

Recognition and approval of educational and clinical supervisors



Contents

Recognition and approval of educational and clinical supervisors	1
Background information.....	3
Trust responsibilities.....	3
NHS England responsibilities	4
How to become a recognised trainer	4
Updating a trainer's GMC medical register page.....	5
Useful links	5
Appendix 1: Trust Specific Trainer Approval Spreadsheet.....	6
Appendix 2: GMC Connect system guidance.....	8
GMC Guidance on how to amend records of unregistered or unlicensed doctors.....	12

This document is intended to support the development of a consistent approach to the recognition of trainer approval workstream. The document outlines regional quality and trust responsibilities, aligned to the principles of the 'National Quality Framework' and GMC trainer recognition.

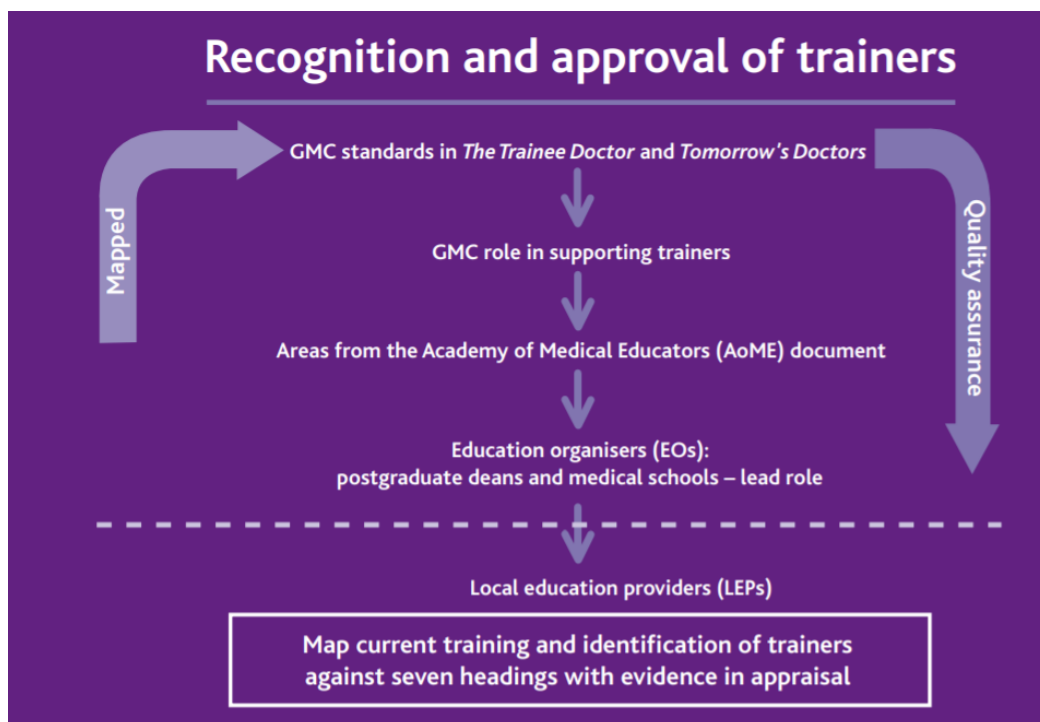
This guide is intended to align consistency of practice. Due to the complex nature of quality assurance activity, there will be occasions where local trusts and regions will apply discretion in system utilisation to take account of individual circumstances and local administrative structures.

Background information

The GMC has arrangements for the formal recognition and approval of clinical and educational supervisors which requires NHS England to be responsible for recognising trainers and adding details to GMC Connect for inclusion into the trainer info tab of the medical register.

All resident doctors in training must be supervised by fully recognised trainers. All consultants and specialty, associate specialist and specialist (SAS) doctors who supervise resident doctors in training must be recognised at least as clinical supervisors. This includes those working with resident doctors in training on call, at nights, weekends, in operating theatres or in outpatients. Resident doctors in training do not need recognition as trainers, though they can gain the qualifications and documents to give them recognition when awarded CCT.

