

Name of Document	Educator development needed to deliver approved curricula to GMC/GDC standards.
Category	Standard Operating Procedure (SOP) This SOP is applicable to doctors and dentists in training within NHS England.
Purpose	<p>This document is one of a suite of Standard Operating Procedures to support the management of trainees across England. This SOP is aligned to the principles of 'A Reference Guide for Postgraduate Foundation and Specialty Training in the UK' (The Gold Guide) and 'A Reference Guide for Postgraduate Dental Foundation, Core and Specialty Training' (The Dental Gold Guide). Please refer to the most recent versions.</p> <p>Since 2020, Foundation Training is embedded within the Gold Guide. Therefore, the NHS England suite of SOPs applies to all doctors in training, including Foundation, unless specified otherwise.</p> <p>Within the SOP, whenever reference is made to the Postgraduate Dean, it refers to the Postgraduate Dean or their nominated representative who will be responsible for managing the process on their behalf.</p> <p>Throughout the document, unless otherwise stated, the term 'trainee' refers to postgraduate doctors in training and also applies to postgraduate dentists in training and public health trainees with a medical or non-medical qualification.</p> <p>Within this SOP whenever reference is made to ARCP, in relation to dentistry this also refers to Review of Competency Progression (RCP).</p> <p>This SOP is intended to be a guide to encourage consistency of practice across England. Due to the complex nature of training, there will be occasions where Postgraduate Deans will apply their discretion in enacting this SOP to take account of individual circumstances and varying local structures (e.g. Lead Employer).</p> <p>Local offices should ensure they review the associated Process Alignment Group (PAG) document with regards to Trainee Information System (TIS) implications.</p> <p>English Deans are committed to equality, diversity and inclusion (EDI), with a duty to eliminate discrimination, promote equality and ensure inclusive opportunities are available to all with regards to age, disability, gender, ethnicity, sexual orientation, religion or belief in the design and delivery of all our services. English Deans aim to meet and exceed their statutory obligations under the Equality Act 2010 by adopting a continuous improvement approach.</p>

	This suite of SOPs will be routinely screened against relevant Equality and Diversity documentation.
Authorised by	English Deans
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Next Review Date	SOP to be reviewed in line with any future Gold Guide revisions, or every 12 months, whichever comes first
Document Author	English Deans and Senior Managers Group

Version	Date	Author	Notes Reason for Change, what has changed, etc
1	28/04/2021	HEED	Initial document
2	11/10/2022	HEED	Document signed off at HEED
3	19/07/2023	HEED	Document signed off at PGMDE Operational Oversight Group
4	17/10/2024	English Deans	Document signed off at PGMDE Operational Oversight Group
5	23/09/2025	English Deans	Document signed off at PGMDE Operational Oversight Group

Related Documents

- *A Reference Guide for Postgraduate Foundation and Specialty Training in the UK:*
<https://www.copmed.org.uk/publications/gold-guide>
- *Dental Gold Guide: A Reference Guide for Postgraduate Dental Foundation, Core and Specialty Training in the UK:*
<https://copdend.org/wp-content/uploads/2025/09/DGG5-2025-v5.pdf>
- *Promoting Excellence*
[https://www.gmc-uk.org/education/standards-guidance-and-curricula/standards-and-outcomes/promoting-excellence-standards-for-education-\(revised-2015\).pdf](https://www.gmc-uk.org/education/standards-guidance-and-curricula/standards-and-outcomes/promoting-excellence-standards-for-education-(revised-2015).pdf) (gdc-uk.org)
- *Standard Operating Procedure - PGMDE Complaints*



Educator development needed to deliver approved curricula to General Medical Council (GMC)/ General Dental Council (GDC) standards

1. Introduction

Educators and faculty are core staff in delivering Postgraduate Medical and Dental Education (PGMDE) in England. These may or may not be directly employed by NHS England.

They are legally required to deliver this function to enable the delivery of PGMDE to the GMC and GDC standards.

Roles in scope include Postgraduate Dental/Medical Dean, Deputy Dean, Heads of School, Training Programme Directors, Associate Deans and Fellows.

This SOP sets out the steps to be followed in each local office. The term trainer/educator/faculty can be used interchangeably in this context.

The GMC standards 'Promoting Excellence' (see Related Documents) and the GDC Standards for Education underpin this SOP.

2. Recruitment

Educators should be appointed to national job descriptions where available.

If a national job description is not available, educators must be selected against suitable criteria, developed prior to them taking up the role.

3. Induction

Educators must receive a suitable induction led by their line manager and to include relevant stakeholders. It should include governance and confirmation of Responsible Officer if applicable. Educators should have access to adequate IT support including equipment. Objectives for the role should be set within 6 weeks of commencing the post.

4. Performance and development

Educators must receive an annual appraisal against their educational responsibilities as defined in the job description or criteria and performance against the objectives set at employment.

Educators must have enough time in job plans to meet their educational responsibilities so that they can carry out their role in a way that promotes safe and effective care and a positive learning experience.

Educators must have access to appropriately funded resources needed to meet the requirements of the training programme or curriculum, e.g. study leave.

5. NHS England Responsibilities

If an educator raises a concern or has a difficulty as part of their educational responsibilities, NHS England must support educators by dealing effectively with these. The NHS England PGMDE complaints process can be found at <https://www.hee.nhs.uk/our-work/doctors-training/raising-concerns-about-training-revalidation-including-complaints> and please see the Complaints SOP.

NHS England will support educators to liaise with each other to make sure they have a consistent approach to education and training, both locally and across specialties and professions. This will be done via English Deans, Regional and Local Postgraduate Deans, and their teams.

Trainers and educators acting as Clinical and Educational Supervisors must be developed and supported, as set out in GMC and GDC requirements for recognising and approving trainers. This will be done in conjunction with local employers.