

The Trainers Guide to Recognition of Trainers

1. How do I become a trainer?

In August 2012, The GMC introduced plans for recognition and approval of trainers performing four 'named' roles -

Undergraduate:

- Lead Co-ordinators of Undergraduate training at each local education provider e.g. Module / Block Leads /NHS teaching leads / Sub Deans
- Those responsible for overseeing students' progress for each medical programme e.g. Teaching Deans / Year Leads / Directors

Postgraduate:

- named Clinical Supervisors
- named Educational Supervisors

As Education Organisers (EOs), the five Scottish medical schools and the NES-managed Scotland Deanery are required to maintain up-to-date lists of all trainers performing these roles and to ensure that these trainers meet the GMC's 'Standards for Trainers' as set out in Promoting Excellence. All secondary-care trainers in Scotland will be assessed against the same criteria, making the process simpler for those who hold more than one role.

Undergraduate trainers are recognised by the University of Edinburgh.

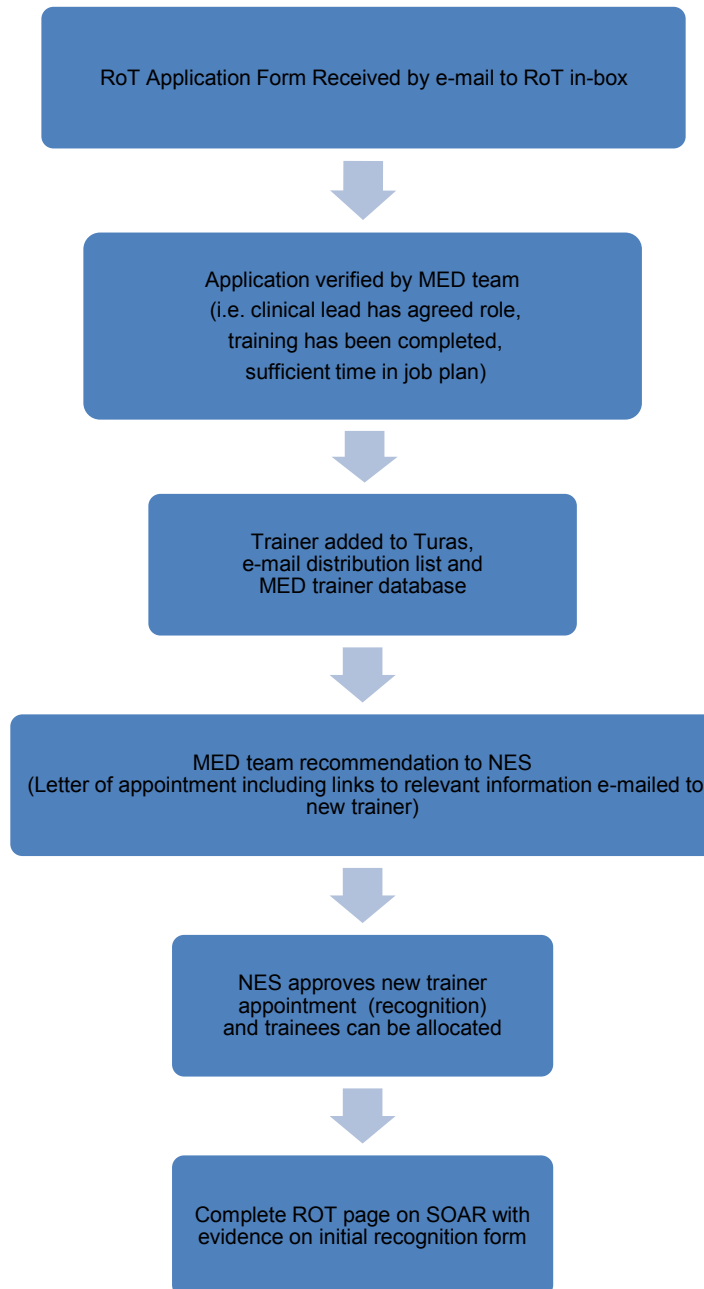
Postgraduate trainers are recognised by NES. The NHS Lothian Medical Education Directorate (MED) team review your evidence to make recommendations to NES.

