

## Interview & Appointment

As you approach the end of the Level 3 Trainers Course you will have been taught the theory, practised your skills with each other, and been sent out on teaching practice with trainees. You will have filled in your personal and practice questionnaire, submitted all the necessary supporting papers and actually applied. What happens next is the appointment interview. This section explains (and hopefully decreases your trepidation about) this process.

### Who will be on the panel?

- Director of Primary Care or an Associate Director
- Lay Representative
- Trainee Representative
- A Trainer
- There may occasionally be an observer who will not be on the panel but will be present for quality assurance

The interview should last no longer than 45 minutes.

### What do they ask?

Anything that tests your ability to report your readiness for training, with reference to the School standards for trainers (see website) and the educational processes you plan to use.

The Associate Director for Quality Assurance sets standard questions. All applicants from any one panel will be asked the same generic questions, but these will change each year.

The panel interviewing you will have looked at your paperwork beforehand and will discuss any additional specific questions they want to ask which may be prompted by what you have declared on the questionnaire, from the practice visit and / the Supervisory Trainer's report.

Areas that could be covered include:

- Your premises – e.g. what resources are in the room the trainee will use?
- Your teaching programme – e.g. how much time will you devote to induction, how will you plan a teaching session on subject x?
- Your ability to deal with problems – e.g. how will you deal with a trainee who appears to dislike you or who appears to know no medicine?
- Your knowledge of important protocols and procedures – e.g. educational supervision on how to deal with trainees who appear to be struggling.
- The practice's readiness to train – e.g. how much protected time are you being given to undertake the role, how the doctors and staff are willing and able to help support the trainee, how much service provision are they expecting from the trainee?

There have been past questions on:

- Your own development as an educator
- Managing an ethical dilemma
- Managing a trainee with complex needs
- Your plans for record keeping and use of IT in your teaching

In assessing your answers, the panel will *not* expect you to have an encyclopaedic knowledge of the rules and regulations – that is what Information Technology (not intending training) is for. You will be expected to have a working knowledge of their implications for you as a trainer and your trainee, and above all, an ability to identify when you need to seek help and who to seek it from.

### **Feedback on the Interview**

After the interview the panel will agree on one of four possible outcomes:

- Appoint for 2 years
- Appoint for 1 year
- Further training required- with specific recommendations
- Appointment not approved

You will be informed within a few days of the outcome. A letter will be sent within 2 weeks of the interview detailing the length of appointment and any specific conditions which have been set by the panel. If there are conditions set, recommendations will be provided as to how this is targeted.

### **Allocation of trainee**

If you are appointed, your Training Programme will allocate a trainee at the next available opportunity. Rotations start on the first Wednesday of February and August.