

Health Education England (North West)

(HEENW)



Developing people
for health and
healthcare

www.hee.nhs.uk

To Recognition and Beyond!

How to Continue Recognition
as an Educational or Clinical
Supervisor

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PGME Conference

8 September 2016



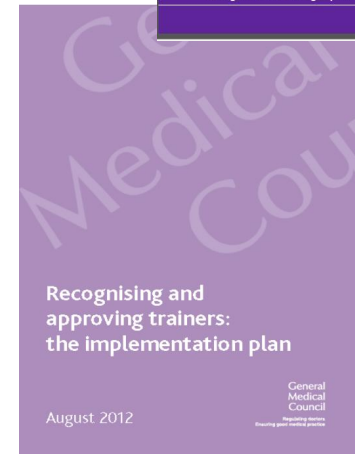
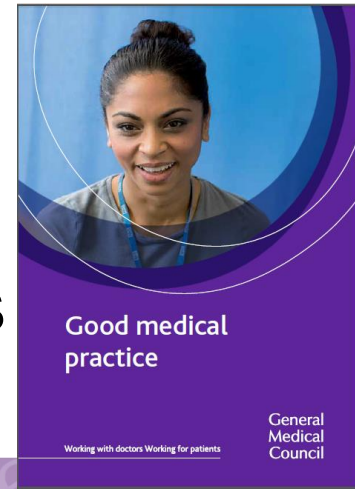
- From 1 August 2016 **GMC requires** that:
 - Postgraduate trainees and
 - Undergraduate medical studentsare supervised by
 - Recognised Educational Supervisors (**ES**) and
 - Recognised Clinical Supervisors (**CS**)
- Trainers must maintain recognition as part of their professional **appraisal and revalidation**

- Workshop **explores HEENW model** of how trainers can
 - **Maintain** recognition status over the revalidation cycle
 - **Acquire** trainer status, if not recognised
 - Use the **AoME 7 domains** of medical education
- **Aims** to enhance understanding of scope of evidence
- **Objective** of writing SMARTER objectives for PDP
- **Small group and plenary work** referring to
 - Standards outlined in 'Promoting Excellence'
 - Education opportunities offered by HEENW

- Background
- Where are we now?
- What should you be doing?
- Questions

Background

- GMC
 - Good Medical Practice 2013 (3)
 - Recognising and Approving Trainers
- Doctors should
 - Contribute to teaching/training doctors and students
 - Make sure all (*sic*) staff have appropriate supervision



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Active 1 January 2016



Promoting excellence:

standards for medical education and training

Working with doctors Working for patients

General
Medical
Council

The 5 Themes:



- **Learning environment and culture**
- **Educational governance and leadership**
- **Supporting learners**
- **Supporting educators**
- **Developing and implementing curricula and assessments**

Theme 1: Learning environment and culture - Standards

- **S1.1** The learning environment is **safe for patients** and **supportive for learners and educators**. The culture is caring, compassionate and provides a good standard of care and experience for patients, carers and families.
- **S1.2** The **learning environment and organisational culture value and support education** and training so that learners are able to demonstrate what is expected in *Good medical practice* and **to achieve the learning outcomes** required by their curriculum.

Requirements – 4:

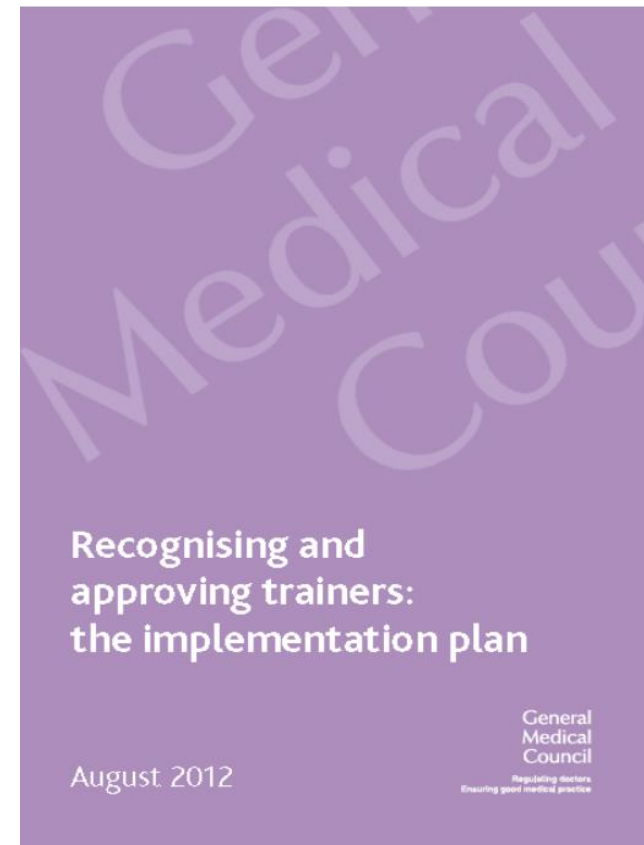
- **R1.7** Organisations must make sure there are **enough staff members who are suitably qualified**, so that learners have appropriate **clinical supervision, working patterns and workload**, for patients to receive care that is safe and of a good standard, while creating the required learning opportunities.
- **R1.8** Organisations must make sure that learners have an appropriate level of **clinical supervision at all times** by an **experienced and competent supervisor**, who can advise or attend as needed. The level of **supervision must fit the individual learner's competence**, confidence and experience.

Roles:

- Trainer =
 - Clinical Supervisor
 - Educational Supervisor
- Both
 - Active
 - Inactive (but recognised)
- <https://trainerdatabase.nwpgmd.nhs.uk/>

GMC Recognising and Approving Trainers 2012

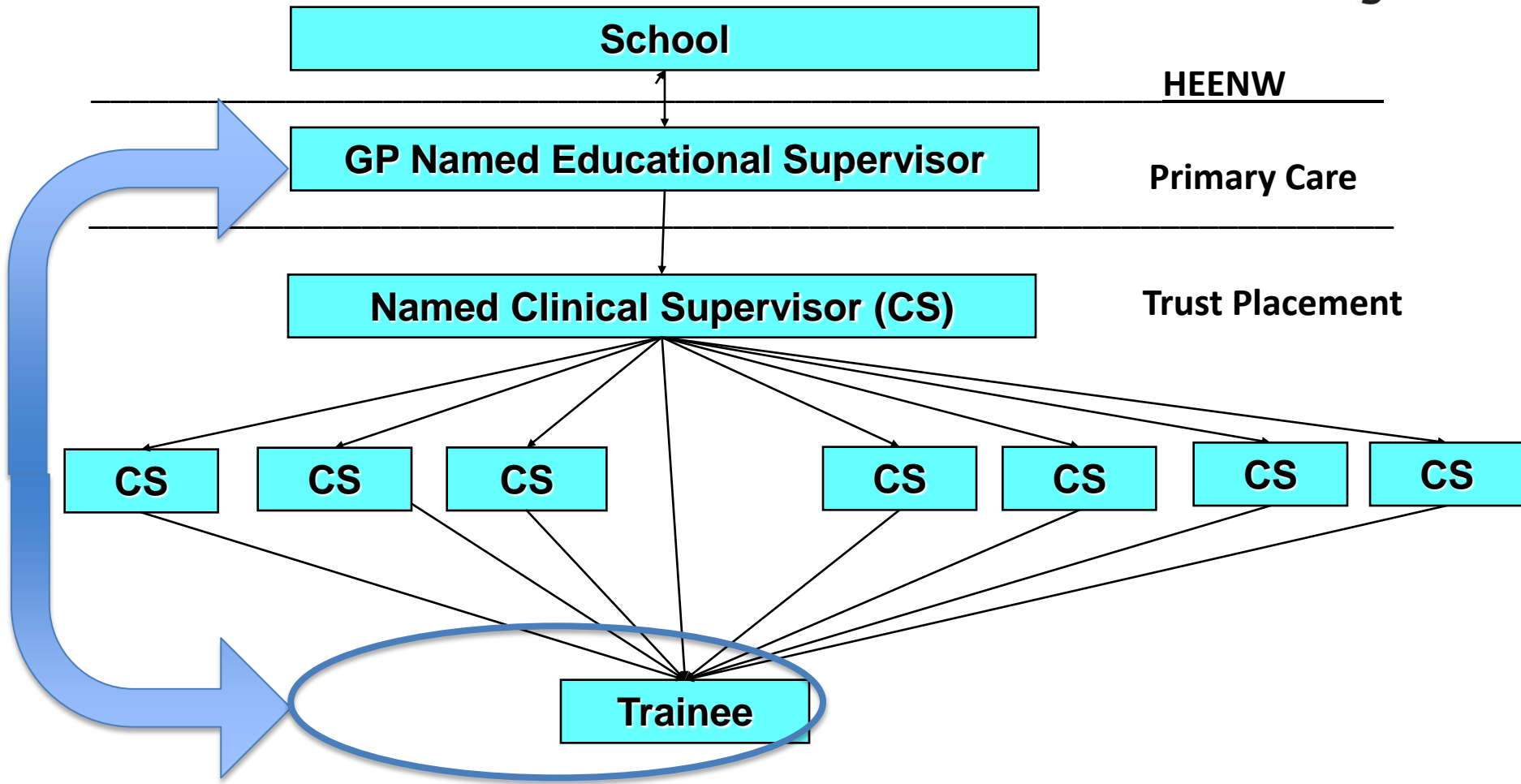
- All CS and ES (and UG roles) need **recognition** by EO
- **Data** collected by HENW/ Medical School
- **Submitted** to GMC
- Recognition by GMC
 - cf. **GPs Approval**
 - Legislation underway
- 2012 document under review



