

## Intending GP Trainer Mentorship

The increasing numbers of intending GP trainers and the high quality of GP training means that we need to ensure that new, enthusiastic intending GP trainers are supported through their journey as they embark on their new role and so we are grateful for your experienced input here as a mentor.

The post graduate course that all intending GP trainers attend develops and ensures that their knowledge of educational theory and practice is of a good, sufficient standard that ensures the quality we are used to and expect from our GP Trainers. Throughout their journey to become a GP trainer we also recognise that they need to identify and to develop their skills and learning needs in other fields of GP training: the required assessments for GP training, the practicalities of administration and organising of teaching and training in their practice as well as networking and sharing of ideas. We recognise that the role of the mentor is for support and development but it is also key to achieve these roles that are not achievable through the post graduate course. Therefore it is vital that you are given guidance to ensure that this can be achieved and both the mentor and mentored are aware of the essential outcomes from this process. Mentoring is different for everyone and whilst not wanting to be prescriptive and not wanting to break confidence we need to standardise and utilise the evaluation from the mentor as part of the whole process of the intending GP pathway.

In order to help you as a mentor for a new intending GP trainer we fund your time. We also need to ensure that you are able to access the necessary supporting resources, documents and claim forms required for the mentoring process of new intending GP trainers.

This section will enable you to download the necessary forms that are required as part of the intending GP Trainer pathway so that the intending GP trainer can evidence their achievements and developments of the mentoring process. This will support you as well as the intending GP trainer as you both go through the mentoring process. There is a checklist to help you structure your mentoring sessions and the official final mentoring evaluation form. Your mentoring role is **not** about assessing whether they are fit to train but it is to evidence that key areas of an intending GP trainer's training needs are experienced and undertaken, developed and where necessary improved. Your final evaluation will help the TPD complete their TPD report and so contribute as part of the evidence of the complete process of the intending GP trainer. It is important to stress that it is not you assessing them for this role but your input is invaluable.

### List of documents:

Checklist for mentoring sessions

Recommendation for structure of mentoring sessions.

Final Feedback form for TPDs and Approval interview panel

Resource links

Claim form

**Check list for mentoring sessions:**

Identify the new trainers learning needs:

- a. Learning plan.
- b. COTs and teaching the consultation.
- c. Topic tutorials.
- d. Case Based Discussions.
- e. Random Case analysis.
- f. Significant Event Audit
- g. Educational Supervision.

Organisation and administration of training:

- a. Managing change in the practice to facilitate learning.
- b. Developing the training culture.
- c. Developing the training library.
- d. Attendance at VTS half day meetings
- e. Attendance at Trainer's workshops

## **Recommended structure of mentor sessions with Intending GP trainers**

### **Session 1:**

- a. Ground rules, contract formation for working together.
- b. Educational needs assessment.
- c. Set objectives with time scale.
- d. Set dates for future sessions.
- e. Document session.

### **Future sessions:**

- a. Review objectives.
- b. Reflect on objectives and achievements.
- c. Ensure areas of learning needs being addressed.
- d. Mentor feedback.
- e. Develop new learning needs.
- f. Document sessions.

### **Final session:**

- a. Review learning plan / objectives.
- b. Agreed review of:
  - COTs
  - CBDs
  - Topic tutorials
  - RCAs
  - SEA
  - ES role
  - Standards and Evidence document review
  - Preparation for interview panel
- c. Feedback from mentor.
- d. Future educational PDP developed.
- e. Review and document final feedback form for TPD/interview panel.

**Final Mentoring Feedback form:**

**MENTOREE NAME:**

**MENTOR NAME:**

**DATE:**

<b>Objective</b>	<b>Completed Yes / No</b>	<b>Feedback</b>
<b>Review of learning plan / objectives.</b>		
<b>COT review.</b>		
<b>CBD review.</b>		
<b>Topic tutorial review.</b>		
<b>Random Case analysis review.</b>		
<b>SEA review.</b>		
<b>Educational Supervisor Role review.</b>		
<b>GP Web app review.</b>		
<b>Preparation for interview panel review.</b>		
<b>Future Educational PDP developed and reviewed.</b>		

**Resources:**

<http://www.bradfordvts.co.uk/educators/intending-trainers/>

<http://www.pennine-gp-training.co.uk/tools-for-intending-trainers.htm>

<http://www.gp-training.net/training/gptrainer/index.htm>

## **Notes for Trainer QA team:**

### **a. Final Mentoring feedback form:**

This form is in response to TPDs request for some standardisation of the information received from mentors to help the TPDs complete the final TPD report for submission for the Standards and Evidence document.

I would propose that this form acts to help:

1. The mentor and the mentore to know what is the basic expected outcome of their role in the mentoring process.
2. Aid the TPD with completing their report for submission for the Standards and Evidence document.

The form would

1. Be available on the website to download and input.
2. Be required and attached to the TPD's report as evidence that both the TPD and the intending GP Trainer can use to demonstrate the evidence for the interview panel for quality purposes.
3. Provide standardised basic outcome that can demonstrate the areas that have been achieved and to resource appropriately.

### **b. Claim:**

There is a grant of £1100 per new trainer supervised- based on a nominal 6x 3 hour sessions.

Claim form will be on the website to down load so no need for admin input here and they will need TPD of local scheme to authorise.