Consultants and SAS doctors can also be recognised educational supervisors.



Trust responsibilities

Trusts/Local Education Providers (LEPs) are responsible for ensuring that all their trainers are appropriately trained to be either an educational supervisor or both clinical and educational supervisor. The person in charge of the Recognition of Trainers process should be the Director of Medical Education (DME).

The DME may delegate the process to a team in the postgraduate medical centre or elsewhere in the trust. However, they are still responsible for the information being reported from that team to NHS England YH Quality team.

Trust representatives are to update the in-house spreadsheet system for all trainer accreditation. Each trust has their own specific trainer approval spreadsheet to populate with all new trainer information. The spreadsheet also includes tabs for 'update trainer role' and 'remove trainer' which can be used for detailing changes to existing trainer status (see Appendix 1).

Trust representatives are expected to update their trainer lists in a timely manner. Any queries are directed through to the Quality team via the dedicated YH Quality team Inbox (england.qualityteam.yh@nhs.net inbox).

The following details are mandatory requirements to complete on the trust specific trainer approval spreadsheet:

- Trainer GMC Number
- Trainer Forename / Trainer Surname
- Trainer E-Mail Address
- Trainer Specialty & Subspecialty
- Trainer Role
- Site
- Trainer Approval Date

Trusts will be responsible for notifying NHS England YH via the dedicated YH Quality team inbox of any new educators/changes on their trust specific trainer approval spreadsheet so that this information can be aligned with the GMC Connect trainer database.

If the trust is going to continue to have resident doctors in training, trainers must be recognised for the role. Both the Director of Medical Education and the Medical Director will be involved and committed to ensuring that trainer recognition remains up to date.

NHS England responsibilities

The Quality Team will ensure that all updates from educator lists are transferred to the primary trainer approval spreadsheet, in line with the GMC schedule, to support the GMC National Trainer Survey and the mandatory return of approved educator data

When NHS England YH are informed by the trust that any new educator records have been added to their trust specific trainer approval spreadsheet, this data will need to be manually entered onto the GMC Connect Trainer database. Guidance is outlined further below in this document (Appendix 2).

How to become a recognised trainer

The criteria for being recognised as a trainer and the process of recognition of trainers in YH are set out the website [here](#).

Approved trainers are required to document evidence against domains outlined by the Academy of Medical Educators (AoME) in the [Professional Standards for Medical Educators](#), to demonstrate their engagement in educational activity.

To meet NHS England YH requirements, evidence across the required domains can be collected in either one of the following ways:

- Undertake the online educator supervisor training. [Becoming an Educational Supervisor | Health Education Yorkshire and Humber](#)
- The second part of educational supervisor training is a half-day face to face session, which is delivered by the trust.

To maintain recognition trainers are required to ensure annual appraisal of their educational role.

Updating a trainer's GMC medical register page

The process to update a trainer's GMC medical register page is, the trainer will need to ask their trust contact to add them to the trust specific trainer approval spreadsheet. Trust contacts can be identified by emailing the YH quality inbox: england.qualityteam.yh@nhs.net

Useful links

NHS England YH Quality Team (WTE) Inbox:
england.qualityteam.yh@nhs.net

Professional Standards for Medical Educators
[Professional Standards for Medical Educators](#)

GMC Medical Register and online queries
<https://www.gmc-uk.org/registration-and-licensing/the-medical-register>
<https://www.gmc-uk.org/doctors/>

GMC Recognising and approving trainers Guidance
<https://www.gmc-uk.org/education/standards-guidance-and-curricula/position-statements/recognising-and-approving-trainers-implementation-plan>

GMC Approved Medical Register
<https://www.gmc-uk.org/registration-and-licensing/the-medical-register>

Appendix 1: Trust Specific Trainer Approval Spreadsheet

Current trainer tab

- This tab lists trainers at your trust who are already registered on GMC Connect. Please note that this sheet is password protected and you are unable to update this sheet.

[illegible]

Add a trainer tab

- This tab is for adding details of new trainers who have undertaken training. Please update columns A-K using the cell drop down lists where applicable which will ensure that columns L-P auto populate correctly.

