# Clinical and Educational Supervisors Course – FAQs

# (formerly the Basic Trainers Course)

**Why do we have to complete academic work and gain a certificate to be a GP trainer/educational supervisor?**

* The GMC has standards for medical educators.
* HEENW have agreed that to achieve initial approval all educators need to complete an externally accredited course.
* [www.gmc-uk.org/education/how-we-quality-assure/postgraduate-bodies/recognition-and-approval-of-trainers](http://www.gmc-uk.org/education/how-we-quality-assure/postgraduate-bodies/recognition-and-approval-of-trainers)

The current criteria is comprised of seven areas:

1. Ensuring safe and effective patient care through training
2. Establishing and maintaining an environment for learning
3. Teaching and facilitating learning
4. Enhancing learning through assessment
5. Supporting and monitoring educational progress
6. Guiding personal and professional development
7. Continuing professional development as an educator.

**What is the process to become a Foundation Supervisor after the first two days of the CS course?**

This depends on your starting point.

* GP in an approved learning environment – complete the two days of the course, submit the Foundation Supervisor application form, have a Foundation Supervisor approval practice visit. The visit is formative, takes 1-2 hours and is just to check you are ready to start supervising and also review the established learning environment if appropriate.
* GP in a new learning environment – complete the course, submit the Foundation Supervisor application form, have a new Foundation Supervisor Approval visit which also includes approval of the learning environment. The visit will take about 4 hours and will review all aspects of the learning environment including the medical records. It is useful to meet the practice manager or someone from the admin team who looks after education.

Following the Foundation Supervisor Approval Visit, a report is sent to the Head of the GP School (Rob Stokes) who formally approves the new supervisor with the GMC who will add the GP to their register of approved supervisors.

**What is the Clinical Supervisor Course (was Foundation Supervisor Course plus CS ‘3rd Day’)?**

* The Clinical Supervisor Course is run over 1 day and is accredited by UCLan.
* There is a piece of written ‘intermodular work’ following completion of the three taught days which will help in preparation for the ES Course.
* This course provides a good grounding if you wish to get involved in education. This is the first part of the journey to become a GP Educational Supervisor.
* You can opt to stop the Clinical Supervisors Course after two day and follow the accreditation process to become a Foundation Supervisor (who can be a named supervisor for a Foundation Doctor or other primary care learners but NOT GP trainees).
* After completing the entire CS Course you can follow the accreditation process as a Clinical Supervisor who can be the named supervisor for all learners in GP except GP ST3 trainees. Once accredited as a GP Clinical Supervisor you can progress to the Educational Supervisors Course.
* Existing Foundation Supervisors can currently join in with the third day of the Clinical Supervisor Course to then follow the route to accreditation as a GP Clinical Supervisor.

**When can I do the Clinical Supervisor Course?**

* You can do the Clinical Supervisor (CS) Course after a minimum of 1 year as GP in a GP practice following CCT. You cannot do this course as a locum or out of hours doctor.
* If you have completed a Foundation Supervisors Course or ‘Wider Workforce’ Supervisors Course, you can progress to the “day 3” GP Clinical Supervisors Course to gain knowledge of the GP curriculum and then move to the Educational Supervisor (ES) Course.

**What is the process to become a GP Clinical Supervisor after the completion of the CS course?**

This process includes established Foundation supervisors who have completed the third day of the Clinical Supervisors Course.

This depends on your starting point.

* GP in an approved learning environment – complete the course, submit the GP Clinical Supervisor application form, have a Clinical Supervisor approval practice visit. The visit is formative, takes 1-2 hours and is just to check you are ready to start Clinical Supervision of a GP Trainee at GPST1 or GPST2. The visit may also review the established learning environment if appropriate.
* GP in a new learning environment – complete the course, submit the GP Clinical Supervisor application form, have a Clinical Supervisor approval visit which also includes approval of the learning environment. The visit will take about 4 hours and will review all aspects of the learning environment including the medical records. It is useful to meet the practice manager or someone from the admin team who looks after education.

