**Community-Based Medical Education**

**New Practice Visit Proforma**

Visit Details

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| Date: |  |
| Practice: |  |
| Visitor: |  |
| CCG: |  |
| Address: |  |
| Key contact email: |  |

Practice Staff Met on Visit

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| Name | Role | GMC Number |
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Practice Issues

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| 1. How long does it take to travel by public transport to Practice from Whitechapel? |
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| 2. Does the practice have the following teaching facilities? |
| Teaching room: | Yes [ ]  | No [ ]  |
| NHS net-connected PC (refer also to application form): | Yes [ ]  | No [ ]  |
| Secure area for students to keep their personal belongings: | Yes [ ]  | No [ ]  |
| 3. What, if any, changes need to be made before students can attend?  |
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Clinical Quality Issues

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| 4. What date was the practice last inspected by the CQC? What was the outcome? |
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| 5. How is the quality of clinical care provided by the practice relevant when teaching students? |
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| 6. Would you be prepared to discuss the latest Patient Experience Questionnaire results? | Yes [ ]  | No [ ]  |
| If **Yes**, what were the key outcomes? |
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| 7. Are you able and willing to share the outcome of a recent significant event? | Yes [ ]  | No [ ]  |
| Please give details: |
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| 8. Are there any outstanding GMC complaints/investigations at this time? | Yes [ ]  | No [ ]  |
| Please give details: |
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Teaching Issues

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| 9. What would the practice like to teach? (see application form) |
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| 10. Why have you chosen this area of teaching? (Include details of any previous experience in this area) |
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| 11. Have any of the GP tutors had any training for teaching? | Yes [ ]  | No [ ]  |
| If **Yes**, please give details: |
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| 12. Do you think you will need training before starting to teach? (see application form) | Yes [ ]  | No [ ]  |
| If **Yes**, explore what the needs are and give details of courses available: |
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| 13. Would the lead GP tutor like to have an honorary academic contract with the Medical School?Advise that they will be invited to apply by sending a copy of an up-to-date CV following a period of teaching with satisfactory feedback. |
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| 14. How will the practice enable students to use IT for teaching and evaluation? |
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Consideration of Teaching Issues

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| 15. Ask the tutor how they would plan a teaching session, highlighting the areas of difficulty  that may need to be considered in the planning. How would they ensure that each student had a valued learning experience? |
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| 16. What areas of teaching students do you feel less confident about and why? |
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Support for Teaching

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| 17. What systems are in place to support the teaching i.e. will practice manager or teaching administrator be involved?  |
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| 18. What support does the practice envisage they might need? |
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Important

At the end of the meeting, ensure the GP knows we automatically inform the CCG, HEE, and NHS England when we accredit a Teaching Practice.