[illegible]

Recognition and Approval of Educational and Clinical Supervisors

Update trainer role tab

- Use this tab to advise us of updates to existing trainer details. When the GMC number is added to column A, columns B-G will auto populate. You will then need to update column H-J

[illegible]

Remove trainer tab

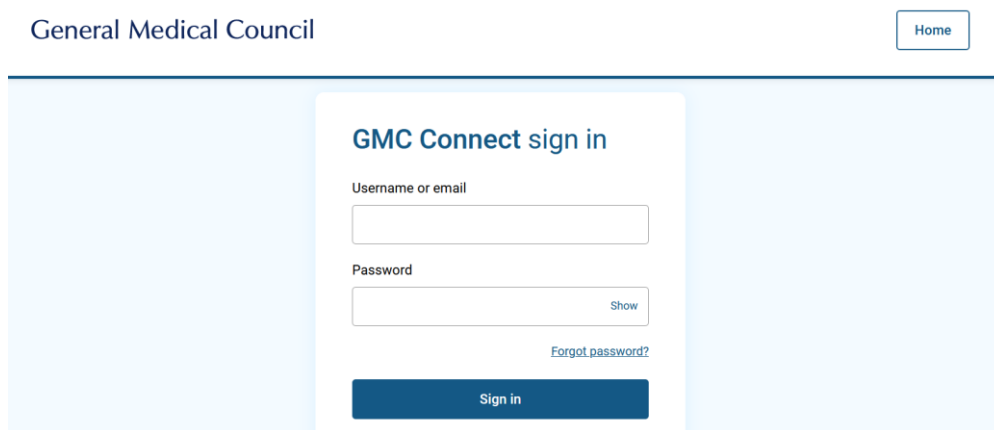
- Use this tab to inform us of removal of trainers. When the GMC number is added columns B-I will auto populate and you will then need to complete column J advising why they are no longer a trainer e.g. no longer a trainer, left the trust, retired etc.

[illegible]

Appendix 2: GMC Connect system guidance

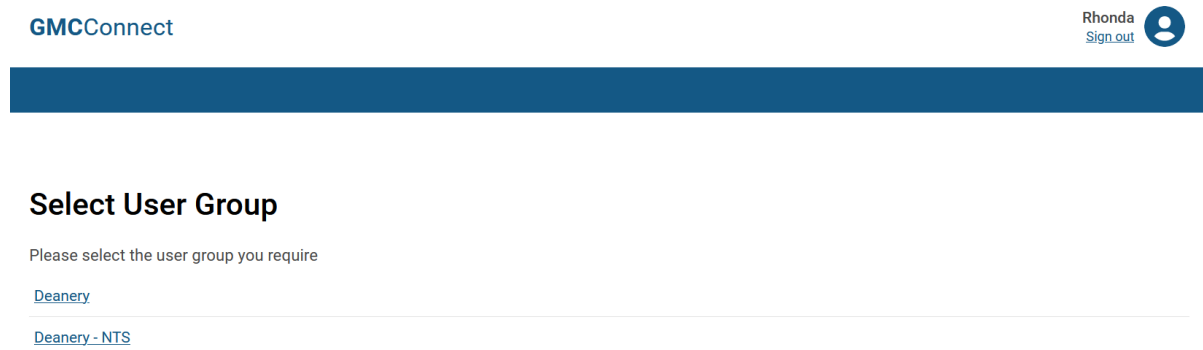
Details of approved and recognised clinical and educational supervisors are placed onto the GMC medical register by the NHS England Quality team once they have been entered onto the spreadsheet.