Following the Clinical Supervisor Approval Visit, a report is sent to the Head of the GP School (Rob Stokes) who formally approves the new supervisor with the GMC who will add the GP to their register of approved Clinical Supervisors.

In addition to this process, those who are completing module MB4501 and/or wishing to progress to the ES Course will need to complete and submit:

1. Reflection on the Clinical Supervisor Course (2000 words)
2. Video of a consultation (up to 15 minutes)
3. Critique of that consultation (1000 words)

**Transition from Clinical Supervisor to Educational Supervisor**

* The former Basic Trainers Course has been rewritten to make it fit for the additional challenge that the Educational Supervision of GP trainees brings.
* The ‘basics’ of supervision are covered in the Clinical Supervisors Course (and not repeated) allowing time on the Educational Supervisors Course now to enhance the training of new Educational Supervisors in being able to adequately support and challenge GP trainees in their ST3 year.
* The new Educational Supervisors Course also now benefits from those on the course supervising an ST1 or ST2 GP trainee while on the course to enable practising of the new skills covered on the ES course.
* There is an emphasis on supporting trainees with differential needs, developing consultation skills teaching and supporting the trainees with their examinations.
* Following the Educational Supervisors course you should feel much more confident and skilled in your role as a GP Supervisor.
* As an accredited GP Educational Supervisor you are supported by HEENW with an annual CPD allowance and access to ongoing development opportunities in your role in GP education.
* We would expect newly approved GP Clinical Supervisors to progress to the Educational Supervisors Course within 3 years of becoming a Clinical Supervisor.

**What is the process to become a GP Educational Supervisor after the completion of the ES course?**

Everyone who completes the ES course will already be an approved Clinical Supervisor in an established learning environment.

Complete the Educational Supervisor application form (sections on the supervisor and training plans only, NOT learning environment) and have an Educational Supervisor approval practice visit. The visit is formative, takes 1-2 hours and is just to check you are ready to start Educational Supervision of a GP Trainee at GPST3. The visit may also review the established learning environment if appropriate.

Following the Educational Supervisor Approval Visit, a report is sent to the Head of the GP School (Rob Stokes) who formally approves the new Educational Supervisor with the GMC who will add the GP to their register of approved Educational Supervisors.

**Why do I have to be qualified as a GP for 2 years before being accepted as GP Trainer?**

* You are unable to do the ES course without the CS course now – see below.
* Being a GP Educational Supervisor (formerly GP Trainer) and taking responsibility for a GP ST3 is a big step. We feel that you need at least 2 years of GP experience before becoming a trainer.
* We encourage doctors to become a Foundation Supervisor or Clinical Supervisor as a first step into education and supervision before they become an Educational Supervisor of GP trainees. The material covered in the 3 days of the Clinical Supervisor Course is essential preparation for the ES course and covers some of the GMC required areas which are not then repeated.

**Why do you insist on a video before the ES course?**

* Educationally it is very important to be able to record, assess and give feedback on a video of a consultation.
* We ask for a video to look at your ability to self-assess and then will use the videos as material for analysing and teaching consultation skills on the course.
* The videos are submitted using Iris Connect Software. This is a securely encrypted online system for uploading and storing videos.
* You will be given a licence to access Iris Connect for this process.

**How am I supported during the course?**

* For each module of the course we will allocate a support tutor.
* We will put information about the course and assignments on the University Blackboard system.
* There is a University library list for you to use.
* At HEENW we use ‘SharePoint’ to house all the information and learning resources for our courses.
* You will be given access to the SharePoint site when you are on a course.
* All the handouts and presentation will be available here.
* We also collect course feedback via this system.

