Essential Tasks (minimum requirement to qualify for ES payment)

GP Educational Supervisors must meet their designated GP Trainee at least once in each 6 month review period (i.e. twice a year) to perform an educational review and submit an electronic review (ESR) near the end of each hospital speciality post. The e-Portfolio must be correctly entitled and be complete in all aspects to allow a satisfactory ARCP panel outcome to be achieved.

The Educational Supervisor must review and include in the ESR the Trainee’s:

- Personal Shared Log entries (read and validate all shared entries)
- Results of assessments (including discussion of the MSFs and PSQs results where appropriate and releasing the results to the Trainee)
- Listed DOPs performed
- GP Curriculum Coverage and match the Trainee’s log entries against RCGP competencies
- Professional Competence
- Agreed learning plan / PDP

The Educational Supervisor’s report must be completed and submitted so that both the GP Trainee and the Deanery have access to the report electronically via the e-Portfolio.

The Educational Supervisor is expected to keep themselves up to date with the minimum requirements of the RCGP and any developments in the e-Portfolio functionality.

It is also good practice to:

- Meet with Trainee at the start of their training year to quickly review past training, establish educational needs and agree learning goals (unless this has already been performed in an educational review meeting (ESR) at end of previous training year)
- Encourage GP Trainee to put agreed goals into their PDP and set time scale for achieving goals
- Review Trainee’s e-Portfolio every 2-4 weeks to read and validate shared log entries
- Be in email contact with Trainee on a monthly basis to check on progress and identify any training problems.
- Answer any simple Trainee query but refer Trainee onto local Programme Director if complicated problem identified
- Advise Trainee on quality and quantity of log entries so as to avoid an excess of poor quality submissions, e.g. just a list of interesting patients seen, and encourage recording of true learning experiences
- If possible encourage the Trainee to spend a number of their Study Leave days/sessions in the GP Practice throughout the Hospital placement.

The ARCP Panel

The panel is required to review the evidence submitted in the e-portfolio and ESR, and in cases were evidence is poor or tasks are not completed refer the Trainee to the Follow Up ARCP panel for review which may result in an ARCP unsatisfactory outcome or even the possibility of the trainee being “release from training”.

In the case of incomplete or inadequate evidence submitted by an Educational supervisor the ARCP panel will also refer the GP Trainer (ES) to a Follow up ARCP panel which may result in the Educational supervisor payment being reclaimed by the SHA with the additional possible risk that the Deanery may be required to refer the matter to the NHS Local Counter Fraud Service.

Both Trainees and Educational Supervisors have signed the educational agreement in the e-Portfolio which states that they agree to reading and validating log entries and that they may claim from the Deanery the annual Educational supervisor payment (see footnote) from the Deanery Patch Office.

Footnote: The Deanery will currently fund the ES £250 for each 6 month Hospital Placement (i.e. £500 for 2 Hospital placements per year or £250 in the split year between a Hospital post and a GP ST1/2 post. The GP Trainer who receives a Trainers Grant during an ST1/2 GP placement cannot “double” claim for the ES payment as well)