

NCL Training Hub Supervision Programme

Programme Guide & FAQ

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What is the NCL Training Hub Supervision Programme?

The NCL Training Hub has developed a programme to support general practice with professional development on clinical supervision, multi-professional team working, and staff wellbeing.

The goal of the programme is to:

- Develop educational resources to address the key needs of general practice teams related to clinical supervision and day-to-day team working.
- Support staff retention and promote a positive learning and working environment for everyone working in general practice across Barnet, Camden, Enfield, Haringey and Islington.
- Provide a supportive space for supervisors and educators to learn from their peers, develop their skills, and share knowledge.

You can find out more information about clinical supervision support, NCL Training Hub's Education Faculty, and approved learning environments via the NCL Training Hub website: <https://www.ncltraininghub.org/training-and-support/faculty-and-quality/supervision-support/ncl-supervision-support-programme>.

What funding is available for practices?

Two workshops will be held in quarters 3 and 4 (2024/2025), using a Train-the-Trainer model. Each practice can receive up to £300 for the two workshops on the condition they attend.

To receive this funding, practices must designate a main point of contact to manage the reporting requirements and financial claims. This could be the practice manager or someone responsible for education and supervision activities within the practice.

How can practices use the funding?

How the funding is used is up to the practice. Here are a few examples of how practices might choose to allocate it:

- Covering backfill for staff to attend the workshops.
- Setting aside time to share the learning within the practice after the workshops.
- Appointing an educational champion for multi-professional supervision and development.

How can a practice register to participate in the programme?

All practices must nominate a practice representative as a main point of contact to manage educational sessions and financial claims. This role could be filled by the practice manager or an educator responsible for overseeing education and supervision within the practice.

The practice manager should inform NCL Training Hub of the nominated practice representative completing the registration form [here](#).

Is registering for the programme the same as registering for the workshops?

No, they are separate processes.

To participate in the programme and be eligible for practice funding, practices must complete a separate registration form. This [form](#) will require the practice to nominate a representative who will act as the main point of contact for reporting and financial claims related to the programme. This could be the practice manager or an educator responsible for overseeing education and supervision within the practice.

The workshops, on the other hand, are open to anyone, especially those involved in clinical and educational supervision as part of their regular duties. We also encourage practice managers, GP partners, and line managers to attend. A practice can send as many people from their team as they like.

To register for the workshops, please use the specific link for each session available on the NCL Training Hub website: <https://www.ncltraininghub.org/training-and-support/faculty-and-quality/supervision-support/ncl-supervision-support-programme>.

How can a practice make a claim for funding linked to this programme?

Practices can receive up to £300 for each NCL Education Faculty workshop attended. To be eligible for this funding, the process is divided into two steps:

1. **Workshop attendance:** At least one member from each practice team must attend the educational workshops. However, additional team members are welcome to participate.
2. **Practice team session on supervision:** At the end of the workshop, participants will receive resources and slides to facilitate a practice educational session on supervision. Additionally, they must complete a short feedback form, which will also serve as the claim form for the workshop funding. This should be submitted by the practice manager or designated practice representative.

The NCL Training Hub Faculty and Quality team will also send reminders to the designated practice contacts to complete the NCL Supervision Support Programme Claim Form.

What information does the NCL Supervision Claim Form require?

The form will ask for details such as:

- Key learnings identified by the practice from the session.
- How these learnings were shared with the practice team and with whom.
- How the learnings have been or will be applied within the practice to enhance supervision.
- Suggestions for future NCL Education Faculty workshop topics related to clinical supervision and team working.

You can preview the NCL Supervision Claim Form [here](#).

The form is online and takes less than five minutes to complete. We recommend submitting it right after the practice learning session is conducted.

What happens after my practice submits the NCL Supervision Claim Form?

Once the NCL Training Hub receives claim forms for both workshops, we will send you an invoice template along with instructions for claiming your practice's funding. This email will confirm the payment amount and provide a detailed breakdown for invoicing.

Practices will receive a single payment covering both workshops. We aim to process payments by March 2025.

Is any additional reporting required?

No further reporting is required. However, we do ask participants attending the workshops organised by the NCL Training Hub Education Faculty to complete a brief post-session feedback form.

We strongly encourage participants to fill out this form, as it helps us tailor our content to meet learning needs and identify potential topics for future support and resources for NCL practices.

All feedback will remain anonymous.

How will our practice know what learning content to share with team members as part of this programme?

The NCL Training Hub Education Faculty has developed resources and materials for each workshop. Since the workshops follow a Train-the-Trainer model, participants will receive these learning resources at the end of the session, along with instructions on how to share the content with their teams.

To get an idea of past learning materials created by the Education Faculty, visit the NCL Training Hub website: <https://www.ncltraininghub.org/training-and-support/faculty-and-quality/supervision-support/ncl-supervision-support-programme>.

Do the same team members need to attend both workshops?

No, but the nominated practice representative is required to attend both workshops, as they will be responsible for sharing the learning with the rest of the practice. Other team members may change between sessions.

Will the funding increase if more team members attend?

No, the funding is £300 per workshop, regardless of how many team members attend.

Is attendance by my practice at both workshops required to receive funding?

Yes, practices must be represented at both workshops to receive funding, as the second workshop builds on the first.

Can non-approved learning environments participate in the programme and receive funding?

Yes, practices do not need to be approved learning environments to participate.

For more information on applying for approval to host learners, please visit the NCL Training Hub Faculty & Quality webpages [here](#).

Do attendees need to be approved educators or supervising learners?

No, team members do not need to be approved educators to attend.

For more information on becoming an approved educator, please see the NCL Training Hub Faculty & Quality team webpages [here](#).

When will practices receive funding?

Funding will be provided for both sessions after successful completion of the Claim Form for both workshops, with payments made in March 2025.

Who can I contact if my question isn't answered here?

You can email any additional questions to the NCL Education Faculty team at: nclcb.facultyofeducators@nhs.net.