



To: Clinical Tutors
Director of Medical Education
Medical Education Managers
Medical Directors

cc. Trust CEOs
Deans
Associate Deans
Project Board

20 August 2008

Dear Colleague,

Countdown to January 2010: implementing the PMETB Standards for Trainers (1)

This is the first of a series of regular updates on the implementation of the Postgraduate Medical Education and Training Board's Standards for Trainers.

Following widespread consultation and discussion with stakeholders, the London Deanery is now committed to pursuing a portfolio-based accreditation system for all those engaged in educational supervision within London Trusts. We believe that this will:

- drive up standards of training
- improve patient outcomes
- support consultant trainers in their role
- achieve clarity around the job planning process

Attached to this letter is a briefing document summarising the approach that will be taken and in the next few weeks, we shall be circulating the professional development framework that has been developed to support this process.

If you have not already done so, we would recommend that as a minimum that you now take the following steps:

| Actions |
|--|
| <ul style="list-style-type: none">• Circulate the attached briefing document and ensure widespread dissemination and discussion within your Trust |
| <ul style="list-style-type: none">• Discuss resource implications for 2009/10 and beyond with Trust management |
| <ul style="list-style-type: none">• Ensure that a database of consultant educational supervisors has been established (<i>funding was provided for this in 2007/8</i>) |

- Ensure that a rolling programme of faculty development training and development opportunities has been established within the Trust (*funding available*)

In order to test out the professional development framework and explore the best way of implementing an accreditation system, it would be extremely helpful for a few Trusts to 'go early'. **Please contact me by 30th September 2008 if your Trust is willing to act as a pilot site.** Pilot funding will be available proportionate to the number of trainees in the Trust.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tim Swanwick', written in a cursive style.

Dr Tim Swanwick
Chair, London Deanery PMETB Standards for Trainers Project Board

Implementing the PMETB ‘Standards for Trainers’ in the London Deanery

This document outlines the London Deanery’s ‘PMETB Standards for Trainers’ project. This project is responsible for:

- The design and establishment of a regulatory framework for educational supervisors within Trusts, which will meet the PMETB ‘Standards for Trainers’.
- Instituting a system that will improve the quality of teaching and training with the London Deanery on a longer term basis.

1. Background

1.1 In January 2008, the Postgraduate Medical Education and Training Board (PMETB) published their Standards for Trainersⁱ as part of a broader Quality Management Frameworkⁱⁱ. The Standards are applicable to all those with an educational role in postgraduate medical education although more exacting requirements are made of those with an additional educational role (i.e. educational supervision). Trainers in general practice are covered by separate regulation.

1.2 There are four standards:

- Trainers must provide a level of supervision appropriate to the competence and experience of the trainee
- Trainers must be involved in and contribute to the learning culture in which patient care occurs
- Trainers must be supported in their role by a postgraduate education team and have a suitable job plan with an appropriate workload and time to develop trainees
- Trainers must understand the structure and purpose of, and their role in, the training programme of their designated trainees.

1.3 The standards are further broken down into a number of specific requirements. A key requirement (para 3.3) is that:

Trainers with additional educational roles [i.e. educational supervisors] must be selected and demonstrate ability as an effective trainer.

1.4 Full compliance with these standards is expected from January 2010.

1.5 Furthermore, the London Deanery and NHS London have agreed the following objective in their shared 2008-11 strategic plan:

All trainers will be accredited to the Deanery's quality standards and each Trust/Practice will have an agreed Faculty Development Plan to enhance training standards.

1.6 The PMETB 'Standards for Trainers' implementation project has been established to deliver these objectives.

2. Project outcome

By 2010 all trainers will be accredited to the Deanery's quality standards, and signed up to a rolling accreditation programme, and each Trust will have an agreed Faculty Development plan to maintain and enhance training standards

3. Project objectives

The objectives of the 'Standards for Trainers' implementation project are that:

- All Trusts are compliant with the PMETB standards for trainers from January 2010.
- London Deanery standards for trainers are defined and a clear process for the accreditation of trainers is implemented.
- Each Trust has an agreed Faculty Development Plan that defines supports and enhances standards in training.
- A job-planning and remuneration framework for trainers that is acceptable to NHS London and stakeholders is agreed and implemented.
- A valid and reliable individual trainer feedback tool is developed for supervisors.
- Quality-linked funding arrangements with Trusts and NHS London (NHSL) are agreed and implemented.
- The exit requirements for all trainees within the London Schools in relation to educational competencies are defined.
- Resources for the delivery of the accreditation process on an ongoing basis are clearly identified.
- The Deanery has an effective stakeholder engagement strategy for progress on the project to be communicated to Trusts on an ongoing basis.

4. Delivery strategy (agreed August 2008)

4.1 The Deanery proposes to pursue a strategy of a portfolio-based accreditation and periodic appraisal and review of educational supervisors within local education providers, against a London-wide professional development framework.

4.2 A clear linkage will be established between engagement in this regular (three-yearly) review and appropriate recognition in consultant job plans. One of the outcomes of each appraisal meeting will be clear identification of the educational responsibilities undertaken, and a recommendation of the PAs to be allocated.

4.3 In order to achieve this linkage, the Deanery will publish an educational tariff of the programmed activity (PA) value of various educational activities.

4.4 Though initially based on 'training' undertaken, the review process will also incorporate a review of relevant feedback data from the PMETB survey.

4.5 The Deanery will also commission an evaluation tool of high reliability and validity that will enable trainers to obtain individualised (but anonymised) feedback from their trainees.

4.6 Trusts will also be expected to provide rolling development programmes for the local faculty, and Schools will need to ensure that all trainees are trained to a level that enables them to carry out effective clinical supervision on obtaining a Certificate of Completion of Training.

4.7 This work will be conducted in tandem with a financial review of payment for consultants with educational commitments and the development of robust quality monitoring processes.

5. Key milestones

| Milestone | Delivery Date |
|---|----------------------|
| 2008/09 | |
| Accreditation strategy agreed | Aug 08 |
| Professional development framework available and ready to pilot | Sep 08 |
| Pilot Trusts start to implement accreditation system | Nov 08 |
| Schools implement educational requirements for trainees | Jan 09 |
| Financial resources required agreed with NHS London | Feb 09 |
| All Trusts have initiated faculty development programmes | Mar 09 |
| 2009/10 | |
| Professional development framework and processes finalised | Mar 09 |
| Implementation plans in place in each Trust | Apr 09 |
| Web-based feedback tool available for supervisors | Sep 09 |
| 2010/11 | |
| Implementation of rolling accreditation programme complete | Jan 10 |

6. Project Board

Tim Swanwick (Chair) Faculty Development Lead, London Deanery
 Susan La Brooy, Medical Director, Hillingdon Hospital
 Hilary Cass, Head of London School of Paediatrics

Beverly Gainey, Director of Finance, London Deanery
Liz Jones, Project Officer, London Deanery
Anand Mehta, Trust Liaison Associate Dean
Margaret Murphy, NHS London
Ann Pyatt, Postgraduate Education Services Manager, Royal Free Hospital
Kim Scrivener, Head of Quality Unit, London Deanery
Charles Twort, Director of Medical Education, Guys, Kings and St Thomas'

7. Contact

Liz Jones, Project Officer, London Deanery lizj@londondeanery.ac.uk

ⁱ Postgraduate Medical education and Training Board (2008) 'Standards for Trainers'

ⁱⁱ Postgraduate Medical education and Training Board (2007) 'Quality Framework for Postgraduate Medical Education and Training in the UK'