

APPLICATION TO BECOME A GP TRAINER/GP TRAINING PRACTICE

All parts of this application form should be returned to

Anthony Elliott
Medical Education Coordinator
Faculty Support Team
Health Education England
Westbridge Place,
1 Westbridge Close
Leicester
LE3 5DR
(Must be by post)

Before completing any part of this application form you must have a discussion with Bevis Heap NTC Lead bevis.heap@hee.nhs.uk

This purpose of this discussion is to:-

1. Ensure that you have all the information about the New Trainers Course and associated certificate
2. Ensure that you are aware of all of the steps to become approved as a trainer/training practice
3. Ensure that undertaking the course will provide at least one extra placement for a GP Specialty trainee or be part of a succession plan
4. Ensure that you are eligible to become a trainer
5. Answer any questions that you have

Before submitting your application form, please ensure you have done the following;

- Had a discussion with your local Programme Director and received confirmation from them that they are happy to support you to complete the course (**you must attach evidence of their support with your application**).
- Informed your Programme Manager that you are submitting an application

Confidential Declaration

Trainer(s) name(s)	
Practice name and address	
Email address	

Conduct

It is a condition of your appointment by Health Education England that prior to such appointment, applicants to become General Practice Trainers shall be required to disclose whether at any time they have been found in breach of their contract at a hearing before NHS England or have been found wanting in any respect by the General Medical Council, under either it's conduct or performance procedures.

Conduct

When you have been involved in Hearings before NHSE or General Medical Council (other than previously notified) where you were found to be in breach - please give details below:

Health / Absence from practice

Should you feel that there may be a personal health issue which would affect your ability as a Trainer or that the long term absence of other doctors in the practice may compromise the training that you or your practice are able to offer a GP Registrar, then this should be reported to the HEE East Midlands office .

Health / Absence from practice

Please give an outline of problems identified-

NB You are not asked to divulge detailed personal medical details, but describe the impact of the problem on training. Our aim is to offer support to Trainers and Practices to maintain training status wherever possible

University of Primary Medical Qualification

Name:	
Location: <i>e.g. Scotland</i>	

Date	
Signature if possible	

New Trainer's Course / Postgraduate Certificate in Medical Education

"Introducing the principles and practice of becoming a GP Trainer"

In order to become a trainer of General Practice Specialty Trainee Registrars (GPStRs) you will need to undertake the "New Trainers Course" and obtain the Nottingham Trent University Postgraduate Certificate in Clinical Education (obtaining the certificate became compulsory from the cohort starting the NTC in January 2011). The course consists of two modules and between the two modules there is a 3-4 month gap.

The modules are three days each. The course includes a number of relevant topics including

- Learning and Teaching – theory and practice
- Critical analysis and studying at M level
- Learning Styles and Skills
- Introduction to Assessment – including n-MRCGP and the e-portfolio
- Management of Teaching
- Developing the Learning Environment
- Giving and receiving Feedback
- Teaching Consultation Skills
- Use of Video for teaching and assessment
- Education Planning
- Helping the Trainee who is not progressing at the expected rate

Cohort A

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Cohort B

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The course is subsidised by HEE, therefore, you only need to contribute £500 (VAT inclusive) towards this cost (this is less than 40% of the total cost of the course).

Why undertake this course?

- Supported by HEE East Midlands office and Nottingham Trent University
- Learning can be extended to take individuals requirements into account.
- Offers GPs an opportunity to develop the learning and specialist skills which will equip them to be effective trainers of future GPs and other primary healthcare professionals.

Entry requirements for the Certificate

THIS COURSE IS ONLY AVAILABLE FOR PEOPLE WORKING IN THE EAST MIDLANDS.

Normally entrants to the programme should possess the following qualifications:

- Evidence of ability to work at this level
- Evidence of previous study at either Degree or M Level
- Knowledge and skills equivalent to first level professional register.

AND

- A GP must have at least two years experience in general practice. This can be either as a principal or salaried doctor or assistant in a GMS or PMS practice.
- They should have a minimum of 4 sessions per week regular commitment to the practice and be a Member or Fellow of the Royal College of General Practitioners.
- Must have applied to be a GP Trainer.

Programme

The Certificate programme is delivered via a blended learning style on a part-time basis - normally over one academic year, but this can be extended to take individuals requirements into account. The Certificate comprises two modules, each worth 30 credits.

The first module is entitled "Developing a Learning Culture " and will incorporate many aspects of understanding the learning environment and organisation within primary care and the expectations of a training practice. It also includes a basic introduction to GP training. It will focus upon the teacher/learner relationships and the application of the theory of adult learning and teaching within primary care.

The second module is called "Education Skills and Practice", which reviews the models of consultation and highlights the value of using the consultation as a teaching tool and a variety of teaching methods, examining the differences between one-to-one and small group teaching. It will examine curriculum development and the development of a learner centred curriculum and the ability to negotiate the learning agenda with the learner.

Teaching/assessment

Workshop style lectures will enable an information exchange between the learner and educator and between learners themselves. Practice based learning will be self-directed learning undertaken by learners as they work towards completion of their assignments. Learners will also be expected to work with current students, e.g. in delivering one-to-one teaching. Learners will be part of a learning set facilitated by an experienced Primary Care Educator. The learning set will be a forum for discussion, reflection and support. There will be a range of coursework assessment; currently including reflection on a personal development plan, case studies about the learning environment and a lesson plan and reflective account on a demonstration of feedback skills.

Further information

The Postgraduate Certificate consist of two modules, each taking approximately 3 months to complete and incorporates a range of teaching and learning techniques, including:

- Compulsory attendance at 6 full days (the core New Trainers Course) across the two modules which are taken in one academic year – please see dates below.
- Work based learning supported by your group leader and local established trainers' workshops throughout the course.
- In order to be awarded the Postgraduate Certificate, you are required to complete 4 summative assignments.
- The Certificate counts for 60 'M' level credits – one third of a Masters. Further modules are now becoming available, making it possible for you to proceed on to other M level courses.
- By taking the Postgraduate Certificate you will gain a recognisable and transferable qualification, which may be used as a stepping stone to a Masters degree. It will help you to progress further within postgraduate education.