

Selection for role

Training for role— defined as:

Supervisory Skills

Teaching the Teacher

Anti-discrimination (Equality & Diversity)

Trainee Support

Unique to Specialty (Induction, Curriculum, WBAs)

Annual Educational Review

Transfer of date (from LEP to NIMDTA) to facilitate the Recognition process

Underperformance

Support of Role

## **NIMDTA RECOGNISED TRAINER PROGRAMME FOR CLINICAL AND EDUCATIONAL SUPERVISORS**

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**Giving Trainers STATUS**

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## Background

In August 2012, the General Medical Council (GMC) launched their Implementation Plan for Recognising and Approving Trainers, the purpose of which is to improve the quality of postgraduate medical education. The formalised training required to become a Recognised Trainer by the GMC is aligned to the Academy of Medical Educators Framework and aims to enhance training through improved teaching, feedback, assessment and support for educational progress.

In postgraduate medical education, the GMC has defined a Trainer as being a Named Clinical Supervisor or a Named Educational Supervisor. From 31 July 2016, those currently occupying these roles are required by the GMC to be fully recognised as a Trainer.

**STATUS** is the NIMDTA programme for Recognised Trainers which describes the process and training required to become a Recognised Trainer:

- Selection for role

- Training for role— defined as:

- Supervisory Skills

- Teaching the Teacher

- Anti-discrimination (Equality & Diversity)

- Trainee Support

- Unique to Specialty (Induction, Curriculum, WBAs)

- Annual Educational Review

- Transfer of date (from LEP to NIMDTA) to facilitate the Recognition process

- Underperformance

- Support of Role

### Selection

Named Clinical and Educational Supervisors are selected for the role by the Local Education Provider (LEP) or Trust, following completion of training requirements (unless in exceptional circumstances). Supervisors are required to show commitment to teaching and learning, to be able to assess and appraise trainees, have teamwork skills and demonstrate the personal and professional attributes that will enable them to perform well in the role.



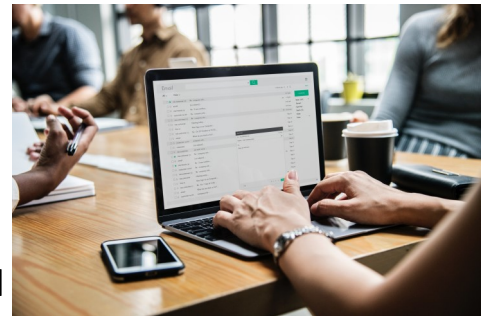
### Training

Training for the role is available at NIMDTA and in HSC Trusts and takes the form of three half-day generic skills courses (Supervisory Skills, Teaching the Teacher and Trainee Support), online or face-to-face equality and diversity/anti-discrimination training and training unique to the specialty delivered by the NIMDTA Specialty School or Specialty Training Programme. Equivalent courses may be delivered by Royal Colleges and a list can be located on the NIMDTA website:

[Achieving Recognition Equivalent Courses](#)

## Annual Educational Review

Named Clinical and Educational Supervisors are required to undergo an Annual Educational Review by the Director of Medical Education or nominated representative in the LEP or to have their educational role considered specifically within their whole practice appraisal.



The Annual Educational Review allows Trainers the opportunity to show how they have kept their knowledge and skills in postgraduate medical education and training up to date, how they have applied that knowledge to their educational role and to consider their development needs in education.



## Transfer of Data

The Directors of Medical Education and their teams, require the cooperation of Named Clinical and Educational Supervisors to maintain an accurate database of the training that they have received and details of their appraisal (date of appraisal, educational needs identified) and if the Trainer is currently supervising trainees. Each LEP needs to transfer this data to NIMDTA so that NIMDTA can undertake its role in the Recognition of Trainers on behalf of the GMC.

## Underperformance

Each year, concerns are brought to the attention of NIMDTA that trainees are not receiving adequate clinical or educational supervision, that complaints from trainees are not being listened to or addressed and supervisors' reports are not being adequately completed. These concerns need to be assessed and if validated the underperformance of Trainers needs to be addressed. This might involve additional training or support from the Education Department in the LEP or from NIMDTA. If there is persistent underperformance from a Trainer despite additional training and support, it will not be possible for them to continue in the role.

## Support

The GMC requires Education Organisers to ensure that Recognised Trainers have enough time in their job plans to perform their educational responsibilities so that they can carry out their role in a way that promotes safe and effective care and a positive learning experience.