To become a trainer, you need to:

1. Have a discussion with your TPD or FPD and clinical director about taking on the role.
2. Complete training for your role.
3. Agree time in your job plan.
4. Contact the RoT inbox for the initial recognition form - RoT@nhslothian.scot.nhs.uk
5. Submit the required information to the MED team.
6. Be added to Turas as a trainer once everything is in order.
7. Have the initial recognition form approved by the NES team.

The process is outlined overleaf – please leave enough time to complete this as it will take several weeks before you can be allocated trainees.

The Trainers Guide to Recognition of Trainers



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2. What should I put in the RoT section of form 3 on SOAR?

WHAT FORM 3 SAYS:	WHAT IT MEANS...	...& DME ADVICE
<p><u>Roles, eg:</u></p> <ol style="list-style-type: none"> 1. <i>Educational Supervisor</i> 2. <i>Clinical Supervisor</i> 3. <i>XXXXX</i> 	<p>These are your current recognised roles on TURAS.</p>	<p>If you don't agree with what's there, please contact the MED team on RoT@nhslothian.scot.nhs.uk</p>
<p><u>Section A: Educational Governance Requirements</u></p> <p><input checked="" type="checkbox"/> 1) <i>I have a GMC Licence to practise</i></p> <p><input checked="" type="checkbox"/> 2) <i>I have completed equality and diversity training as required by my employer. I am currently practising within the field(s) relevant to my training role(s)</i></p> <p><input checked="" type="checkbox"/> 3) <i>I have appropriate time allocated within my role</i></p>	<p>Section A requirements are 'self-declared' Provide evidence that Equality & Diversity training is up-to-date (within three years).</p>	<p>You can complete an E & D Course with LearnPro, or CEP - please upload your certificate to this section.</p> <p>If you feel you don't have enough time allocated for training, discuss this initially with your Clinical Director /AMD. If the situation remains unchanged, discuss with the Associate Medical Director for Medical Education (ADME) or DME.</p>
<p><u>Section B: Role-specific requirements</u></p> <p><input checked="" type="checkbox"/> By ticking the checkbox you confirm the following:</p> <p>4) <i>I understand the requirements of my role and how it fits with other educational and clinical role</i></p> <p>5) <i>I know how to get support if needed</i></p> <p>6) <i>I understand the curriculum and career stage of my students/trainees</i></p>	<p>Section B criteria are 'ticked' & require evidence of completion of an introductory Trainer's Course or update in the past five years.</p>	<p>This needs to happen before you start your role.</p> <p>Options include: CEP or FDA workshops that cover your role(s). You can also use a SCOTS course if you completed it in the last 5 years.</p> <p>You should also have a discussion with your TPD/ FPD/ medical school lead to make sure that you understand your role(s) and responsibilities.</p> <p>Upload confirmation that you have completed this onto Form 3.</p>

The Trainers Guide to Recognition of Trainers

<p><u>Section C: Generic Trainer Skills</u></p> <p>You must provide evidence of an appropriate level of teaching development. For most trainers this will involve providing supporting information mapped to the GMC's framework areas.</p> <p><input type="checkbox"/> By ticking the checkbox, you confirm that you can meet the GMC framework areas and have uploaded supporting information:</p> <ol style="list-style-type: none">1) <i>Ensuring safe and effective patient care through training</i>2) <i>Establishing and maintaining an environment for learning</i>3) <i>Teaching and facilitating learning</i>4) <i>Enhancing learning through assessment</i>5) <i>Supporting and monitoring educational process</i>6) <i>Guiding personal and professional development</i>7) <i>Continuing professional development (CPD) as an educator</i>	<p><u>Section C lists the roles of a trainer:</u></p> <p>all 7 are for an ES 1 - 4 + 7 are for a CS (most in Lothian are both).</p> <p><i>Simplified, these are –</i></p> <ol style="list-style-type: none">1. <i>Close supervision</i>2. <i>Learning environment</i>3. <i>Teaching</i>4. <i>Assessment</i>5. <i>Appraisal & e-portfolio</i>6. <i>Providing guidance</i>7. <i>Maintaining your own skills as a trainer</i> <p>All require evidence to be uploaded (with all required areas to be covered before your next revalidation). Some suggestions are outlined below, from the Scottish Trainer Framework are outlined below: www.scottishtrainerframework.org</p> <p>The MED team can always offer advice on what constitutes good evidence, or on anything else! Please e-mail queries to: RoT@nhslothian.scot.nhs.uk</p>
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Examples of Suitable Evidence:

1. Safe and Effective Patient Care:
 - Analysis of any critical incidents from your practice which involved students or trainees.
 - Rotas/timetables indicating supervision.
2. Learning Environment:
 - Teaching plans showing how you cater for diverse learning needs.
 - Records of departmental meetings where teaching is discussed.
 - Anonymised records of meetings with students/trainees to discuss improvements.
 - Ratings and/or comments from student or trainee feedback.
 - Your responses to student or trainee feedback.
3. Teaching and Learning:
 - Teaching plans and evaluations.
 - Feedback from observations of your teaching by a peer or mentor.
 - Multi-source feedback on your performance as a teacher/trainer.
 - Ratings and/or comments from student or trainee feedback.
4. Assessment:
 - Examples of any assessments you have devised for use in your area.
 - **Anonymised** examples of assessments you have conducted (you can retrieve these from the e-Portfolio).
5. Supporting and Monitoring Progress:

The Trainers Guide to Recognition of Trainers

- Examples of any methods you use to establish learning needs.
- Examples of educational objectives you have set.
- **Anonymised** examples of records relating to a learner in difficulty.
- **Anonymised** examples of agreed education plans.

6. Guiding Personal and Professional Development:

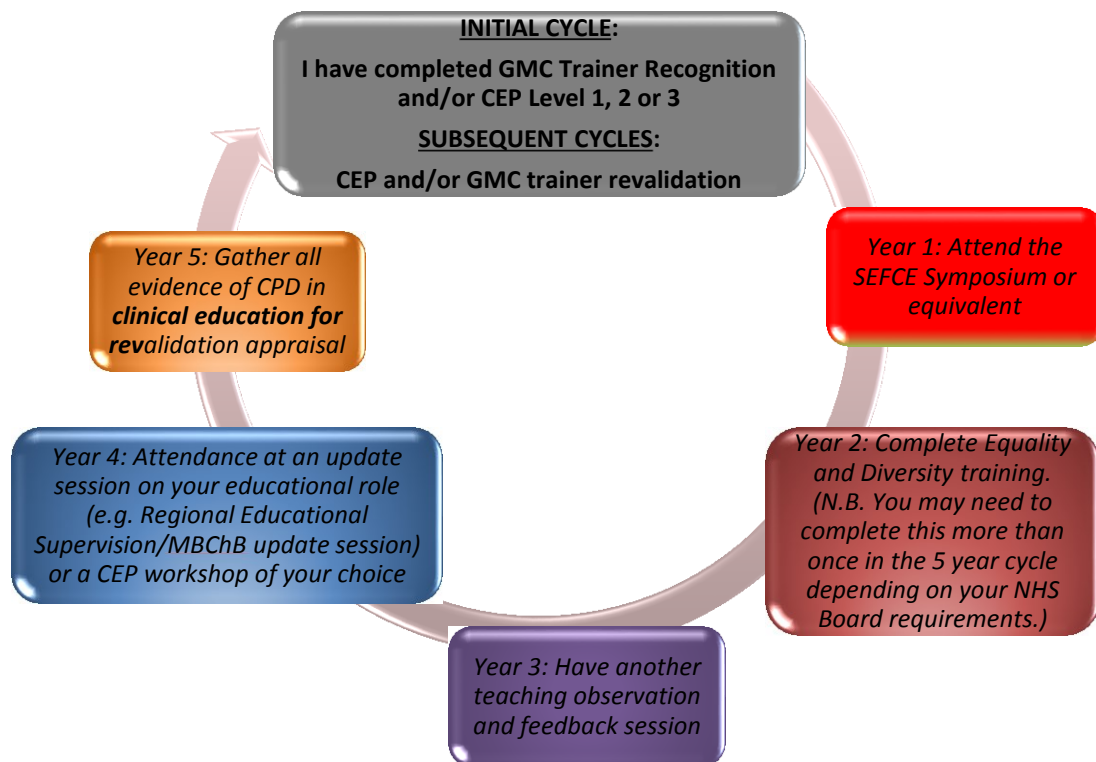
- Examples of any printed or electronic materials you provide to students/trainees seeking guidance
- Anonymised examples of instances where you have provided advice or support

