

# Recognition and approval of educational and clinical supervisors



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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.

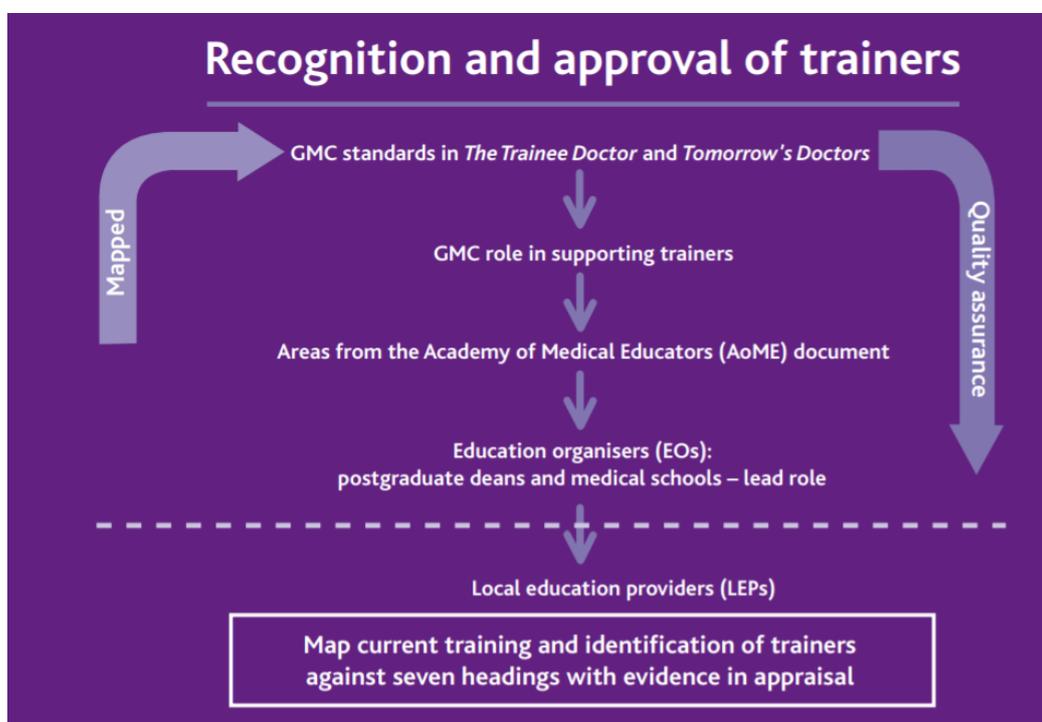
This guide is intended to align consistency of practice. Due to the complex nature of quality assurance activity, there will be occasions where local trusts and regions will apply discretion in system utilisation to take account of individual circumstances and local administrative structures.

## 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 forwarding details to the GMC for inclusion into the trainer info tab of the medical register.

All postgraduate doctors in training must be supervised by fully recognised trainers. All Consultants and SAS Doctors who supervise postgraduate doctors in training must be recognised at least as Clinical Supervisors. This includes those working with postgraduate doctors in training on call, at nights, weekends, in operating theatres or in outpatients. Postgraduate 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 Drs can also be recognised Educational Supervisors.



## Trust responsibilities and system representative responsibilities

Trusts/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.

Yorkshire and Humber trusts were consulted throughout the project and asked for named representatives for their areas. Trust representatives were fully trained on how to use the system and the various system functionalities.

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## Recognition and Approval of Educational and Clinical Supervisors

The system enables trusts to view what data we hold within our systems so that updates can be made, or data rectified in a “live” timely manner in addition to NHS England YH having a central database for all approved Clinical and Educational Supervisors.

Regional and trust representatives have their own editing rights to the system and will be able to update their own data. Additionally, data can be extracted for exporting reports as and when required by internal and external users.

