3CA Programme – Process Guide

Step 1: Check you're eligible to register.

? Who is eligible?

GP ST1 & ST2:
- GP ST1 or ST2 currently in a GP Post.
- Has not already received 3CA support.
- Consultation recordings must be ready for the submission deadline.

Step 2: Those eligible will be sent an email, which contains a registration link.

? No Email?

(After 5 working days since registering) then email: england.gptraining.nw@nhs.net

Step 3: Once registered your eligibility for the programme will be checked.

Not Eligible

Eligible

Unfortunately, you are not eligible, you will be contacted by the GP Team confirming this.

Step 4: You're eligible, we will send you an email confirming the details of your allocated 3CA Consultant.

ⓘ If you share your consultations after the deadline, consultations will **not** be reviewed.

Step 5: Record Role-Play Consultations using Microsoft Teams & share with your allocated SCA Consultant. (Instructions on how to do this will be shared in your allocation email).

Step 6: Once shared, your allocated 3CA Consultant will review your recording and return feedback within the stated deadline in your allocation email.

ⓘ Consultation Feedback:

Development needs Appropriate:
SOX Educator Tips in Education Notes

Moderate Development:
One Tutorial

Significant Development Needs:
Two Tutorials

Step 7: 3CA Consultant shares feedback within the Educator Notes on FourteenFish.

Step 8: If your feedback confirms you require a tutorial(s) you will be contacted via email from the GP Team.

Your allocated 3CA Consultant will then contact you to arrange the tutorial(s)

? No Feedback?

In this first instance liaise with your 3CA Consultant. Then contact the GP Team: england.gptraining.nw@nhs.net

Step 9 (if required): Once your tutorial(s) have been provided your 3CA Consultant will add an Educators Note to your portfolio.