- **Named ES** are responsible for the overall management and **supervision of a trainee's educational progress** during a placement or series of placements (and write a **summative report** at end of placement/year)
- **Named CS*** oversee a trainee's clinical work throughout a placement and **contribute to the final decision** on whether a trainee should progress to the next stage of training

***N.B.** HEENW require all trainers to be at least CS

GP Education Governance



Monthly Returns on Trainees by Supervising Consultants

Month/year

Please move the appropriate column for each doctor and e-mail/send back to me. Thanks.

Dr _____ (College/Specialty Tutor/Educational Supervisor)

		Little contact	At expected level*	Above expected level	Mild concern**	Serious concern**	*Comment
			✓				
F2			✓				
GP ST1			✓				
GP ST2			✓				
ST1			✓				
ST2			✓				
ST3			✓				
ST4			✓				
ST5			✓				

* How above expected level.

**Nature of concern; suggested remedy/support

Consultant/Clinical Supervisor:

Date:

Monthly Returns on Trainees by Supervising Consultants

Month/year

Please move the appropriate column for each doctor and e-mail/send back to me. Thanks.

Dr _____ (College/Specialty Tutor/Educational Supervisor)

		Little contact	At expected level*	Above expected level	Mild concern**	Serious concern**	*Comment
			✓				
F2			✓				
GP ST1			✓				
GP ST2			✓				
ST1				✓			Always runs handover on time.
ST2			✓				
ST3						✓	Late at handovers, dishevelled, disorganised, and argumentative.
ST4			✓				
ST5			✓				

* How above expected level.

**Nature of concern; suggested remedy/support

Consultant/Clinical Supervisor:

Date:

- To build on what we have
 - Evolution not revolution
- To further develop current CS and ES
 - But not make it excessively arduous
- To ensure all new CS and ES have been appropriately trained before recognition
- To introduce educational development into everyone's CPD, appraisal & revalidation process

*N.B. Other LETBs may differ

Summary of HEENW Approach - 1



Health Education England

July 2015



Health Education North West

Trainer Standards Update

Welcome to the July edition of the HENW Trainer Standards update. We hope you find the information in these bulletins useful but please let us know via our e-mail address if there is other information you would like to see included in future editions: nwd.educatordevelopment@nw.hee.nhs.uk

GMC recognition and approval of trainers

The GMC released their implementation plan for the recognition and approval of Trainers in August 2012, which requires LETBs (i.e. HENW) as Learning Organisations to formally recognise trainers in their roles as Clinical and/or Educational Supervisors: [GMC Implementation Plan](#).

