

**An Educational Agreement Between
a Trainer and a General Practice Specialist Registrar**

*To be completed and signed by the GP Trainee, Trainer, (Partner where appropriate) and
Practice Manager and kept on file at the practice.*

Please do not return this form to the Deanery

This Agreement sets out the broad educational aims and objectives for the post of General Practice Specialist Registrar (GPStR) in this Training Practice and specifies the commitment required by the GP Specialist Registrar and the Trainer to meet these objectives. It recognises that other members of practice and its organisation are vital in the creation of the ideal learning environment. The agreement aims to aid and enhance the educational process.

It is an agreement between <**name of trainer**> in the <**name of practice**> and <**name of GPR**> for the period of general practice training from <**date**> to <**date**>.

The trainer, the training practice and the GPStR agree to:

- a) At the start of any GPStR placement an appropriate **orientation phase** which must include a **formal induction** to the Practice during which opportunities for sitting in with partners and exploring roles of other members of the Practice Team should occur. This should be appropriate for the training grade and prior experience of the GPStR.
- b) A **needs assessment** to establish the GPStR's learning objectives. This will be done using a variety of methods and sources. It will include knowledge, skills and attitudes, in clinical and non clinical domains.
- c) Produce an outline of a **Learning Plan** within two weeks that starts to meet the objectives defined in the needs assessment.
- d) Provide individual **protected teaching time** on a weekly basis for formal tutorials, other learning and teaching opportunities in the Practice, and day release course sessions. The GPStR and Trainer as appropriate are expected to prepare for and attend these sessions, which will be a minimum of formal practice based protected teaching of two hours per week.
- e) Discuss "GPStR Educational Guidelines for the Wessex Deanery" the document is available on the website (www.wessexdeanery.nhs.uk).
- f) Plan and engage in **emergency care and urgent requests for help** both in and out of hours according to the current Deanery guidelines. (Refer to the Educational Guidelines document on website)
- g) Out of Hours training must comply with the guide in the 'Out of Hours' document (see Deanery website).
- h) Plan **assessments and examinations** for the MRCGP.
- i) Hold **formative assessments** and give **feedback** regularly
- j) Undertake a formal **NHS appraisal** one month prior to gaining CCT. This appraisal can be carried out with the trainer, another trainer in the practice or by mutual arrangement another trainer in another training practice.

- k) Use assessment methods drawn from a wide range of sources, but to include **video recording and direct observation** of consultations throughout the training period.
- l) The GPStR must keep a **record** in their e-portfolio of their reflection and learning.
- m) The Trainer should keep a **record** of all needs assessments and appraisals and will document evidence to support signing the Educational Supervisor's Report of the MRCGP.
- n) Plan the requirements for the **Mandatory local dedicated GP programme** (i.e. usually the half-day or full day release course), **Structured Educational and Independent Educational Sessions and Holidays** as outlined in the Educational Guidelines document and BMA/GPC model contract.
- o) Formally **evaluate** the training year. This includes an obligation to complete the Educational Supervisor's Report (ESR) of the MRCGP.
- p) The GPStR should be prepared to accept constructive criticism and an adverse appraisal of their performance. Tailoring of educational opportunities and clinical responsibilities to the progress of the individual is normal and appropriate.
- q) As a doctor, a Trainee is required to adhere to the standards of professional and personal conduct and probity laid down by the General Medical Council. All doctors are bound by these standards and are expected to act at all times in a professional manner towards colleagues, employers and patients.

This Educational Agreement has been agreed between two parties whose signature appears below:

.....
Trainer

.....
Print Name

.....
GPSt Registrar

.....
Print Name

Date of Signing

We the undersigned agree to give active support to Dr <**name of trainer**> in the training of Dr <**name of GPStR**>.

.....
Senior/Executive Partner

.....
Print Name

.....
Practice Manager

.....
Print Name

Date of signing