



Becoming a GP Trainer

ITC3 - Information Guide for the 2014-15 Intending Trainer Course

When you are ready to apply, please contact: Susan Convery, Continuing Practice & Faculty Coordinator

✉ susan.convery@nhs.net

☎ 0191 275 4745



Welcome

Thank you for expressing an interest in becoming a GP trainer. Nothing can *really* tell you what a new role is like short of actually doing it. However, what I can tell you is that most trainers, like me, find the process of training immensely rewarding as well as challenging.

Training attracts a trainer's grant, of course, but the rewards are not really financial: the sense of achievement as you join a young practitioner on their journey of discovery and support and guide them brings a special reward. When you are as old as me, seeing someone you have taught and can remember as not knowing how to treat nappy rash attain positions of responsibility and leadership in the NHS, and knowing that you contributed to them getting there is a source of much personal pride. However, trainees have a much more immediate benefit: by asking questions and exploring their own skills, they constantly challenge us to keep up to date and bring a fresh view on all the problems we face.

Of course life as a trainer is not all rosy: a small but significant number of trainees truly struggle, and need intensive support; a very few are simply not suited to the role. We hope never to send you such a trainee: but be reassured, if we do, help will be on hand in the person of one of your local training programme directors – and we are rated the best Deanery in the country by our trainers for providing such support!

If you have never worked in a training practice, or taught undergraduate students, or simply want to know more about actually teaching before you come on the course, please contact us and we will put you in touch with someone who can share what it is all about with you.

The Intending Trainers Course aims to produce confident, competent Trainers who will nurture GP trainees in the coming years to provide the highest quality of health care to patients in our region. The course has a long history of providing a high standard of Training for Trainers with many of its alumni going on to play key roles locally, regionally and nationally. However, much has changed in GP Training over the last few years and the course has needed to evolve in response. There is also greater than ever external regulation, so some of our processes have changed.

New for this year we have altered some deadlines for the pre-course tasks to allow for more flexibility. We have developed a course to support the 8 point audit submission. We have revised and improved the taught elements of the course, taking particular note of feedback from recent delegates. The Supervisory Training component which most intending trainers find the most useful and enjoyable part of the course has been reviewed to ensure the core skills are rehearsed in a real educational setting, alongside the trainee toolkits being demystified with real time access.

I hope these changes will equip GP Trainers with what is needed for them to meet the exciting challenges ahead.

I hope you will find this booklet helpful in informing you about what is involved. Please come and join us! You will not regret it!

Graham Rutt

Director of Postgraduate School of Primary Care, Health Education North East

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"I have never regretted my decision to become a trainer – I have really enhanced my career beyond my expectations"

Key steps to becoming a trainer

1. Express an interest to the Continuing Practice & Faculty Coordinator:
✉ susan.convery@nhs.net ☎ 0191 275 4745
2. If your practice is not currently approved for training, a coordinator will arrange for a meeting/practice visit with a GP Associate Director.
3. Ensure you can meet the entry criteria (see next section).
4. Apply at any time by simply requesting an Application Form (Personal Practice Questionnaire) from Susan Convery. This is also available on our [web-site](#). **This must be completed and submitted electronically.** Any application forms not submitted in this manner will be returned.
5. Approach your local trainers' group/workshop and join their sessions (details from your local training programme).
6. Submit and pass your pre-course tasks.
7. Your practice will be visited and an audit into the quality of your notes summaries will be required if you are not working in a practice that currently includes **an appointed trainer**.
8. Complete the Intending Trainers course.
9. Undertake some supervised training.
10. Submit a reflective account of something you have learned.
11. Attend a viva (usually March).

"I did feel a little daunted at first when I saw the pre-course tasks and almost didn't proceed with my application – I am now really pleased I did – they were actually straightforward and if I had any questions the Deanery were really helpful"

12. Start training.

Key Contacts

At the Postgraduate School of Primary Care office: Susan Convery – for general information about the course and how to apply.

✉ susan.convery@nhs.net ☎ 0191 275 4745

“I have learnt an awful lot being a trainer – and it has helped me be a better doctor”

Lead Training Programme Directors – contact your local training programme to have a chat or if you are uncertain about becoming a trainer:

Northumbria GP Training Programme – Alison McDonald

✉ alison.mcdonald@northumbria.ac.uk ☎ 0191 215 6710

Durham and Tees Valley GP Training Programme – Andy Downs

✉ andy.downs@nhs.net ☎ 0191 334 0234

East Cumbria GP Training Programme – Karen Smith

✉ drkarenpsmith@btinternet.com ☎ 01228 814880

West Lakes GP Training Programme – Rick Tranter

✉ rick.tranter@ncumbria-acute.nhs.uk

☎ 01946 693181 x3025

“Many thanks for giving me the opportunity to attend this course which has been such an invaluable experience for me.”

