

## TA6-Generic Approval Schedule

As a new Trainer you will be approved for two years. Normally your practice is also approved at the same time. However, if your practice has had a visit in the last four years it is likely it will just be you that is visited.

As an existing Trainer (except for first re-approval visit) you will be approved for maximum of 5 years for a physical visit. (Paper or virtual visit in the 3<sup>rd</sup> year after re-approval)

You will be visited by a Team Leader and a GP Trainer if just the Trainer needs visiting or Team leader, Practice Manager and Trainer if you and the practice need visiting. If you are a new Trainer before applying, you will need to complete the TA8-Pre-Visit form and your local Programme Directors (PDs) will have informed us if you are ready for a visit.

**Pre-visit you will need to send us an application form which can be found on the Oxford Deanery website or via Barbara Gow or GP Admin team.**

During this visit you will be expected to show us around the practice and introduce us to key members of the team including any existing Learners.

**At the visit** please have prepared for the team to watch:

- 1) **A 10-minute consultation video** - this is to ensure you are a 'safe doctor' and to assess if you can demonstrate teaching abilities based on your video.
  - 2) **A 10-minute video of teaching a learner**, preferably GP trainee but an F2 trainee or other health professional is acceptable. We do not want to see a CBD or COT; a tutorial or a random case analysis would be ideal. \*
- \*For Re-approval Visit only (2) will be needed.

Pre-visit you will be expected to have attended some trainer meetings in your locality and introduced yourself to your PDs as they need to vouch for you as a Trainer (see TA7-Criteria for new and existing trainers and TA8-Pre-Visit form).

I am enclosing a rough timetable for your perusal. During the visit we will ask you questions about your training such as induction timetable, teaching methods, feedback (also assessed via videos), how the practice would be involved in teaching, your own role modelling such as your Personal Development Plan (PDP) from your appraisal, your Educational PDP and how

you intend to or already have fulfilled this (such as attending deanery days, WPBA Nuts and Bolts course, e-portfolio work and Locality Trainers groups meetings.)

**Single Educational Supervisor/Re-approval of Educational Supervisor only**

- 09:00 Visiting team arrival, introductions & tour of the practice
- 09.30 Team Leader and GP meet Educational Supervisor.
- 11:30 Team meet Learners (if in placement)  
Look at SEAs/QIPs/Notes of Educational Supervisor
- 12.30 Visiting team discussion
- 12.45 Feedback to Educational Supervisor

**Single Educational Supervisor/Re-approval of Educational Supervisor and Practice**

- 09:00 Visiting team arrival, introductions & tour of the practice
- 09.15 Short presentation from a member of the practice
- 09.30 Deanery team discussion
- 09.45 Visiting Practice Manager with PM and staff (Admin, practice nurses, HCAs, secretaries, etc)  
Team Leader with Educational Supervisor (note per additional Educational Supervisor there will another GP Trainer and timetable may change)
- 11.45 Team meet Learners (if in placement)  
Look at SEAs/QIPs/Notes of Educational Supervisor
- 12.15 Visiting team discussion
- 12.45 Feedback to Educational Supervisor
- 13.00 Feedback to the Practice (can be combined with ES feedback)