Top-up funding has been provided by the Department of Health to support Recognised Trainers for 0.125 PAs per trainee per week in each Named Supervisor role, allowing trainees to receive 30 minutes per supervisor per week. A calculation has been provided below for this:

No. of trainees x 0.125 = PA allocation      0.125 PA = 30 mins supervision per week  
E.g.

2 trainees x 0.125 = 0.25 PA = 1 hour per week spent supervising in each role

4 trainees x 0.125 = 0.5 PA = 2 hours per week spent supervising in each role

***N.B. PA allocation should not exceed 2 PAs without prior discussion with LEP***



## Achieving Recognition

Named Educational and Clinical Supervisors can achieve formal recognition from the GMC by completing courses aligned to the Academy of Medical Educators framework. NIMDTA have developed the following courses to enable supervisors to receive the necessary requirements for recognition.

These courses include attendance at Supervisory Skills, Teaching the Teacher, Trainee Support and Equality and Diversity training.

Full day attendance at the bi-annual Achieving Recognition Day will enable three of the required courses to be completed. Alternative course equivalents will be considered. Please see the NIMDTA website for a detailed list of equivalents:

### [Achieving Recognition](#)



## NIMDTA ACHIEVING RECOGNITION COURSES

*Courses to formally achieve  
recognition as a Trainer*

# Achieving Recognition Courses

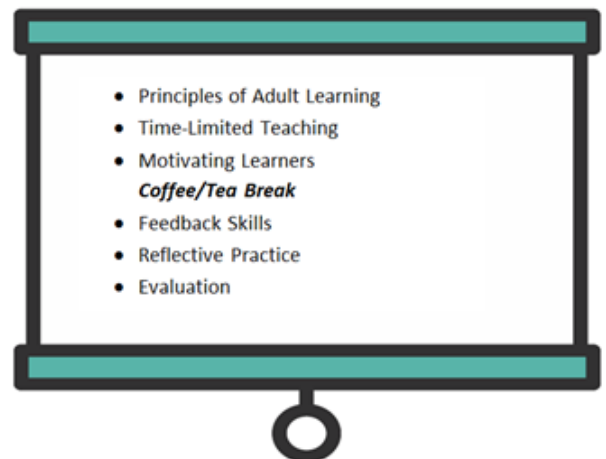
## Teaching the Teacher

### Aim

To enable participants to understand and use the ideas and skills involved in facilitating adult learning in a medical, dental & clinical context.

### Learning Outcomes

- Define the principles of adult learning
- Plan a teaching session incorporating key learning principles
- Reflect on motivating learners in formal and informal learning situations
- Evaluate their experience of workplace-based assessment
- Assess the opportunities and challenges of their involvement in supervised learning events



This half-day course is run by NIMDTA and local Trusts and is designed to provide an introduction and overview of teaching in the clinical setting.

To book a place on one of these courses, please see the Intrepid Course Manager booking system.

If you are unable to find a course on the website, it is likely that it is fully booked. For more information, please email:

[Recognised.Trainers@hscni.net](mailto:Recognised.Trainers@hscni.net)



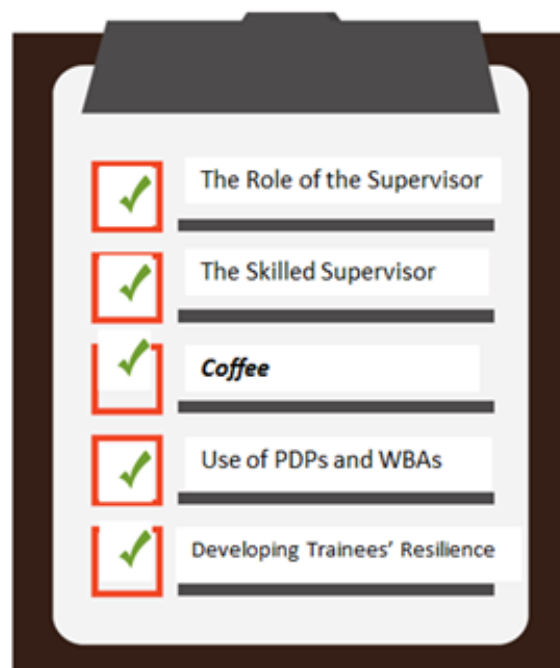
## Supervisory Skills

### Aim

To build on Teaching the Teacher and consider the role of the supervisor and how to supervise effectively whilst providing support and feedback. Also to assist the trainee in their progress.

