# Kent, Surrey and Sussex GP supervisor renewal or transfer form

This form is to be completed by GP Clinical or Educational Supervisors who are renewing their role or moving between clinical learning environments in Kent, Surrey, and Sussex. It must be typed and returned electronically in a Microsoft Word or editable PDF format to [england.ksspc.educationquality@nhs.net](mailto:england.ksspc.educationquality@nhs.net). This is so that your Lead Assessor can complete their report within this form and send their feedback to you. Forms which are sent to us in a non-editable format will be returned to you and cause delays to the process.

The questions in this form are designed to check that you meet these standards required of medical supervisors as required by the General Medical Council. **There is no need to provide very lengthy answers in this form**.If you no longer wish to continue as a GP Supervisor, or are on leave for an extended length of time, please inform the KSS Primary Care Quality Team by emailing [england.ksspc.educationquality@nhs.net](mailto:england.ksspc.educationquality@nhs.net).

#### Please complete the following details

Name of renewing or transferring GP Supervisor:

GMC Number of GP Supervisor:

NHS.net email address of the GP Supervisor:

Role of GP Supervisor (Clinical or Educational):

Organisation Name:

Organisation Postcode:

Organisation Data Service (ODS) Code:

Name of practice manager:

NHS.net email address of practice manager:

Start date in current clinical learning environment:

Number of clinical sessions worked per week:

Are you a salaried doctor or partner or in a substantive post?

Are you a locum doctor or a member of the GP Retention Scheme?

### Ensuring safe and effective patient care through training.

This is about how you protect patients and enhance their care through your supervision of healthcare learners in training, and how you balance the needs of your patients and service with the educational needs of your learners.

All supervisors should:

* Ensure that trainees have undertaken appropriate educational, cultural, and patient safety induction.
* Allow trainees, when suitably competent, to take responsibility for care, appropriate to the needs of the patient.
* Balance the needs of service delivery with education.

**Please could you explain how you continue to complete these activities?**

**Are there are any current GMC, CQC, NHSE investigations or training matters that involve you directly? If so, please provide further details.**

### Establishing and maintaining an environment for learning.

This is about how you make the clinical environment safe and conducive to effective learning for learners and others.

**Have there been any events or serious incidents that affect the service of your organisation or the people who use it? If so, please explain these.**

**Are there any changes which may affect the quality of the clinical learning environment since your last approval as a GP Supervisor, for example a practice merger or lowered CQC rating? If so, please provide further details here.**

**Do your learners’ and educator’s timetable remain compliant with the latest working time regulations? Do your learners receive at least their required amount of protected time for education and training?**

### Teaching and facilitating learning.

This is about how you work with learners to facilitate their learning.

Supervisors should:

* Plan learning and teaching according to the educational needs of the trainee.
* Use a range of teaching interventions in clinical setting.
* Involve the multi-professional team in the delivery of teaching and supervision.
* Facilitate a wide variety of appropriate learning opportunities.
* Support the trainee to develop ability for self-directed learning, self-awareness, and critical reflection.
* Support the trainee in the acquisition of generic professional skills.
* If supervising GP trainees, support the trainee to gain supervision and documented experience in general practice out of hours according to COGPED guidance.

**Please could you explain how you continue to complete these activities?**

### Enhancing learning through assessment.

This is about your approach to assessment and feedback.

Supervisors should:

* Regularly observe the trainee’s performance and offers feedback.
* Regularly seek feedback (positive and negative) from their teams on trainee performance to inform future 360 assessments.
* Provide feedback that is clear, focused and aimed at improving specific aspects of trainee performance.
* Uses workplace-based assessments appropriately.
* Plans and/or monitors assessment activities.
* Supports the trainee in preparation for professional external examinations.

**Please could you explain how you continue to complete these activities?**

**Please embed trainee feedback forms from two learners below with a reflection included for each as mandatory. The trainee feedback templates can be found on our website.**

### Supporting and monitoring educational progress.

This is about the support you provide to learners in their progression towards completion of training and their intended career destination.

All educators should:

* Review and monitor educational progress though timetabled meetings, at least at the beginning, middle and end of the placement with the trainee; sets educational objectives in the clinical environment and modifies educational interventions in response.
* Ensure continuity of supervision and effective educational handover between supervisors within the practice and arranges for the trainee to be supervised by another, appropriately trained, GP in the organisation when the supervisor is absent.
* Respond efficiently and effectively to emerging problems of trainee progress.

**Please could you explain how you continue to complete these activities?**

An educational supervisor should:

* Provide a 6 monthly structured educational supervisor report that complies with RCGP and local guidance.
* Be familiar with the regulatory framework around GP training and the technical and administrative aspects of the RCGP ePortfolio.
* Supports the trainee in using the portfolio and in fully engaging in all aspects of training, including national and local quality monitoring.

**If you are an educational supervisor, please could you explain how you continue to complete these activities?**

### Guiding personal and professional development.

This is about the support you provide to learners in relation to their personal and professional development.

All supervisors should:

* Provide a positive role model, through demonstration of exemplary clinical skills, professional behaviours, and relationships.
* Demonstrate and maintain appropriate boundaries e.g., social / professional.
* Ensure that the trainee is aware of the requirements of their future appraisals.

**Please could you explain how you continue to complete these activities?**

Educational supervisors should:

* Help the trainee with the GP career planning with a view to encouraging GP retention into substantive posts and/or a portfolio career.
* Prepare the trainee for maintaining wellbeing as a GP (including signposting to resources available for newly qualified GPs).
* Understands when and where to refer on a trainee in need to other agencies, e.g. occupational health, counselling, MedNet, Professional Support Unit.

**If you are an educational supervisor, please could you explain how you continue to complete these activities?**

### Continuing professional development as an educator.

This is about your own professional development as a healthcare educator.

The General Medical Council requires that a doctor completes an annual appraisal for each of their roles.

**Please could you embed this year’s educator peer appraisal below?**

**What date did you last have equality, diversity, and inclusion (EDI) training? It is recommended that this is undertaken every three years.**

**Please could you list the dates of the last four trainer workshops or trainer groups that you attended (not including trainers’ conferences)? If you have attended fewer than two trainer groups per year, please could you explain why?**

### GP Supervisor declaration

By submitting this form to NHS England, I declare that it is an accurate reflection of my work as GP Supervisor. I acknowledge that I can be held accountable by the General Medical Council or NHS England for any issues arising in the education and training which I deliver. I understand that my data will be processed as per NHS England’s [privacy notice](https://www.england.nhs.uk/contact-us/privacy-notice/).

**GP Supervisor name:**

**GP Supervisor GMC number:**

**Date of form completion:**

### Approval summary and recommendations - for deanery use only.

**Lead Assessor:**

Please type your feedback to the renewing or transferring supervisor below and confirm if the previous mandatory requirements have been met.

**Additional Assessor:**

Please type your feedback to the renewing or transferring supervisor below and confirm if the previous mandatory requirements have been met.

**Mandatory requirements and due date for each item of evidence:**

**Recommendations for future development:**

**Approval period in years (usually 2 or 5):**

**Approved as CS or ES:**

**Lead Assessor’s name, job title and date completed:**

**Additional Assessor’s name, job title and date completed:**