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Addysg a Gwella Iechyd
Cymru (AaGIC)
Health Education and
Improvement Wales (HEIW)

Trainer Recognition: Training for Excellence

Bulletin 5: 29 March 2021

This week's bulletin focuses on the role of appraisal in supporting the development of trainers and outlines the training role declarations that have been integrated into MARS.

In signing up to the Medical Trainer Agreement, HEIW and Cardiff and Swansea University Medical Schools made a commitment to enhance the support for trainers to aid them in meeting the requirements of their trainer role(s) in order to deliver high quality education and training, leading to excellent patient care. Please see the [previous bulletins](#) for information on the sources of support and development opportunities available to trainers.

The three organisations require their trainers to participate in annual appraisal in relation to their trainer roles. For postgraduate trainers (Educational Supervisors and Named Clinical Supervisors) appraisal of the trainer roles should form part of NHS whole practice appraisal. Undergraduate trainers (who do not participate in NHS appraisal) will have their trainer roles appraised as part of Cardiff and Swansea University's Appraisal / Performance Development Review (PDR) processes.



The appraisal process should encourage discussion around an individual's performance as a trainer and should provide an opportunity to identify and agree future development needs and activity. In advance of NHS whole practice appraisal, trainers should upload evidence to the [Medical Appraisal and Revalidation System \(MARS\)](#) to demonstrate that they are meeting the requirements of the trainer role(s) as set out in the Agreement.

Training Role Self Declaration Criteria in MARS

In order to prompt and facilitate the discussion of trainer roles as part of NHS whole practice appraisal, a set of training role declarations have been added to MARS. Data collected via the training role declarations will also provide valuable evidence to enable HEIW to understand the extent to which the requirements of the Agreement are being met and inform where support and development may be required.

The details of an individual's appraisal will continue to be a confidential process between the appraisee and their appraiser. The only information that will be accessible to the Quality Unit is an extract of the data provided within the trainer declaration section of MARS.

The information extracted is an important part of the quality management and improvement processes around Trainer Recognition. HEIW requires clear evidence to ensure that it meets its commitments to ensure that the GMC Register provides an accurate reflection of those who are recognised trainers, that those trainers are meeting the requirements of the trainer role(s) and that they are appropriately supported to do so. The integration of the self-declaration questions in MARS are a first step towards gathering this evidence.

HEIW will be working with appraisers to ensure that they understand the expectations of medical trainers. In the first instance specific guidance around the requirements of medical trainers has been provided to appraisers. In addition, we will also be developing dedicated appraiser training as well as considering how we can continue to support appraisers to have effective discussions around training roles in the longer term.

Completing the Training Role Self-Declaration Questions

The trainer role self-declaration in MARS comprises eight easy to complete questions. Please read on for an overview of the questions and a brief explanation of each to aid completion.

1.) I currently hold a training role

All appraisees will need to complete this first question to indicate whether or not they have a training role. Only those answering 'Yes' to this question will be prompted to complete the remaining seven questions.

2.) Which of the following training roles do you currently have?

It is recognised that there are a large number of training roles, however for the time being the GMC confines 'Trainer Recognition' to the four roles listed below. In the longer term HEIW is keen to ensure that other roles are also recognised.

Individuals should select all of the training roles that apply (definitions of the roles can be found by clicking [here](#) and are also provided in MARS):

- ◆ Lead Co-ordinator of Undergraduate Medical Education at Local Education Providers
- ◆ Individual Responsible for Overseeing Students' Progress at Medical Schools
- ◆ Educational Supervisor of Postgraduate Medical Trainees
- ◆ Named Clinical Supervisors of Postgraduate Medical Trainees
- ◆ Other - This option is provided for those whose training role does not fit one of the above categories e.g. Training Programme Director, Assistant Medical Director (Education and Training), Medical Director, etc. These other roles do not currently require formal recognition by the GMC and therefore individuals undertaking them would not be expected to have signed the Medical Trainer Agreement (Secondary Care and Undergraduate Education). Although the data for these individuals is not currently being reported on, we would still encourage individuals to discuss their development within these roles at their annual whole practice appraisal.



3.) Have you Signed the Medical Trainer Agreement via TAG (Trainer Agreement Gateway)?

