/observed surgeries.** | | |
|  | Mandatory Evidence: practice leaflet, consent form and website | | |
| Self-assessment |  | | |
| Assessor comments |  | | |
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| **1.11** | **How does the practice receive feedback from its learners about the practice and how does it use this?** | | |
| Self-assessment |  | | |
| Assessor comments |  | | |
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| **1.12** | **How do trainees learn how to raise concerns?** | | |
| Self-assessment |  | | |
| Assessor comments |  | | |
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| **1.13** | **How are significant events handled within the practice? What do you do when/ if your trainee identifies a significant event?** | | |
|  | Mandatory Evidence: significant event protocol | | |
| Self-assessment |  | | |
| Assessor comments |  | | |
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| **1.14** | **How do the trainees get involved with the practice quality improvement programme?** | | |
| Self-assessment |  | | |
| Assessor comments |  | | |
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| **1.15** | **Is equality and diversity training part of the practice mandatory training, and if not why not?** | | |
|  | Mandatory Evidence: practice mandatory training log | | |
| Self-assessment |  | | |
| Practice manager assessor comments |  | | |
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| **1.16** | **Outline the practice policy on bullying and harassment.** | | |
|  | Mandatory Evidence: practice bullying and harassment policy | | |
| Self-assessment |  | | |
| Practice manager assessor comments |  | | |
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| **1.17** | **How would the practice identify and make reasonable adjustments for a trainee with disabilities and/or in need of extra support (physically or educationally)?** | | |
|  | Mandatory Evidence: practice occupational health policy | | |
| Self-assessment |  | | |
| Practice manager assessor comments |  | | |
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| **1.18** | **If the practice has learners from a range of healthcare professions or multiple GP trainees how does this impact on the training for each healthcare group, and how is it used to the advantage of the training of all learners?** | | |
| Self-assessment |  | | |
| Assessor comments |  | | |
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| **Date of last CQC visit** |  | **CQC outcome/ recommendations** |  |
| **CQC actions taken** |  |
| **Date of last Friends and Family Test** |  | **Please summarise or attach results of last friends and family test** |  |
| **Date NHS Choices accessed** |  | **Number of stars on NHS Choices** |  |

1. The Educational Supervisor

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| **EDUCATIONAL SUPERVISORS NAME** |  |

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| **Educational Supervisor:** | |
| **2.1** | **Describe the protected time the practice gives you for training (both weekly and to allow you to undertake other Educational Supervisor requirements). Detail any outside and/or competing interests you have.** |
|  | Mandatory Evidence: your weekly timetable |
| Self-assessment |  |
| Assessor comments |  |
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| **2.2** | **Describe how you identify your learner’s needs?** |
| Self-assessment |  |
| Assessor comments |  |
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| **2.3** | **Describe the teaching methods you use and why.** |
| Self-assessment |  |
| Assessor comments (including on videos seen) |  |
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| **2.4** | **How do you monitor your trainee’s progress?** |
| Self-assessment |  |
| Assessor comments |  |
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| **2.5** | **How do you feedback to trainees?** |
| Self-assessment |  |
| Assessor comments |  |
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| **2.6** | **Describe your process for collecting and acting on feedback? Please illustrate with an example.** |
| Self-assessment |  |
| Assessor comments |  |
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| **2.7** | **What educational records do you keep?** |
| Self-assessment |  |
| Assessor comments  (including on ePortfolio use) |  |
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| **2.8** | **How would you respond to any patient safety concerns or complaints relating to a trainee?** |
| Self-assessment |  |
| Assessor comments |  |
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| **2.9** | **Describe your Continuous Professional Development as an Educational Supervisor including the HEETV events you have attended since your last assessment.**  **Detail the date of completion of MRCGP and Postgraduate Certificate of Medical Education.** |
|  | Mandatory Evidence: list of CPD as an Educational Supervisor, expiry date of Equality & Diversity training and your Educational Personal Development Plan |
| Self-assessment |  |
| Assessor comments |  |
|  |  |
| **2.10** | **Describe how you are supported as an Educational Supervisor both within the practice and externally. Please state whether you feel this meets your needs.** |
| Self-assessment |  |
| Assessor comments |  |
|  |  |
| **2.11** | **When did you last take part in a training practice visit? Describe what you learnt from it? If not taken part in one for some time please explain reasons.** |
| Self-assessment |  |
| Assessor comments |  |

Educational Supervisor self-rating against AOME standards (This section is optional)

Please read the AOME standards Professional Standards for Medical, Dental and Veterinary Educators and rate yourself against their criteria in your role as an Educational Supervisor or any other role you undertake. This might be discussed at your individual meeting within the visit.

* <http://www.medicaleducators.org/write/MediaManager/AOME_Professional_Standards_2014.pdf>

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| --- | --- |
| **AOME standard** | **Self-rating** |
| Designing and Planning Learning |  |
| Teaching and Facilitating Learning |  |
| Assessment of Learning |  |
| Educational Research and Scholarship |  |
| Educational Management and Leadership |  |
| Assessor comments on self-rating |  |

1. The Outcome

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| **NAME OF EDUCATIONAL SUPERVISOR** |  | Approval / Re-approval  (delete as appropriate) |
| **Practice Name**  **Address** |  | |
| **Date of Visit** |  | |
| **Visiting Team** |  | |
| **Visitors comments on practice response to previous visit feedback** | | |
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**For the Practice**

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| --- | --- |
| **Highlights** | |
| **Requirements** (any comments in this box will trigger further review by the GP Dean) | |
| **Observations (formative)** | |
| **Approval – Yes/No** |  |

**For the Educational Supervisor**

|  |  |
| --- | --- |
| **Name** |  |
| **Highlights** | |
| **Requirements** (any comments in this box will trigger further review by the GP Dean) | |
| **Observations (formative)** | |
| **Approval – Yes/No** |  |

**For the Educational Supervisor**

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| --- | --- |
| **Name if more than one** |  |
| **Highlights** | |
| **Requirements** (any comments in this box will trigger further review by the GP Dean) | |
| **Observations (formative)** | |
| **Approval – Yes/No** |  |

**For the Educational Supervisor**

|  |  |
| --- | --- |
| **Name if more than one** |  |
| **Highlights** | |
| **Requirements** (any comments in this box will trigger further review by the GP Dean) | |
| **Observations (formative)** | |
| **Approval – Yes/No** |  |

**For the Educational Supervisor**

|  |  |
| --- | --- |
| **Name if more than one** |  |
| **Highlights** | |
| **Requirements** (any comments in this box will trigger further review by the GP Dean) | |
| **Observations (formative)** | |
| **Approval – Yes/No** |  |

**Summary**

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| --- | --- |
| **Approval** | Yes / No (delete as appropriate) |
| **Requirements for the GP Dean to consider** |  |
| What is the maximum number of learners (GP and/or Foundation) that the practice should be approved to train at any one time? (Please comment on this number if appropriate) |  |

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| **Team Leader** |  |
| **Date** |  |