

Intending Trainers Course

ITC 7 - Frequently Asked Questions

Thank you for your interest in the Intending Trainer's Course. Below you will find the answers to a number of the most commonly-asked questions. If there is something you can't find the answer to, feel free to drop us an email at HENE.intendingtrainers@nhs.net

Q Are new trainers still needed with the well-publicised reduction in trainee numbers? Would I even get a trainee?

Yes and yes.

We are working hard to recruit more trainees with the ultimate aim of increasing the GP workforce. There is also the natural attrition of trainers to cover. New trainers are prioritised to receive a GP registrar to enable them to consolidate the skills developed by the intending trainer course. Trainers without a trainee can still be active by e.g. getting involved in Foundation doctor training and undergraduate teaching. They can also offer taster weeks for F2 doctors not offered a GP post. There are also other areas to develop as a more experienced trainer such as hosting a returner to GP and sitting on ARCP panels.

Q How long would I need to be a qualified GP before I can apply to be a trainer?

By the start of delivering training to a registrar you will need to have been a GP for at least 3 years. You will need to have been practising at least 5 sessions a week to have gained enough experience.

Q Can I be a salaried doctor or retainer and become a trainer?

Being a salaried doctor or retainer is not a barrier to training to be a trainer and we positively encourage interested potential applicants to approach their line managers and ask about being supported to train.

Q Is MRCGP required?

Yes, but if you do not have this qualification passing the AKT that is part of the nMRCGP would be acceptable. Details of this are available on the RCGP WEBSITE. Click on GP training, GP curriculum, and then MRCGP for details about this test and when/how to sit it.

Q Can I train if I am part time?

Absolutely. You will need to work alongside your trainee at least 2 clinical sessions a week, and be able to provide seminar and time to prepare for training - so an absolute minimum of 3 sessions a week is necessary if you can share some of the seminar delivery with another trainer.

Q How much space is needed for training?

In an ideal world the trainee would have the same consulting room for all their clinical sessions. We recognise that at times this will be impossible. Providing the disruption is kept to a minimum and the equipment and layout is standardised as much as possible then the use of more than room is acceptable. Any queries about this might best be resolved by phoning the school for advice. We would accept up to 3 rooms as a maximum.

Q How much time do I need to commit to training?

A full time trainee needs 3 hours a week of protected teaching as a minimum plus time for debriefs at the end of surgery. The trainer will also need additional time each week to prepare, look at eportfolio and make entries in their trainer held record. We recommend discussing this commitment as early as possible with your practice to ensure there is capacity to take on training. You should consider that the practice will lose about 2 sessions to cover teaching, trainer time and clinical supervision time. The trainee does give a service commitment with appointments and so the practice normally gains time overall.

Q Can I train to be a trainer if I have just joined a practice or if I am a locum looking for a practice?

Yes - but you will need to have been settled into a permanent appointment in your new practice for at least 6 months prior to commencing to train a registrar.

Q Do I need to provide references?

For the standard course - no, but once we receive your application form we will automatically check for concerns with your local performance team, the GMC and if applicable other organisations you work for (e.g. OOH)

You will have made a declaration about this already on your application form.

If you are applying for the shorter course based on previous experience (see next question but one) then a reference will be required to support you.

Q Why do you ask applicants about having an extension or extra support while training?

It is important to be sure that future trainers are suitable for what can be a testing role. Having an extension or extra support is not in itself a barrier to becoming a trainer. In fact it can actually help trainers understand better the difficulties some trainees face, on the grounds that "you teach best what you most need to learn". The reasons behind the extension will be explored and a decision made about what if any further actions are taken to support your application. You will be kept informed at all stages of the process.

Q How has the course evolved?

In summary the old style course took 17 months from start to actually beginning to train a registrar. In the new course it will be 12 months or less. We will be offering the course twice a year. The new modular system allows for applicants with previous experience to only attend the areas that are learning needs for them. The course will be held at our purpose built suite at the Durham Tees Valley training programme, Queens Campus in Stockton. There is also the option for a shorter course if there is previous applicable experience - see the next two questions.

Q Will previous experience as an educator be taken into account?

Yes! If you have been awarded a Certificate in Medical Education of higher, and/or you are training medical undergraduates and have attended all the level 2 modules and have had positive feedback from observed teaching in the previous 3 years - you can **apply** for our shortened course. A reference from someone who knows your teaching will also be required.

This version of the course is three months shorter than the full course. This is due to exemption from module one and three of the supervised training sessions.

Q How do applicants decide if exemption from Module 1 due to previous experience is the right decision?

You may elect to attend the full course if you prefer.

The handbook details the contents of module one and what would be missed.

We can also put you in contact with previous attendees who have taken part on the shortened course.

The policy for exemption from module one can be found [HERE](#).

Q Do I have to attend all the training course dates?

Yes - as soon as you make the decision to proceed we recommend checking the dates by emailing HENE.intendingtrainers@nhs.net and ensuring that you can commit to them all. The course is packed with educational value so every part is essential. We have purposefully avoided state school holidays. If there are difficulties it might be better to defer to the next course which will only ever be 6 months later.

If you become unwell then clearly this would justify an exceptional circumstance, but any non-attendance for other reasons may need formal discussion at the viva stage and affect appointment. Training is a serious commitment and the time needed to deliver it requires protection.

Q Are there any other requirements regarding my practice that I should be aware of?

The key point is trainer's practices must be well organised, be delivering a high standard of clinical care and be able to model this practice and teach about it to their registrars.