Trust representatives are expected to update their trainer lists in a timely manner. Any queries, troubleshooting or training requests are directed through to the Quality Team via the dedicated YH quality team Inbox ([england.qualityteam.yh@nhs.net](mailto:england.qualityteam.yh@nhs.net) inbox).

The following details are mandatory requirements on the system:

- Trainer GMC Number
- Trainer Forename / Trainer Surname
- Trainer E-Mail Address
- Trainer Specialty
- Trainer Role
- Trust / Site
- Programme Code
- Specialty Training Type
- Trainer Approval Date

Trusts will be responsible for notifying NHS England YH via the dedicated YH quality team inbox of any new educators added to the system so that they can be aligned with the GMC Connect trainer database.

## NHS England responsibilities

If the trust is going to continue to have postgraduate doctors in training, then trainers must be recognised for the role. The Director of Medical Education and the Medical Director will both be involved and committed to making sure that their trainers are up to date with their recognition: this will include recognition of new trainers and refreshing of previously recognised trainers.

Educator data is entered directly onto the PARE database by trust representatives. The data should be checked for completeness prior to being transferred onto GMC Connect for entry onto the List of Registered Medical Practitioners.

Educator lists will be exported from the PARE system as per the GMC schedule to align with the GMC National Trainer Survey and approved educator data mandatory returns. Ad-hoc reports can also be requested via the dedicated quality team inbox.

Regional Quality teams will be the first point of escalation for regional trust representatives unable to resolve queries and troubleshooting requests.

Trusts will request any new representatives requiring system access or any representative removals from the system via the YH quality team Inbox. These will be actioned by sending a request through to the PARE administration team via the PARE portal.

Guidance for PARE and GMC Connect is outlined in this document further below. When NHS England YH are informed by the trust that any new Educator records have been added to PARE, this data will need to be manually entered onto the GMC Connect Trainer database.

The YH quality team will need to be informed by trust representatives of any new educators that are added to the PARE system so that their details can be picked up in a timely way and the records can be added manually onto the GMC register. This will be via the YH quality team inbox.

## 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:

- Attending a taught course that is externally accredited and DME-approved
- Separately acquiring one piece of evidence against each domain from a variety of sources, which may include engagement with the [Faculty Development Programme](#)

To maintain recognition trainers are required to show at annual appraisal at least one piece of evidence covering domain 7 (educational CPD) each year and three separate types of evidence in any five-year period.

As well as activity in domain 7 each year (see above), over the five-year recognition period trainers must present one piece of evidence from each of domains 1 – 4 for Clinical Supervisor (CS) and 1 – 6 for Educational Supervisor (ES). This responsibility lies with the trust Organisation.

Additionally, Trusts may wish to review trainer recognition at the time of revalidation (although it has not yet been made a mandatory component of revalidation).

## 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 PARE trust contact to add them to the 'approved trainer register' on PARE. Trust contacts can be identified by emailing the YH quality inbox: [england.qualityteam.yh@nhs.net](mailto:england.qualityteam.yh@nhs.net)

