# Basic Trainers Course – FAQ’s

**(\*Please note this information is subject to change\*)**

**Why do we have to complete academic work and gain a certificate to be a GP trainer/educational supervisor?**

* The GMC has standards for medical educators.
* HENW have agreed that to achieve initial approval all educators need to complete an accredited course.
* [www.gmc-uk.org/education/how-we-quality-assure/postgraduate-bodies/recognition-and-approval-of-trainers](http://www.gmc-uk.org/education/how-we-quality-assure/postgraduate-bodies/recognition-and-approval-of-trainers)

The current criteria is comprised of seven areas:

1. Ensuring safe and effective patient care through training
2. Establishing and maintaining an environment for learning
3. Teaching and facilitating learning
4. Enhancing learning through assessment
5. Supporting and monitoring educational progress
6. Guiding personal and professional development
7. Continuing professional development as an educator.

**If I complete the Basic Trainers Course do I have to do the certificate with UCLan?**

* Yes. The GMC requires that any educational supervisor has an accredited qualification.
* The BTC is a very practical course that has been accredited with the University and can be added to other modules that we organise, such as PED and Leadership, along with other UCLan modules to allow a diploma and then MSc.

**If I have an education certificate, do I need to do the BTC and the academic work?**

* Yes. You do need to complete the assignments as they are specifically related to speciality GP Training.
* You do not need to register with UCLan or repeat the certificate.
* If you wish you may be able to add these modules to your previous certificate to form a diploma.

**Why do I have to be qualified as a GP for 2 years before being accepted on the course?**

* Being a GP Trainer and taking responsibility for an ST3 is a big step. We feel that you need at least 2 years of GP experience before becoming a trainer.
* We encourage doctors to become an F2 supervisor as a first step into education and supervision before they become a trainer.

**Do I need to attend all 3 Modules of the Basic Trainers Course?**

* Yes. These teaching days are all mandatory and would need to be repeated if you were unable to attend.
* This is a very intense course and the content is not repeated.
* We understand that there are times when problems occur and each situation is dealt with on an individual basis but you cannot miss part of the taught course. If you miss one part of the course you will need to discuss when this can be repeated.

**Why do you insist on a video before the course?**

* Educationally it is very important to be able to record, assess and give feedback on a video of a consultation.
* We ask for a video to look at your ability to self-assess and then will use the videos as material on the course.
* The videos are submitted using Iris Connect Software. This is a secure online system for uploading videos.
* You will be given access for this process. You will need to bring a copy of the video on a secure memory stick to the course.

**What is the relationship between HEE and the University of Central Lancashire (UCLan)?**

* We work in close partnership with UCLan in the delivery of the course.
* HEE provide all course administration, materials and teaching.
* UCLan provides the accreditation of the modules, calibration and review by an external examiner and the awards.
* HEE provides the course and tutors for the certificate modules.
* UCLan deals with all the formal certificate administration.
* You will be provided with a UCLan course handbook that gives all the details of the courses and regulations as a student.

The contact email address for UCLan is MedDentProgAdmin@uclan.ac.uk

**If I cannot submit an assignment what do I do?**

* There are official university submission dates and all assignments must be completed and submitted by that date.
* A possible 10-day extension is available by special request by following the UCLan extension processes.
* If the delay is going to be longer than 10 days, you can apply for a longer extension with extenuating circumstances.

**Do I need to enrol with the university each year?**

* Yes. At the start of the course you will register with UCLan as a student.
* You need to enrol each year for the duration of your course.
* You will receive a reminder email.
* Once enrolled, you register for your modules.
* It is only at this point do you pay for the module.
* If you start a module and then for some reason cannot complete it, you need to contact UCLan to put things on hold.
* The GP Trainer Accreditation Admin Team will send an enrolment list to UCLAN before each module, only then do you register for your module with UCLAN.

**What is the cost of the course?**

* HEE provides the course for free
* Each person will need to pay UCLan for the BTC module and other subsequent modules, currently £325 per module.

