

## Frequently Asked Questions (FAQs)

### CPD4706: Teaching and Learning in the Medical Workplace

#### Academic Year 2022/23

The following FAQs relate to the HEE NW funded module CPD4706 (Teaching and Learning in the Medical Workplace) and the Postgraduate Certificate in Workplace-Based Postgraduate Medical Education.

1. What will I gain from doing this module?
2. Is this module compulsory?
3. I have achieved a different medical education qualification. Is this PG Cert any different from the module I have already undertaken?
4. Do I have to pay for the module?
5. When will I hear about my funded place?
6. How do I check my eligibility for a funded place?
7. I am in a more senior year than the trainees in my specialty who are being offered HEE NW funded places, can I still access this module?
8. What do I do if I think I'm eligible, but haven't received any information?
9. What do I do if I go out of programme / on parental leave / on sick leave?
10. What if I don't have enough time to do the module in the year I am funded?
11. I am a Foundation Trainee; can I do module 1 now instead of waiting for my HEE NW funded place?
12. How do I self-fund the PG Cert?
13. What are the attendance requirements of the programme?
14. Do I have to apply for study leave?
15. What do I do if I am unable to attend on any of the dates?
16. What do I do if I'm having problems with Blackboard?
17. Who do I contact if I have any questions after the induction?
18. If I need to defer my place, what do I do?
19. Once I have completed module 1, will I be funded to undertake additional modules?

### 1. What will I gain from doing this module?

The PG Cert in Workplace-Based Postgraduate Medical Education has been developed to meet the GMC's standards for the recognition of clinical and educational supervisors. Satisfactory completion of CPD4706 Teaching and Learning in the Medical Workplace (Module 1) will provide evidence in domains 1 to 4 for Clinical Supervisors. A further module, CPD4707 Supporting the Postgraduate Learner in the Medical Workplace, will provide evidence in domains 5 and 6 for Educational Supervisors. Further information on the GMC standards including links to key documents can be found at: <https://www.nwpgmd.nhs.uk/educator-development/standards-guidance>.

To complete the PG Cert, you will study one further 20-credit option module in addition to CPD4706 and CPD4707. You can choose from a range of option modules, including HEA4117 Medical Leadership. Successful completion of all three modules will lead to the award of Postgraduate Certificate in Workplace-Based Postgraduate Medical Education (60 Masters-level credits) from Edge Hill University. More details about the course and option module choices can be found here: <https://www.edgehill.ac.uk/courses/workplace-based-postgraduate-medical-education/>.

### 2. Is this module compulsory?

CPD4706 (module 1) is not compulsory but has been specifically designed to address the most recent developments in workplace-based teaching and assessment. All curricula include the requirement to demonstrate the knowledge, skills and attributes of a good teacher and this course should allow you to do this. CPD4706 has been developed to meet the standards for clinical supervision as laid out by the GMC (see Q1). We therefore highly recommend this module to potential students.

### 3. I have achieved a different medical education qualification. Is this PG Cert any different from the module I have already undertaken?

The PG Cert has been specifically developed to address the most recent developments in workplace-based medical teaching and assessment. The content of CPD4706 and CPD4707 have been mapped against the GMC's standards for the recognition of clinical and educational supervisors with the full PG Cert award externally accredited by the Academy of Medical Educators and Advance HE.

Other programmes may also provide similar training however, HEE NW is not able to comment on the specific content of them. We would advise you to map the content of your previous course to the GMC standards (<https://www.nwpgmd.nhs.uk/educator-development/standards-guidance>) to ensure you can demonstrate evidence against the relevant standards.

### 4. Do I have to pay for the module?

Each year HEE NW funds one group of medical hospital-based higher specialty trainees through CPD4706 (module 1 of the PG Cert). To find out the eligible year for funding for your

specialty, please see the [HEE Funded Places Specialty Year Group List](#).

If you are not eligible for a funded place you have the option to self-fund, see question 12 for details.

### **5. When will I hear about my funded place?**

If you are in your eligible year group for funding, you can expect to be contacted by Edge Hill University (EHU) in the summer, usually from mid-June and no later than the end of July. If you think that you are eligible but have not received a communication from EHU please contact: [AskMedSchool@edgehill.ac.uk](mailto:AskMedSchool@edgehill.ac.uk)

### **6. How do I check my eligibility for a funded place?**

To be eligible for a HEE NW funded place you must be a trainee in the North West and in your TPD specified year group from September (i.e., an Anaesthetics trainee must be in ST5 in September 2022 to receive a place in the 2022/23 academic year). For a list of eligible specialty year groups please see the [HEE Funded Place Specialty Year Group List](#).

### **7. I am in a more senior year than the trainees in my specialty who are being offered HEE NW funded places, can I still access this module?**

If you are in a more senior year than your colleagues who are being allocated a funded place, there is a chance that you should have been offered a place in a previous academic year. Please email the Learner Support and Faculty Development Team at: [facultydevelopment.nw@hee.nhs.uk](mailto:facultydevelopment.nw@hee.nhs.uk) stating your name, specialty, ST year and the date you entered your eligible year.

To find out your specialty's eligible year please check the [HEE Funded Place Specialty Year Group List](#).