All secondary care and undergraduate trainers in Wales requiring recognition by the GMC must sign up to the All-Wales Medical Trainer Agreement (Secondary Care and Undergraduate Education) via the online [Trainer Agreement Gateway \(TAG\) system](#). The four secondary care and undergraduate roles requiring recognition by the GMC are detailed within question 2 above. Those who have indicated that they act in one or more of the four roles should have signed the Agreement and should therefore have answered 'Yes' to having signed the Agreement.

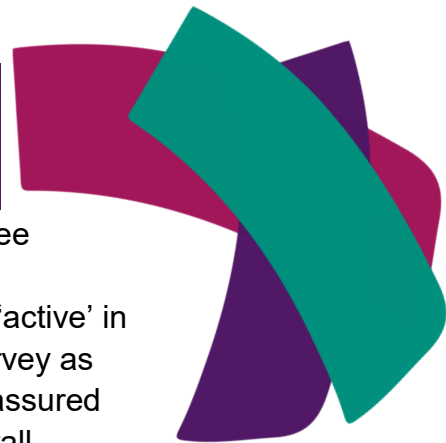


Those trainers who signed the Educational Supervision Agreement which predated the Medical Trainer Agreement (Secondary Care and Undergraduate Education) were not required to sign the Medical Trainer Agreement in TAG. Instead, a TAG Account was automatically created for these individuals and trainer status assigned to them. Individuals to whom this applies should answer 'Yes' to this question.

To check whether or not you have signed the Medical Trainer Agreement (and are therefore defined as a recognised trainer), you will need to log into your TAG account. Further information on TAG can be requested from your local Education Centre or [HEIW's Quality Unit](#).

4.) Have you been allocated postgraduate medical trainees for whom you have acted as an educational or named clinical supervisor within the last year?

HEIW is conscious that there are times where there may be gaps in trainee allocations due to factors such as maternity leave or general recruitment challenges. Therefore, we need to understand which trainers have been 'active' in the last year for the purposes of facilitating the GMC National Trainer Survey as well as to contextualise our quality management intelligence. Please be assured that your answer to this question **does not** have any impact on your overall recognition status as a medical trainer.



5.) Have you received feedback in relation to your role(s) as a trainer (e.g. from trainees, Colleagues, Clinical Directors etc)?

Feedback on your training role may be formal or informal and there is no requirement for you to provide evidence around any feedback that you may have received. This question is intended to support a discussion at your appraisal with a view to informing your development as a trainer.

6.) Please provide an agreement rating with the statement below; 'I am always able to use the time allocated for my training roles specifically for that purpose'

In recent years HEIW has worked with LEP's (Local Education Providers) in order to develop a tariff for educational roles as outlined within the Medical Trainer Agreement. However, whilst we know that many trainers are job planned for their training roles, we need to understand the extent to which the time allocated can be used for the purpose it was intended. In the event that you have not been job planned for your training role then please select not applicable.

7.) Did your last appraisal include a discussion around your training role(s)?

HEIW believes that there should be a single annual appraisal which incorporates all your roles, this eliminates bureaucracy and allows the totality of your development needs to be considered. In order to ensure that you can develop as a trainer it is essential that your educational role(s) is considered as part of a whole practice approach to appraisal. HEIW is committed to ensuring that educational appraisal is in place and will continue to work with appraisers to ensure that this is a meaningful process so that your development as a trainer is supported.

8.) In the last year have you undertaken the relevant educational CPD activity relevant to your training role(s)

In signing the Medical Trainer Agreement, trainers make a prospective commitment to undertake ongoing professional development in relation to their training role(s) and to record this and provide evidence at their annual NHS appraisal.

Educational Supervisors and undergraduate trainers are required to complete a minimum of 8 hours of CPD per year, mapped to the 7 criteria for the professional development of trainers as set out by the GMC. Named Clinical Supervisors are also encouraged to complete 8 hours of CPD per year but only relating to the GMC's criteria 1-4 and 7. To view the GMC's criteria for the professional development of trainers, please click [here](#).

For further information on the trainer recognition process in Wales please email HEIW's Quality Unit at HEIW.SRE@wales.nhs.uk

Next Edition (due out week beginning 12 April 2021):

Relinquishing a trainer role.