**Learning Organisation Application checklist**

**Kim Ball, September 2023**

The lead from LO to send to educational lead/s, e.g., GP ES/CS in each practice/training location for completion of specific site details & set a deadline for completion, e.g., 4-8 weeks. The lead will then co-ordinate responses on the application form.

Start collating evidence within each location to submit with the application, including:

An up-to-date supervisor register (example below)

Example Timetables: induction, learner, supervisor

Feedback: learner, supervisor, patient (anonymised)

Tutorial schedules – including any for multidisciplinary learning.

Significant Events Analysis minutes (anonymised)

Quality improvement Activity

Examples of policies (GDPR, Bullying, Whistleblowing, Inclusion, Complaints)

Collate potential dates for the learning organisation visit – There should be representation from multiple groups, e.g., GP, Nurse, AHP supervisors, practice management, training leads etc.

Send proposed dates to the [Training Hub Lead](mailto:Kim.ball5@nhs.net). The lead will then contact panel members and set a date for the visit.

**Completion of the application tool:**

* Include all educators and training locations within the PCN. Examples of core evidence as listed for all learner groups MUST be attached.
* Include further evidence as listed above on how an individual standard is being met for all learner groups.
* If a standard is not currently met, please include how it will be met in the future.
* Complete all sections of the form, if sections cannot be evidenced or answered then an action plan will be developed to address this.
* Celebrate your achievements as well as your challenges – what successes can we share?

**Reviewing the application responses**

**General:**

Has the organisation named an education lead(s)?

Does the LO have a named placement manager? If so, is this clear?

Have you listed the number of constituent placements?

Have you identified your current placement provision e.g., capacity, multi-professional groups?

Have you included information relating to CQC ratings for each environment?

If a PCN application, do any environments have less than a ‘good’ CQC rating? If yes, please provide an action plan to demonstrate what steps you have taken to ensure placements are safe & effective.

If a PCN application, does any practice have no approved educators? If yes, please provide evidence of how the learning organisation will ensure that appropriate supervision is always in place.

**Domain 1:**

Have you demonstrated that you have the facilities suitable to deliver safe, high-quality education, e.g., space, IT and recording equipment?

Have you declared any limits that may affect your ability to meet any special or specific needs of learners? If yes, please provide further information regarding how this will be managed.

Is your LO compliant with GDPR and has a policy in place?

Have you demonstrated that they will engage learners in multi-professional learning, including audit, quality improvement and significant event analysis?

Have you demonstrated how your LO uses learner feedback to make improvements?

Have you, the LO, demonstrated how they will ensure patients’ safety within the context of learners on site?

**Domain 2:**

Have you clearly demonstrated a robust organisational induction process to meet the needs of all learners?

Has your LO demonstrated how they engage their management and other support staff in the teaching and support to learners?

Have you demonstrated that there is sufficient access to clinical supervision for all learners, including cover for educator absences?

Has your LO demonstrated that they have policies in place to manage bullying and harassment and that they actively support equality, diversity, and inclusion?

**Domain 3:**

Have you demonstrated how you will assess your learners’ initial learning needs and have a planned approach to their personal induction?

Has your LO demonstrated how you would create the learners’ work plan that will comply with employment contracts and considers individual learners’ personal circumstances?

Are there learning opportunities outside of this LO which can be facilitated to support a wider learner experience?

**Domain 4:**

Are the educators within this LO qualified to teach and supervise the learners you are applying to?

Is there clear evidence that educators with your LO have protected time to fulfil their training and assessment responsibilities?

Are there any Health Care Professionals (HCPs) working in your LO under regulatory body conditions or other restrictions? \*

Are any HCPs within this LO currently undergoing formal or informal investigations or processes, including referral to regulatory bodies? \*

Are there any planned or anticipated changes to either the team or LO which would affect the ability to provide a safe, high-quality Learner experience? \*

\*if yes, please explain any identified potential risks to providing a safe, high-quality placement and action taken.

**Domain 5:**

Has your LO demonstrated that their educators remain up to date on curriculum requirements and mandatory assessments for learners?

Has your LO demonstrated that they will meet the curricular requirements of their learners?

**Domain 6:**

Has your LO demonstrated that they intend to support learners in identifying opportunities for continued working in primary care?

**Example Supervisor Register**

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| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Role** | **Professional number, e.g., GMC/NMC** | **Initial training**  **(Type & Date)** | **Training update record** | **Training update due** | **Maximum number of learners** |
| *An Example* | *Nurse* | *NMC12345* | *Facilitated Learning and Assessment in Practice*  *January 2019* | *eLearning for Health: Practice supervisor and practice assessor update*  *June 2023* | *June 2024* | *2* |
| *An Example* | *GP* | *GMC12345* | *Modular supervisor course/Potential Educational Supervisor course 2018* | *GP Trainer Conference Feb 2023* | *Annual declaration due July 2024* | *1* |
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Insert/delete rows as appropriate.