The following steps detail this process:



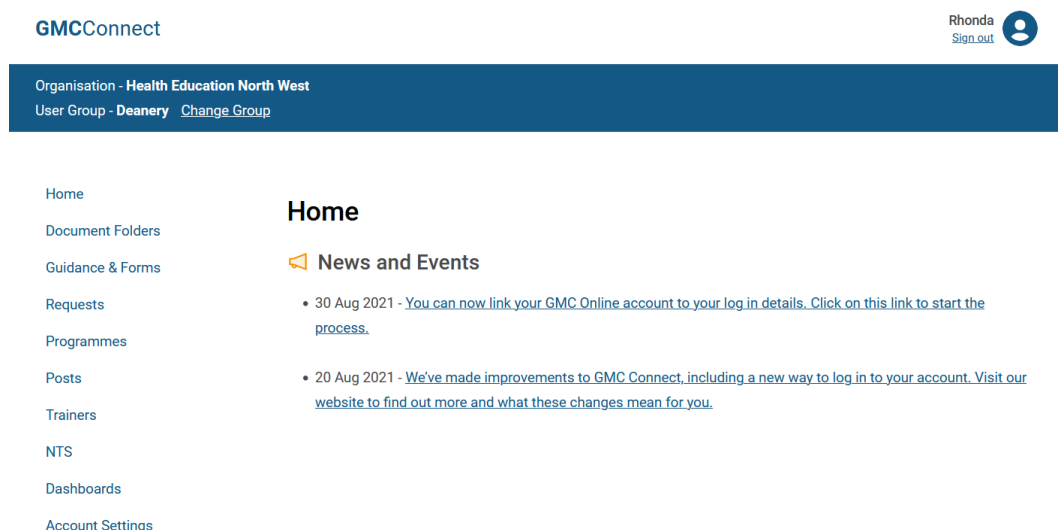
The screenshot shows the GMC Connect sign in page. At the top left is the text "General Medical Council" and at the top right is a "Home" button. The main content area has a light blue background. In the center is a white box titled "GMC Connect sign in". Inside this box, there are two input fields: "Username or email" and "Password". The "Password" field has a "Show" button to its right. Below the "Password" field is a link that says "Forgot password?". At the bottom of the white box is a dark blue button labeled "Sign in".

Log into your GMC Connect Account and select “Deanery”



The screenshot shows the GMCConnect dashboard after login. At the top left is the "GMCConnect" logo. At the top right is the user's name "Rhonda" and a "Sign out" button next to a user icon. Below this is a dark blue horizontal bar. Underneath the bar is the heading "Select User Group". Below the heading is the text "Please select the user group you require". There are two links: "Deanery" and "Deanery - NTS".

Select “Trainers”



The screenshot shows the GMCConnect dashboard with the "Trainers" section selected. At the top left is the "GMCConnect" logo. At the top right is the user's name "Rhonda" and a "Sign out" button next to a user icon. Below this is a dark blue horizontal bar containing the text "Organisation - Health Education North West" and "User Group - Deanery" with a "Change Group" link. On the left side, there is a sidebar menu with the following items: Home, Document Folders, Guidance & Forms, Requests, Programmes, Posts, Trainers (which is highlighted), NTS, Dashboards, and Account Settings. The main content area has the heading "Home" and "News and Events". Below this are two bullet points: "30 Aug 2021 - You can now link your GMC Online account to your log in details. Click on this link to start the process." and "20 Aug 2021 - We've made improvements to GMC Connect, including a new way to log in to your account. Visit our website to find out more and what these changes mean for you."

Select “Specialty” trainers

GMConnect

Michele
[Sign out](#)

Organisation - **Yorkshire and the Humber Postgraduate Deanery**
User Group - **Deanery** [Change Group](#)

Home
Document Folders
Guidance & Forms
Requests
Programmes
Posts
Trainers
GP Trainers
Specialty Trainers >
NTS
Dashboards
Account Settings
Data Agreement

Specialty Trainers

[Export list](#) [Print](#)

i To request recognition of a new trainer, please click on **Add Trainer**.

To see a full list of recognised trainers, click on the **Recognised** trainer button. Please note it may take some time to download a full list. To search for a trainer, use the search box in the table to locate the trainer.

Add Trainer

Pending

Withdrawn

Recognised

Select “Add Trainer” tab and enter the GMC reference number for the educator you wish to add.

