**Scottish GP**

**Educational Supervisor Meeting**

**& Training Practice Visit Report**

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| Name of Educational Supervisor(s) |  |
| Name & Address of Training Practice |  |
| Date of Meeting/Visit |  |
| Purpose of Meeting /Visit e.g.   * First approval Educational Supervisor/Training Practice * First *re-approval* Educational Supervisor/Training Practice * Quality Assurance Visit * Triggered Visit |  |
| Names of Meeting participants/visitors |  |
| Date of regional Quality Management Group meeting |  |

**Meeting with GP Educational Supervisor(s)**

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| **Review of previous meeting report** |
| ***Questions & Comments:***   * Discuss recommendations from previous meeting/visit report |
| **Summary :** |
| **Progress since previous meeting** |
| ***Questions & Comments:***   * Discuss progress towards implementation of recommendations |
| **Summary :** |

**Feedback relating to the seven GMC Educational Supervisor (ES) Competency areas:**

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| 1. **Ensuring safe and effective patient care through training**   *This section is about how the ES protect patients and enhance their care through the supervision of trainees; balancing the needs of your patients and the service with the educational needs of trainees.* |
| ***Questions & Comments :***   * *Discuss the educational induction to the practice and how it is appropriate and addresses trainees’ needs?* * *What are the arrangements for supervision of trainees during consulting (including telephone and triage), home visits, on call/duty doctor, for prescribing and referrals?* * *How does the practice adapt their supervision arrangements to reflect trainee needs and development through the post?* |
| **Summary:** |

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| 1. **Establishing and maintaining an environment for learning**   *This section is about how the ES provide a safe clinical environment that is conducive to effective learning for trainees and others.* |
| ***Questions & Comments :***   * *Has the practice made any adjustments to accommodate trainees with special requirements (for example trainees needing to work flexibly, or those who have a disability, special religious or traditional requirements etc)?* * *Discuss trainee weekly timetable.* * *Discuss opportunities for formal and informal teaching including frequency of tutorials, relevance of topics, involvement of the wider team in teaching* * *Do tutorials take place when the ES is absent?* * *How does the practice respond to trainees’ requests to attend external training courses?* * *How does the practice respond to trainee’s requests for study leave?* * *Discuss the value of different perspectives feeding into training. Also discuss opportunities for exposure to doctors with special interests both within practice and local practices.* * *Discuss the involvement of the multidisciplinary team in teaching in the practice* * *How does the ES facilitate feedback from trainee and what evidence was available to show that the practice responds to concerns raised by trainee?* |
| **Summary :** |
| 1. **Teaching and facilitating learning**   *This section is about how the ES work with trainees to facilitate their learning* |
| ***Questions & Comments :***   * *Planning of tutorials. How are these based on the trainee’s needs?* * *Discussion of teaching style and methods.* * *What evidence was available in relation to support given by the ES in the development of trainee self directed learning ,self awareness and critical reflection e.g. involvement in SEA, Audit, Trigger tools etc* * *What arrangements are in place to ensure trainees (ST1 and ST3) gain necessary OOH experience?* * *How is the trainee’s OOH experience discussed/ reviewed?* |
| **Summary:** |

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| 1. **Enhancing learning through assessment**   *This section is about how the ES facilitate assessment and provide feedback* |
| ***Questions & Comments:***   * *What evidence is there of regular informal and formal feedback to trainees?* * *Educational Supervisor may wish to show extracts from e-portfolio.* * *Discuss the use of WPBA and calibration.* * *What evidence did you find in relation to the use of the e-portfolio by the ES? Is the ES engaged with eportfolio and competent in WPBA?* * *Discuss preparation for external exams (CSA and AKT).* |
| **Summary:** |
| 1. **Supporting and monitoring educational progress**   *This section is about how the ES support trainees in their progression towards a CCT and career destination* |
| ***Questions & Comments:***   * *Discuss educational objectives and adaptation based on trainee need.* * *Discuss arrangements for supervision of trainee when the ES is absent.* * *What plans does the ES have in place for trainees whose conduct, health performance or progress may give rise to concern?* * *Discuss* [*NES policy for managing Doctors in Difficulty*](http://www.nes.scot.nhs.uk/education-and-training/by-discipline/medicine/help-and-support/doctors-in-difficulty/information-for-trainers.aspx) |
| **Summary:** |

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| 1. **Guiding personal and professional development**   *This section is about how the ES support trainees in their personal and professional development.* |
| ***Questions & Comments:***   * *Discuss position as role model and support of trainee in preparation for independent practice.* * *Discuss how the ES maintains appropriate boundaries.* * *Discuss referral to other agencies* |
| **Summary** |

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| 1. **Continuing professional development as an educator**   *This section is about the ES personal, professional development as a medical educator* |
| ***Questions & Comments:***   * *Discuss the submitted PDP (Educational Supervisor may wish to discuss learning log if more appropriate).* * *How is the ES reflecting on their own practice?* * *Has peer review of a teaching episode taken place? What reflections has the ES made on this peer review?* * *If a recording of a teaching episode is available– discussion of teaching style to demonstrate that the ES is able to evaluate their teaching and discuss this with their peers.* * *Discuss ES attendance at educational events / trainers workshops.* * *Discuss support for ESs from the practice and specifically, protected time for training administration.* |
| **Summary:** |

**Visit to GP Training Practice**

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| **Review of previous visit report** |
| ***Questions & Comments:***   * Discuss recommendations from the previous visit report |
| **Summary :** |
| **Progress since previous visit** |
| ***Questions & Comments:***   * Discuss progress towards implementation of recommendations |
| **Summary :** |

**Feedback relating to information for areas which have been defined by GMC.**

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| **Some Fundamental Information** |
| ***Visitors’ Questions and Comments*** :   * *Discuss particular features of the practice and demographics that may be relevant to training. These might include split site, branch surgery, degree of deprivation, rurality etc* * *Discuss 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.* * *Are any doctors currently working in the practice under GMC imposed conditions or restrictions on their licence to practise? If yes, how has the practice has adapted to meet the requirements for safe and effective trainee clinical supervision* |
| **Summary :** |

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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* |
| ***Visitors’ Questions and Comments:***   * *What evidence did you find to suggest that the organisational induction to the practice is appropriate and addresses trainees’ needs?* * *Are rota’s compliant with EWTD including attendance at OOH?* * *What evidence did you find to suggest that trainees receive the relevant clinical experience in this practice?* * *Explore practice demographics, opportunities for exchanges with other practices* * *What evidence did you find in relation to the balance between learning and work intensity in the practice?* * *What evidence was available in relation to the opportunities for trainees to attend meetings – business and educational?* |
| **Summary :** |

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| **2.Educational resources and capacity**  *This section is about the practice educational facilities and infrastructure to deliver the GPST curriculum*. |
| ***Visitors’ Questions and Comments****:*   * *Discuss other learning and teaching occurring in the practice.* * *Discuss support for trainers from practice and specifically, protected time for training administration* * *Confirm secure data handling and storage.* |
| **Summary :** |

**Executive Summary:**

Have GMC standards for GP Educational Supervisor Approval been met?

YES/ NO

Have the GMC standards for GP Training Practice Approval been met?

YES / NO

**Highlights:**

**Areas for Development:**

**Recommendations and follow up actions:**

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| **Report completed by :** |
| **GMC Registration Number :** |
| **Signature :** |
| **Report date:** |