**How much time is needed to complete the Educational Supervisors Course?**

A great way to answer this would be to talk to other trainers in your practice or patch. In addition to the 6 taught days, you will need to spend some time doing some wider reading and reflecting on your own circumstances and how training can be developed in the practice. The three pieces of intermodular work take maybe between one and two days to write. You may be able to negotiate time to do this work with your practice. The three pieces of intermodular work for the ES course are practical and directly relevant:

1. Reflection on the current learning environment and how to improve it
2. Curriculum for the first three months of a GPST3 in your practice
3. A video recording of a short tutorial with a critique

**What is the “Year with a Learner module” after the ES Course about?**

* This is classed as a workplace module and would follow accreditation as an Educational Supervisor.
* It comprises the same work you have to do anyway for your first reaccreditation as an Educational Supervisor – usually 1 year after the Educational Supervisors Course.
* You need to have a GPST trainee allocated to you in practice before you enrol for this module.
* You will need to have an ST1,2 or 3 with you in practice for at least 6 months to complete this module.
* Please do not enrol before you become an Educational Supervisor and are emailed by HEE to confirm you have a trainee.
* HEE will submit a list to UCLan to make sure you are enrolled at the correct time.
* There is no taught part of this module, but you can contact your local Associate Dean to discuss issues if needed.
* You will need to complete the portfolio/form during the time with your first trainee.
* You will need to record and critique a Case Based Discussion assessment (CBD) and send to your local patch Associate Dean.
* You will need to collect feedback from your trainee and review the learning environment form.
* At the end of the time with the trainee (6-12 months) you will submit all these documents and there will be a review.

**UCLAN Questions**

**If I complete the Educational Supervisor Course do I have to do the certificate with the University of Central Lancashire (UCLan)?**

* Yes. The GMC requires that any educational supervisor has an externally accredited qualification.
* This is a very practical course that has been accredited with the University and can be added to other modules that are organised by HEENW, such as the Professional Education and Development Course (PED) and the Group Leadership module, along with other UCLan modules to allow achieving a Postgraduate Diploma and then MSc.

**If I already have a Certificate of Postgraduate Medical Education, do I need to do the Educational Supervisors course and the written work?**

* Yes. You do need to complete the assignments as they are specifically related to speciality GP Training.
* You do not need to register with UCLan or enrol on the certificate.
* If you wish you may be able to add these modules to your previous certificate to form a Postgraduate Diploma level qualification. You can do this by transferring in some of your credits to UCLan from a different university. UCLan will look at cases individually if you are interested in this.

**Do I need to attend all six taught days of the Educational Supervisor Course?**

* The Educational Supervisors Course comprises six taught days (usually three lots of 2-day modules) with a written assessed ‘intermodular’ assignment following each of these modules.
* Attendance at all of the teaching days is mandatory and would need to be repeated if you were unable to attend.
* There is a lot to cover on the course and the content is not repeated.
* We understand that there are times when problems occur and each situation is dealt with on an individual basis but you cannot miss part of the taught course. If you miss one part of the course you will need to discuss when this can be repeated.

**What is the relationship between HEENW and the University of Central Lancashire (UCLan)?**

* We work in close partnership with UCLan in the delivery of the courses.
* HEENW provide all course administration, materials and teaching.
* UCLan provides the accreditation of the modules, calibration and review by an external examiner and the postgraduate level awards.
* HEE provides the course and tutors for the certificate modules.
* UCLan deals with all the formal certificate administration.
* You will be provided with a UCLan course handbook that gives all the details of the courses and regulations as a student.

The contact email address for UCLan is [CBS-StudRecs@uclan.ac.uk](mailto:CBS-StudRecs@uclan.ac.uk)

The telephone number is 01772 891998.

**If I cannot submit an assignment what do I do?**

* There are official university submission dates and all assignments must be completed and submitted by that date.
* A possible 10-day extension is available by special request by following the UCLan extension processes.
* If the delay is going to be longer than 10 days, you can apply for a longer extension with extenuating circumstances.