### Learning Outcomes

- Build on knowledge and skills learned in Teaching the Teacher
- Consider the role of the Supervisor & how to supervise effectively
- Be able to give support and feedback & help trainees progress
- Use time better and involve others



This half-day course is run by NIMDTA and Trusts, and gives an overview of the skills required of effective trainers and supervisors, building on the basics outlined in Teaching the Teacher.

To book a place on one of these courses, please see the Intrepid Course Manager booking system.

If you are unable to find a course on the website, it is likely that it is fully booked. For more information, please email:

[Recognised.Trainers@hscni.net](mailto:Recognised.Trainers@hscni.net)

# Trainee Support

### Aim

Reflect on experiences of trainees requiring support, identify signs of difficulty, analyse reasons why trainees may require additional support, identify sources of support, explore scenarios of a trainee with difficulties and understand the role of NIMDTA in Trainee Support.

### Learning Outcomes

- Reflect on previous experience of providing support to trainees
- Describe identifiers for trainees requiring support
- Apply a system of triage for trainees requiring additional support
- Synthesize support plans for trainees
- Assess resources available for support
- Valuate situations in which concerns require escalation



This half-day course is run by the NIMDTA Professional Support Team which covers local policy and Trainee Support protocols.

To book a place on one of these courses, please see the Intrepid Course Manager booking system.

If you are unable to find a course on the website, it is likely that it is fully booked. For more information, please email:

[Recognised.Trainers@hscni.net](mailto:Recognised.Trainers@hscni.net)

## Equality, Diversity and Inclusion

### Aim

To provide mandatory training for participants of Recruitment and Selection panels on behalf of NIMDTA.

### Learning Outcomes

- Identify the differences between equality and diversity
- Explore the negative impact of stereotyping and prejudice in recruitment
- Examine the legislative policy and discrimination legislative framework
- Be trained in the NIMDTA policy for the recruitment and selection of doctors and dentists



This half-day course is run by NIMDTA and is designed to provide an introduction and overview of recruitment and selection policies and practice. Training in R&S is also provided by individual HSC Trusts.

To book a place on one of these courses, please see the Intrepid Course Manager booking system.

If you are unable to find a course on the website, it is likely that it is fully booked. For more information, please email:

[Recognised.Trainers@hscni.net](mailto:Recognised.Trainers@hscni.net)

## Unique to Specialty Training

Unique to Specialty Training is normally provided by Heads of School and Royal Colleges.



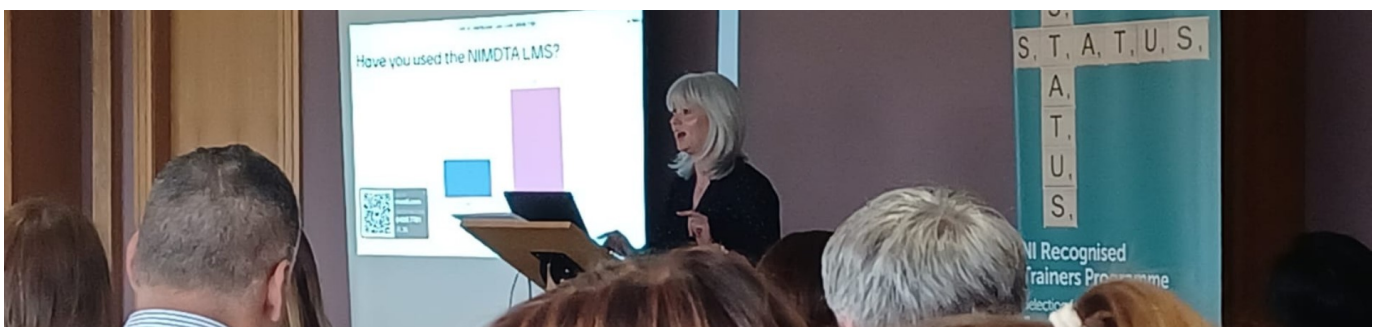
## Maintaining Recognition

All Recognised Trainers are appointed initially for a 5 year term with the option to continue in this role subject to satisfactory annual educational review as part of their appraisal. This review will enable Trainers to demonstrate that they are remaining up to date for the role to maintain their recognition.

**To maintain recognition, it is expected that Recognised Trainers complete 20 hours of educational-related learning and development over the five year period .**

**Ten hours** of this education should be gained from NIMDTA or Trust run education courses, workshops or events.

The remaining balance of the 20 hours may include medical educational events run by other organisations or delivered by online learning. Examples of other organisations which deliver relevant medical educational events includes Royal College/Faculty/GMC/NHS Resolution.