## Useful links

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

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



## Recognition and Approval of Educational and Clinical Supervisors

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>

Online PARE Log in

<https://onlinepare.net/login.php>

GMC Approved Medical Register

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

# PARE system guidance

## PARE Communication / Notifications

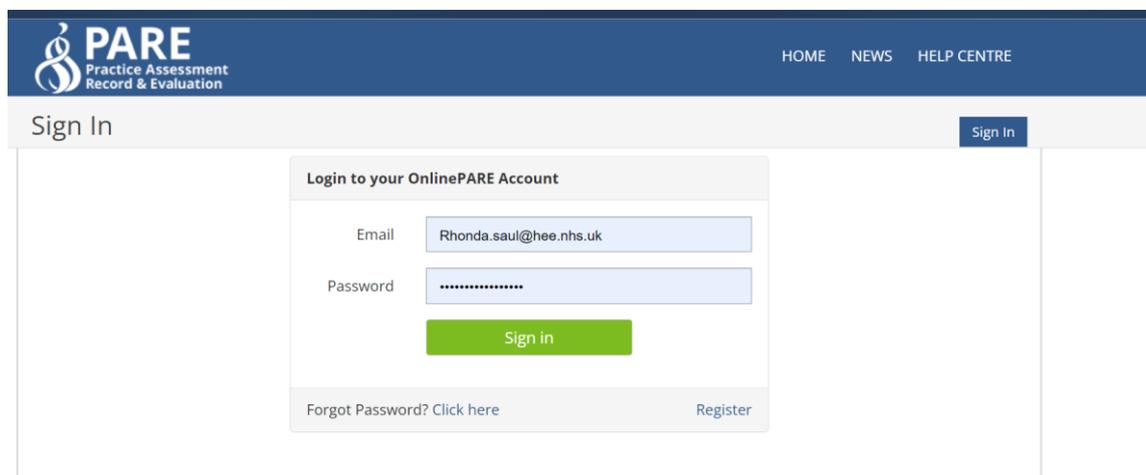
Communications from regional and external stakeholders in respect of the PARE system will be distributed via the YH quality inbox in the first instance.

Updates and scheduled maintenance on the system will be communicated via regional quality teams in the form of e-mail and will also be available within the “News” section of the system.

## Educator Register Navigation

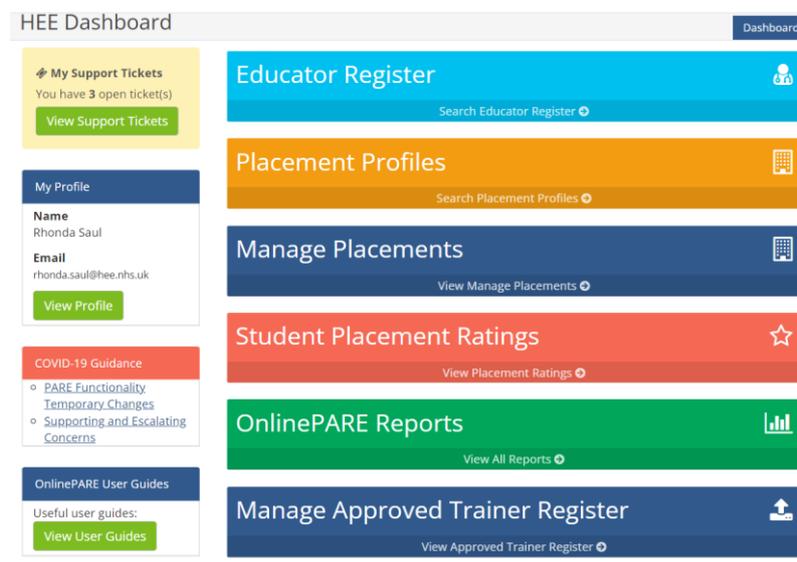
The quality team has administrative access to update, amend, de-activate or add educator details to the PARE system via their user access.

The following screen is the main log-in page for the PARE system.



The screenshot shows the PARE system login page. At the top left is the PARE logo (Practice Assessment Record & Evaluation) and navigation links for HOME, NEWS, and HELP CENTRE. The main heading is "Sign In" with a "Sign In" button on the right. The login form is titled "Login to your OnlinePARE Account" and contains fields for Email (Rhonda.saul@hee.nhs.uk) and Password (masked with dots). A green "Sign in" button is below the password field. At the bottom of the form are links for "Forgot Password? Click here" and "Register".

The landing page of the system will be visible upon log-in.



