

GP-Speciality Training Committee Visit Report

This report provides a framework for the practice visit and report to the GP-STC for the Approval and Re-approval of GP Trainers in the Wessex Deanery

The visits should be led by the Patch Associate Dean or their nominated Deputy and accompanied by a GP Trainer, a GP Trainee (ST3 or ST1/2) and where possible, a practice manager (PM). In addition as required by GP-STC guidance other visitors such as the GP Director, an external RCGP representative, and Lay representatives should attend.

Where the visit includes a GP Trainee with their Trainer this may replace that weeks protected tutorial session which must be written up as a learning experience in the e-portfolio.

A prospective trainer in a new or existing training practice may ask the Associate Dean for an informal visit prior to starting the official application process. This visit will be conducted by the Associate Dean on their own, and may be used to discuss both broad and specific issues with the applicant and the practice entering postgraduate training.

The prospective New Trainer must have attended the Prospective Trainers Course, completed the appropriate course work and submitted the Application Form and any supporting paperwork as required.

For Re-approval the GP Trainer must attend either the New Trainers Course (after 1st Approval) or the Experienced Trainers course and have taken part in the Approval visit of another GP Trainer.

The Deanery will normally undertake the first re-Approval visit after twelve "training" months have been completed (i.e. normal first approval is 24 calendar months).

All visits will make use of the detailed **application and re-application form** that must be completed and submitted to the GP Patch Office *at least one month before the visit*.

The Practice Partners and Practice Manager must sign the "**Agreement of Partnership to support the GP Training Programme in the Practice**" and should return it to the Lead Visitor at the time of the visit.

The Patch office will contact the GP Programme Directors, GP registrars, Trainer Group Convenors, the PCT, and the LMC to inform the visiting team about any comments they have received about the trainer and the practice.

The content and review of the trainers and practice performance will be comprehensive and standardised throughout Wessex, although *the emphasis on providing the appropriate documentary evidence has been placed firmly with the trainer and the practice*. This will enable the visit to highlight areas of achievement and agree a development programme. The broad areas will include trainer preparation and overall aims.

All approval reports will be shared with the (Prospective) Trainer prior to the GP Specialist Training Committee and the GP will be able to add comment for consideration by the STC.

The GMC requires **Individual Approval** of each GP Trainer in the Practice and for separate approval of the Training Practice as a **Speciality Training Post**. The GP-STC will therefore issue 2 approval recommendations to the GMC

1. Individual GP Trainer (see Appendix A)
2. Practice (Post) Training approval (see Appendix B)

Richard Weaver
Sept 2011