

How to become a FSRH Registered Trainer (FRT)

We are pleased that you are interested in submitting an FRT application. We are keen to receive applications from doctors and nurses interested in delivering training for the FSRH Diploma and Letters of Competence.

Becoming a FSRH Registered Trainer (FRT) is an excellent way to maintain and develop your educational and SRH skills and knowledge. FRTs are central to the delivery of the Diploma and Letters of Competence, ensuring the provision of safe and effective sexual and reproductive health care in community, primary and secondary care settings.

Trainers directly deliver teaching and assessments to ensure that those undertaking the qualifications are achieving the required knowledge, skills and behaviours to become safe and competent practitioners. FRTs must have the skills to provide one-to-one clinical teaching, carry out teaching in small groups, set learning objectives and carry out both formative and summative assessments in the context of the relevant syllabus and curriculum.

FRTs work alongside General Training Programme Directors and FSRH staff to support the delivery of local training.

All FRTs must deliver training within a FSRH General Training Programme (GTP). A General Training Programme is led by a General Training Programme Director (GTPD) who has responsibility for the quality of the training provided. FRTs do not necessarily need to work in the same service / practice as the GTPD. You need a GTPD to support your application and to confirm that they will accept into their GTP. If you do not know who your potential GTPD is, the FSRH office can assist.

1. Eligibility Requirements

Those who wish to apply for FSRH Registered Trainer (FRT) status are required to meet the following entry requirements:

- Current GMC/NMC registration with licence to practise.
- Current DFSRH, MFSRH or FFSRH with your membership subscription current, and recertified/up to date with all CPD).
- At least 12 months' current experience providing sexual and reproductive health care.
- At least 12 months' current experience of intrauterine contraception and/or sub-dermal implant provision if wishing to teach Letters of Competence (LoCs).
- You must hold relevant qualification or accreditation in medical education. We accept any of the following:
 - Current listing on the GMC register as a "trainer recognised by the GMC (named

- educational or clinical supervisors)”
- Current listing on the GMC register as “Approved by the GMC as a GP trainer”
- Successful completion of the Postgraduate course in Medical Education for Sexual and Reproductive Healthcare (University of Keele or Worcester) within the last 5 years.
- Successful completion of a university accredited postgraduate course in medical/ clinical/-healthcare teaching or education and been awarded a minimum of 15 credits at Level 6 or 7 within the last 5 years.
- Successful completion of Academy of Medical Educators (AoME) accredited courses (within the last 5 years). We do not accept all AoME accredited courses and therefore may request additional information to support your application.
- Current Member or Fellow of the AoME. (Associate and Student membership not applicable.)
- Successful completion of an Advance Higher Education (Advance HE) (*formerly known as the Higher Education Academy (HEA)*) accredited course (within the last 5 years). We may request additional information to support your application.
- Current Fellow, Senior Fellow or Principal Fellow of the Advance HE.

Please note that where the qualification was achieved more than 5 years ago, we will require additional evidence that you have maintained your competence.

- To be knowledgeable about the syllabus, regulations, e-portfolio and other documentation related to FSRH qualifications. To be able to demonstrate a working knowledge of the following documents which you will find on our website.

Duties and tasks of a General Training Programme Director

Training requirements for the FSRH Diploma

Guidelines for primary trainer for clinical experience and assessment

Guidelines for assessors for clinical experience and assessment

LoC IUT application and requirements

LoC SDI application and requirements

FRT recertification requirements

Managing Trainees in Difficulty

- Personal beliefs guidance: to have read the 6 principles of care as outlined in the *Guidance for those undertaking or recertifying FSRH qualifications whose personal beliefs conflict with the provision of abortion or any method of contraception* and agree to abide by them in practice.

2. Identifying a General Training Programme

All FSRH Registered Trainers provide training within a FSRH General Training Programme. It is recommended that you contact your local General Training Programme Director (GTPD) at an early stage to discuss your interest in becoming a FSRH Registered Trainer. Part of the GTPD’s role is to support and encourage new FRTs and it is the GTPD who ultimately has the responsibility to approve your application. If you are not already known to the GTPD it is likely that there will be an additional local assessment process before the GTPD is able to support your application. The FSRH has produced a suggested template for GTPDs to follow when assessing FRT applications and this can be found on our website.

