

ICGP Policy on Trainer Recruitment

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Contents

1.0 Purpose	3
2.0 Scope	3
3.0 Logistics of GP Registrar Placement.....	3
3.1 Multiple GP Registrars in a practice.....	3
3.2 Job Sharing Trainers	4
3.2 Panel Trainers and Reserve Trainers	4
3.2.1 creation of new panel	4
3.2.2 offers made in rank order	4
3.2.3 retiring trainers	4
4.0 GP Trainer recruitment and selection	5
4.1 recruitment	5
4.1.1 Advertisement.....	5
4.1.2 Application Form.....	5
4.2 Selection and appointment.....	5
4.2.1 Practice visits.....	5
4.2.2 Interview Board	5
4.2.3 Trainer Appointment.....	5
GP Trainer Specification - Essential	6

1.0 Purpose

Recruitment to be an ICGP GP Trainer is an open process, the recruitment process must make it clear that multiple doctors from a practice may apply.

2.0 Scope

The guidance in this document is consistent with the current National Trainer's Contract.

3.0 Logistics of GP Registrar Placement

3.1 Multiple GP Registrars in a practice.

The ICGP supports the 1:1 mentorship of the GP training model. If the following criteria are met, the local steering committee can consider the appointment of more than one GP Registrar in a practice:

There are sufficient full time equivalent trainers available to ensure a 1:1 FTE mentorship relationship for each GP Registrar. There is always clarity as to who is the nominated Trainer for each GP Registrar. The weekly tutorial is given by the mentoring Trainer to their GP Registrar, and two or more Trainers don't alternate the tutorials except under exceptional circumstances or in situations which would be beneficial to the Registrar ie. if a Trainer had special skills such as LARC tutor, MSK expertise, etc.

There must be sufficient consultation rooms to enable the GP Registrar to practice at the same time and in the same premises as the Trainer in all clinical practise sites.

The overall training burden for that practice is judged to have sufficient capacity by the steering committee with cognisance of any undergraduate and graduate entry medical school placement as well as postgraduate GP training needs. The workload, supervision and teaching experience for each GP Registrar is appropriate for their level of training. All active Trainers in the practice must also consider parity of experience for all the GP Registrars attached to that practice.

Each nominated trainer is present, in the building, for a minimum of six clinical sessions per week.

Each Trainer is required to meet the educational professional development of a fulltime Trainer, i.e. attendance at a minimum of 75% of the Trainer's workshops (aggregated over two years) and attendance at the National Trainer's Conference at least every three years.

The recruitment process must make it clear that multiple doctors from a practice may apply.

3.2 Job Sharing Trainers

There is currently no job sharing contract for GP Trainers. There may be risks associated with undertaking a Trainer's contract in the full and discharging it as part of a job sharing pair. The doctor who signs the Trainer's contract maintains responsibility for the discharge of all duties under the trainer's contract. A trainer's contract can only be offered through appointment by open competition. It is a matter between the scheme and their trainers how they arrange the responsibilities in a job sharing situation to be discharged, so long as the duties are discharged in full and the trainee has clear clinical supervision at all times.

Appointment of Trainers should be made by open competition. Each job-sharing Trainer must have been successful in the selection process.

Each Trainer should be offered the current Trainers' Contract.

Job-sharing trainers may be appointed in the same practice at the discretion of the college and HSE. There must be an appointed trainer for each registrar in a specific practice post, responsible for their specific education and ongoing assessment of the registrar. Each trainer can have no more than one Registrar in post at any one time except in the case of job-sharing trainees.

3.2 Panel Trainers and Reserve Trainers

3.2.1 creation of new panel

Recruitment of new Trainers can result in the creation of a panel at each round of recruitment. Trainers are appointed in rank order according to the listed criteria for recruitment. Doctors who qualify as a Trainer at the interview process but for whom there is not capacity in the region to become an active Trainer at that time, remain on the panel.

3.2.2 offers made in rank order

Panelled Trainers are offered a GP Registrar in rank order until either the list of qualifying doctors is exhausted, or until three years has elapsed since the recruitment, whichever comes first. The panel is disbanded three years after the recruitment process. The next recruitment process should take place when the next vacancy arises after disbandment of a panel.

3.2.3 retiring trainers

Where a trainer is planning to retire and the practice wishes to continue to be a training practice, the remaining Principal(s) in the practice can apply to become a trainer in the normal recruitment process. There is no weighting in the recruitment for previously established training practices.

