NHS Education for Scotland

GMC Recognition and Approval of Trainers (RoT)

Update for EOs and DMEs on Turas and SOAR

November 2015

# 1. Introduction

This guidance document provides an update on changes to SOAR and Turas (the NES Training Management System) to support RoT and notifies DMEs and EOs of their requirements to review the status of trainers and ensure all named trainers can be recognised by July 2016 in line with GMC requirements.

# 2. SOAR

The revised SOAR system went live in May 2015 including the new RoT sections. The GP RoT sections went live in September 2015 and the final RoT updates to provide DME and EO access to Form 7s and the SOAR dash-board went live in November 2015.

The updated SOAR system requires named trainers to complete all the relevant sections for recognition, and for the appraiser to confirm that they have seen the supporting information, to enable them to be categorised as “Ready for Recognition”. In the event of any trainer not completing all relevant sections or an appraiser flagging up that there any issues impacting on recognition, the trainer will be classified on SOAR as “Not Ready for Recognition” and will require to be followed up by the relevant DME and EO.

A new Form 7 has been developed within SOAR which will automatically be generated upon completion of Form 4. It will be a read-only form and will include a summary of all the relevant information in respect of RoT, and these individual forms will be available to EOs and DMEs to access via SOAR. EOs and DMEs will not be able to access any other information in SOAR. Form 7s are now available for all appraisals completed since the RoT pages went live in May.

The SOAR dashboard allows DMEs and EOs to review the status of all relevant trainers. Trainers are categorised in SOAR and shown in the dashboards as:

* Ready (RoT forms completed with no issues/exceptions raised)
* Partially Ready (RoT forms completed with no issues/exceptions other than non confirmation of sufficient time for the role)
* Not Ready (RoT forms not completed in full or issues/exceptions raised)
* Not appraised (annual appraisal not yet completed)
* Pending EO Action (DMEs have made their recommendations, and pending review/countersign by the EO)
* Recognised (following review by the DME and EO)
* Not recognised (following review by the DME and EO)

In the first instance the DME (or their nominated delegate) is required to review those who are in the “Ready” category and either recommend or not recommend these trainers for recognition. At this stage it is **NOT** expected that DMEs would be required to review the supporting information in respect of trainers who have been categorised as “Ready” following appraisal.

The recommend action can be done by ticking the appropriate box within the dashboard as a batch operation. Where a DME does not recommend a trainer for recognition, this has to be actioned individually and the reasons for this must be recorded on the Form 7.

The dashboard will also provide access to the Form 7 for those trainers who have been categorised as “not ready” or “partially ready”. All trainers in these categories will require to be followed up by the DME. Following this, the DMEs will still be able to recommend a trainer for recognition after reviewing the relevant Form 7 if they are satisfied that the criteria have been met. The rationale for this decision must be recorded by the DME on the Form 7. Trainers who are categorised as “partially ready” can also be recommended by batch operation through the dashboard if the DME is satisfied that the time requirements are met and an audit trail of this decision is kept. All trainers categorised as “not ready” will require to be reviewed individually.

The dashboard will identify for the relevant EOs those trainers who have a recommendation for recognition or a recommendation not to be recognised. The relevant EO (or their nominated delegate) is required to review the “Pending EO action” list and the DME recommendation and confirm whether or not to recognise the listed trainers. It is at this stage that a trainer’s status is changed to “Recognised” or “Not recognized”. Again at this stage it is **NOT** expected that EOs would be required to review the supporting information in respect of those trainers who were categorised as “Ready” for recognition following appraisal.

Where a trainer’s status has been categorised as “partially ready” or “not ready” following appraisal but the DME has recommended the trainer for recognition, the EO is required to review the supporting information contained within Form 7 and review the rational for the decision taken by the DME before making a final decision on whether to recognise or not recognise. This is shown on the dashboard alongside the DMEs recommendation. The EO can, if required, overwrite the DME recommendations and manually “Recognise” (or Not) individual trainers. The rational for this decision should also be recorded by the EO on the Form 7. The EO can also make a recognition decision where the DME has not made a recommendation but would have to do so based on the supporting information available through the Form 7s.

When a decision is made by the EO not to recognise a trainer the trainer’s status will be updated on Turas and the DME will be required to notify the trainer accordingly. At the same time the DME is required to reassign postgraduate trainees and undergraduate training roles to another recognised trainer. In such circumstances it is expected that there would be dialogue between the EO and the DME. The DME office will notify the Deanery of the new trainer to be allocated to the trainee. The Deanery will reassign trainees to the new trainer on Turas. The trainer should also be notified that they have a right to appeal the decision not to recognise made by the EO.

# 3. Turas

Details of all named trainers are now held on Turas and training is currently being provided to all DMEs and EOs on the use of Turas. Following completion of the training access to the trainers’ section of the data-base will only be available to the relevant DMEs and Medical Schools who will be required to keep the list of trainers up-to-date.

There are a small number of named trainers on Turas who do not use the SOAR system. This includes a number on non-medically qualified trainers within the medical schools. Paper documentation is available to support the appraisal of those trainers who are not on the SOAR system and it is the responsibility of the relevant DME or Medical School to ensure the appraisal process is undertaken each year, documented and a recognition decision made and recorded on Turas.

The previously used named trainers’ database has now been shut-down.

# 4. Data Transfers

Data transfers are in place between SOAR and Turas so that:

* Turas notifies SOAR of all named trainers so that SOAR identifies the RoT sections as mandatory for these trainers.
* Following the appraisal process, DME recommendation and EO decision on recognition, SOAR will notify Turas of the trainer’s status of recognised or not recognised.
* Data transfers between the two systems take place on a daily basis.

# 5. Review of progress

DMEs are required to review the progress of trainers through the SOAR dashboard to ensure they remain on track to have all trainers recognised by July 2016. Progress will also be kept under review by the RoT Project Team and the RoT Implementation Board. Regular updates will also be provided to stakeholder groups.

If a DME or an EO considers that progress is not satisfactory, and that the July 2016 dead-line is in doubt, the RoT Project team should be contacted immediately (see contact details below).

# 6. RoT Quality Assurance

In order to fully meet GMC requirements, a system is to be introduced so that EOs can quality-assure the recognition process by reviewing the supporting information provided for RoT during appraisal. This will be managed on a five-yearly cycle similar to revalidation and will involve checking a proportion of trainers each year by accessing the detailed information for individual trainers available through the Form 7’s on SOAR. EOs will be supported by DMEs in this process which is to be in place by July 2016. Detailed arrangements are still to be developed and further details will be provided in due course.

# 7. Contact Details for Queries

Any queries should be directed to NES as follows:

SOAR – SOAR@nes.scot.nhs.uk

Turas – Christine.Rea@nes.scot.nhs.uk

The Scottish Trainers Framework – Claire MacRae – c.z.macrae@dundee.ac.uk

General – Jayne.Scott2@nhs.net