A full description of what is expected of a trainer is detailed in the trainer standards that are available by emailing HENE.Intendingtrainers@nhs.net.

Briefly though, practices that are new to training will have a visit to ensure the learning environment and premises are suitable. We also ask new practices to perform a short notes audit looking at the quality of the summaries to ensure there would be accurate clinical information available to a GP registrar. . We advise that applicants from non-training practices look at the standards early on and in particular perform their notes audit as soon as they can so that a plan can be implemented to improve the summaries if this is required.

We also check that the QOF achievement is at or above the average for England or there is an action plan in place to address areas that are below.

We also expect the practices to provide books and materials for training and a stocked home visit bag.

Q If I successfully complete the course – what payments would be received?

In 2014, a trainer would receive the GP Trainer grant of £7751 per trainee plus a £750 CPD grant per annum.

In addition for each face to face educational supervisor meeting you hold with your trainee who is not currently in your practice you receive £204.50. There is of course the opportunity to get involved in recruitment and selection (£409 a day plus petrol) and other Postgraduate School of Primary Care activities as you become more experienced.

Q Why do I have to do all these pre-course tasks? How much work are they?

The pre-course tasks have proved to be very useful in preparing applicants to be trainers, even if they seem to be a hurdle at the time. The tasks are designed to be straightforward. One of them is part of the annual NHS appraisal process (8 point audit.) The second is a short recording showing your comfort with patients. Detailed hints and guidance are given in the instruction pack and if you get stuck, simply drop an email to Susan Convery at HENE.intendingtrainers@nhs.net where she is more than happy to answer any queries.

Q Can I submit an old audit?

The audit needs to have been completed within the last 2 years, to ensure skills are fresh.

Q Tell me about consultation recording

Your recorded consultations need to be taken from recent surgeries. We are looking at your consultation technique and interaction with your patient as it is now and not last year. You MUST submit patient consent forms along with your recording otherwise we cannot send your stick to the marking team.

Q When do I need to submit the pre-course tasks?

As soon as possible!! The sooner you submit, the sooner we can get it marked and give you the result! This way if anything needs resubmitting you have plenty of time. If you leave it till the end and submit on the closing date (and a lot of people do this) it will take longer for your submission to be marked leaving you less time to make changes if required. Details of closing dates are stated in the course guide.

Q How much does the standard full course cost the applicant or their practice?

There is a £50 fee for the memory stick. This is payable as soon as the stick is received. It will then remain the property of the applicant.

£1800 for the full course – this includes all taught parts of the course and the supervisory training components plus one submission of each pre course task. These become payable on acceptance onto the taught part of the course.

There is a fee for each **resubmission** which must be paid on top of the course fee:

Audit	£ 50
The consultation	£125
Reflective account	£125

Q Costs for the short course for those with previous experience?

£1050 – this takes into account the reduced number of supervisory training sessions that are required. Again, any resubmissions of tasks will add to costs.

Q Can I ask anyone who has completed the course about their views and experiences?

Why not tune into our U-Tube podcast and listen to the doctors from our 2012 course tell you about their own experience of the course? Simply click [HERE](#) to view. Alternatively if you prefer we can try and put you in touch with someone who has recently completed the course who will be able to tell you of their experience. Just ask! Also a discussion with your local training programme director is recommended.

Q What is the appointment interview like?

The appointment interview normally lasts around 30 minutes. You will be asked a range of questions related to training issues. These are not related to your reflective account submission or audit and you should not need to revise. We aim to assess your approach to training dilemmas and knowledge of some of the key themes from the intending trainer course. The panel will usually be chaired by a lay representative and there will be a trainer, senior educator and GP registrar present. Sometimes there may also be an additional observer. The panel members will take notes during the interview to provide evidence for their decision making. The reports from your practice visit (if applicable); course tutors, supervisory trainer and your application form are all used to ensure a fair decision is made about your suitability to train GP registrars.

The outcome of the interview is normally relayed to you within 48 hours by email or phone and then followed up by an official decision letter.

Q What happens if I fail to get through?

If you unfortunately fail to pass the process you will be given clear reasons why and if appropriate an opportunity to address any outstanding learning needs before reapplying. Very rarely candidates are not invited to reapply.

Q How much extra work is training for the practice?

From August 2015 trainees are paid by a central body called the LET- they will be the employer with the trainee being on placement at the practice. This will mean a lot less bureaucracy for the practice managers.

Training is a practice wide activity though and we do expect the whole team to support the process. In practice this will mean GP colleagues being available to debrief surgeries take tutorials and support the trainee in your absence. They will need to support the trainer to have protected time to attend workshops/ conferences and to prep and plan for seminars, read the eportfolio etc.

The more enthusiastic the whole practice is to take on training the better the trainee (and trainer) experience.

Q Does completing the course have any other benefits?

Our course counts for 30 credits towards the Certificate in Medical Education at Northumbria University and 20 credits at Newcastle University.

Becoming a foundation trainer or training medical students would involve the same skill sets and it would be natural to develop the practice in a way that encouraged learners at many levels.

Meeting and learning from a great group of enthusiastic people.

Q What if I feel unhappy with the process and wish to complain?

If you feel the process has been unfair and wish to complain we have an official complaints policy. In the first instance please contact hazel.ellis@ne.hee.nhs.uk

Q I have more questions!

Feel free to email us at HENE.intendingtrainers@nhs.net.

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