

**Kent Surrey and Sussex**

**Training site approval process during COVID**

During the COVID pandemic there may be a requirement to introduce training placements at new sites. Any such move must be approved by the Postgraduate Dean who will need to be assured that the placement meets the educational requirements of the training programme and provides appropriate educational/clinical supervision, induction and support for trainees.

# The process for site approval is set out below.

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| HoS/TPD/DME completes email form (available below) requesting site approval and sends to Quality Team ([KSSQuality@hee.nhs.uk](mailto:KSSQuality@hee.nhs.uk)) who add to tracker. |
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| Quality Team update tracker and submit to Postgraduate Dean for approval of training site. |
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| Quality Team submit approval request for site to GMC (via GMC Connect). |
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| Quality Team contact Medical Education Manager to request any additional information that is required. |
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| Quality Team share tracker with Healthcare Education Team (Post Issues Team). |
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| Healthcare Education Team update Trainee Information System (TIS) as appropriate. |
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| Post COVID all sites are reviewed as trainees are stood down and GMC Connect updated. |

**Site approval request form**

The below form must be completed with as much as information as possible and returned to KSS Quality Team ([kssquality@hee.nhs.uk](mailto:kssquality@hee.nhs.uk)) within an email. All emails received will be managed as per the above process. KSS Quality Team will contact the Medical Education Manager at the trust to request full details of the trainees moving to enable HET to update TIS.

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| **Site approval request form** | |
| **Specialty School:** | School of Surgery |
| **Programme:** | Trauma and Orthopaedic Surgery |
| **Trainee grade:** | ST3-8 |
| **Trust:** | Royal Surrey Hospital |
| **Site from:** | Royal Surrey Hospital (main site), Egerton Road, Guildford GU2 7XX |
| **Site to and site address (please give as much information as possible):** | BMI Mount Alvernia Hospital, Harvey Road, Guildford, GU1 3LX |
| **Date of move:** | May 11th 2020 |
| **Rationale for move:** | Clean site Surgery in line with National Surgery Recovery Plan |
| **Please provide assurance of appropriate educational/clinical supervision, adequate**  **induction and trainee support:** | Occupational Health clearance; Local site induction; Consultant Supervision; Weekly Report to Surgical Tutor including supervision rate, hours and rest.  Please see detailed document attached |

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