3CA Programme – Process Guide

Step 1: Check you're eligible to register.

Who is eligible?

GP ST1 & ST2:

- GP ST1 or ST2 currently in a GP Post.
- Has not already received 3CA support.
- Consultation recordings must be ready for the submission deadline.

Step 2: Those eligible will be sent an email, which contains a registration link.

Step 3: Once registered your eligibility for the programme will be checked.

No Email?

(After 5 working days since registering) then email: england.gptraining.nw@nhs.net

Not Eligible

Unfortunately, you are not eligible, you will be contacted by the GP Team confirming this.

Eligible

Step 4: You're eligible, we will send you an email confirming the details of your allocated 3CA Consultant.

Step 5: Follow the instructions provided in the email. Share your consultations with your allocated 3CA Consultant via FourteenFish.

If you share your consultations after the deadline, consultations will **not** be reviewed.

Step 6: Once shared, your allocated 3CA Consultant will review your recording and return feedback within the stated deadline in your allocation email.

Step 7: 3CA Consultant shares feedback within the Educator Notes on FourteenFish.

Consultation Feedback:

Development needs Appropriate:
SOX Educator Tips in Education Notes

Moderate Development:
One Tutorial

Significant Development Needs:
Two Tutorials

Step 8: If your feedback confirms you require a tutorial(s) you will be contacted via email from the GP Team.

Your allocated 3CA Consultant will then contact you to arrange the tutorial(s)

No Feedback?

In this first instance liaise with your 3CA Consultant. Then contact the GP Team: england.gptraining.nw@nhs.net

Step 9 (if required): Once your tutorial(s) have been provided your 3CA Consultant will add an Educators Note to your portfolio.