Kent Surrey and Sussex Primary Care Department

Clinical Learning Environment Approval Process

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Introduction

Health Education England (HEE) is responsible for the quality assurance of education and training of healthcare learners in England. The Training Hubs have quality management of the Clinical Learning Environment (CLE) within their remit. The Primary Care Network (or other CLE) has the responsibility of quality control.

This guidance document sets out the KSS process by which CLEs in primary and community care are accredited by the Training Hubs and how this is supported by both the Primary Care Department and the Quality Team.

Scope

This new process allows the approval of multiple sites as a learning environment (e.g. across one Primary Care Network (PCN)). By applying a multi-professional approach, it gives the opportunity for the learning environment to be accredited for all the learners it hosts in a single process.

This document does not include the approval of General Practice (GP) trainer/supervisors which will remain the responsibility of the GP School. The CLE approval process will be uncoupled from the GP school and transitioned to the Training Hubs.

Process

- New CLE approval required
- TH send link to CLE form and FAQ/guidance to applicant
- Applicant returns completed form to TH
- TH check form is complete and then book a meeting with approval team and representatives from the applicant organisation
- During the meeting, approval team ensure that all sites meet the Quality Standards for all learners that they host
- TH lead assessor completes the assessment section for each domain including any Mandatory Requirements or recommendations
- TH send PC QT a link to the completed form
- PC QT check the form and add to CLE database
- PC QT add approved sites to HoS report
- HoS report is ratified
- PC QT add approved sites to the relevant GP Training schemes and Foundation programme on GMC connect and update database
- PC QT notify applicant and TH of confirmation of approval including any Mandatory Requirement and/or recommendations
- TH notifies HEI partners of approval
- Learners can be placed at the approved sites
- TH monitor and update Mandatory Requirements notifying PC QT of any updates.
- TH manage process of annual review as required

Initiation

All new learning environments approvals in Primary Care are subject to this national process. Each Training Hub will need to plan how they will approach accreditation of the PCNs in their area, with the goal that these are all completed by April 2023.

In the following circumstances, the Training Hub will also initiate the CLE approval process:

- The merger of Primary Care providers under one NHS Organisation Data Service code, where one or more organisational sites have changed their code.

- When an Integrated Training Post (ITP) speciality site provides GP training for more than two sessions per week, and is not already approved for post-graduate doctors in GP training on the General Medical Council database.
- The application of a GP Clinical or Educational Supervisor in a training site or organisation that is not already approved for post-graduate doctors in GP training on the General Medical Council database.
- Creation of a new CLE for other professionals.

To initiate the process, the Training Hub will send the applicant a link to download the CLE approval form (https://kss.hee.nhs.uk/primary-care/gp-educator-accreditation/), along with a guidance document.

Form receipt and management

All sites in the learning environment must have input into the application. The form should be completed for all learners across all sites in the learning environment. Once complete, the applicant submits the form along with appropriate evidence to the Training Hub.

The Training Hub check the submission. If it is incomplete, they will return the form to the applicant.

Once the submission is complete, the Training Hub book an approval meeting with representatives from the applicant organisation.

Meetings

During the approval meeting, evidence will be reviewed, and the submission discussed. The meeting should be both formative and supportive.

The approval team need to be assured that each training site meets the standards required for all learners. If there are any gaps or concerns identified, these should be explored during the meeting. Any recommendations for improving the learning environment or Mandatory Requirements to gain approval need to be discussed and agreed.

Approval

Following the meeting, the lead assessor completes the approval sections on the submitted form, including any recommendations or Mandatory Requirements. If approval has not been given for all sites, or for all learners, then this must be clearly documented on the form.

Communication

When all sections of the form are complete, the lead assessor sends the form via a link to the Primary Care Quality Team (primarycare.kssquality@hee.nhs.uk).

The Primary Care Quality Team check that the form is complete. They add the approved sites to the monthly Heads of School report which is sent to the Heads of School for final approval.

Once the Heads of School report is ratified, the Quality Team add the approved sites to GMC connect and to the CLE database. The Quality Team distribute the redacted Head of School

report to Training Programme Directors, Patch Associate Deans, Training Hubs and the Primary Care School.

The Quality Team write to the applicant and the Training Hub to inform them of the approval, noting any recommendations and Mandatory Requirements given.

The Quality team notify the KSS Healthcare Education Team of the new approved training sites.

The Training Hub communicate the approval to the relevant HEIs.

Monitoring Mandatory Requirements

Any Mandatory Requirements or recommendations made by the approval panel will be monitored by the Training Hub. They will follow up any actions and they will notify Primary Care Quality Team of any completed requirements.

Calibration

There will be an annual calibration exercise to ensure consistency of the approval process across the region. Representatives from each Training Hub approval panel will meet with the Primary Care Quality team to review a random selection (10%) of the approvals.