Following the integration of the Mersey and North Western deaneries **one framework for the recognition of trainers will apply across HENW to ensure that the GMC standards are fully met by the July 2016 deadline**. This includes the implementation of a live, online trainer database to enable LEP's (Trusts) to record the status of Named Clinical Supervisors (CS) and Educational Supervisors (ES).

Meeting the GMC standards – HENW requirements

To be fully recognised as a 'Named' Clinical or Educational Supervisor, trainers are required to document evidence from the domains, as indicated below, to demonstrate their engagement in educational activity:

Clinical Supervisor Requirement	Domain	Educational Supervisor requirement
✓	1. Ensuring safe and effective patient care	✓
✓	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	✓

Please note that although the Academy of Medical Educators (AoME) have recently updated their domains, the GMC has confirmed it will still be approving trainers based on the domains above.

Gaining provisional and full recognition

Here is a reminder of the HENW requirements to be provisionally and/or fully recognised as a named Clinical or Educational Supervisor:

- **Individuals who are listed on the HENW Trainer database as 'Trained' CS or ES** will be *provisionally* recognised.
- **To become fully recognised by July 2016** and to retain recognition thereafter each 'trainer' will need to have an annual appraisal which includes evidence of Educational CPD. This would be demonstrated by providing one piece of evidence covering domain 7 (CPD) per annum, with 3 separate types of evidence in any 5 year period (see documents below).
- **Anyone not on the HENW trainer database and new Consultants/Trainers** will need to attend a taught course that is externally accredited e.g. by Academy of Medical Educators, a Royal College or HEI to prepare them for the supervisor role. See section 'Externally accredited courses'.
- In addition new trainers will need to provide a minimum of 1 piece of evidence from each of domains 1 – 4 for CS and 1 – 6 for ES to become **fully** recognised.
- **To retain recognition** trainers are required to undergo annual appraisal which includes evidence of educational CPD. This would be demonstrated by one piece of evidence covering domain 7 (CPD) per annum, with 3 separate types of evidence in any 5 year period.

The attached documents provide examples of evidence.



Guidance on Evidence for Trainers



Examples of CPD as an Educator.doc

SAS Doctors as Named Clinical and Educational Supervisors

Please refer to the following document for HENW policy on the recognition of SAS Doctors as Named Clinical and Educational Supervisors. This is in accordance with the GMC Standards for the Recognition of Trainers (paras 60 and 61):



SAS Drs as Trainers 2014.doc

Introduction

HEENW Requirements

HEENW Requirements

Clinical Supervisor	AoME Domain	Educational Supervisor
✓	1. Ensuring safe and effective patient care	✓
✓	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	✓

- Guidance on Evidence for Trainers
 - Evidence against each domain
- Examples of CPD as an Educator
 - Which evidence is acceptable as CPD
- SAS Doctors as Trainers

Guidance on Evidence for Trainers

Potential Examples of Evidence

What classes as "evidence"?

Both the GMC and the ACPME have described generic evidence that can be presented to demonstrate competence and ongoing development as a trainer. HENW has produced further guidance which gives specific ideas for the types of evidence you may collect. This can be seen below. PLEASE NOTE: This list is not exhaustive. It is up to both you and your appraiser to analyse the evidence collected and make a judgment on whether this is sufficient for each domain.

It is also important to stress that this is NOT a tick box exercise. The emphasis is on reflection and learning from current practice rather than documenting course attendance. This is reflected on the list of possible evidence.