### **8. What do I do if I think I'm eligible, but I haven't received any information?**

If you think you are eligible to receive a funded place but have not received an email from Edge Hill University, please email: [AskMedSchool@edgehill.ac.uk](mailto:AskMedSchool@edgehill.ac.uk).

### **9. What do I do if I go out of programme / on maternity leave / on sick leave?**

Trainees who are out of programme (parental leave, sick leave, career break, OOPR etc.) are not eligible to apply for a HEE NW funded place. If you will be in the eligible year group, but fall into one of these categories, please contact: [facultydevelopment.nw@hee.nhs.uk](mailto:facultydevelopment.nw@hee.nhs.uk).

Trainees eligible for a HEE NW funded place must inform: [facultydevelopment.nw@hee.nhs.uk](mailto:facultydevelopment.nw@hee.nhs.uk) as soon as possible, should their circumstances change.

If you are currently out of programme but will be in the eligible year group when you return to your training programme you will be contacted when registration commences.

### **10. What if I don't have enough time to do the module in the year I am funded?**

Unfortunately, HEE NW is only able to fund you through CPD4706 when you are in the TPD specified year group. There are certain circumstances where your place can be moved to a future cohort e.g., maternity leave, extended sick leave, out of programme, career break. However, other than these circumstances, if you choose not to undertake CPD4706 at the time you are allocated a funded place then your option will be to self-fund at a time suitable for you.

### **11. I am a Foundation Trainee; can I do module 1 now instead of waiting for my HEE NW funded place?**

If you do not want to wait until you are eligible to receive a HEE NW funded place, you can choose to self-fund the module on a stand-alone basis, however, HEE NW would advise you wait until the second half of your F2 year so you can gain enough teaching experience to fully engage with the programme. If you choose to self-fund, you will not be funded to do any further modules of the PG Cert by HEE NW.

You should be aware that you are not able to enrol on the full PG Cert in Workplace-Based Postgraduate Medical Education until you are in ST3 or higher as you will not meet the entry criteria set by Edge Hill University. If you wish to complete a full PG Cert in clinical education, you can contact Edge Hill University at: [AskMedSchool@edgehill.ac.uk](mailto:AskMedSchool@edgehill.ac.uk) for further information about alternative PG Cert courses.

### **12. How do I self-fund the PG Cert?**

To self-fund on the PG Cert please refer to the [EHU website](#) for details on how to apply, for information on the current module fees please go to:

<https://www.edgehill.ac.uk/courses/workplace-based-postgraduate-medical-education/tab/finance/>.

If you are interested in completing the full Postgraduate Certificate but think you already have the relevant experience or qualifications that completing CPD4706 would give you, there is an option to apply for Recognition of Prior (Experiential) Learning (RP(E)L) to be awarded equivalent credits. Please contact Edge Hill University at: [AskMedSchool@edgehill.ac.uk](mailto:AskMedSchool@edgehill.ac.uk) for further information about eligibility and the application process.

### **13. What are the attendance requirements of the programme?**

This module is delivered through a blend of on-line learning and four workshop sessions. At the time of applying, you are offered a choice of dates for each session; some sessions will be delivered on campus, with others offered as synchronous online sessions. There will be some

preparatory work to complete online prior to attendance at the first workshop. **Attendance at the first workshop is mandatory.**

### 14. Do I have to apply for study leave?

Yes, you must apply for study leave to attend the induction and workshops. We aim to give at least 8 weeks' notice of dates so that study leave can be arranged easily. During CPD4706 there will be a full day induction and three half day workshops; date choices for these face-to-face sessions will be sent to you and can also be found on Blackboard (you will receive log-in details for Blackboard once you have been enrolled).

### 15. What do I do if I am unable to attend on any of the dates?

The university schedule multiple workshop sessions at various times over a 2-week period to ensure there should be a suitable time for each student to attend the workshop. However, if you find that you are unable to attend on the given dates, please contact: [AskMedSchool@edgehill.ac.uk](mailto:AskMedSchool@edgehill.ac.uk) for your options.

### 16. What do I do if I'm having problems with Blackboard?

Blackboard is Edge Hill University's online learning platform. If you have a problem with any aspect of Blackboard please contact Carol Chatten, Learning Technologist by email at: [carol.chatten@edgehill.ac.uk](mailto:carol.chatten@edgehill.ac.uk) by telephone on 01695 650 981 or via Blackboard.

### 17. Who do I contact if I have any questions after the induction?

Following induction, you are an Edge Hill University (EHU) student and as such your questions should be directed to EHU via: [AskMedSchool@edgehill.ac.uk](mailto:AskMedSchool@edgehill.ac.uk).

### 18. If I need to defer my place, what do I do?

If, following registration, you find that you will be unable to commence the module please contact: [AskMedSchool@edgehill.ac.uk](mailto:AskMedSchool@edgehill.ac.uk).

### 19. Once I have completed module 1, will I be funded to undertake additional modules?

HEE NW is only able to fund one eligible group of medical hospital-based higher specialty trainees through CPD4706 each year. If you wish to undertake further modules once you have completed CPD4706 you have the option to self-fund these.