GMConnect

Rhonda
[Sign out](#)

Organisation - **Health Education North West**
User Group - **Deanery** [Change Group](#)

Home
Document Folders
Guidance & Forms
Requests
Programmes
Posts
Trainers
GP Trainers
Specialty Trainers >
NTS
Dashboards

Add Trainer

i Complete all mandatory sections marked with an ★

i Please enter the GMC reference number of the doctor you wish to request trainer recognition for and click **Search**.

GMC Reference Number*

Search

Cancel

Recognition and Approval of Educational and Clinical Supervisors

If the correct educator's details are highlighted select "Next"

The screenshot shows the 'Trainer Recognition Request' form. At the top, a blue header bar contains the text 'Organisation - Health Education North West' and 'User Group - Deanery' with a link to 'Change Group'. On the left is a sidebar menu with options: Home, Document Folders, Guidance & Forms, Requests, Programmes, Posts, Trainers (expanded to show GP Trainers and Specialty Trainers), NTS, Dashboards, and Account Settings. The main content area is titled 'Trainer Recognition Request'. It features an information box stating: 'If this is the doctor you wish to request recognition for click Next. Please click Search again to try another search.' Below this is a form with fields for: GMC Reference Number, First Name, Other Names, Last Name, Gender (set to Man), Registration Status (set to Full registration), Specialist Register Entry Date, and GP Register Entry Date. At the bottom of the form are three buttons: 'Search again', 'Next', and 'Cancel'.

Add the requested educator information to the data boxes.

Select Curriculum Specialty from the GMC list

The screenshot shows a 'Pick Specialty' dialog box. At the top right is a close button (X). Below the title, there is a search section with 'Find:' followed by a dropdown menu set to 'Specialty', a 'Starting with:' text box containing 'G', and a 'Go' button. Below this is a 'Query' button and a status indicator '1 - 10 of 10+'. The main area is a table with two columns: 'Specialty' and 'Specialty Description'. The table lists four specialties: 'General (internal) medicine - Acute medicine', 'General (internal) medicine - Stroke medicine', 'Genito-urinary medicine', and 'Geriatric medicine'. Each row has a corresponding description in the second column. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Recognition and Approval of Educational and Clinical Supervisors

Select Curriculum Programme from the GMC list

Pick Programme

Find:

Starting with:

Go

Query

1 - 2 of 2

Deanery	Code	Name	Specialty	Sub Specialty	Curriculum
Health Educ...	NWE1052	General psy...	General psy...		General psychiatry
Health Educ...	WAL460	General psy...	General psy...		General psychiatry

OK

Cancel

Select Clinical or Educational Supervisor Status

Clinical & Educational Supervisor

Clinical Supervisor

Educational Supervisor

LEP Lead Training Co-ordinator

MS Lead Training Co-ordinator

Please select...

Select Approval Start and End Dates

Jul

2022

Mo

Tu

We

Th

Fr

Sa

Su

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

Today

Done

DD/MM/YYYY

Submit the register request to the GMC through the submit tab at the bottom of the screen.

GMC Guidance on how to amend records of unregistered or unlicensed doctors

Recognised or approved trainers may be GPs, consultants or SAS doctors. Recognition and approval will underline their essential contribution and contribute to the fair and equitable appreciation of training responsibilities.

If a doctor's registration status does not meet the eligibility criteria the following notification will appear:

It is not possible to request recognition for a doctor that does not hold full registration with a licence to practice or specialist registration with a licence to practice.

If this error message appears you will need to check the GMC List of Medical Practitioners within the following link

<https://www.gmc-uk.org/registration-and-licensing/the-medical-register>

This will identify that the GMC number matches the doctor's details. If the GMC number relates to another individual, you will need to obtain the correct GMC number.

If the GMC number is valid and correct, the doctor's registration status can be checked within the list. If the list reflects that they are not registered or they do not have a licence to practice, they will be ineligible to be recognised by the GMC.

If registration status states that they are registered, but in Approved Practice Settings (APS) they will be eligible to be recognised by the GMC.

In this case the GMC will have to upload the record manually at their end and the doctor's registration details should be e-mailed to:

quality@gmc-uk.org