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

Trainer Recognition: Training for Excellence

Bulletin 6: 12 April 2021

This week's bulletin focuses on the importance of maintaining your trainer data in TAG and explains how to do this along with information on what to do if you wish to relinquish your trainer role.

Maintaining your Trainer Data

It is important that the trainer data held in the online Trainer Agreement Gateway (TAG) is kept accurate and up to date. The Education Organisers (HEIW and Cardiff and Swansea University Medical Schools) use the data in TAG to provide recommendations to the GMC on which individuals should be formally recognised as trainers. Only trainers who have signed up for an account in TAG and signed the All-Wales Medical Trainer Agreement (Secondary Care and Undergraduate Education) within this system will be recommended for recognition.

The TAG system has been set up to enable individual trainers to manage their own data.

The data fields in TAG are as follows:

- | | | |
|---|--------------|----------------|
| ♦ Title | ♦ First Name | ♦ Last Name |
| ♦ Email address | ♦ GMC number | ♦ Health Board |
| ♦ Site | ♦ Specialty | ♦ Trainer type |
| ♦ Medical School (only applicable to undergraduate trainer roles) | | |

Trainers are encouraged to log into the system to update their data as required, or at least annually as a minimum, to ensure that their data in all of the above fields remains up to date. Trainers are also encouraged to take this opportunity to re-read the Agreement to refresh their understanding of their responsibilities as a trainer. Failure to maintain their trainer record in TAG may result in a trainer not being recommended for formal recognition as a trainer by the GMC.

Identified representatives at the Education Organisers will have access to the data in TAG to enable them to administer the trainer recognition process and provide updated information to the GMC on a regular basis.

Identified representatives within Education Centres at each Health Board / Trust and Training Programme Directors / Heads of Schools will also have access to the data for their particular locale or specialty to enable them to support the management of training programmes and plan their trainer workforce to ensure appropriate supervision.

There may be instances where these representatives need to make changes to trainer records. Trainers will be informed whenever any changes are made to their data in TAG.



Over the next few months, we will be conducting a data verification exercise to ensure that our next trainer data submission to the GMC is as up to date as possible. In advance of this it would therefore be helpful if you could log into your TAG account and ensure that your details remain accurate. We will then be asking Training Programme Directors and local Education Centres to verify the trainer data for their specialties and locales to ensure that all trainers in one of the four roles in secondary care and / or undergraduate education requiring recognition by the GMC are included in the submission.