Essential Standards / Entry Criteria

(A full list of trainer standards can be viewed on the [Northern Deanery website](#)). Most applicants to become trainers find that they meet most of them already, or will be able to do so easily. These are a few key standards that you must meet before we can send you a trainee.

1. Ensure that the **premises** that you will be using have:

- A consulting room for the trainee big enough for the trainer to observe their consultations, with a library, internet access and consultation recording facilities
- A room suitable to use for seminars

2. Ensure that the **practice**:

- Has or will have high QOF achievement in all domains with no area below the average for England, maximum QOF points for medical records and meets current national access standards
- Provides general medical services, family planning (excluding IUCD), cervical cytology and immunisations to a minimum of 2000 patients
- Is able to cope with its patient load effectively with or without a trainee
- Has clinical governance procedures for the management of all QOF conditions, regular significant event analysis and regular clinical audits in areas other than QOF
- Has regular practice meetings, which the trainee is expected to attend
- Is able to release the trainer for 3 hours a week to deliver face to face training to the trainee. There must also be protected time made available for trainer based activities such as reviewing the e-portfolio, keeping trainer held records and attending trainer educational updates.
- Has a commitment to high quality prescribing.

"I feel more enabled as a trainer having completed the intending trainers' course. I feel I know where to look if I have problems and am feeling positive and enthusiastic about training!"

3. Ensure that the **Intending Trainer**:

- Has MRCGP (or has passed the MRCGP applied knowledge test);
- Will be working alongside the trainee for at least 2 clinical sessions per week;
- Can demonstrate the principles of audit and significant event analysis;
- Demonstrates an understanding of the professional guidance contained in GMC guidance "Good Medical Practice", Practice", and "The doctor as a Teacher" and is skilled as a general practitioner (see [GMC website](#) for definitions);
- Is enthusiastic for general practice and for teaching. This will include the motivation to continue to develop their own skills as a trainer, by attending annual educational events and trainer groups;

- Has worked (or will have worked) in the proposed training practice, in a substantive post, for at least 6 months before appointment;
- Has a minimum of 18 months post-vocational experience working as an 'in hours' GP at the start of the intending trainers course. If the applicant has been working less than full time, they must have had done the equivalent of 18 months clinical practice experience with an average of 5 clinical sessions per week.

Please see the full details of the standards expected of trainers and training practices on the [Northern Deanery website](#).

The Intending Trainers Course

Course outline

The Intending Trainers Course comprises:

- 5 day taught course covering the skills needed to train successfully **April / June**
- 6 sessions supervised training with an experienced trainer **August - January**
- 2 day reflection during the above / equal opportunities and diversity training **September and January**
- 1 day reflection on early experiences of training approximately one year post-appointment (**optional**)
- 2 hour (approx.) audit training course (open to all but mandatory for those who have not passed the audit pre-course task) **May or June**

“The intending trainers’ course has developed and improved my overall skills as a general practitioner. I am more assertive now and there has been a big change for the better in my general communication skills and specifically my consultation skills.”

The course in detail

The course is very much skills based, though rooted in the latest educational theory. The initial 5 day course comprises:

- 2 days in April covering:
 - How to explain things
 - Principles of adult learning
 - How to teach the consultation

This will give you a good understanding of why teachers do the things they do, as well as how to do them

- 3 days in June covering:
 - Teaching skills and methods
 - How to give feedback
 - The curriculum and educational supervision
 - How to support, supervise and assess trainees
 - Your own personal development as a trainer

This part is very practically based. We hope to teach you how to create an environment that allow your trainees the freedom to learn while keeping your patients safe – one that fosters their spirit of enquiry. It is important that the curriculum becomes a tool for us to use, not our master.

- Supervised training with 6 sessions teaching a trainee under the watchful eye of an experienced trainer

This is the bit most intending trainers like best and provides very real practical experience in a safe environment.

- 2 final days group work preparing you to train

The Equal Opportunities and Diversity training is a level 3 (interactive) session, and the rest of the time is spent sharing your experiences preparing you to write your reflective account and attend the viva.

“Have increased my confidence in my own skills as a GP and also my suitability for training.”

The course tutors are:

Eric Bater – GP Trainer & Training Programme Director, West Lakes GP Training programme.

Ajay Bedi – GP Trainer, former Training Programme Director with Northumbria GP Training Programme and former Dean of the Northern Deanery Foundation School.

Your course administrator is:

Susan Convery – Continuing Practice and Faculty Coordinator. Feel free to contact me about applications, pre-course tasks, course dates, venue, general enquiries etc.

For questions regarding the Viva, Practice Visits or Supervisory Trainers contact:

Angela Johnson – Quality Coordinator

Not happy about something? Want to give us some feedback? Contact:

Roanna Gray – Associate Director for Faculty Development and Intending Trainer Course Manager

Pre-course Tasks

Prior to progressing to the taught part of the intending trainer's course, prospective trainers need to complete some pre-course tasks. These largely cover your ability to organise your practice and ensure high standards of patient care but also assess your ability to reflect upon your experiences. Both of these are important disciplines when teaching.