7. Own Professional Development as an Educator:

- Notes from your observation of a peer/junior delivering teaching
- Multi-source feedback on your performance as a teacher/trainer
- Records of agreed actions following teaching performance observations
- A personal development plan indicating key educational objectives and actions

Please make sure that the documents to support your RoT status are uploaded in the RoT section (section 3 in SOAR) as this generates the form 7 for review by the MED team and NES. You should add something every year so that there is not a mad rush in the run-up to revalidation!

Here is the suggested CEP model:



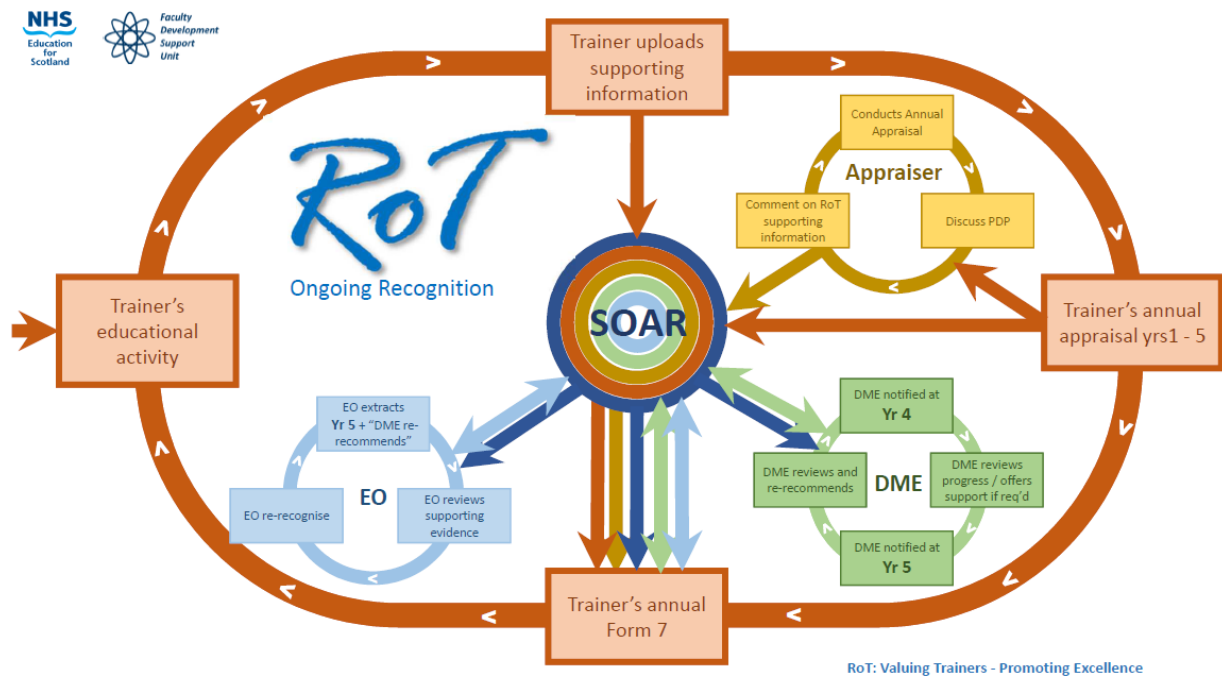
About 18 months before your revalidation date, NES as part of its quality management process will ask the MED team to review your form 7s which are created from the information on form 3 to ensure that you are on track with collecting the evidence for ongoing recognition.

The Trainers Guide to Recognition of Trainers

3. How does revalidation and re-recognition of trainers work?

Your RoT status will be reviewed and you will need to be re-recognised as a named trainer as part of your revalidation.

The DME team will be asked to review your supporting evidence from form 7 and make a recommendation about re-recognition of your named PG roles to NES. UG roles will be re-recognised by the University of Edinburgh.



Please contact the MED team if you have any queries about the process.
ROT@nhslothian.scot.nhs.uk