

## RECOGNITION OF TRAINERS IN THE NORTH WEST

### FAQs

A number of enquiries have been received by the North West team about trainer definitions and recognition of trainers; below are responses which may have a general applicability.

Trusts have a variety of different appraisal systems, including electronic with CS and ES tick-box entry, electronic without tick-box, and paper. The latter two may need supplementation with a separate scrutiny for relevant educational CPD material to confirm CS or ES status. The answers below need interpretation within the context of the system used.

Generally, the answers to these questions cannot be found elsewhere and are not (yet) on the GMC's website.

**1. Can a Consultant decide whether they need to meet the criteria for full recognition by GMC as either Clinical Supervisor (CS) or Educational Supervisor (ES)?**

*The Trust and the consultant's department will also have an input to this decision based on the consultant's previous role in training. If a consultant wishes to discontinue previously held CS or ES responsibilities then a change of job plan must be agreed.*

**2. A consultant who is eligible for full recognition has not declared or confirmed this through appraisal and has decided not to pursue educator status.**

*See question 1. In more detail:*

*a) does the Trust regard them as CS or ES? If they work with trainees at all, e.g. on call, at weekends, in OPD, etc., they must be at least recognised as CS. This is an HEE, NW standard.*

*b) if they have no CS or ES duties at all, will they do so in future? If so, it is worth getting recognition and retaining it while 'inactive', otherwise full retraining may be needed.*

**3. If I stop being a CS or ES how does this affect my PAs?**

*HEE, NW recommends 0.25 PA per week per named ES (and CS) roles. This means that there will be  $N/2$  PAs for CS and ES in a department with  $N$  trainees ( $N/4$  distributed as 0.25 PAs to each consultant with ES duties and  $N/4$  distributed amongst all CS. There should be  $M/2$  educational PAs (CS and ES) in a Trust with  $M$  trainees.*

**4. A consultant who is potentially eligible for full recognition has not had an appraisal under the new system.**

*If full recognition is required but the appraisal date has passed without completion of the CS or ES recognition, then this can be granted through a separate process. An educational appraiser can decide status by comparison of educational CPD material against the published criteria, and this recognition can then be fed into this year's appraisal. (Many Trusts have used this approach as their main process).*

**5. What does 'inactive' mean?**

*Only that the Consultant does not currently have a supervisee. This is usually used in the context of an ES, as CS duties tend to be ongoing as part of a consultant's role in a department.*

**6. How can consultants new to the trust, who are not already included in the groups above, be recognised?**

*A new consultant should compare educational material gained in training with the Academy of Medical Educators domains (see July 2015 Education Newsletter from HEE, NW). Those who have gaps when their evidence is mapped against the domains should have a plan made to gather the evidence which will map against those unmapped domains.*

*New CS/ES without evidence against any of the domains would be best advised to seek a place on a DME-approved, externally accredited course (see July 2015 Education Newsletter for examples).*

**7. If a new consultant has no education CPD evidence against any of the domains, what arrangements should be made for the trainees to be supervised in the meantime?**

*New CS who have no evidence against the 5 CS domains when they start in post should seek a place on an approved course urgently so that deferral of recognition is not needed for a long period. A decision should be made about how to support their education activities at least until the course has been commenced.*

**8. What is the minimum unit of CPD?**

*1 piece of CPD is a minimum of 1 hour, though most consultants will have many more educational CPD items in their portfolio.*

**9. What can I do if I have no evidence of educational CPD?**

*It is entirely acceptable to write education reflective notes retrospectively. Consultants in this position are strongly advised to write a personal development plan to include significant amounts of educational CPD in future years.*

**10. Can I use CPD points from attending my specialty meeting against CS or ES domains?**

*Educational CPD is not simply CME. Attendance at specialty meetings is evidence of education of the attendee, not educational CPD by the attendee.*

**11. When does the trainer database need to be completed?**

*Current information is that HEE,NW are required to recommend trainers for GMC recognition by 31<sup>st</sup> July 2016. This deadline may change to an earlier date in the next weeks.*

*It would be prudent for Trusts to have completed trainer recognition process and data entry by 1<sup>st</sup> July 2016.*