**How many modules are there to gain a certificate?**

* The course has recently been revalidated. The BTC (UCLan code MB4018) is the core module and gives you 30 academic credits.
* The second module (UCLan code MB 4019) is practical, educational and clinical supervision.
* You need to have a period working with a learner (at least 6 months), submit a portfolio and a case base discussion video.
* This will provide another 30 credits and allow you to complete the certificate.

**Can I progress to diploma and MSc?**

* Yes. There are other UCLan modules that can be added to create a diploma and MSc. We can provide details if required.
* Modules that are run by the Deanery are MB 4017 (supervision and teaching masterclass) and MB 4020 (consultation skills masterclass).
* The other core module is the PED course. You can add other modules including the BTC to create a certificate or diploma.
* There is a system to approve other GP CPD and masterclasses. This is arranged directly with UCLan. The current contact is Lewis Smith. Please contact him via the MedDentProgAdmin@uclan.ac.uk email address above.

**What is the difference between the Foundation supervisor course and the BTC?**

* The foundation supervisor course is run over 2 days and is accredited by the RCGP. This course provides a good grounding if you wish to get involved in education. We would often suggest this course if you are in the early years as a GP, especially if you are not in a training practice.
* After practice approval the foundation course will enable you to supervise an F2 doctor.
* After the course you would still need to complete the BTC and certificate to be a trainer of the GP trainees.

**I have not done any academic writing or submitted assignments for a long time how will I manage this?**

* We understand this and will provide significant support. The academic work does take time and effort.
* UCLan has extensive support and guidance on the Blackboard system. We will give examples of work from previous students, allow you to submit drafts and provide a personal tutor for support.
* We want everyone to pass the certificate and will help.

**How are the assignments marked?**

* The assignments need to be uploaded using the Turnitin system on the UCLan Blackboard platform.
* They will be marked using the UCLan marking criteria for Level 7 assignments.
* Feedback will be given and there is an opportunity to discuss this with your tutor.

**How am I supported during the course?**

* For each module of the course we will allocate a support tutor.
* We will put information about the course and assignments on the University Blackboard system.
* There is a University library list for you to use.
* At HEE we use ‘SharePoint’ to house all the information from our courses.
* You will be given access to the SharePoint site when you are on a course.
* All the handouts and presentation will be available here.
* We collect course feedback via this system.

**What is the MB4019 module about?**

* This is classed as a workplace module.
* You will not need to enrol for this until you have your first GP trainee.
* You need to have an ST1,2 or 3 with you in practice for at least 6 months to do this module.
* Please do not enrol before you become a trainer and are emailed by HEE to confirm you have a trainee.
* HEE will submit a list to UCLan to make sure you are enrolled at the correct time.
* There is no taught part of this module, but you can contact your local Associate Dean to discuss issues if needed.
* You will need to complete the portfolio/form during the time with your first trainee.
* You will need to record and critique a CBD and send to your local patch Associate Dean.
* You will need to collect feedback from your trainee and review the learning environment form.
* At the end of the time with the trainee (6-12 months) you will submit all these documents and there will be a review.

**What is the process to become a trainer after the BTC?**

This depends on your starting point.

* GP in a training practice – complete the course, submit the application form, have a review practice visit and a trainer interview. The visit is formative and just to review the established learning environment. We like to interview or receive feedback from any current learners.
* An F2 supervisor in a practice - complete the course, submit the application form, have a review practice visit and a trainer interview. The visit is formative and just to review the established learning environment. We like to interview or receive feedback from any current learners.
* GP in a non-GP learning environment – complete the course, submit the application form, have a new practice visit and a trainer interview. The visit will take about 4 hours and will review all aspects of the learning environment including the medical records. It is really useful to meet the practice manager or someone from the admin team who looks after education.

**Contacts**

**Course Lead** **(BTC/Module MB4018 & MB4019 Year with a Learner) –**

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**Course Admin Lead** – Emma Brady Email: gptraining.nw@hee.nhs.uk

**UCLan certificate Administration Team** Email: MedDentProgAdmin@uclan.ac.uk