

## **Associate Trainers in GP Training - FAQs**

### **What are Associate Trainers?**

Associate trainers are intending trainers (on the intending trainer pathway) who have applied to become the clinical supervisor for a GP trainee, under the guidance of their mentor, for a period of time before fully completing the trainer approval pathway.

### **Who can apply to become an Associate Trainer?**

The applicants have to be intending trainers who have already submitted their initial application to become a trainer, i.e. they have registered on PARE, had their initial TPD report completed and been accepted onto the intending trainer pathway.

### **How do intending trainers apply to become Associate Trainers?**

The intending trainer will need to ensure that they have the support of their TPD and also a GP mentor who is willing to undertake the mentoring whilst the associate trainer is CS to a trainee. If both of these are in place, then the intending trainer will need register their interest in becoming an associate trainer by completing the “I would like to register my interest in becoming an Associate Trainer” tab by changing the answer to this question to yes and then adding the email address of the TPD with whom you have discussed becoming an associate trainer. This will usually be in response to an invitation email sent out to all intending trainers in February (for those wishing to start as an associate trainer in August) or in August (for those wishing to start as an associate trainer in February). This email will contain a link that allows intending trainers to register their interest. In order to ensure schemes are aware of which of their intending trainers have registered to be an associate trainer in time for the trainee allocations, applications need to be submitted by 1<sup>st</sup> April (to start in August) or by 1<sup>st</sup> October (to start in February).

### **What courses have to be completed before the intending trainer can start as an associate trainer?**

The intending trainer will need to:

- Complete the HEE eLearning on clinical supervision
- Complete 1-day educational theory course or have started PGCert
- Complete 3 days of intending trainer course (WPBAs; ES/CS; Trainees in difficulty/teaching on the consultation)

These should be completed prior to the intending trainer becoming an associate trainer. It is the intending trainer’s responsibility to ensure that they have booked onto and completed these courses. Once the courses have been completed, this should be registered on PARE.

### **What else needs completing before the intending trainer can start as an associate trainer?**

The intending trainer will also need to have a satisfactory LAT form completed. This should be requested via the link on PARE. A signed Declaration of Health and Conduct is also required.

### **What happens when the courses have been completed?**

GP Approvals will check PARE to ensure that all the courses are completed and that they can proceed as an Associate Trainer. The Associate Trainer will then be registered with the GMC as a clinical supervisor only.

### **What if the Associate Trainer is in a current non-training practice?**

It is important that the practice is approved as a training environment prior to a trainee being allocated there. The associate trainer should inform GP Approvals that they are in a non-training practice as soon as possible so that practice approval can be organised.

### **What does being an Associate Trainer mean in practice?**

Associate Trainers are clinical supervisors to GP trainees. They will be expected to undertake all the CS duties of a trainer including undertaking workplace-based assessments, debriefs and tutorials/ teaching. They will do this under the guidance of their mentor. They will be registered as the clinical supervisor on the trainee's eportfolio. They are **NOT** to be educational supervisors.

The Associate Trainer (or their practice) will receive the full trainers grant for any trainee they supervisor.

### **What is the role of the Mentor?**

The mentor is there to guide the associate trainer through the practical side of being a trainer. This is in a similar way to the current mentoring and should cover all these areas. It is expected that the mentor will guide the associate trainer through undertaking the WPBAs with their trainee, observing some of these assessments and giving feedback. The mentor will also be expected to provide initial support and advice for the associate trainer where difficulties may arise.

The mentor will be paid the mentoring fee for undertaking this work. If there are any specific difficulties or exceptional circumstances regarding the mentoring, then please contact GP Approvals.

### **How long can someone be an Associate Trainer?**

It is expected that an associate trainer will complete their final application to become a trainer within a year of becoming an associate trainer.