

Frequently asked questions – Clinical Supervisor (CS) pathway

This document aims to answer some of the common questions relating to the GP Clinical Supervisor Pathway within Health Education England Kent, Surrey, and Sussex (HEE KSS).

We recommend you read this document BEFORE attending the Clinical Supervisor course.

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Applying for the GP Clinical Supervisor course

How do I apply to become a Clinical Supervisor (CS) with HEE KSS?

If you think you meet the criteria below, you'll need to express your interest via the [online form](#). You will then be invited to the next course.

All course dates are on [our website](#), as are further details about the CS role.

What do I do if I want to supervise in an Out of Hours (OOH) or Urgent Care environment?

You should apply in the same way. The [application form](#) requires applicants to select whether they are applying to supervise in a GP practice, or an OOH environment.

Eligibility criteria

What are the eligibility criteria for GP Supervisors?

- You must work a minimum of four clinical sessions.
- and have been a qualified GP for 12 months *at time of CS accreditation*.
- and have been in a substantive post in the current practice for a minimum of 6 months *at point of CS accreditation*.
- and be a salaried Doctor or partner – but not a Locum or Retainer Doctor.

If you have not been qualified for 12 months yet or working in your current practice for six months you can still attend a course. However, it should be no more than three months away from that time.

What are the eligibility criteria for Out of Hours Supervisors?

There are no specific entry criteria for supervising in OOH.

Accreditation process

What is the accreditation process for GP Supervisors?

After attending the CS course, your details will be passed to the [KSS Quality team](#) for your accreditation. They will send you a formal email with the requirements.

To be approved as a Clinical Supervisor, the following documents must be returned:

- Educator approval form
- Certificate of completion of e-LfH online modules

Clinical Supervisor course FAQs

- Summary of CQC Inspection Report (if available)
- Learner induction timetable
- Learner weekly timetable
- Educator weekly timetable
- Clinical Learning Environment approval form (if required).

All documents for approval and re-approval are on [our website](#).

Please ensure you download the forms when you are ready to complete them, so they are the most up to date forms. Historic documents will not be accepted by the Quality Team.

Please note that the Educator approval form must be submitted only as a Word document. This is so that it can be reviewed and worked on by an Approver later in the process.

What is the deadline for CS accreditation paperwork?

The submission deadline for your paperwork is set by the Quality team for two months after attendance on the course.

After attending the CS course, GP supervisors must accredit within two years, or they will have to re-attend the course.

What is the accreditation period for accredited CS'?

Initial accreditation is for two years, after a re-approval visit the accreditation period is five years.

What is the accreditation process for Out of Hours (OOH) supervisors?

There is no formal accreditation process for OOH supervisors currently.

What is the accreditation period for OOH supervisors?

We recommend that if you have not supervised trainees since attending the course that you re-attend after three years.

Can I accredit in both a GP practice and OOH environment?

Yes, you will complete the formal accreditation process as outlined above with your GP practice. No further action is required to additionally supervise in OOH.

Practice and learning environment requirements

Is any further action required if I am already working in an accredited training practice within KSS?

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You must still complete the accreditation process if your practice has already been accredited as a training practice. You do not need to complete the Clinical Learning Environment approval form if your practice is already accredited.

Can I attend the course and accredit as a CS if my practice is in special measures?

If your practice is in special measures, we recommend a discussion with your [Patch Associate Dean](#) before attending the CS course. Individual requests will be considered on a case by case basis.

Support available following the course

Is there funding available for supervising trainees?

There is a Trainer Grant available which is paid pro rata based on how long your FY2 or Specialty Trainee is in placement with your practice.

You will be contacted by the [CPD Team](#) to claim this at the beginning of each claim period – 1 August, 1 December, 1 April.

Do I have to be an accredited Clinical Supervisor to support a GP Retainer?

Please discuss this with the GP Retention Scheme lead. Contact the [CPD Team](#).

I am an accredited CS but haven't been asked to supervise an FY2, what do I do?

We recommend you contact your local [GP training programme directors and faculty administrators](#).

Applying to become an GP Educational Supervisor / Trainer

What are the eligibility criteria to become a GP Trainer?

- You must work a minimum of four clinical sessions
- and have been a qualified GP for at least 36 months *at the time of ES accreditation*
- and have worked in the current practice for at least six months to one year
- and have attended the Clinical Supervisor (CS) course – and be accredited as a CS.

If you have not been qualified for 36 months yet or working in your current practice for six months you can still attend the course. However, the course should commence no more than six months away from that time.

How long after the CS course can I start the Trainer course?

Clinical Supervisor course FAQs

You can currently move on to the Trainer course as soon as you are accredited as a CS.

However, many students on the Educational Supervisor (ES) course have fed back that it is easier to complete the assignments associated with the PG Cert after having supervised a learner.

If you are interested in joining the next course, please review [our website](#).

Is the Postgraduate Certificate (PG Cert) a mandatory requirement of the GP Trainer course?

Yes, unless you already have a PG Cert or master's in medical education. Evidence will be required of this ahead of starting the course.

Thank you for reading

If you have any questions that aren't covered in this document, please contact the [Educator Pathway Officer](#).