**Foundation GP Practice Approval Process**

Practice indicates interest in supervising a FY2 (either by contacting TM team or by TM team contacting practice)

GP FPD/AA has an informal discussion with practice to answer any initial questions and find out if ES requires to undertake training

TM team check TURAS to see if practice is a GP Training Practice

**Practice is not a training practice**

ES must attend/or has attended a FDA ES course

Foundation Team send Criteria for ES/practice approval and FY2 GP Guide

Form **3b** sent to be completed and returned

**Practice is a training practice**

ES must attend/or has attended a FDA ES course

Foundation Team send Criteria for ES/practice approval and FY2 GP Guide

Form **3a** sent to be completed and returned

Relevant DME advised of new trainer

R

TM team advise practice of outcome and proceed with trainee allocations as appropriate

If a new practice TM team add this to TURAS

GP QM team add practice, if appropriate, to their Foundation list and manage visits/quality interactions within their existing processes. Report added to nest RQMG agenda for information.

Form 3a or 3b is reviewed and a visit by the GP FPD/AA is arranged by the TM team

Completed form is returned by the TM team to the GP Quality team stating whether the practice is approved for Foundation training

Contact emails - [EastGPVisits@nes.scot.nhs.uk](mailto:EastGPVisits@nes.scot.nhs.uk) or WestGP.visits@nes.scot.nhs.uk