# Approved CPD Courses towards Maintaining Recognition

NIMDTA have developed an extensive list of alternative courses provided by non-NIMDTA/Trust providers that can be accepted towards your educational related learning and development requirements as part of your maintaining recognition status.

Up to **ten hours** may include attendance at medical educational events run by other organisations or delivered by online learning. Examples of other organisations which deliver relevant medical educational events include:

- General Medical Council
- Royal Colleges
- HSC/NHS Courses
- Online Courses
- Undergraduate Courses

Please refer to the NIMDTA website to access our [Approved CPD courses towards Maintaining Recognition](#)

This document was developed as a reference guide and is not meant to be restrictive. Trainers are welcome to submit certificates of attendance from alternative sources to their local Medical Education Centre if they would like to have them considered towards their maintaining recognition requirements.

If you require any further information, please email:

[Recognised.Trainers@hscni.net](mailto:Recognised.Trainers@hscni.net)

## Re-attendance of Achieving Recognition Day

Re-attendance at courses required to become a Recognised Trainer can count towards maintaining recognition, should the Trainer wish to attend these again:

- Teaching the Teacher
- Trainee Support
- Supervisory Skills
- Equality & Diversity Training
- Programme Specific training which is unique to the programme (Foundation, GP or Specialty)

Recognised Trainers are also expected to contribute to formal teaching within their LEP or as part of the training programme and participate in activities which support medical education and training such as recruitment and selection and ARCP panels.



# Trainer Engagement

## Recognised Trainers Newsletter

Trainers can keep up-to-date with new dates of training courses and future opportunities by subscribing to the Recognised Trainers Newsletter.



### RECOGNISED TRAINERS NEWSLETTER February 2022



Dear Trainer,  
Many thanks for all of your help and hard work with training, supporting and mentoring Trainees. We are here to support you in your role, please contact [joanna.turner@hscni.net](mailto:joanna.turner@hscni.net) or [recognised.trainers@hscni.net](mailto:recognised.trainers@hscni.net) or your Trust Medical Education Center if you have any questions about maintaining recognition status.  
Dr Joanna Turner, Associate Dean for Recognised Trainers

### MEET THE RECOGNISED TRAINER TEAM



**Joanna Turner**  
Associate Dean for  
Recognised Trainers



**Anna Ciepielewska**  
Professional  
Development  
Coordinator



**Jonathan Kerr**  
Faculty Development  
and Trainer Events  
Administrator



**Sarah McClean**  
Graduate Intern

Subscription is automatic once a Trainer is recognised. Difficulties in receiving the newsletter can be resolved by contacting the Recognised Trainer Team via email


**[Recognised.Trainers@hscni.net](mailto:Recognised.Trainers@hscni.net)**

## Recognised Trainer Forum

NIMDTA has developed a Recognised Trainer's Forum to engage with Recognised Trainers, discuss topical issues and to understand the needs of Trainers.

It is also a great opportunity for Trainers to informally meet and network with fellow Recognised Trainers.

It is anticipated that the Forum will meet at NIMDTA or at Trust sites to enable Trainers to access local educational resources. Attendance at the Forum is also accredited with 2 hours towards maintaining recognition.



Northern Ireland  
**mcdta**  
Medical & Dental Training Agency

**HSC**

# RECOGNISED TRAINER FORUM

**2 HOURS EDUCATIONAL  
LEARNING**

Topics may vary but can include:

- Induction
- Reflective Practice
- Supervisory Report Writing
- Networking with Peers
- Opportunities and Training Events

The right side of the image contains three grayscale photographs: the top one shows several hands meeting in a fist-bump gesture over a desk with papers and a calculator; the middle one shows a hand writing on a notepad with three small potted plants in the background; the bottom one shows a person presenting to a group in a room with a 'mashroom' sign on the wall.

## Meet the Team



**Dr Joanna Turner**  
**Associate Dean for  
Recognised Trainers**



**Anna Ciepielewska**  
**Professional Development Coordinator**



**Jonathan Kerr**  
**Trainer Recognition &  
Faculty Development  
Executive Officer**



[Www.nimda.gov.uk/faculty-development/approval-of-trainers](http://www.nimda.gov.uk/faculty-development/approval-of-trainers)

[Recognised.trainers@hscni.net](mailto:Recognised.trainers@hscni.net)



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