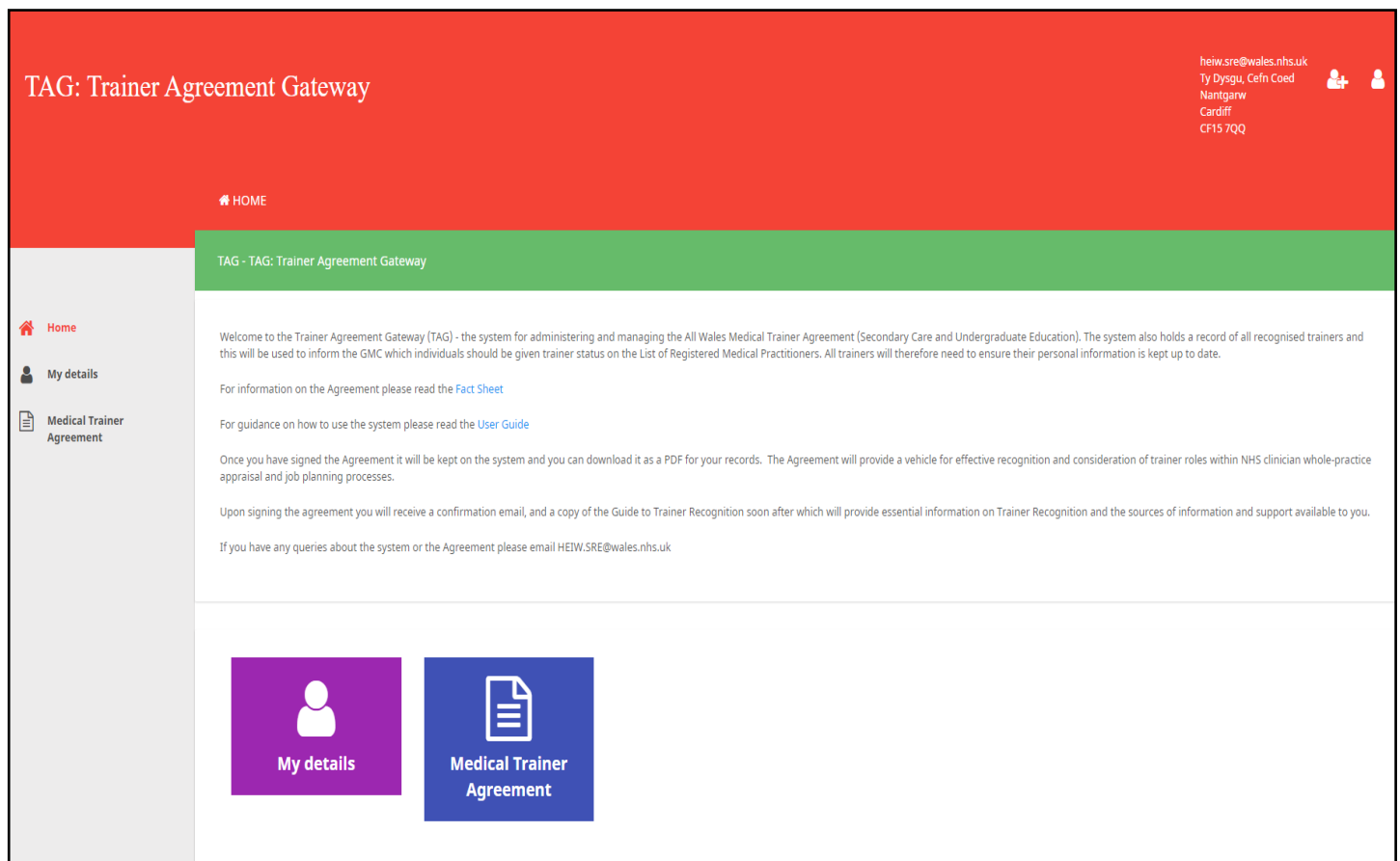
Accessing Your Account in TAG

To log into your trainer account in TAG please visit <https://tag.heiw.net/> and enter the username and password that you signed up with. To check or amend your details click on the purple box titled 'My Details' or select 'My Details' from the left hand menu – don't forget to click save at the bottom of the page if you make any changes.

To check whether or not you have signed the Agreement, click on the blue box titled 'Medical Trainer Agreement' or select 'Medical Trainer Agreement' from the left hand menu. Scroll to the bottom of the Agreement where you will see a blue box for 'Trainer's Signature' – you can either sign the Agreement electronically using a digital device or upload your electronic signature. You will also see a green button at the top of the Agreement which will allow you to download your signed Agreement as a PDF for your own records if you wish.

If you are not sure whether or not you have a TAG account or you have forgotten your password, please email HEIW.SRE@wales.nhs.uk.

This is the screen that you will see once you have logged into your TAG account:



The screenshot shows the TAG: Trainer Agreement Gateway dashboard. At the top, there is a red header with the title 'TAG: Trainer Agreement Gateway' on the left and user information on the right: 'heiw.sre@wales.nhs.uk', 'Ty Dysgu, Cefn Coed Nantgarw Cardiff CF15 7QQ', and two user icons. Below the header is a green bar with 'TAG - TAG: Trainer Agreement Gateway'. The main content area has a white background and contains a welcome message, links to 'Fact Sheet' and 'User Guide', and information about the agreement. At the bottom, there are two buttons: a purple 'My details' button and a blue 'Medical Trainer Agreement' button. On the left side, there is a sidebar with a grey background containing links to 'Home', 'My details', and 'Medical Trainer Agreement'.

Information on Development Opportunities for Trainers



We regularly provide information, via email, on potential sources of professional development opportunities for trainers. As part of this, a CPD newsletter for trainers is published and circulated on a quarterly basis.

In the 'My Details' section of your TAG account, you will see a tick box towards the bottom of the section stating 'Receive emails regarding development opportunities'. If you wish to receive the CPD newsletters and other emails regarding professional development opportunities, you will need to ensure that this box is ticked. If the box is left unticked, we will be unable to provide you with this information in line with GDPR legislation.

Relinquishing a Trainer Role

As outlined in previous bulletins, in signing up to the All-Wales Trainer Agreement (Secondary Care and Undergraduate Education), individuals are making a commitment to meet the requirements set out in the Agreement in order to deliver high quality education and training.

The GMC states that Education Organisers must only recognise trainers who they are satisfied meet the required standards. Therefore, if it becomes apparent that a trainer is not meeting the required standards, the Education Organiser (and Health Board / Trust if appropriate) will investigate to establish the reasons for the requirements not being met. Where possible, concerns will be addressed and remediation may be put in place. If requirements are still not being met following this, an individual may no longer be able to undertake the role of trainer. In this circumstance, their trainer record will be made inactive in TAG and their trainer status on the GMC's List of Registered Medical Practitioners will be revoked.

There may also be several other reasons why a trainer may wish to, or be required to, relinquish their trainer role in Wales, including:

- ♦ Moving to another role within NHS Wales which will not require an individual to be a trainer
- ♦ Leaving NHS Wales
- ♦ Retiring from practice
- ♦ No longer wishing to maintain their trainer role (perhaps to pursue other interests such as research or management roles)
- ♦ No longer being required to undertake a training role (perhaps due to a limited number of trainees in the department / a surplus of trainers in the specialty)
- ♦ Being suspended or restricted from practising whilst awaiting the outcome of a GMC Fitness to Practice investigation.

To relinquish one or more of their trainer roles, individuals should first speak to their Training Programme Director or Specialty Lead to ensure that arrangements can be made to ensure that appropriate supervision for trainees in the specialty can be maintained and alternative arrangements can be put in place.

Once agreed, trainers should then inform HEIW / Cardiff or Swansea University Medical School and their local Education Centre, in writing at the earliest opportunity, of their intention to relinquish a trainer role and the reason for this. Their record will then be made inactive in TAG and the GMC will be informed so that the trainer status can be removed from the individual's record on the List of Registered Medical Practitioners. The individual will no longer be recognised as a trainer by the GMC and will not be able to act in any of the four recognised trainer roles unless they sign up to the Agreement again in the future.

Your feedback

This is the final publication in this initial set of fortnightly bulletins to trainers. In order to inform our future communications and ensure that the information we provide is useful and relevant to you, we are really keen to receive your feedback on how you've found these bulletins – Have you enjoyed them and found them useful? Are there things that we could improve or specific things that you would like to see included in future publications?

We'd therefore be really grateful if you could take a few minutes to respond to our short, online survey at <https://heiw.onlinesurveys.ac.uk/trcommsfeedback> to give us your thoughts.

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