4.0 GP Trainer recruitment and selection

4.1 recruitment

4.1.1 Advertisement

In line with overall recruitment policy, there should be open advertisement from suitably qualified GPs for the trainer vacancies. All advertisements will include a clear statement on equal opportunities. Schemes with particular themes, e.g. urban deprivation or rural can weight their recruitment process to reflect this, so long as the weighting is not seen as overly discriminatory.

4.1.2 Application Form

All schemes should use the nationally agreed standard application form for the position of GP Trainer.

4.2 Selection and appointment

4.2.1 Practice visits

Practices will be visited by the Directing Team to assess the suitability of the premises and records in line with the requirements outlined in the General practice rotations policy as part of the recruitment procedure. Appointment post interview is subject to a satisfactory practice visit. The practices can be visited either pre or post interview. The selection process will award 20% of marks to the application form and 80% of marks to the interview.

4.2.2 Interview Board

The interview board will be appointed by the training scheme directing team in conjunction with the HSE primary care manager. Consideration should be given to balance and appropriate experience.

4.2.3 Trainer Appointment

The appointed GP Trainer will be offered the relevant trainer's contract.

GP Trainer Specification - Essential

Qualifications	<p>Be on the Specialist Register under the General Practice division.</p> <p>MICGP in good standing</p> <p>A principal in a GMS practice.</p> <p>Must be a GMS contract holder or posses the training and qualifications necessary to hold a GMS contract.</p> <p>Must have executive powever over the supervision, level of responsibility and workload of the Trainee.</p>
Experience	<p>A minimum of three years full-time general practice experience, two of which must be in Irish General Practice (min 8 GP clinical sessions or part-time equivalent after graduation from the training scheme)</p>
Knowkedge & Skills	<p>Understanding of GP training including aims and objectives. Knowledge of structure and future plans of GP training in Ireland.</p> <p>Have or be prepared to develop the following:</p> <p>An ability to assess GP Registrars learning needs and maintain a log to reflect the teaching during the protected time of 2 hours per week.</p> <p>Ability to evaluate a GP Registrars progress and give feedback</p> <p>A range of practical teaching skills and willingness to attend teaching skills courses.</p> <p>A willingness to submit to assessment including peer reviews, and maintain documentary evidence for submission to the Directing Team.</p> <p>Demonstrated competence in audit.</p>
Professional Development	<p>Evidence of continuous professional development e.g. attendance at continuing medical education groups, post-graduate meetings, education workshops.</p>
Multi Disciplinary Approach to Care	<p>Co-operation with all branches of the medical and social services including public health nurses, social workers, physiotherapists, area medical officers, community welfare officers</p>
Equipment & Environment	<p>Designated room with access to adequate clinical equipment in order that the GP Registrar can practise at the same time as their Trainer in the same premises.</p>

	<p>Evidence of the use of recognised practice guidelines in the treatment of patients with chronic disease.</p> <p>Evidence of a systematic approach to incoming clinical information such as correspondence and clinical investigations</p> <p>A written protocol for repeat prescription management with a strong emphasis on safety.</p> <p>Access to educational and reference resources as recommended by the training scheme. (replacing former library requirements)</p> <p>A computerised records system. (Chapter 5 of Criteria for Postgraduate Training Programmes Document 2016)</p> <p>Provision for the Registrar to have experience of out of hour's cover of not less than 120 hours per year under the supervision of his/her Trainer or nominated suitably qualified GP.</p> <p>Provision for the exposure of the Registrar to practice administration, practice business meetings and business methods including appointment systems, the General Medical Services, disease registers, accounting systems.</p> <p>A workload (including out of hours work) that is appropriate to the registrar experience and learning needs.</p>
Desirable Qualities	<p>Interpersonal & Communication skills</p> <p>Motivation</p> <p>Leadership skills</p> <p>Training skills</p> <p>Organisational skills</p> <p>Planning skills Flexibility</p> <p>Innovative approach to projects Computer skills</p> <p>Presentation skills</p> <p>Negotiation skills</p> <p>Delegation skills</p>

<p>Other requirements of the post</p>	<p>The minimum ICGP requirement of 2 hours one-to-one teaching with the GP Registrar/Protected time to perform other trainer duties</p> <p>A willingness to enable and encourage the GP Registrar to attend appropriate courses outside the practice according to the ICGP educational Leave policy</p> <p>The GP must hold appropriate medical indemnity</p>
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