**The Scotland Deanery – GP Retainer Mentor Application**

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| **Process** |
| The process for Retainer mentor accreditation in Scotland can either be done as part of a training practice approval, a retainer-only practice approval or when a new Mentor is taking over the role for a practice. This form should be completed for all NEW mentors and for mentors seeking re-approval as part of a retainer practice reapproval or part of a training practice approval. The proposed Retainer Mentor:* Should have some educational experience
* Should makes sure they are familiar with the retainer scheme by reading all the information on the deanery web page [The GP Retainer Scheme in Scotland (nhs.scot)](https://www.scotlanddeanery.nhs.scot/your-development/gp-retainer-scheme/the-gp-retainer-scheme-in-scotland/)
* Complete the GP Retainer Mentor Application form and submit to regional Associate Advisor or the regional quality team as part of training practice re-approval

Approval will be as part of a training practice approval or by MS Teams or F2F meeting between proposed Retainer Mentor and regional Associate Advisor.  |

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| **Retainer Mentor Information** |
| Name  |  |
| Practice Address |  |
| Telephone number |  |
| E-mail address |  |
| Date of Application | Click or tap to enter a date. |
| Approval type | **First Approval or Re-approval application** |
|  | Click or tap to enter a date. |
| Other personal supervisory roles | Educational Supervisor | Yes |
| FY supervisor | Yes |
| Undergraduate teaching | Yes |
| Please detail any other learners you are supporting e.g. pharmacy, ANP, paramedic etc. |  |
| **Standards**  |
| The Scotland Deanery is entrusted by the Scottish Government to ensure that GP Retainer Mentors are performing to an appropriate standard. It is a responsible role, and it needs to be done well. The mentor and the practice need to provide an appropriate Clinical and Educational Environment. GP retainer mentors must understand the professional guidance contained in the GMCs ‘Good Medical Practice’ and be aware of the RCGPs ‘Being a General Practitioner’ and also requires an understanding of and compliance with the following documents on the [NES GP retainer scheme website](https://www.scotlanddeanery.nhs.scot/your-development/gp-retainer-scheme/the-gp-retainer-scheme-in-scotland/):* [The Role of the Mentor document](https://www.scotlanddeanery.nhs.scot/media/398842/role_of_mentor-update-2021.doc)
* [The Employers Arrangements document](https://www.scotlanddeanery.nhs.scot/media/399476/employment_arrangements.doc)
* [The Educational agreement](https://www.scotlanddeanery.nhs.scot/media/399475/educational_agreement.doc)
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| *I have read, understood and agree to act in accordance with the:** *Good Medical Practice,*
* *The Role of the Mentor document,*
* *The Approval Mechanism for Retainer Practices document,*
* *The Employers Arrangements document*
* *The Educational Agreement*
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| *Confirmation* | **Yes or No** |
| **Disclosure**  |
| In circumstances where a Retainer mentor also fulfils a supervisory role with GP trainees and/or Foundation trainees, Quality Management processes benefit from a sharing of information included in this form for which your consent is required. *I consent to sharing of information in this document within the NES Quality Management team and with the relevant Director of Medical Education if required.*  |
| *Confirmation*  | **I agree or I do not agree** |

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| Are you currently working under any GMC imposed conditions or restrictions on your license to practice? | Yes or No |
| If yes, please describe how your practice has adapted to meet the requirements for safe and effective retainer mentoring? |  |

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| List and report progress on requirements/recommendations from your previous Retainer Mentor approval (for those applying for re-approval) |  |
| Describe your current personal involvement in Retainer Mentoring |  |
| Share with us your personal achievements in Retainer Mentoring since your last approval?  |  |

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| **The Mentor will demonstrate a commitment to their own professional development and continuing Medical Education.**  |
| Describe any CPD or QIP activity for the last year relating to Medical Education |  |
| Describe any changes implemented following this learning |  |
| Please state the date of your last NHS Appraisal | Click or tap to enter a date. |
| Are there items in your current PDP related to developing your role as a Mentor | **Yes or No** |
| List the elements in your agreed PDP relevant to your role as a GP Retainer Mentor |  |
| **The Mentor should have some expertise in teaching and be able to discuss progress with the Retainer** |
| What teaching/ training experience do you have?  |  |
| What Mentor related training have you undertaken in the past 3 years?  |  |
| How do you/ will you arrange mentoring sessions in the practice?  |  |
| How do you/ will you help your retainer with devising their PDP and ensure they are meeting the requirements for annual appraisal and revalidation? |  |
| **The Mentor should encourage the Retainer to take part in practice activities including meetings, quality improvement, duty-doctor and so forth, to help them maintain their skills across the full scope of General Practice.** |
| Describe how you get/will get the retainer involved in the practice? What practice meetings do you have? |  |

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| **The Mentor should be prepared to manage concerns about the performance of the retainer** |
| What experience have you had of dealing with performance/ health concerns in a retainer or other colleague? What resources do you know of that would help you? |  |