The screenshot shows the HEE Dashboard. At the top left is the "HEE Dashboard" header and a "Dashboard" button. The dashboard is divided into several sections:

- My Support Tickets:** You have 3 open ticket(s). View Support Tickets.
- My Profile:** Name: Rhonda Saul, Email: rhonda.saul@hee.nhs.uk. View Profile.
- COVID-19 Guidance:** PARE Functionality, Temporary Changes, Supporting and Escalating Concerns.
- OnlinePARE User Guides:** Useful user guides. View User Guides.
- Educator Register:** Search Educator Register.
- Placement Profiles:** Search Placement Profiles.
- Manage Placements:** View Manage Placements.
- Student Placement Ratings:** View Placement Ratings.
- OnlinePARE Reports:** View All Reports.
- Manage Approved Trainer Register:** View Approved Trainer Register.

## Recognition and Approval of Educational and Clinical Supervisors

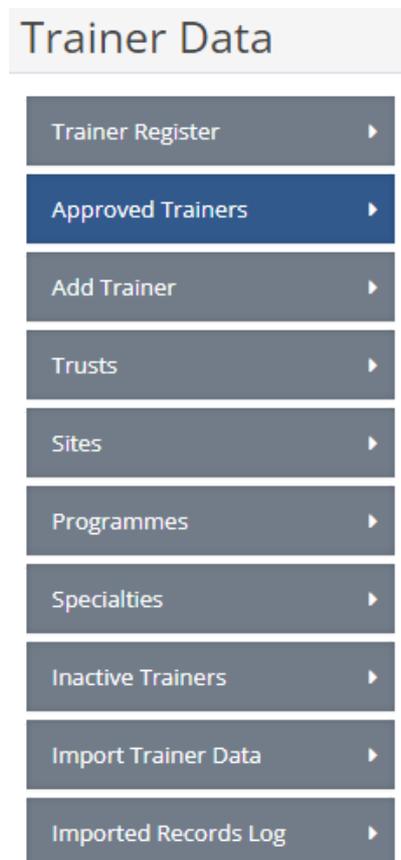
The specialist educator register is accessed via the “Manage Approved Trainer Register” tab.



Here users can:

- Add Educators
- Edit Educators
- Deactivate Educators
- Extract Educator reporting lists

The PARE system has a main menu which can be viewed on the left-hand side of the PARE main screen:



The trainer register tab will bring up the homepage main search screen for the approved educator register.

There are several different ways that you can search for an educator within the system:

- GMC number
- Email address
- Name

## Recognition and Approval of Educational and Clinical Supervisors

- The system also enables filtering to region, trust organisation, programme, and speciality.

The search parameters selected will highlight any results found within the database below the homepage main search screen.

Trainer	GMC Number	Specialty	Trust	Programme	Trainer Role	Approval & Review	View
[REDACTED]	[REDACTED]	Paediatrics	Alder Hey Children's NHS Foundation Trust	Paediatrics	Both	Approval: 20/11/2020 Review: 01/11/2025	[View Icon]

These results can be exported into an excel file format using the “Export Results as a spreadsheet” tab.

You are also able to view individual educator details to make amendments by selecting the “view” tab at the right-hand side of the educators’ details. Once selected, this is the screen where any of the details recorded for the educator can be amended such as:

- Trust
- Trainer Role
- E-mail

## Recognition and Approval of Educational and Clinical Supervisors

- Approval Dates

### Adding a trainer

A trainer can be added by selecting the “Add trainer” tab within the left-hand menu list. The following screen will appear:

The screenshot shows the 'Add Trainer' form. On the left is a vertical menu with the following items: Trainer Register, Approved Trainers, Add Trainer (highlighted), Trusts, Sites, Programmes, Specialties, Inactive Trainers, Import Trainer Data, and Imported Records Log. The main form area is titled 'Add Trainer' and contains the following fields: GMC Number (text input), First Name (text input), Last Name (text input), Email (text input), Specialty (dropdown menu with '- Select a Specialty -'), Sub-specialty (dropdown menu with '- Select a Sub Specialty -'), Comments (text area), and Approval Start Date (text input). A green button with a plus sign and the text 'Add Trainer' is located at the bottom right of the form.

All fields must be completed within this screen as they are mandatory.

