**Scottish GP Training Practice**

**Accreditation Application**

**Standards**

It is important for the Scottish Deanery to know that its GP Training Practices are performing to an appropriate standard. They need to provide an appropriate educational environment, meeting a certain standard. The GMC, the RCGP and various other statutory bodies in the UK have a stake in both setting the standard – i.e. what’s good enough – and ensuring that the Deanery monitors how well that standard is being adhered to.

The standards for Specialty Training, including GP training have been defined by:

* The General Medical Council (GMC) in ‘[Promoting Excellence: Standards for medical education and training’](http://www.gmc-uk.org/education/postgraduate/standards_and_guidance.asp)
* The Royal College of GPs (RCGP) who have adapted GMC standards for use in General Practice, see [here](http://www.rcgp.org.uk/gp-training-and-exams/~/media/Files/GP-training-and-exams/Information%20for%20deaneries%20trainers%20supervisors/qmts-GP-Specific-Training-Standards-dec08.ashx).

Approved GP Training Practices in Scotland also require an understanding of and compliance with:

* NHS Education for Scotland (NES)[Training Practice Agreement](http://bma.org.uk/practical-support-at-work/contracts/juniors-contracts/juniors-scotland/gp-trainees-scotland)
* NHS Education for Scotland (NES) Doctors in Difficulty Policy ([NESDiD](http://www.nes.scot.nhs.uk/media/182663/mgmt_of_doctors_in_difficulty_framework_may_2009.pdf) )
* European Working Time Directive 2009 ([EWTD](http://www.nhsemployers.org/planningyourworkforce/medicalworkforce/ewtd/pages/ewtd.aspx))
* [Data Protection Act 1998](http://www.legislation.gov.uk/ukpga/1998/29/data.pdf)
* [Freedom of Information Act 2000](http://www.legislation.gov.uk/ukpga/2000/36/contents)

GP Training Practices must meet the statutory requirements of the General Medical Services Contract ([GMS contract](http://www.nhsemployers.org/PayAndContracts/GeneralMedicalServicesContract/Pages/Contract.aspx))

To ensure that you are aware of the breadth and detail of the standards GP Training Practices have to meet, we would ask you to complete the declaration below.

*I have read, understood and agree to act in accordance with the:*

* *GMC Standards for Specialty Training*
* *RCGP Standards for GP training*
* *NES Training Practice Agreement*
* *NES Doctors in Difficulty Policy*
* *European Working Time Directive 2009*
* *Data Protection Act 1998*
* *Freedom of Information Act 2000.*
* *GMS contract*

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*Please tick here to certify the above*

**Disclosure**

In circumstances where a GP Training Practice also fulfills a supervisory role with GP Retainers and Foundation trainees, Quality Management processes benefit from a sharing of information included in this form for which your consent is required.

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I consent to sharing of information in this document with the NES Quality Management team.

Please tick here to certify the above

**Process**

The process for GP Training Practice accreditation in Scotland comprises an evaluation of evidence from four different sources

* Training Practice self submission document
* Trainee feedback from Scottish Training Survey ([STS](http://about.scottishtrainingsurvey.org/)) and GMC National Training Survey([NTS](http://www.gmc-uk.org/education/surveys.asp))
* Training Programme Director Feedback
* Visits to Practices
	+ to all practices seeking first approval as a new Training Practice
	+ to all approved Training Practices within two years of first approval
	+ Targeted Visits to approved Training Practices in response to concerns raised in feedback from stakeholders, including Training Programme Directors and Trainees, or in response to a declaration of major changes within the practice to the Deanery Quality Management Group.
	+ Quality Assurance visits to all training practices at least every 6 years with an interim approval at 3 years where there are no concerns.

