

HEE KSS transfer guidance for GP Educational Supervisors / Trainers

Background

Health Education England Kent Surrey and Sussex (HEE KSS) Primary Care Deanery is bordered by HEE Wessex to the West and HEE London to the North.

Approval of educational supervisors must adhere to basic national standards but is ultimately determined locally and managed through geographically specific Deanery requirements. Across each Deanery there are differences in the process to become a GP Educational Supervisor – or GP Trainer, meaning that accreditation is not directly transferable without some degree of local variation.

This document will outline the local approval processes in KSS, London and Wessex before advising how trainers can move to HEE KSS from each area.

HEE Kent Surrey and Sussex

Within HEE KSS there is a locally managed quality process for the training and accreditation of GP supervisors. This process requires applicants to attend a one-day Clinical Supervisor (CS) course together with the completion of accreditation paperwork for the GP and learning environment (if required). A virtual visit takes place with the applicant and Lifelong Learning Advisor.

To progress to Educational Supervisor (ES), accredited CS' must attend a six-day Trainer course alongside achieving the [Postgraduate Certificate in Strategic Leadership and Multi-professional Education in Healthcare \(SLAMEH\)](#). Again, applicants must complete accreditation paperwork before meeting with their Patch Associate Dean (PAD) for final sign off.

For both roles accreditation is initially for two years, with a re-approval process taking place lasting for a further five years, supervisors are subject to central reaccreditation processes.

Further details on both roles can be found on [KSS Education](#).

HEE London

To become an ES in London, GPs must hold a substantive role and be an existing CS or meet one of the following criteria:

- have completed an approved introduction to workplace learning and supervision course

Transfer guidance for GP Educational Supervisors

- have completed a Postgraduate Certificate in Medical Education
- have previously attended both an ITTPC course and F2 workshop.

Subsequently applicants must attend six 2.5 hour online sessions with additional online reading.

On completion of this Educational Supervisor course, approval as an ES is the responsibility of the Patch Associate Dean. If required, an interview will take place to accredit the learning environment. There are further additional courses that educators can attend optionally.

The approval period is two years, with a re-approval meeting taking place with the PAD for onward approval.

HEE Wessex

In the Wessex Deanery, qualified GPs who wish to become an ES contact their local office for a conversation with the GP Associate Dean as a first step.

Applicants must attend a six-day course for Prospective GP Trainers and complete the accreditation paperwork. An approval visit takes place before final sign off by the GP Specialty Training Committee.

First approval is for two years; however, the first re-approval visit usually takes place after the completion of 12 months with a trainee in the practice. During this time, the trainer attends the two-day New Trainer course. For subsequent re-approvals (every three years), the trainer must attend the three-day Experienced Trainer Course.

ES' are expected to complete a Postgraduate Certificate in Education by the end of their first re-approval as a GP Trainer - when they attend the Experienced Trainer Course.

Process for transfer and re-approval in HEE KSS

If you are currently a GP Educational Supervisor in London

Trainers from London must be an accredited ES - and have supervised a GP Specialty Trainee in that time. Applicants who have already undertaken the London re-approval process, can complete the KSS accreditation paperwork straight away.

All trainers who move practice and/or area must undertake a six-month period of abeyance before accrediting as an ES within KSS. As usual an approval visit will take place with the PAD.

London trainers with less experience than this minimum requirement will be offered an opportunity and support, to complete the Postgraduate Certificate and accreditation process to ensure parity with KSS trainers.

If you are currently a GP Educational Supervisor in Wessex

Transfer guidance for GP Educational Supervisors

Wessex requirements currently meet KSS GP Trainer requirements. Supervisors who have completed the first Modular Course will be accepted as an ES in KSS, provided they complete the Postgraduate Certificate in SLAMEH within one year.

ESs that have completed a Postgraduate Certificate in Wessex and are now working in a KSS approved training practice must undertake the mandatory abeyance period before completing the ES accreditation paperwork and approval visit.

Transfer from other areas

We acknowledge trainers may seek to move to KSS from outside our immediate borders and will therefore apply these principles where possible. Applicants will be considered on a case-by-case basis in discussion with their PAD.