Domain	Description – Effective Supervisor	Description – Excellent Supervisor <i>Also</i>	Example of evidence across these Domains (this list is not exhaustive)
<p>1</p> <p>Ensuring Safe and Effective patient care through training</p>	<ul style="list-style-type: none"> Acts to ensure the health, wellbeing and safety of patients at all time Ensures that trainees have undertaken appropriate induction Allows trainees, when suitably competent, to take responsibility for care, appropriate to the needs of the patient 	<ul style="list-style-type: none"> Uses educational interventions to enhance patient care Involves trainees in service improvement Involves patients as educators 	<p>1a. Courses attended or organised undertaken including face to face and online learning.</p> <p>PGCE In Workplace Based PG Medical Education at Edge Hill University - Module 1 Specific Trust/College/University/Online course referencing patient safety through learning.</p> <p>1b. GMC Trainee Survey Results e.g. HENW visit and/or Trust/Specialty/Foundation annual report. Can be obtained from GMC website, GMC or Specialty education lead. Evidence must demonstrate discussion, reflection and action on these results.</p> <p>2. Feedback from patients about care received. Patient survey results, relevant documents displaying feedback and evidence of how this has been used to develop trainees</p> <p>3. Details of measures put in place to ensure supervision appropriate to trainee's competence and confidence. Evidence of induction, regular contact and 1:1s with trainees to discuss patient care. This may include meeting schedules and notes from meetings as well as reflections on meetings demonstrating issues carried forward and solved.</p> <p>Learning agreement based on specific trainee needs which identify competence, level of supervision and outcomes.</p> <p>Audit of patients treated by trainees with outcome/satisfaction.</p> <p>Trainee led audit which assesses patient safety issue.</p> <p>1a. Examples of near miss/ critical incident analysis. Involvement in near miss/critical incidents, or complaints which demonstrate involvement of trainees in learning lessons, through meeting notes and reflections.</p> <p>Trainee input/feedback on help and guidance throughout this process, e.g. email correspondence.</p>
<p>2</p> <p>Establishing and Maintaining an environment for learning</p>	<ul style="list-style-type: none"> Encourages participation through provision of equality of opportunity and acknowledgement of diversity Ensures that trainees receive the necessary instruction and protection in situations that might expose them to risk Encourages and maintains the confidence of trainees Is open, approachable and available 	<ul style="list-style-type: none"> Proactively seeks the views of trainees on their experience Takes steps to establish a learning community within their department and/or organisation. 	<p>2a. Courses attended or organised undertaken, including face to face and online learning.</p> <p>PGCE In Workplace Based PG Medical Education at Edge Hill University - Module 1</p> <p>Specific Trust/College/University/Online learning event incorporating reference to the learning environment</p> <p>2b. GMC Trainee Survey Results e.g. HENW visit and/or Trust/Specialty/Foundation annual report. Can be obtained from GMC website, GMC or Specialty education lead. Evidence must demonstrate discussion, reflection and action on these results.</p>

Domain 1 - Ensuring Safe and Effective Patient Care Through Training



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Examples of evidence across Domain 1

1a. Courses attended or programmes undertaken inc. face to face & online learning.
PGCE in Workplace Based PG Medical Education at Edge Hill University - Module 1
Specific Trust/College/University/Online course referencing patient safety through learning.

1b. GMC Trainee Survey Results
and/or HENW visit and/or Trust/Specialty/Foundation annual report. Can be obtained from GMC website, DME or Specialty education lead. Evidence must demonstrate discussion, reflection and action on these results.

1c. Feedback from patients about care received.
Patient survey results, relevant documents displaying feedback and evidence of how this was used to develop trainees

1d. Details of measures put in place to ensure supervision appropriate to trainee's competence and confidence.
Evidence of induction, regular contact and 1:1s with trainees to discuss patient care. This may include meeting schedules and notes from meetings as well as reflections on meetings demonstrating issues carried forward and solved.

- **Courses** attended, or programmes undertaken, including face to face and online learning
- Results of **GMC/HENW/Specialty/Foundation** Reports and Reflections
- Involvement in educating others e.g. **running workshops** at relevant conferences or locally e.g. HENW annual conference, Specialty away days, RC conference or courses
- Involvement in peer **mentoring** (with reflection)

HEENW plan – Continuing Recognition Health Education England

- (5691 CS & ES fully recognised by 31 July 2016)
- To **retain recognition** CS & ES will need
 - Annual appraisal including 1 piece of evidence covering **domain 7 (CPD) p.a.** (with 3 separate types of evidence in any 5 yr period)plus
 - Evidence in **all domains in 1 cycle** (GMC 2016)or
- Member/Fellow of Academy of Medical Educators
<http://www.medicaleducators.org/>