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| **Some Fundamental information** *This section is about your practice demographics* |
| Name of Practice:  |
| Address:  |
| Telephone number: |
| Practice Manager’s name : |
| Practice manager’s Email address: |
| Name of person/s completing this form: |
| Date of Application : |
| Name/s of Approved Educational Supervisor(s): |
| Is this the practice’s first approval application?Yes/NoIf this is the practice’s first approval application please provide responses to the questions in this application document outlining what you intend to do if approved |
| Is the practice currently approved as a Scottish GP Retainer Scheme Practice?Yes / No  |
| Is the practice currently approved as a Foundation Training Practice?Yes / No  |
| Is the practice approved as an Undergraduate Teaching Practice?Yes / No  |
| Please state Practice list size: |
| Please describe particular features of your practice and demographics that may be relevant to training. These might include split site, branch surgery, degree of deprivation, rurality etc *[GMC: R1.15, R1.19]* |
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| It is the responsibility of the practice to inform the deanery of any significant changes which may have an impact on the delivery of GP training List any significant changes in the practice since last approval including change of doctors, managers, premises. This should include information on whether the practice is in dispute with the Health Board over issues (e.g. property, contractual) which may have an impact on the delivery of GP Training. *[GMC: R2.19]* |
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| Are any doctors currently working in the practice under GMC imposed conditions or restrictions on their licence to practise? *[GMC R4.6]*If you have answered yes, please describe how the practice has adapted to meet the requirements for safe and effective trainee clinical supervision? |
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| Please list and report progress on requirements/recommendations from last approval/re-approval |
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| **Doctors in the practice *[GMC: R1.7, R1.19]*** |
| **Name** | **Status:****Partner/****Salaried/****Retainer** | **Year joined the practice** | **Weekly sessional commitment within the practice** | **Regular professional roles/commitments in addition to weekly sessions within the practice** |
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**The following pages contain a request for information for two areas which have been defined by GMC.**

**Typewritten entries only please. The boxes expand as you write in them.**

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| **1.Support and development of trainees within the practice***This section is about the support offered to trainees to acquire the necessary skills and experience through induction, effective educational and clinical supervision, an appropriate workload, relevant learning opportunities, personal support and time to learn* |
| **Standard:** Every trainee in the practice must have an induction to ensure they understand their duties and reporting arrangements; their role in the inter-professional and inter-disciplinary team; workplace and departmental policies and to meet key staff. *[GMC: R1.13]* |
| 1.1 Please describe how the training practice inducts trainees to the organisational aspects of the practice including workplace policies and meeting key staff. Please also attach a timetable of the organisational induction to the practice. |
| 1.1 |
| **Standard:** Working patterns and intensity of work by day and night must be appropriate for learning (neither too light nor too heavy), in accordance with the approved curriculum, add educational value and be appropriately supervised. The working week timetable should also comply with the EWTD. *[GMC:R1.12]* |
| 1.2 Please provide the number of patient contacts, including face to face practice consultations, telephone consultations and home visits, per week for a trainee preferably towards the end of training. (Complete and attach appendix)1.3 Reflect and describe how this compares with the number of patient contacts for other doctors working within the practice context. 1.4 How is compliance with EWTD monitored with regard to Trainee OOH sessions? |
| 1.21.31.4 |
| **Standard:** Trainees must have the opportunity to learn with, and from, other healthcare professionals.*[GMC:R1.17]* |
| 1.5 Please describe the regular doctors’ and multi-professional meetings that occur within your practice.1.6 Please describe how trainees are given opportunities to participate in these meetings. |
| 1.51.6 |
| 1.7 Please provide examples of multi-professional learning events at which trainees are encouraged to actively contribute, including SEA and audit meetings. *[GMC: R1.16, R1.17, R1.22, R2.8, R2.9]* |
| 1.7  |
| 1.8 Please describe how the practice involves trainees in leadership and management. *[GMC: R1.15, R2.12]* |
| 1.8 |

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| **2. Educational resources and capacity***This section is about the practice educational facilities and infrastructure to deliver the GPST curriculum*. |
| **Standard:** There must be a suitable ratio of trainers to trainees within the practice. The educational capacity in the practice must take account of the impact of the training needs of others (for example, undergraduate medical students, other undergraduate and postgraduate healthcare professionals and non training grade staff) *[GMC: R1.7]* |
| 2.1 Please list all learners attached to the practice ,including medical and nursing students, FY2s, GP trainees, GP retainers and career start doctors and include the names of those who have responsibility for the supervision of the various groups of learnersInclude these in the following table

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| Learner name & grade | Supervisor | Time commitment |
| e.g.FY2 | e.g. Dr Foundation  | e.g. two hours per week  |
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| 2.2 Please describe how other learning and teaching within the practice impacts, both positively and negatively, on the educational experience for GP Trainees: |
| 2.2 |
| **Standard: Trainers must have adequate time for training.** *[GMC: R4.2, R4.3]* |
| 2.3 Please describe how the practice provides protected time to allow Educational Supervisors to undertake the administrative and educational aspects of their role. |
| 2.3  |
| **Standard:** Educational resources relevant to, and supportive of, training must be available and accessible, for example, technology enhanced learning opportunities.*[GMC: R1.20, R4.3]* |
| 2.4 Please describe how your practice ensures the safe secure recording and storage of consultations on digital media and confirm that this complies with the data protection act and NES guidance. This precludes the use of video tapes. |
| 2.4  |