

POLICY AND PROCEDURE

APPROVAL AND RE-APPROVAL OF FY2 GP TRAINERS

STC approved Dec 2014

Approval of new FY2 GP trainers

In order to provide FY2 training in general practice, trainers and practices need to satisfy the agreed criteria before approval can be given.

In particular the following areas need to be considered:

1. The training environment.

This includes the following:

- a. Practice facilities (consulting room, IT, equipment, guidelines & protocols, etc)
- b. Communication
- c. Workload (quantity & range of experience)
- d. Supervision & teaching

2. The trainer's educational knowledge and skills

An FY2 trainer needs to understand basic educational theory and have appropriate skills in teaching and assessment in order to undertake clinical and educational supervision.

3. The Foundation Programme

An FY2 trainer needs to have a working knowledge of the FY2 curriculum and e-portfolio, and needs to be able to undertake workplace-based assessments. An understanding of the structure and processes of the local Foundation Programme is also essential.

It is expected that a currently approved GP trainer in a training practice will provide a suitable training environment, and so this will not need to be re-assessed as part of the approval process for FY2 training. A suitable timetable will however need to be agreed with the local GP tutor, and the trainer will need to satisfactorily complete training on specific aspects of the Foundation Programme (see last paragraph).

A **non-trainer** in a **training practice** will need to undertake training in 2. & 3. (above) and a **non-trainer** in a **non-training practice** will in addition need to demonstrate a suitable training environment, and this will be assessed at a practice visit, and will be asked to complete a "self declaration" form by the GP tutor, before the visit.

Prospective FY2 GP trainers may access training through the generic Health Education England working across Yorkshire and the Humber (HEE YH) Educational Supervisors course, and a face to face training session provided by HEE YH. A statement of satisfactory completion will need to be provided before approval be granted.

Prospective Trainers should send evidence of completion of FY2 Trainer training, to the quality team at Y&H, and to the local GP Tutor. The quality team will then request a statement of no concern, from the responsible officer with the Local Area Team (LAT), with regard to both the Practice and FY2 trainer.

With a current statement of no concern, the Y&H quality team will inform both Foundation School and School of Primary Care, and the appropriate GP tutor will then make a recommendation to the quality team for the new trainer to be added to the list of approved FY2 trainers.

This process is summarised on the following flow chart...

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