- I.e. anyone not on GMC database at 1 August 2016
 - New CS & ES will need to attend a **DME approved and externally accredited** course
 - AoME, HEI (Edge Hill, Chester University)
 - RCP, RCS, RCPCH, RCoA, **and**
 - Have evidence in each of the 4 (for CS) or 6 (for ES) domains (e.g. Edgehill course can provide)
- and
- Annual educational CPD confirmed at appraisal

- Edge Hill/HEENW PGCE
 - Module 1 → for CS recognition
 - Module 2 → for ES recognition
- Most new consultants from HEENW
- All trainees are offered module 1

- GMC recognised trainers from other LETBs
- If not fully recognised at 1 August 2016
 - Will need to train as **New Supervisors**
- Exceptions?
 - Legitimate ‘deferrals’ e.g. maternity leave, sick leave, sabbaticals, etc
 - Discuss with DME and HEENW (via AD)

So, use the HEENW Information



Health Education England


Trainer Database

Database of Trainers

HENW have developed a Trainer Database which is in use in all Trusts in Greater Manchester, Cumbria and Lancashire and will be rolled out to Trusts in Cheshire and Merseyside from the end of July onwards.

The database is managed by Medical Education Managers in Trusts and contains information required by the GMC on named Clinical and Educational Supervisors. We use this information to report to the GMC on trainer standards, as well as for the new GMC trainer survey which will be sent to all trainers in early 2016.

Information on named supervisors is also checked at each Trust monitoring visit as part of our quality management processes. A randomised list of 10% of named supervisors is sent to the Trust in advance of the visit with a request for evidence supporting their trainer status. More information on this process can be found here:

 QM of Trainer Approval - Nov 14.doc

If you would like any more information about the trainer database, please contact us: med_educatordevelopment@nwh.hee.nhs.uk

TNA Outcomes

Training Needs Analysis outcomes

Thank you to all trainers who completed the HENW Training Needs Analysis (TNA) at the end of 2014. We received 744 responses and went through a summary of the data at the Spring Educators' conference. The results of the TNA will form the basis of our next Education Development Strategy which will be circulated for consultation in the Autumn.

Top 10 priority areas for development

The following were identified by our trainers as the top 10 areas they would like development in. We are looking at a number of ways to help support these areas including running workshops across the region; developing slide packs for senior educators to roll out in their Trusts and creating a shared space on the HENW website for colleagues to share best practice and information on local development sessions.

Rank	Area
1	Educational supervision: how to get the best out of your trainee
2	Supporting trainees who are not progressing
3	Leadership development including enhancement of current skills and leadership styles
4	Interviewing and ARCP assessment skills
5	Education supervisor report writing and feedback
6	Quality control of education
7	Employment Law
8	Coaching
9	Resilience
10	Assertion skills including negotiation and influencing

Trainer Events

Recent Trainer Events in HENW

Spring Educators' Conference May 2015

The Spring Educators' conference was held in Lancaster in May 2015 and thank you to all those who attended and contributed to a productive two days. The focus for the first day was on the management of trainees in difficulty, with presentations from Blake Dobson (GMC liaison for HENW), Michael Wright (Hil Dickinson solicitors) and Jo Rowell (Associate Dean, HENW). The second day looked at the results of the Trainer Needs Analysis survey carried out in November 2014 and how the results will inform what we deliver to trainers in the coming months. Slides are available to those who could not attend. Please contact med_educatordevelopment@nwh.hee.nhs.uk if you would like to receive copies.

Trainer Forum June 2015

HENW hosted a national trainer forum in Warrington in June 2015, with representatives from LETBs and the GMC. The event focused on the progress LETBs were making towards the recognition and approval of trainers, required by the GMC by July 2016 and it was reassuring to see that all organisations were at a similar stage of implementation. Our online trainer database was of particular interest to other LETBs who do not yet have anything similar in place and we are confident we will meet the GMC deadline by ensuring rollout is complete across our entire patch in the near future.