**Do I need to enrol with the university each year?**

* Yes. At the start of the course you will register with UCLan as a student.
* You need to enrol each year for the duration of your course.
* You will receive a reminder email.
* Once enrolled, you register for your modules (eg. Clinical Supervisor Course, Educational Supervisor Course, First Year with a Learner…)
* It is only at this point do you pay for the module.
* If you start a module and then for some reason cannot complete it, you need to contact UCLan to put things on hold.

**What is the cost of the course?**

* HEENW provides the course (online or face to face) for free
* Each person will need to pay UCLan for the Clinical Supervisor module and other subsequent modules, currently £325 per module.

**How many modules are there to gain a certificate?**

* The course has recently been revalidated. The ES (UCLan code MB4516) is the core module and gives you 40 academic credits.
* The CS Course (UCLan code MB4501) is now accredited as a module and gives you 20 academic credits.
* The module that covers your first year with a learner as Educational Supervisor (UCLan code MB4515) is practical and covers the reaccreditation process after your first year as an ES. You need to have a period working with a learner (at least 6 months), submit a portfolio and a case base discussion video. This gives you 20 academic credits.
* You need 60 credits to complete the Postgraduate Certificate of Postgraduate Education with UCLan. This could be made up of the CS Course (20) plus ES Course (40) or ES Course (40) plus ‘The first year with a learner’ module (20), for example.

**Can I progress to diploma and MSc?**

* Yes. There are further UCLan modules that can be added to create a diploma (total 120 credits) and MSc (total 180 credits). We can provide details if required.
* Modules that are run by the Deanery are MB 4017 (supervision and teaching masterclass) and MB 4020 (consultation skills masterclass). There is one planned on workplace based assessment.
* The other core module is the PED course. You can add other modules including the ES Course to create a certificate or diploma.
* There is a system to approve other GP CPD and masterclasses. This is arranged directly with UCLan. The current contact is Michael Farrell. Please contact him via the CBS-StudRecs@uclan.ac.uk email address.

**I have not done any academic writing or submitted assignments for a long time how will I manage this?**

* We understand this and will provide significant support. The academic work does take time and effort.
* UCLan has extensive support and guidance on the Blackboard system. We will give examples of work from previous students, allow you to submit drafts and provide a personal tutor for support.
* We want everyone to pass the certificate and will help.
* All the intermodular assignments help significantly to apply the learning on the course to your own practice situation and help prepare the way to starting Educational Supervision.

**How are the assignments marked?**

* The assignments need to be uploaded using the Turnitin system on the UCLan Blackboard platform.
* They will be marked using the UCLan marking criteria for Level 7 assignments.
* Feedback will be given and there is an opportunity to discuss this with your tutor.

**Contacts**

**Course Leads:**

**Clinical Supervisors Course MB4501**

**Educational Supervisors Course MB4516**

**Year with a Learner Module MB4515**

Dr Andrew Craven Email: [andrew.craven@hee.nhs.uk](mailto:andrew.craven@hee.nhs.uk)

**Clinical Supervisors Course MB4501**

**Educational Supervisors Course MB4516**

**Year with a Learner Module MB4515**

**Teaching and Supervision MB4017**

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**Educational Supervisors Course MB4516**

**Year with a Learner Module MB4515**

**Teaching and Supervision MB4017**

Dr Clare Malpas Email: [clare.malpas@hee.nhs.uk](mailto:clare.malpas@hee.nhs.uk)

**Clinical Supervisors Course MB4501**

Dr Scott Cooper Email: [scott.cooper@hee.nhs.uk](mailto:scott.cooper@hee.nhs.uk)

**Consultation Skills Masterclass MB4020**

**Workplace Based Assessment Masterclass**

Dr Mohan Kumar Email: [mohan.kumar@hee.nhs.uk](mailto:mohan.kumar@hee.nhs.uk)

**Course Admin:** Email: [gptraining.nw@hee.nhs.uk](mailto:gptraining.nw@hee.nhs.uk)

**UCLan certificate Administration Team:**

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