You can find and contact your local GTPD via the ‘Find a Trainer map’ on our website.

3. How to apply

- You must complete and submit the 'Application form for FSRH Registered Trainer status which can be found on our website
- Please ensure your application has been reviewed and signed by the General Training Programme Director.
- The completed application form and supporting documents should be emailed to the Education Team at education@fsrh.org or you may post it to Education Team, FSRH, 10-18 Union Street, London, SE1 1SZ.
- There is no fee for an application for FRT status.

4. What happens with your application

- We will review your application when we receive it and we may contact you for additional or missing information.
- If you are successful you will receive an email confirmation of FSRH Registered Trainer status this will include your unique FRT number for use of Diploma and LoC forms. You must have this number before you initiate any training on behalf of the FSRH.
- You must confirm with the General Training Programme Director that your application has been successful, inform them of your FRT number and confirm that you will be using their General Training Programme number.
- In order to continue to train, FRTs must hold current FSRH qualifications (DFSRH, MFSRH, FFSRH, LoC SDI and LoC IUT) as appropriate.

5. Your first year - the Buddy System

Starting out as a new FRT is exciting time but it can also be a little daunting. New FRTs have the essentials skills-set but may be unfamiliar how things work in practice and how to find resources and support to get things done. Working with a more experienced buddy can help ease the transition into the new role and can also be beneficial to sharing learning on all sides.

How it works:

- GTPDs are responsible for linking the new FRT with a buddy (both within the same programme or a closely linked programme).
- The buddy should have a minimum of 3-years' experience as an FRT and have progressed a minimum of 3 trainees (Diploma and/or LoCs). They must be familiar with the FSRH qualifications and programmes, as well as being open and enthusiastic. The GTPD has discretion when considering and appointing suitable Buddies.
- The buddy system should be in place for a minimum of 12-months although this can continue longer should the new FRT and buddy both agree.
- The new FRT and the buddy should formally meet a minimum of two times in the first year (meetings can be face-to-face or by phone). The first meeting should be in the first 3-months of becoming a new FRT. The meetings should consider any questions relating

to the qualifications, share successes, share challenges and what the FRT would like to achieve.

- The experienced buddy FRT will feedback any issues or concerns to the GTPD to support development. The GTPD will inform the FSRH if the new FRT has not engaged in the buddy system.
- There is no formal requirement for the FRT to be signed-off/approved by the Buddy. The Buddy should inform the GTPD if/when the arrangement has stopped.

6. Recertification of your FRT status

- You are expected to recertify your FRT every five years. FRT recertification forms are available on our website.

7. Policies

- Personal beliefs guidance: to have read the 6 principles of care as outlined in the *Guidance for those undertaking or recertifying FSRH qualifications whose personal beliefs conflict with the provision of abortion or any method of contraception* and agree to abide by them in practice.
 - All FSRH related practical training must be conducted in suitably approved clinical premises that meet Care Quality Commission (CQC) standards, local health and safety and Trust provisions.
- All clinicians, teachers and assessors are expected to work within their professional standards and guidelines. For example, doctors should adhere to guidance in the General Medical Council's 'Good Medical Practice' document while nurses should adhere to the Nursing and Midwifery Council's 'Standards for student supervision and assessment'. All clinicians, teachers, and assessors are responsible for knowing and adhering to any guidance on probity, training, and fitness to practice as a teacher or assessor relevant to their profession.
- FSRH Privacy Policy; the FSRH is committed to protecting your privacy. Our *Privacy Policy* sets out how we collect, use, store and protect any information that you give us, in compliance with the requirements of the Data Protection Laws which are the EU General Data Protection Regulation (GDPR) (EU) 2016/679 and the UK Data Protection Act 2018. You will find the latest copy of this policy on our website.
- Intellectual Property Rights; all intellectual property rights for any FSRH course including documents, materials and content belonging to and produced by the FSRH should not be used for purposes other than FSRH training. Should you wish to use any of the IPR for purposes other than FSRH training you must seek the FSRH's approval in writing with your request via our copyright request form. We aim to respond to submissions of this nature within one working week.
- Compliments and Complaints; if you have any feedback about the FRT application process, please go to the 'Compliments and Complaints' section of our website.

Contact us

For further information or enquiries please email education@fsrh.org or telephone 020 7724 5534.