Roles and Responsibilities

The **Primary Care Department** is responsible for:

- Ensuring that decision making for the recognition of placement providers is consistent, fair, valid and works collaboratively with the quality team to advise the Postgraduate Dean accordingly.
- Developing the skills and competencies of the Training Hub assessors to undertake the role.
- Reviewing the recommendation of the approval panel in conjunction with the Quality Department.

Within the Primary Care Department, the **Primary Care Quality Team** is responsible for:

- Version control of the CLE form.
- Checking the completed approval and adding the approved CLEs to the monthly Heads of School report.
- Circulating the completed Heads of School report to Training Programme Directors, Patch Associate Deans, Training Hubs and the Primary Care School.
- Communicating to the applicant the completion of the CLE approval and confirming any recommendations or Mandatory Requirements.
- Notifying the Training Hub of confirmation of CLE approval.
- Notifying the Health Education Team (HET) of new GP training sites when GP Supervisors or ITPs are approved.
- Adding GP training sites to the GMC database when GP Supervisors or ITPs are approved.

The **Training Hub** is responsible for:

- Initiating a new CLE request.
- Sending out the link to the CLE form to the applicant, with guidance/FAQ
- Arranging the approval meeting.
- Keeping a record of ongoing approvals on a HEE-held tracker.
- Ensuring that the submission is complete and that the assessors have access to the submission prior to the approval meeting.
- Ensuring that the approval panel consists of at least one GP and one other healthcare professional, and that they have appropriate knowledge of the requirements of the regulators.
- Assessing existing and proposed education and training environments.
- Monitoring and following up any Mandatory Requirements or recommendations.
- Reviewing any major changes to the learning environment and taking appropriate action if needed.
- Informing the Quality team if a CLE approval has been suspended or revoked.
- Arranging an annual review for each CLE.

The **Training Hub approval panel** are responsible for:

- Deciding the range of learner/ educating professions for which recognition is sought and to be fully familiar with their requirements.
- Making recommendations to the Primary Care Quality Team and Primary Care Department acting on behalf of the Postgraduate Dean regarding the recognition or on-going recognition of environments.
- Agreeing recommendations or Mandatory requirements with the learning environment.
- Sending the completed CLE form with any recommendations or Mandatory Requirements to the Quality team.

The **Applicant** (PCN Education Team/CEF) is responsible for:

- Ensuring that written confirmation of approval has been received from the Primary Care Quality Team before hosting any learners.
- Ensure that all sites and all relevant professions have contributed to the application.
- Informing the Primary Care Quality Team and the Training Hub of any major changes to the learning environment.

Anyone who places a learner into a learning environment is responsible for**:**

- Checking that the location is approved for learners of that profession, and that there is a suitably qualified supervisor.
- Before placing post graduate doctors in GP training, the GP Training Programme Director (TPD) is responsible for checking that locations are approved for the relevant Training Programme on the GMC website. If the location is not yet approved, then this must be completed before the placement is started.

Governance

The Quality section of the PC Ops meeting will provide a forum for discussion of the challenges and progress of the CLE approval process. Each Training Hub will be given opportunity to provide an update at the monthly meeting.

There will be an annual review of the CLE process which will be ratified by the Primary Care School Board. There will be an interim review of this process in December 2022 to address any potential concerns.

Data Protection and Information Governance

Why HEE collects the information

- HEE processes personal information because HEE has a legal obligation to do so or because it is necessary for the exercise of HEE's statutory functions or any other function in the public interest. This includes the quality assurance of training programmes and ensuring that standards are maintained.

What information is collected and how it is stored

- Information about the learning environment including the key contacts for each site will be collected.
- The information is collected from the applicant who submits it to the Training Hub for the purpose of CLE approval.
- HEE privacy notice explains how HEE will use and protect any information they are given including any information about HEE sponsored training, education and development.
- The Applicants, Training Hubs, HEE Teams and the Primary Care School on behalf of the Dean must ensure that all data and information is securely stored in accordance with the requirements of HEE and the General Data Protection Regulations.

Information Sharing

- The completed CLE approval form will be shared between the Training Hubs and the Primary Care Quality Team. Where necessary, it will also be shared with the wider Primary Care Department, and the Quality Department.
- The approval status of the learning environment will be shared with the Training Programme Directors, Patch Associate Deans, Primary Care Department, the Health Education Team, GMC, and the relevant HEIs.
- Sites approved for post-graduate doctors in GP and Foundation training will appear on the GMC database.

References

General Medical Council – Programme and site approvals: https://www.gmc-uk.org/education/standards-guidance-and-curricula/guidance/programme-and-site-approvals

Hospital based GP Training in Kent, Surrey and Sussex: https://kss.hee.nhs.uk/primary-care/gp-trainees-resources/hospital-based-training/