

## Educational conversation with a prospective trainer

A prospective trainer is eligible to apply for initial approval once s/he has completed an approved course for new trainers held in the West Midlands.

As a result of participating in and successful completion of the course, the prospective trainer will have achieved and be able to demonstrate evidence of competence in twelve areas relevant to the role. We have used the competencies devised by the Scottish National Training Development Group, with their agreement.

In addition, the prospective trainer must be able to meet the Criteria for the Selection of General Practice Trainers in the West Midlands (2009).

This information is available from the Herefordshire & Worcestershire GP Education website, [www.hwgpe.org.uk](http://www.hwgpe.org.uk), further down the page from which you downloaded this information.

If you wish to become the first trainer in a practice that is not currently approved for training, you will need a formal practice visit.

If you wish to become an additional or replacement trainer in a practice currently approved for training, you should arrange to meet with the Area Programme Director, at a mutually convenient time and place, for an Educational Conversation.

You will need to complete an application form and an educational conversation form. Both are available from [www.hwgpe.org.uk](http://www.hwgpe.org.uk). This site also gives contact details. The educational conversation form is not very relevant to the prospective trainer but is useful as a baseline so please complete it as appropriate. Please send both documents to me, preferably by e-mail, at least two weeks before the planned date of the conversation.

At the meeting, I shall want to review the portfolio of evidence that you have developed from participation in the trainers' course. I shall also wish to know about your educational plan for a prospective registrar. This should include information about the practice, proposed registrar induction, plans for needs assessment and a weekly timetable for the registrar. In the latter, there should be one or more regular slots for tutorials and we will want to discuss your ideas on how to assess the tutorials.

It is particularly important that you can demonstrate awareness and competence of the principles of educational supervision of workplace based assessment for MRCGP and certification as well as supporting a registrar in maintaining his/her portfolio. You should also bring a copy of your professional development plan

and some evidence of involvement with recent audits. I do not need to see a video of a tutorial at this meeting.

Initial approval as a trainer is for twelve months from the commencement date of your first registrar.

Please get in touch with any queries.

Vic Schrieber

Associate Dean, Herefordshire & Worcestershire GP Education