The screenshot shows the 'Approval Details' form. The fields are: GMC Number (text input with redacted content), First Name (text input with redacted content), Last Name (text input with redacted content), Email (text input with redacted content), Specialty (dropdown menu with 'General psychiatry'), Sub-specialty (dropdown menu with '- Select a Sub-Specialty -'), Comments (text area), Approval Start Date (text input with '20-11-2020'), Review Date (text input with '01-11-2025'), Active status (radio buttons for 'Yes' and 'No', with 'Yes' selected), Region (dropdown menu with 'North West'), Trainer Role (dropdown menu with 'Both'), Trust/Organisation (dropdown menu with 'Lancashire & South Cumbria NHS Foundation Trust'), Site (dropdown menu with 'Lancashire & South Cumbria NHS Foundation Trust HQ'), Programme (dropdown menu with 'General Psychiatry [NWE1052]'), Training Provided For (dropdown menu with 'Specialty'), and Undergraduate Role (dropdown menu with '- Select Undergraduate Role -'). A green button with the text 'Save Changes' is located at the bottom right of the form.

## Recognition and Approval of Educational and Clinical Supervisors

The educator can also be de-activated to the “inactive trainers” tab within this screen by selecting the radial button from “yes” to “no”. The educator will then be removed from the live register lists into the “inactive trainers” tab where they can be picked up by another trust and re-activated if this is required.

### Importing bulk trainer lists

There is an option to import bulk trainer lists directly into the system using the Import Trainer Data tab on the left-hand menu. This will display the following screen:

The screenshot shows the 'Trainer Data' interface. On the left is a sidebar menu with the following items: Trainer Register, Approved Trainers, Add Trainer, Trusts, Sites, Programmes, Specialties, Inactive Trainers, Import Trainer Data (highlighted), and Imported Records Log. The main content area is titled 'Import Trainer Data' and contains the following text: 'Add Trainer information to the OnlinePARE by uploading a list of Trainers in CSV (comma separated values) format. To assist you in creating a CSV file, we provide a CSV template file which can be downloaded here: [template\\_trainers\\_updated.csv](#) Upload Trainer Data Please note, the file you upload must be in CSV format and have a .csv extension.' Below this text is a file upload area with a 'Choose file' button and the text 'No file chosen'. At the bottom of the upload area is a green 'Preview CSV' button.

There is a bespoke CSV file formatted to align with GMC approved educator information requirements and mandatory fields to ensure there are no gaps in the data upon migration/import. An example of the CSV file format is shown below.

GMC Number	Forename	Surname	Email	Trainer Specialty	Training Sub Specialty	Approval Start Date	Review Date	Trainer Role	Trust Code	Programme	Training Provided For	Region
1234567	Joe	Bloggs	joebloggs@onlinepare.net	Cardiology		11/11/2020	11/11/2025	Clinical Supervisor	RXL	MER940	Core	NW
7654321	Peter	Bloggs	petebloggs@onlinepare.net	Forensic psychiatry		12/11/2020	12/11/2025	Educational Supervisor	RLN	NOR007	GP	NE
1654327	Harry	Bloggs	joebloggs@onlinepare.net	Plastic surgery	Pre-hospital emergency medicine	13/11/2020	13/11/2025	Both	RGD	YAH341	Undergraduate	YH

If there are any errors in the data, such as incorrect format or missing fields the data will not import, and an error message will highlight the identified rows where data will need to be amended for a successful import onto the live register.

It is not possible to duplicate records on the system given each educator is represented by their unique GMC number. An error message will display if the educator is already live on the system.

### Transferring trainers

A trainer can be transferred by selecting the “Add trainer” tab within the left-hand menu list. The following screen will appear:

- The trust the trainer is moving to selects add new trainer and completes the basic form details (shown below) and clicks add trainer. As the system will detect the email address or GMC number is already in PARE the trust user will be presented with a warning message advising them of this and asking them if they want to move the trainer to their trust.
- If the trust admin user selects yes, the trust user will then be presented with the remaining add user fields (below) and will need to complete and save them to move the user across.