Externally Accredited Courses

A reminder about externally accredited courses

HENW does not have a mandatory requirement for HEI PG Courses

- Postgraduate Cert University – more
- Chester University
- Examples of other

Royal College courses

Please check on Royal College courses

- The RCP runs a 1 day
- RCS runs a 2 day
- RCPCH runs an E
- RCoA runs a number

Membership of the Academy of Medical Educators

If you are or become a full member of the Academy of Medical Educators, you are required to be recognised by the GMC for Educational. More information is available on the GMC website.

Other externally accredited courses

There will be courses other than those listed above which are also recognised by the GMC for Educational. More information is available on the GMC website.

Contact us

If you have any queries on this page please e-mail us at med_educatordevelopment@nwh.hee.nhs.uk

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✓	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	✓

- Guidance on Evidence for Trainers
- Examples of CPD as an Educator
- SAS Doctors as Trainers

Discuss What Evidence You Need?



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- Write down what you need in your role of CS/ES
- Write down what you already have
- What do you need for your next appraisal?
- What do you need before your next revalidation /in the next 5 years?

What Evidence? - *Feedback*

- Write down what you need in your role of CS/ES
 - Depends if ES/CS
- Write down what you already have
- What do you need for your next appraisal?
- What do you need before your next revalidation?

- Write down what you need in your role of CS/ES
 - Depends if ES/CS
- Write down what you already have
 - Full recognition from 1 August 2016 or nil
- What do you need for your next appraisal?
 - Year 1: CPD
- What do you need before your next revalidation?
 - Year 2? 3?? 4??? 5????

SMARTER Objectives



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S – Specific

M – Measurable

A – Achievable

R – Relevant

T – Time-bound

and

ER – Educationally Relevant

e.g. ‘Attend 1-day HEENW course on ‘Drs in Difficulty’ during next 6 months and make reflective note

More Information!

Trainer Recognition Forum



Health Education England

- Held Friday, 13 May 2016, Cardiff
- GMC spoke at the Trainer Recognition Forum
- Headline updates about trainer recognition
- Notes made direct from GMC slide set
 - N.B. Note content differed from slide text

- Publish trainers' names on GMC website
 - Planned for Autumn 2016 (maybe early 2017)
- Record CS & ES status on Dr's LRMP record
 - As with GP Trainers
 - All recognised specialty trainers
- Rely on LETBs to ensure that
 - Training processes meet GMC standards
- Quality assure with QAF
 - Deans' reports *or*
 - Visits

- Individuals **MUST** be fully recognised before they take up the roles
- Trainers who are only provisionally recognised will not have their names published
- Initially GMC will not take action, but will ascertain numbers & decide on next steps
- ‘No interim concessions’

- GMC expect deaneries/LETBs to use the LRMP updates to flag any reasons for non-recognition
 - e.g. ceasing holding a licence *or* FtP issue
- GMC will also
 - Monitor FtP issues and if concerns raised will
 - Clarify with the deanery / LETB whether it is appropriate for an individual to remain ES/CS
- (GMC paper on FtP due)

Trainer Recognition Process



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- Process will be a rolling one
 - cf. GP trainer process
 - Names uploaded at any time on GMC Connect
- Update on GMC website weekly

- GMC plan on pausing post-July 2016
- Reflection on progress to date
- Re-writing implementation plan into guidance

- Departments with no ES?
 - Re-align Trainee educational supervision elsewhere
 - Rectify asap *or* relinquish department training status
- GMC would not clarify which workplace supervisors are regarded as CS*
 - 'Up to LETBs'
 - ['It's an old chestnut!']

***N.B.** HEENW require all trainers to be at least CS

But if:

- Could have names published locally; and
- GMC will request recognition review if FtP issues
- GMC says non-medical trainers to meet standards

Ergo:

- Surely all CS should be recognised

N.B. HEENW requires all medical trainers to be CS

Continuing

- 1 piece of CPD evidence (domain 7) per year (3 separate types of evidence in 5 years)
- Evidence covering all domains in 5 year cycle

New

- Attend an externally accredited course = CPD
- 1 piece evidence domains 1-4 (CS), 1-6 (ES)
- Annual appraisal with 1 piece of CPD evidence (domain 7)

Questions