

Overseas Educational Supervisor Access to Lifelong Learning Platform for UK Anaesthetists' Out of Programme Training

1. Introduction

This document outlines the guidelines and procedures for overseas educational supervisors seeking access to the Lifelong Learning Platform (LLP) to supervise UK anaesthetists in training during their approved time out of programme. Time out of programme includes prospectively approved, but is not limited to, Out of Programme Training (OOPT) and Out of Programme Research (OOPR).

Clinical Supervisor access will not be provided to overseas doctors. For any questions, please get in touch with Lifelong@rcoa.ac.uk.

2. Eligibility Criteria

To be eligible for access to the Lifelong Learning Platform as an overseas Educational Supervisor, individuals must meet the following criteria:

- Hold relevant qualifications and experience in anaesthetics or a related field as a consultant or equivalent.
- Recognised supervisor qualification and/or substantial experience in supervising trainees are required.
- Have a clear understanding of the LLP and its privacy policies.

Applicants must meet these eligibility criteria to be considered for access to the LLP. The purpose of these criteria is to ensure that overseas educational supervisors possess the necessary qualifications, experience, and commitment to contribute positively to the training and development of UK anaesthetists in training during their time out of programme.

3. Application process

Overseas educational supervisors must apply for access to the Lifelong Learning Platform. The application should include the following:

- Complete the access form available on the Royal College of Anaesthetists (RCoA) website. The form can be found at <https://www.rcoa.ac.uk/form/llp-account-request-form>. (to accept privacy policies)
- Send an email to Lifelong@rcoa.ac.uk containing the following information:
 - Please attach a copy of their relevant qualification or provide the GMC (General Medical Council) number equivalent. For instance, this could be the registration number from the Australian Health Practitioner Regulation Agency (Ahpra) or the Medical Council of New Zealand (other countries will have other similar bodies)
 - Attach evidence for recognised supervisor qualification and/or substantial experience in supervising trainees are required.

- An email from the trainee to the Lifelong Learning team should acknowledge the supervisory relationship and express their consent for the overseas educational supervisor to access their training records on the Lifelong Learning platform.
- The trainee must inform the Lifelong Learning team of their placement's start and end dates. The supervisor account will be archived on the last day of the trainee placement.

4. Application Review

The Royal College of Anaesthetists LLP team will carefully examine the provided documents and emails to determine eligibility and completeness. The Lifelong Learning Product Owner will assess each application, considering the specific circumstances. LLP clinicians will be involved in the evaluation if clinical input is necessary.

5. Approval Notification

Once the review process is complete, the overseas educational supervisor will be notified of the approval status via email.

6. Lifelong Learning Platform Account Setup

Approved supervisors will be provided with the necessary credentials to access the Lifelong Learning platform. **Overseas Educational Supervisors should not be signing off HALO forms as they do not have a full understanding of the UK training programme.**

7. Continuous Communication

Please stay in regular contact with Lifelong@rcoa.ac.uk for any questions or clarifications throughout the application process.

The application procedure has been crafted to simplify the integration of overseas educational supervisors into the Lifelong Learning platform. It aims to guarantee the submission of all essential documents for a comprehensive review and approval. Involving both the supervisor and the trainee in the confirmation process enhances transparency and ensures consent for the access request.