**The Scotland Deanery – GP Practice Accreditation**

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| **Meeting with Practice Staff** | |
| **Induction** | |
| Involvement in induction process. Could anything be better? |  |
| Are trainees able to work safely following their induction? |  |
| Do you know the training grade of each trainee and what the expectations around levels of responsibility should be? |  |
| **Supervision, Workload and Adequate Experience** | |
| How are you involved in supporting trainees? |  |
| What is the whole practice response to supporting training? |  |
| **Teaching, Feedback and Assessment** | |
| Are you involved in formal teaching such as tutorials? |  |
| Have you had any feedback on how these tutorials went? |  |
| Awareness of trainee WPBA MSF and involvement in this? |  |
| Clinicians: CEPS involvement? |  |
| **Teamwork and Leadership** | |
| How are trainees made part of the practice team? |  |
| How are trainees involved in practice meetings? |  |
| **Safety, Raising Concerns and Feedback to practice** | |
| How would trainees’ feedback if they had any concerns about their training? |  |
| How is team learning from SEA, QIA, complaints carried out? Are trainees involved? |  |
| **Wellbeing and Professionalism** | |
| What would you do if you had concerns about a trainee e.g., health or performance? |  |
| **Personal Development** | |
| How is your own learning supported in the practice? |  |
| Any developmental needs they feel would help them with their involvement in supporting training? |  |
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| **Any other comments?** |  |

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| **Practice Manager** | |
| Contact with trainee prior to starting?  Involvement in organisation of induction, timetable, rota etc? |  |
| Arrangements for recording of annual leave, study leave etc. |  |
| Awareness of sickness absence reporting to NES via TURAS People? |  |
| Appointment booking arrangements for trainees |  |
| Monitoring of trainee workload to ensure manageable? |  |
| How are trainees involved in DOCMAN letters and results? |  |
| Arrangements for safe recording and storage of recorded consultations, compliant with GDPR? |  |
| Practice social media policy? |  |
| Any developmental needs you feel would help with your involvement in supporting training? |  |
| Any other comments? |  |