**Trainer re approval and approval check list**

**Advice on evidence to submit**

Please use this in conjunction with the ‘**Description of what is required**’ and the ‘**guidance**’ in the web application document.

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| **Evidence** | **What We Do Want** | **What We Don’t Want** |
| QOF and CQC reflection | Short reflections on  QOF   * Overall score * Reflection on areas of high achievement * Reflection on areas needing development. * Reflection on how trainees are involved with or may affect QOF   CQC   * Overall outcome * Reflection on areas of good practice * Reflection on areas needing development. * Reflection on any areas related to trainees or training | DO NOT SUBMIT  Full QOF reports  Full CQC reports. |
| Significant events summary and Audit Summary | Short summary of how SEA are carried out in the practice   * Who does them, * How are they recorded * How are they shared, * How are actions monitored for completion   Short summary of how Audit is carried out in the practice   * Who does them, * How are the audit topics decided * How are they shared, * How is cycle completed | DO NOT SUBMIT  Lists of SEA,  Lists of Audit,  Examples of Audit |
| List of drugs for the doctors bag and explanation | List drugs available to trainees in the practice.   * State whether these are held individually or at the practice. * State why these choices have been made e.g demographics, geography, access to emergency services |  |
| List of attendees at 2 meetings | This is requested to see evidence that trainees are attending your practice meetings   * Ensure registrars are clearly identified on the meeting lists | DO NOT SUBMIT  Meeting minutes |
| List of meetings held in the practice | List of all clinical and non-clinical meetings.   * Identify clearly those   + That trainees are expected to attend   + Which are optional but invited   + They are not invited to attend * How these are timetabled |  |
| Trainee and trainer timetable | * MUST be submitted on standard template * MUST identify start and finish times of each activity including debrief, administration time , meetings and lunch breaks   + MUST be within EWTD. Must be equal to 40hrs. No more and no less.   + This is taken from start of day to end of day with protected lunch break of 30 minutes included within working hours. See GPC document on employing doctors in general practice. * MUST meet COGPED requirements * MUST submit Trainer timetable   + ensure that trainer meets minimum requirements of working 4 sessions per week in practice and overlap by 50% with trainee in practice | DO NOT SUBMIT  Any other format of timetable  Do not include other cover doctors timetables in trainer timetable |
| Induction timetable | Please submit an actual /proposed induction timetable   * MUST include Safeguarding children face to face briefing * SHOULD be sufficient length for different trainees ST1 /ST2 or ST3 if this varies please state how. * SHOULD involve meeting practice team members * SHOULD involve meeting with wider PHCT members such as community nurses etc | DO NOT SUBMIT  Just a description of the induction / trainee induction pack  E learning alone is not adequate for safeguarding briefing |
| MRCGP and PGCME declarations (new trainers only) | These are downloaded from within the web app - click on the underlined writing. Complete and upload.  Please ensure this is signed – can be electronic signature in the signature box. |  |
| Declaration of health and conduct | This is downloaded from within the web app - click on the underlined writing. Complete and upload.   * Please ensure this is signed – can be electronic signature in the signature box. |  |
| LAT | This is downloaded from within the web app - click on the underlined writing.   * This MUST be emailed to your local LAT office –address listed in the app and uploaded. * Please ensure that the LAT officer has deleted either declaration 1 or 2 and has signed the form |  |
| Equality and Diversity certificate | * This must be valid within 3 years. * This can be any health service related certificate – acceptable examples are Doctors net, blue stream academy, LfH, other health related role mandatory training packages |  |
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| Trainers Seminar reflection and facilitator comments (current trainers only) | You will have attended this mandatory 2 day seminar by invitation from HEE.   * Submit your own reflections in original format completed during the course * Submit your facilitator’s comments either given to you at the end of the course or sent to you afterwards.   (if you attended before November 2014 then you will have attended TQA –in this case please submit your own reflections /preparatory paperwork and if available the tutors re approval sign off.) | DO NOT SUBMIT  Reflections on other seminars, workshops or away days in this section |
| TPD Report | This is downloaded from within the web app - click on the underlined writing.   * Ensure you click on the correct template. * Sent to your local scheme for a TPD to complete * Ensure you allow adequate time for a TPD to complete the report | DO NOT SUBMIT  Unsigned reports (electronic signature is acceptable),  blank templates whilst waiting for TPD to complete,  self-completed templates |
| PDP | * Submit any GP trainer related PDP objectives you have developed in the last 12 months * It is acceptable to submit the PDP from your appraisal document | DO NOT SUBMIT  Your whole NHS or Trainer appraisal |
| List of other educational activities | Please submit a list of GP training related educational activities   * Read the guidance in the web application * Include trainers workshops, trainers away days, trainers seminars, Spring /Autumn school, HDR involvement, any other training or courses | DO NOT SUBMIT  Other professional training related to GP or related to other roles. |
| Training in e portfolio (Current trainers only) | Please identify any training you have had about the e portfolio   * Consider trainers workshops, trainers seminar, any other training attended | DO NOT SUBMIT  Personal experience as a trainee. |
| Mentoring (new trainers only) | MUST be submitted on the standard template  This is downloaded from within the web app - click on the underlined writing. | DO NOT SUBMIT any other form of submission or list of education –this can be included in list of other educational activities |