The pre-course tasks are marked by a small team of assessors working to well defined criteria. Most good GPs will find little difficulty in passing them, although you should read the detailed guidance before embarking on any of them. The tasks are an 8 point audit in an area not covered by the QOF, a recording of your consulting and, for those practices not already approved for GP training, an audit of your notes.

"I enjoyed all aspects of the course; it was good to experience a new challenge."

The audit seeks to demonstrate that applicants use audits to critically evaluate their own working practice and to demonstrate that they take effort to improve patient care within their practice as a whole - and that they can work as a team. This process should easily overlap with the work already being done for NHS appraisal. It also serves to demonstrate that the applicant has sufficient knowledge around audit and evidence based practice that they can teach this to a GP trainee. The numbers of patients in the audit do not have to be large but the audit does have to consider significant aspects of care. It can be either or clinical or non-clinical.

The consultation assessment simply allows you to demonstrate your communication skills and your comfort with patients. It is marked to the same standards that we expect trainees to attain during their final year of training. A consultation is recorded using your web cam, onto an encrypted memory stick (the stick is supplied by us). If you do not currently use a web-cam in your practice, and your computers are not practice owned, please liaise with the IT Department at your PCT before installing any new technology onto your system.

For those practices that are new to training

If your practice is an existing training practice - and has an **appointed trainer of GP registrars** in post this section **does not** apply to you.

Once the 2 pre course tasks have been successfully passed, we will contact you to arrange a practice visit. This is to ensure that you, the team and the practice are ready for training. Prior to this visit we will need a simple notes audit to be submitted. This is a simple piece of work based on 50 random sets of notes and using a results proforma that will be provided. The aim of this is to ask you to examine the accuracy of your summaries with the expectation that your practice will attain a higher standard than might be expected by the Quality and Outcomes framework. This is most important for the GP registrars who will naturally be feeling uncertain and will need access to a clear and accurate summary of the patient's problems.

The results of the notes audit can then be discussed during the meeting with the Postgraduate School of Primary Care representative. If necessary a plan could be discussed to address any issues with the notes audit in good time before the appointment viva that follows the intending trainer course.

Further details about the notes audit will be forwarded to you in an information pack at the relevant time.

Course Dates and Timelines for 2014-15

17th January 2014 – closing date for all pre-course task submissions.

28th February 2014 – final date for resubmission of consulting skills assessment if not passed at first attempt.

Phase 1 (Tues/Weds)

22nd and 23rd April 2014 - 2 day taught course – **Venue: Wolfson Building, Durham University, Queens Campus, Stockton.**

Audit Training 10am to 12noon on a date to be confirmed. Venue: Health Education England, Waterfront 4, Goldcrest Way, Newburn Riverside, Newcastle, NE15 8NY. This training is run by an experienced Intending Trainer Audit marker and is free to attend. It is for those who have not yet passed their pre-course task audit and for those who may have passed but would like to know more! **This training is mandatory for those who have not passed their audit.**

Phase 2 (Tues/Weds/Thurs)

10th, 11th and 12th June 2014 – 3 day taught course - **Venue: Wolfson Building, Durham University, Queens Campus, Stockton.**

Phase 3

Supervised training between Aug 2014 and Jan 2015

Phase 4 (Weds)

24th September 2014 - Part 1 – one day taught course. Venue to be confirmed.
7th January 2015 - Part 2 - one day taught course. Venue to be confirmed.

31st January 2015 – final closing date for resubmission of 8 point clinical audit and notes audit if failed at first submission of 31st January 2014.

28th February 2015 – final closing date for submission of reflective account. You will learn about writing a reflective account on the course and you will be expected to write a reflective account of all your own experiences towards the end of the course.

March 2014 – Viva. Venue: Health Education England, Waterfront 4, Goldcrest Way, Newburn Riverside, Newcastle, NE15 8NY.

Course fees

The actual taught course is free, but we do ask for a contribution towards the marking of the pre-course tasks (£300), the supervised training (£1500) and the encrypted memory stick (£50) for the recorded consultation. The £1850 fee includes an element for first and second marking of the pre-course tasks but any resubmissions will incur an additional charge for marking.

The course is voluntary and non-residential and therefore we would not refund any hotel or travel costs.

What to do next

Have a chat with your local Training Programme Director

Then:

Ask for an application form: Susan Convery
✉ susan.convery@nhs.net ☎ 0191 275 4745

“Lots of time for informal discussion with other intending trainers and course organisers, and I always felt able to ask even fairly basic questions”

Once this has been completed and emailed back, we will then send you more details about how to complete the pre-course tasks along with an encrypted memory stick.

We look forward to hearing from you and hope that you will decide to join us!

Dr Roanna Gray
Associate Director for Faculty Development