

## GP Trainer appointment & reappointment

### Background

The Postgraduate School of Primary Care has aligned its processes for QM of training posts in line with the GMC concept of proportionality dependent upon risk.

### Overview

The approval of practices and their organisation happens at the same time. New trainers in new training practices will continue to meet the Director or an Associate Director who will assess the training environment, and the practice's readiness to train. However, once appointed, trainers do not receive routine reappointment visits from an Associate Director. They continue to receive regular trainer appraisal or development visits from their local training programme director (usually in the year preceding their reappointment), and simply be asked to reapply up to every 5 years. Interim trainer appraisals may be done as a peer appraisal.

Initial approval of trainers is upon completion of an approved process. This involves meeting the pre-course requirements, attending an Intending Trainers course, six supervisory training sessions and the Appointments Panel selection/viva process. If successful, appointment will be for a maximum of two years. Re-approval will be for a maximum of five years.

If significant concerns are raised about a trainer and/or their practice this will be investigated. The investigation may include a request for a trainer to attend the appointment panel prior to their re-appointment date or result in a targeted visit to the training practice.

### The Practice

If there are substantial changes to the practice environment or organisation, these changes should be notified to the School using the organisational change form. Such changes would include moves, extensions, takeovers and mergers. Visits will not be made routinely.

Practices may receive a targeted visit from the School if concerns are raised or an appointment panel wishes to seek more evidence.

### New trainers – first appointment

When applying for initial appointment as a trainer, having completed the course, the intending trainer completes an application form and submits this electronically along with supporting information.

A panel will then review the collated paperwork and decide if an interview is required.

Appointments are for a maximum of two years and may be subject to conditions.

### Established trainer reappointment

## Trainer appointment & reappointment

When a trainer's appointment is due for renewal, then they should submit a completed application form by the due date.

If an application form is not received by the closing date, a single reminder email will be sent. If there is no response to that email by the specified date, that trainer's appointment may lapse unless there are extenuating circumstances.

The relevant Training Programme Director will be asked to submit the following:

- Training Programme Report on the trainer
- Note of any targeted visit, with summary of outcome

The responsible Associate Director (or deputy) will review the paperwork.

The following will be *called* for interview:

- All those whose paperwork suggests there may be concerns
- Some of those with incomplete or unsatisfactory application forms

In cases called for interview, the trainer will know the reason that they have been called to interview.

The Panel will have access to the paperwork for all trainers.

If a trainer leaves their training practice and is not working in an approved training practice, they cannot be on the GMC trainer register. They will be removed from the trainer register and will need to reapply when they are either working in an approved training practice or wish to apply for their new practice to be approved. The rules for trainers returning to training will apply.

Occasionally a trainer who is not working in an approved training practice may be allowed to continue in their role as an Educational Supervisor. Any Educational Supervisor who is not actively training is expected to read and respond to emails in a timely fashion. If their appointment lapses when they have an Educational Supervisee, but are not actively training, they must apply for reappointment in order to continue as an Educational Supervisor.

### **Trainers who are also members of GP executive group**

These trainers will have their paperwork reviewed by two members of the group, normally the Director and a lay assessor. Their application will be automatically discussed by the Appointment Panel. Most applicants are only discussed if an issue has been raised.

### **Trainer appointment panel**

#### **Composition**

- A Head of School, Associate Director or other senior educator
- Lay member
- Trainer whose accreditation is not under review
- GP postgraduate doctor in training
- Administrator

#### **Process**

## Trainer appointment & reappointment

The panel may want to look at all the evidence of the following

- Any trainer that the Programme Director flags up or who asks to be interviewed
- Any trainer with an unsatisfactory or incomplete application (screened by an Associate Director)

Trainers attending panel will be expected to discuss how they meet the trainer standards and trainer competencies.

The Programme Directors or their nominated deputy will be asked if they wish to attend the panel, and may bring any relevant evidence with them.

### Outcome

- Either - reappointment with no conditions
- Or - reappointment with conditions
- Or - not appointed

The panel may also request a targeted visit to be made to the trainer's practice. The trainer will be informed of the outcome of the Appointments Panel decision after the panel meeting. The training programme and the Area Team will be informed of the outcome. There may be conditions attached to the appointment that must be addressed within a certain time frame. The QM co-ordinator will monitor these conditional appointments and request an update on the trainer's progress in meeting the conditions if required. Failure to meet the imposed conditions may result in withdrawal of the appointment.

If a practice loses its training status due to performance concerns, the Postgraduate School of Primary Care has to inform the GMC of this fact.

Sometimes a trainer is required to undergo additional training. The trainer will be charged 50% of the cost of retraining which will be payable in advance.

### Appeals Process

Decisions about the appointment of a trainer are made by a panel. Decisions are normally unanimous but if not, this will be recorded. In the event of an evenly split decision, the Chair will have the casting vote.

Appeals may be made on the grounds of:

- Failure to follow the agreed process
- An (evenly) split panel decision

A trainer, or intending trainer, wishing to make an appeal should write to the Primary Care Dean. He will investigate and report back to the trainer concerned within 28 days. If the Dean has been involved in the Panel, an Associate Director will investigate.