

**Guide to completion of TA2 for Educational / Clinical Supervisors/ Foundation Supervisors
Thames Valley and Wessex**

The TA2 form has been created to ensure that trainer re-approval is in keeping with the standards set by the [GMC](#).

This guide is designed to help trainers complete sufficient information in the form in keeping with the GMC and RCGP recommendations: [Promoting excellence for General Practice](#)

The first re-approval will take place at 2 years, and 5 yearly thereafter.

Question:	Helpful evidence and information to include:
Please describe how you ensure safe and effective care	<ul style="list-style-type: none"> • Induction plans • Clinical supervision/Debriefing arrangements for trainees/ including when trainer is away • Trainee workload arrangements • How patients are selected for trainees • Equipment provision for trainees • Learners made aware how to escalate concerns
How do you establish and maintain an environment for learning?	<ul style="list-style-type: none"> • Reflection on learning culture • Systems for raising concerns • Demonstrate the trainee is facilitated / encouraged to attend practice meetings (including complaint / significant event discussions/patient care meetings / management meetings) • Demonstrate collecting and responsiveness to trainee feedback • Quality improvement activity in practice leading to team learning • Consideration of Equality and Diversity
Describe how you teach and facilitate learning	<ul style="list-style-type: none"> • How the trainer assesses learning needs of trainees • How patients are selected for trainees to optimise learning/ gain a full range of clinical experience • Teaching methods used • Feedback methods used • Trainee timetable compliant with contract, 70/30 clinical / educational split. • 2-hour weekly tutorial (pro-rata)
Please describe your timetable, the protected time you are given for your ES duties and development	<ul style="list-style-type: none"> • Minimum amount of protected time for ESs: • 1 trainee: 4 continuous hours / 1 session per week. • For additional trainees allocated to the same trainer – a minimum of a further 2 hours per trainee. (gold standard however would be 1 session per trainee) • In addition: Time to attend faculty days and trainers meetings/ away days

	<ul style="list-style-type: none"> • Minimum amount of protected time for Foundation Supervisors and CSs: 2 continuous hours per week to allow for tutorial time (gold standard however is 1 full session per trainee) • Trainer working minimum of 4 clinical sessions in practice (of which 1 can be replaced with tutorial time). • Trainer aware to inform TPD team of absences more than 2 weeks, or significant practice changes
<p>How do you enhance learning through assessment?</p>	<ul style="list-style-type: none"> • Assessments done by approved trainer only • Assessments sequenced and progressive • Support and feedback given • Assessments mapped to curriculum requirements • Trainer attended regular training in calibration of WPBAs • (For CSs: Mandatory attendance at Nuts and Bolts for COTs and CBDs every 5 yrs)
<p>How do you support and monitor educational progression?</p>	<ul style="list-style-type: none"> • Use of videos in teaching • Opportunities to collect feedback on trainees' performance from other team members
<p>How do you guide the personal and professional development of your trainee?</p>	<ul style="list-style-type: none"> • Awareness of where to discuss / escalate concerns about a trainee • Exam preparation support offered
<p>How do you ensure continuous professional development as an Educator?</p>	<ul style="list-style-type: none"> • Mandatory to attach PDP • Please ensure PDP is SMART (template available on document 'FAQs for approvals and re-approvals') • Locally stipulated minimum attendance at trainers' meetings. • Faculty day attendance • Equality and Diversity certificate • Relevant learning plan in keeping with experience as an educator
<p>Please attach feedback from your trainees</p>	<ul style="list-style-type: none"> • Minimum requirement to attach trainee questionnaire feedback from current trainee(s) (Please check local information for correct form). Additional tutorial or end of placement feedback can be supplied (recommended)
<p>Have you received feedback regarding your e-portfolio use and WPBA?</p>	<ul style="list-style-type: none"> • If you have received Panel feedback, please comment on this. • If No: Approver/Assessor will be able to review and offer feedback within this process