- PARE then sends a notification to trust administrator users in the original trust to let them know that one of their trainers has been moved. Under the current design, this notification is sent via email to all the trust administrators and contains the following information:

### "PARE approved trainer moved to a different trust

The following approved trainer record has been amended. They are now assigned to: [trust name is displayed].

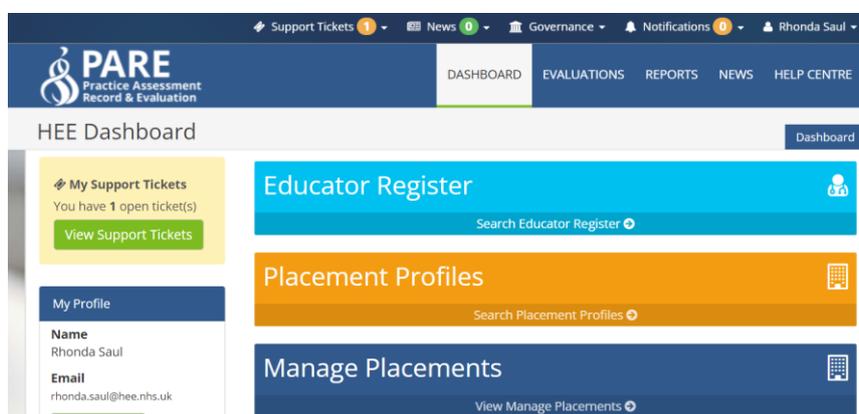
[Approved trainer name and email address appears here]

The move was completed in PARE by: [name and email address of the person who has moved the trainer to their trust appears here]. “

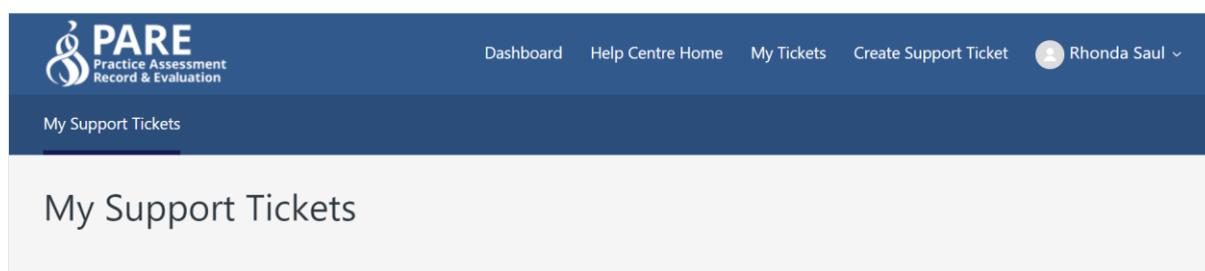
### Creating a support ticket via PARE

If you have any questions or queries, please contact [england.qualityteam.yh@nhs.net](mailto:england.qualityteam.yh@nhs.net) in the first instance.

The PARE system has a dedicated administration team based at Chester University. Any change requests for administration access are made through this team via your PARE account.



On the left-hand side of the landing page there is a tab “View support tickets”. Once selected the user can create a support ticket by selecting the “Create Support Ticket” tab at the top right-hand corner of the screen.



The following page will open and the request type to select from the drop-down menu will be “General Enquiry”. The issue/enquiry drop-down selection will be “Approved Trainer Register issue”.

Details of the request should be placed in the description box. The team normally processes these requests within 72 hours of receipt. An automatic e-mail notification will be generated to inform the user that the request has been generated.

## Create Support Ticket

Please choose a request type below

General Enquiry

What is your issue/enquiry about?

Approved Trainer Register Issue

Please select from the drop-down list.

Subject

Approved Trainer Register Issue:

Description

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Please enter the details of your request.

Once the request has been actioned, the request will show as closed within your “Support Ticket

