GP TRAINER INDUCTION AND SUPPORT

1. SCOPE

1.1 Application

This *operational policy* applies to induction and support of all NTGPE trainers[1].

1.2 Limitations

Nil

1.3 Related documents and, or procedures

Procedure for GP trainer selection

RACGP Standards for Trainers and Training Posts

ACRRM Standards for Teaching Posts and Teachers in RRM

1.4 Effective from

9th May 2005

2. PURPOSE

Establish a process for GP trainer induction and support, and recording qualifications and experience.

3. PRINCIPLES

3.1 NTGPE is responsible and has a duty of care for induction of all GP trainers (GPTs).

3.2 All GPTs require induction to NTGPE and programs, including the educational objectives and processes.

3.3 NTGPE is required to maintain records of the qualifications and experience of the trainers.

3.4 NTGPE is required to contribute to the up-skilling of the GPTs within its programs.

3.5 NTGPE supports the individual needs of the GPTs. This may occur through funding for GPTs to attend educational activities with other organisations.

4. POLICY

4.1 NTGPE will conduct regular GPT induction.

4.2 The induction process will include sessions with an individual or small groups of GPT(s) as they are accredited as a GPT with the RACGP or ACRRM through NTGPE's processes.

4.3 NTGPE will offer the appointment an appropriate mentor to each GPT. This person may be another NTGPE-affiliated GPT or medical educator with NTGPE.

4.4 NTGPE will arrange GPT courses at intervals as required by the numbers of interested GPTs to enable realistic induction, normally a minimum of 3 and maximum of 6 in the cohort.

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[1] Northern Territory General Practice Education Limited, NTGPE; trainers, previously called supervisors, also called teachers (ACRRM)

4.5   NTGPE will provide a minimum of one training workshop per annum to develop and support GPTs' training skills, and facilitate attendance at other relevant training workshops.

4.6   NTGPE will provide additional support and/or training during External Clinical Supervision (ECT) visits, and additionally as requested and/or required, as far as practicable.

4.7   NTGPE will facilitate a regular teleconference, normally at least quarterly, with GPTs to offer support, discuss training issues, and foster communication within the GPT network, and between GPTs and other parts of NTGPE.

5.   PROCEDURES

5.1   A GP interested in GP trainer role applies for accreditation as a trainer with the RACGP or ACRRM.

    5.1.1   The Medical Educator Coordinator (MEC) or delegated ME assists with and supports the application as required.

5.2   NTGPE arranges discussion with the newly accredited GPT for individual induction.

    5.2.1   This meeting involves discussion of NTGPE, the programs delivered and roles of the GPT, and is initiated by the MEC or nominee.

    5.2.2   The MEC offers the GPT a mentor from the cohort of medical educators or experienced GPT. Agreement is secured with the mentor by the MEC.

    5.2.3   The Program Coordinator (PC) creates a confidential, personnel-style file for the GPT, in which all evidence of qualifications, training and experience are held.

5.3   Further support occurs through processes of Practice visits, regular teleconferences and annual GPT workshop.

    5.3.1   The MEC will annually scan GPT files to assess the nature and extent to which additional training may be required, and discuss the potential additional training with GPTs at a regular teleconference.

    5.3.2   The MEC will ensure coordinated additional support and/or training is delivered through face to face discussion in the practice and at workshops. Support includes cultural orientation and education.

    5.3.3   Te MEC will also arrange to facilitate and support regular, normally approximately quarterly, teleconferences, normally convened by the GPT Liaison Officer (GPTLO)

5.4   GPT teaching and learning courses (such as train the trainer course)

    5.4.1   These are arranged according to need ascertained through practice visits, GPTLO discussions and GPT teleconferences.

    5.4.2   Held for 3-6 people as the cohort develops and approximately annually.

5.5   Support for GPT access to other workshops as required.

    5.5.1   NTGPE provides funding and support for approximately 3 GPT (including the TLO) to attain further training offered by external agencies as required and in consultation with GPTLO. The GPT will provide a report on the experience to other GPTs and NTGPE.

6.   AUTHORITY AND APPROVAL, VERSION

The Executive Director has authority for this policy and procedure to be enacted initiallyfrom 9th May 2005. **Version 1.1.**

D Lloyd

Executive Director

9th May 2005