

August 2017

## **Invitation for expressions of interest: Small Group Facilitator on the London and South East GP Trainer Pathway programme**

### **Introduction**

The Multiprofessional Faculty Development Team supports healthcare professionals across London and South East, to improve the quality of workplace based education and supervision for the future workforce. The team is based within the LaSE Professional Development Team.

In order to meet the Department of Health 2020 targets for expanding the numbers of GPs working in primary care and increase the training capacity, the approaches to becoming a GP educator have been revised across London and the South East.

The new regional training pathway (non-accredited) will commence in November 2017 and will comprise of a blended learning approach of five taught course days (over four months) and self-directed study (via e-learning).

### **Proposed programme content**

- Facilitating learning in the primary care setting
- Developing working relationships and creating an environment for learning
- Developing skills for effective supervision
- Developing skills for giving and receiving effective feedback
- Identifying and managing challenges with learners
- Understanding the principles of assessment
- Reflecting on practice and development as an educator
- Introducing the role of evidence, theory and critical thinking in guiding educational practice
- Guiding and supporting the development of trainees
- Approaches to inter-professional education and multi-professional teamwork.

### **Invitation for expressions of interest**

Expressions of interest are invited from GP educators currently working in general practice with experience as a GP trainer to help facilitate small group sessions in the afternoon of the course days. Expression of interest are invited from across London, Kent Surrey and Sussex.

### **Time commitment**

- Maximum 5 half-days per cohort (13:00 – 17:30 per day)
- Individual cohorts will take place on a particular day of the week (likely to be a Tuesday or a Wednesday)
- Up to two cohorts to take place in the academic year 2017-2018.

## Responsibilities

- Facilitating a small group during the afternoon of the course days,
- Encouraging reflective educational practice, including written work in each participant's portfolio,
- Participation in evaluation and audit of the course,
- Establishing and maintaining good and effective working relationships with everyone involved with the course,
- Working proactively and professionally with the members of the administrative team in a timely manner.

## **Skills and qualifications**

### Essential Criteria:

#### 1) Relevant educational experience and philosophy

Including:

- Experience as a GP Trainer
- Coherent student-centred approach to adult education,
- Ability to work and learn as part of a team,
- Commitment to and experience of inter-professional education,
- Experience of facilitating and/or managing small groups,
- Ability to critically analyse a teaching session and give effective feedback to a student or colleague who has led such a session,
- Be in good standing with the General Medical Council.

#### 2) A creative approach to teaching and learning

Including:

- Energy, enthusiasm, creativity and flexibility
- Ability to plan and organise a broad range of activities, formulating and adjusting plans to reflect changing circumstances
- Small group facilitation and/or management skills including an understanding of interpersonal dynamics
- An ability to work creatively and confidently with groups of learners.

#### 3) Qualifications and commitment

- (Desirable) post graduate teaching qualification
- Commitment to and understanding of education in primary care/ community settings
- Evidence of continuing personal and professional development

- Demonstrate ability to work professionally with and communicate with Multiprofessional Faculty Development administrators in a timely fashion when arranging and delivering courses
- Demonstrate ability to work autonomously during course days including use of AV equipment and other teaching aids.

## **Freelance status**

These opportunities are offered on a freelance basis, with remuneration at a fixed daily rate of £300 for half a day, inclusive of preparation for teaching days, travel and other related expenses. Those undertaking the work will be required to submit invoices after each completed day worked. Facilitators will be required to sign and work within the terms of a supplier agreement.

## **Evaluation of submissions**

Expressions of interest received will be reviewed based on the quality and clarity of evidence provided in relation to the following criteria:

- Confirm ability and preparedness to undertake all aspects of the work as described here,
- Relevant educational experience and philosophy,
- Demonstrating a creative approach to teaching and learning,
- Qualifications and commitment to the course,
- Evidence of continuing professional development as an educator,
- Availability to commit to all the teaching days
- Preparedness, if required, to attend a clarification meeting in support of the application for this freelance educator opportunity and explore application of these skills in practice,
- Preparedness to sign and work within the terms of a supplier agreement,

## **Expressions of interest**

Interested applicants should:

- Send a letter outlining their suitability with reference to the essential criteria outlined above and to work within the terms of a supplier agreement.
- Submit a copy of their current CV including relevant qualifications.

**Submissions should be submitted by email to:**

[facultydevelopment.lase@hee.nhs.uk](mailto:facultydevelopment.lase@hee.nhs.uk) by no later than: **17:00, Monday 4th September 2017.**

## **Questions**

Questions about this work can be sent to Dr Andy Tate, [Andrew.Tate@hee.nhs.uk](mailto:Andrew.Tate@hee.nhs.uk) and Nerys Hâf Cater, [nerys.cater@hee.nhs.uk](mailto:nerys.cater@hee.nhs.uk) .