

Health Education Improvement Wales (HEIW)  
School of Medicine, Cardiff University  
Swansea University Medical School

# All Wales Medical Trainer Agreement

## (Secondary Care and Undergraduate Education)

*Replacing the Educational Supervision and Named Clinical Supervision Agreements*

## Agreement Fact Sheet

Following the successful implementation of the Educational Supervision Agreement (ESA) in 2013 and the Named Clinical Supervision Agreement (NCSA) pilot in 2016, HEIW, Cardiff University School of Medicine and Swansea University Medical School are rolling out a Medical Trainer Agreement (Secondary Care and Undergraduate Education) for Wales.

The Agreement is between a recognised trainer (as defined within this document), a Local Education Provider (LEP), and an Education Organiser (also defined within this document).

The Agreement is a key element of the Wales approach to formal trainer recognition (as defined by the General Medical Council) and demonstrates the signatories' commitment to delivering high quality medical education and training. It identifies the mechanisms to support the provision of high quality medical education and training by defining the roles and responsibilities of each party.

This booklet has been produced to provide trainers with essential information regarding the new Medical Trainer Agreement (Secondary Care and Undergraduate Education) for Wales.

### Key contact details

- For queries related to the development of the Agreement and the Educational Supervisor and Named Clinical Supervisor roles please email [heiw.sre@wales.nhs.uk](mailto:heiw.sre@wales.nhs.uk)
- For queries related to the UG Trainer roles for Swansea University Medical School please email [medfaculty@Swansea.ac.uk](mailto:medfaculty@Swansea.ac.uk)
- For queries related to the UG Trainer roles for Cardiff University School of Medicine: [Sweetland@Cardiff.ac.uk](mailto:Sweetland@Cardiff.ac.uk)

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## Background

### What is Trainer Recognition?

In August 2012 the GMC published plans to formally recognise medical trainers in secondary care. The Trainer Recognition process is a key component of the GMC's regulatory framework designed to provide assurance to patients and others that medical education and training produces doctors with the appropriate knowledge, skills and behaviours to enable them to provide a high quality service and ensure patient safety.

To be formally recognised by the GMC and have their trainer status included on the List of Registered Medical Practitioners, trainers need to be formally identified and meet the requirements set out by the Education Organiser. The Education Organiser then recommends the trainer for formal recognition by the GMC.

### Which trainer roles are subject to recognition by the GMC?

The arrangements apply to medical trainers in four specific roles:

Undergraduate education:

- **Lead Co-ordinators of undergraduate medical education at Local Education Providers (LEPs)**

The GMC defines this role as one or more doctors at each Local Education Provider responsible for coordinating the training of students, supervising their activities and ensuring these activities are of educational value.

Cardiff University's School of Medicine has identified this definition as mapping to those appointed as Honorary Senior Lecturers who manage student placements in Local Education Providers and provide a link with the University.

Swansea University Medical School has identified this definition as mapping to those who have key roles in leading or organising Medical School programmes or delivering teaching to medical students. These are Clinical Teaching Leads (Attachment, Assistantship, Community-Based Learning and Locality Leads).

- **Those responsible for overseeing students' progress at each medical school**

The GMC defines this role as one or more doctors identified by a medical school who are responsible for overseeing students' trajectories of learning and education progress. They might be NHS consultants or clinical academics acting as block or course coordinators.

Cardiff University's School of Medicine has identified this definition as mapping to those who sit on examination boards and oversee student progression at that stage. These roles include Year Director (and Deputy), Module Lead, Theme Lead and Assessment Lead.

Swansea University Medical School has identified this definition as mapping to roles comprising the Leadership team (Heads and Deputy Heads of Programme, Programme Director, Year and Cohort Leads, Sub-Committee Leads and Deputy Leads) and Academic Teaching Leads (Week, Strand, Theme and Integrated Clinical Method Leads).

Postgraduate training:

- **Named Educational Supervisors of postgraduate trainees**

The GMC defines this role as a trainer who is selected and appropriately trained to be responsible for the overall supervision and management of a trainee's trajectory of learning and educational progress during a placement or series of placements. Every trainee must have a named educational supervisor. The educational supervisor helps the trainee to plan their training and achieve agreed learning outcomes. He or she is responsible for the educational agreement and for bringing together all relevant evidence to form a summative judgement at the end of the placement or series of placements.

- **Named Clinical Supervisors of postgraduate trainees**

The GMC defines this role as a trainer who is responsible for overseeing a specified trainee's clinical work throughout a placement in a clinical or medical environment and is appropriately trained to do so. He or she will provide constructive feedback during that placement. He or she will lead on providing a review of the trainee's clinical or medical practice throughout the placement that will contribute to the educational supervisor's report on whether the trainee should progress to the next stage of training.

This role is disaggregated from clinical supervision, which is something that every doctor does in clinical practice. The GMC states that this essential contribution needs to be “properly resourced and supported” but this role does not require formal recognition by the GMC.

### **What is a Local Education Provider (LEP)?**

Local Education Providers (NHS Wales Local Health Boards or Trusts) are responsible for hosting and supporting undergraduate and postgraduate medical education and training, ensuring that students and trainees receive education and training that meets local, national and professional standards.

### **What is an Education Organiser?**

The GMC defines Education Organisers as postgraduate deans and medical schools who are responsible for recognising trainers in four specific roles, in accordance with the GMC’s requirements for recognising and approving trainers. Education Organisers work together to recognise trainers where there is overlap between the groups of trainers.

In Wales the three Education Organisers are:

Health Education and Improvement Wales (HEIW) (Postgraduate)  
Cardiff University School of Medicine (Undergraduate)  
Swansea University Medical School (Undergraduate)

## **The new All Wales Medical Trainer Agreement (Secondary Care and Undergraduate Education)**

### **Why is an Agreement needed?**

By signing an Agreement all parties are demonstrating their commitment to the trainer role and the provision of high quality education and training, as well as contributing to a suitable learning environment for students and trainee doctors, ultimately leading to improved student, trainee and patient safety and enhanced quality of patient care.

An Agreement enhances communication and accountability between those responsible for delivering and supporting education and training. It raises the profile of undergraduate medical education and postgraduate medical training in Wales, increasing its attractiveness as an undergraduate and graduate destination and improving recruitment and retention.

An Agreement is fundamental to enhancing the quality of undergraduate medical education and postgraduate medical training in Wales by raising the profile and visibility of the role of the Trainer and recognition of the workload involved in supporting students and supervising trainees.

### **Why has a new Medical Trainer Agreement been developed?**

Following the successful implementation of the Educational Supervision Agreement (ESA) in 2013 and the Named Clinical Supervision Agreement (NCSA) pilot in 2016, HEIW, Cardiff University School of Medicine and Swansea University Medical School have collaboratively developed a Medical Trainer Agreement (Secondary Care and Undergraduate Education) for Wales, incorporating all four trainer roles subject to recognition by the GMC.

Wales is the first in the UK to adopt a single harmonised approach to Trainer Recognition, demonstrating HEIW and the medical schools’ commitment to collaboratively supporting individuals across the continuum of medical education and training in Wales.

Incorporating all four roles into one Agreement will provide a more streamlined and consistent approach to managing Trainer Recognition and supporting secondary care and undergraduate trainers in Wales, and will enable individuals to move ‘fluidly’ between the roles.

### **Are there changes to the roles and responsibilities of each party?**

The purpose the new Agreement remains the same as for the Educational Supervision Agreement and the pilot Named Clinical Supervision Agreement – to define the roles, responsibilities and rights of the three parties and identify mechanisms to support the provision of high quality medical education and training.

The fundamental Principles of being a trainer are the same for undergraduate medical education and postgraduate training, and this is why the existing approach is able to encompass the undergraduate trainer roles. There are therefore no changes to the principles of being a trainer within the Agreement.

As the responsibilities of the trainer, Local Education Provider and Education Organiser are no different in undergraduate medical education and postgraduate medical training, the new Agreement will not contain any new commitments or responsibilities.

### **So, what has changed?**

**Scope:** As mentioned above, as well as Educational Supervisors and Named Clinical Supervisors, the scope of the Agreement has now been extended to incorporate the two undergraduate trainer roles (Lead Co-ordinators of undergraduate medical education at Local Education Providers (LEPs) and Doctors responsible for overseeing undergraduate medical students' educational progress at LEPs).

**Signatories:** In addition to individual trainers, LEPs and HEIW, the new Agreement will now also include the signatures of the Deans of Medical Education at the Cardiff and Swansea University Medical Schools.

**Branding:** The Wales Deanery's transition to HEIW has brought a new office location, contact details and corporate identity (including web and social media presence) and house style. Further, the logos of the two medical schools will need to be included, along with specific reference to the medical schools throughout the Agreement.

**Required revision and updates:** When the previous Agreements were implemented, HEIW committed to ensuring that they would be continuously monitored and revised, being responsive to the changing landscape of medical education in the UK and would reflect strategic and operational changes in line with a commitment to keeping the Agreement up to date and fit for purpose. Revisions and updates have therefore been made but the fundamental responsibilities of each party and the principles of being a trainer have not changed.

**Administration and management of Agreements:** The Agreement will be administered and managed electronically via the Trainer Agreement Gateway (known as TAG), ensuring the process for managing agreements is more efficient for all parties. See Signing the Agreement for more information.

### **Will the Agreement be available in Welsh?**

Yes, the document will be available in both English and Welsh.

## Does this apply to me?

I am an <b>Educational Supervisor</b> who has already signed the Educational Supervision Agreement (ESA). Do I need to sign the new Agreement?	If you have already signed the Educational Supervision Agreement and are not an undergraduate trainer you are not required to sign the new Agreement (but may wish to).
I signed the <b>pilot Named Clinical Supervision Agreement</b> . Do I need to sign?	Yes, <u>all</u> Named Clinical Supervisors (who are not an Educational Supervisor) – including those who signed the pilot NCS Agreement - are required to sign the new Agreement.
I am an <b>Undergraduate Trainer</b> that has signed the ESA. Do I need to sign?	Yes, <u>all</u> individuals in the two undergraduate trainer roles subject to recognition by the GMC are required to sign the new Agreement (even if you are also an Educational Supervisor who signed the original ESA).
I am a <b>General Practitioner (GP)</b> but not a recognised GP trainer. Do I need to sign?	The Agreement does not relate to training in General Practice (GPs acting in the capacity of GP Trainer are subject to separate approval by the GMC under the medical act). However, <u>GPs acting as trainers in the context of training in secondary care environments or for undergraduate medical students</u> (and not already approved by the regulator as GP trainers) do require recognition via the Agreement.
I am an <b>SAS Doctor</b> . Do I need to sign?	SAS Doctors undertaking one or more of the four trainer roles subject to trainer recognition are required to sign the Agreement.
I am an <b>Undergraduate Clinical Teacher</b> . Do I need to sign?	No. The Agreement only applies to undergraduate trainer roles subject to recognition by the GMC.
I train <b>Specialty Doctor grades/Clinical Fellows</b> . Do I need to sign?	No. The Agreement does not apply to trainers of specialty doctor grades or individuals in training Fellowships.

### Does the Agreement extend to other roles relating to the management and delivery of training?

This iteration of the Agreement does not formally recognise 'other' roles relating to the management and delivery of training (such as 'sessional' Clinical Supervisor, Faculty Lead, College Tutor etc.). However, it is anticipated that the next iteration of the GMC's Implementation Plan for recognition of trainers will extend to trainer roles beyond the four currently subject to formal recognition.

## Signing the Agreement

### **How will the Agreement be administered?**

The Agreement will be administered and managed electronically via the Trainer Agreement Gateway (known as TAG), ensuring the process for managing agreements is more efficient for all parties.

The system will also hold a record of all recognised trainers and this will be used to inform the GMC of the individuals whose trainer status needs to be reflected on the List of Registered Medical Practitioners.

### **Will paper versions of the Agreement be available?**

The Agreements are administered and signed electronically, but signed Agreements can be downloaded as a PDF and printed off if a hard copy is required.

### **I am an Educational Supervisor who has already signed the existing Educational Supervision Agreement – do I still need access to TAG?**

Yes. All trainers will have access to the system and will need to ensure their personal information is kept up to date.

### **I am a new trainer not currently recognised on the GMC's List of Registered Medical Practitioners. How do I access the system to create an account and sign the Agreement?**

Please contact your local education centre/medical school or email [heiw.sre@wales.nhs.uk](mailto:heiw.sre@wales.nhs.uk) to request access and you will then be provided with a link to the system. You will need to complete the 'sign up' form to create a trainer record in order to sign the Agreement and keep your information up to date.

### **I am an existing trainer (currently recognised on the GMC's List of Registered Medical Practitioners). How do I access the system?**

On the day the new Agreement is launched, all individuals currently identified as trainers in the four roles subject to recognition by the GMC will be sent a link to the system via email.

Individuals who consider themselves a trainer in one of the four roles subject to recognition by the GMC but do not receive login details should email [heiw.sre@wales.nhs.uk](mailto:heiw.sre@wales.nhs.uk)

### **I am based at more than one LEP (Health Board/Trust) – do I need to sign more than one Agreement?**

No. You only need to sign one Agreement. You can select more than one hospital site when entering/editing your personal information on TAG and this will populate the signature page of the Agreement with the signatories of the LEP(s) at which you are based.

If you move to a different LEP after you have signed up, you will need to sign a new Agreement to reflect this change.

### **I am a trainer in more than one of the four trainer roles – do I need to sign more than one Agreement?**

No. The Agreement aims to provide fluidity between training roles so you only need to sign one Agreement. You will however need to ensure all trainer roles are reflected on your record in TAG, and update your trainer information if your trainer status changes.

### **What if I change trainer roles, do I need to sign a new Agreement?**

Again, the Agreement aims to provide fluidity between training roles so will not be required to sign a new Agreement. You will however need to update your trainer information on TAG.

### **What happens after I sign the Agreement?**

Once you have signed the Agreement it will be kept on the system and you can download it as a PDF for your records. The Agreement will provide a vehicle for effective recognition and consideration of trainer roles within NHS clinician whole-practice appraisal and job planning processes.

Upon signing the agreement you will receive a confirmation email, and a copy of the Guide to Trainer Recognition soon after which will provide essential information on Trainer Recognition and the sources of information and support available to you.

### **Does TAG interface with any other systems?**

TAG is a stand-alone electronic system but there is potential to consider integrating it with other systems in the future. It will not however be able to be integrated with MARS.