**Health Education England, working across the North East and North Cumbria**

**Memorandum of Understanding**

Between

The Hub Practice

and

The Spoke Practice

And

Health Education England, North East and North Cumbria Postgraduate School of Primary Care

**This document is an addition to the MoU for Hub & Spoke arrangements with Supervisors who have completed the Level 1 course. The standards and requirements for the initial MoU still stand.**

The Level 2 Spoke Trainer will attend the [Level 2 Associate Trainer Course](https://madeinheene.hee.nhs.uk/general_practice/Trainers/Level-2-Associate-Trainer-Course). They will receive a certificate confirming they are registered with the School of Primary Care as an Associate Trainer and will be approved as a Supervisor with the GMC for an initial period of 2 years.

Level 2 training will cover:

* Teaching the consultation
* Workplace based assessments
* Lesson planning
* Random and problem case analysis
* Teaching and certifying Clinical Examination and Procedural Skills
* Learning log entries and reflective writing
* Identifying and supporting postgraduate doctors in difficulty

The Spoke practice can deliver a maximum of one tutorial per month and can perform up to 50% of the required workplace-based assessments [WPBA] for the postgraduate doctor. The Associate Trainer would need to be available for clinical queries as they arose and to provide opportunities for debriefing after surgeries to confirm safe practice has been delivered.

**The Hub Practice**

(Hub Trainer signature):

Date:

Name:

Organisation:

**The Spoke Practice**

(Spoke Trainer signature):

Date:

Name:

Organisation: