

Guidance on CSA Examiner Support

Examination findings Guidance on HEEKSS Co-ordinated CSA Examiner support for GP Speciality Training Programmes

Background

HEEKSS GP department has identified the need to enhance GP educators understanding and appreciation of the CSA examinations. The RCGP CSA Examiners are invited to take part in the training of GP Specialty Training Registrars and also to support the GP Trainers in preparation for the examinations. To this end the GP Department has invited a group of CSA Examiners to help the GP network in preparation for the CSA examination. We would like to commission them to visit local GP Speciality Training Programmes including Trainer workshops with the aim of further developing Trainers' skills on the CSA examinations, looking at the marking of the CSA through the use of educational DVDs and to share best practice as to how GP Trainers can increase the trainee's opportunities of success in the CSA examination. In addition, the CSA examiners may support GP trainees by attending GP Specialty Training Programmes day release course.

This process of booking and allocating CSA examiners is centrally co-ordinated, which enables the GP department to have a clearer indication for budgeting expenditure and requirements of the GP training programmes. The GP Department will hold the budget and centrally fund the attendance of CSA Examiners at GP Speciality Programme training events.

In order for this central process to work effectively and to have congruence across the HEEKSS, the GP Programme Directors are informed that no other HEEKSS's funding should be used to commission CSA examiners to any of their trainer or trainee training events (this would also mean that the HEEKSS funding, held at the local level, that has been provided to support Learning Sets Service Level Agreements cannot be used for this purpose).

Process for booking an HEEKSS commissioned CSA examiner

1. Each of the CSA Examiner will be allocated a group of GP Speciality training programmes.
2. The lead organiser of the event (Programme Director) will complete a CSA Examiner booking form and return to CPD Team (at least 6 weeks before the event), (CPD.KSS@hee.nhs.uk), who will co-ordinate with the CSA examiner(s) by checking their availability to attend the event. Contact should be made by email and a copy of the CSA examiner booking form will be attached to the email.
3. The administrator will:
 - Send an email to the appropriate CSA examiner(s) to seek their availability

- Confirm the booking arrangements, by sending a copy of the event booking form to the CSA Examiner with event objectives and venue details and the attach the HEEKSS CSA Examiner' claim form
 - Liaise with the lead event organiser to confirm availability of an examiner
 - Maintain the CSA Examiner event log and the budget event spreadsheet (forecast of expenses). Process the examiner claim form for payment.
 - Deal appropriately with any change of dates/cancellation of meetings.
 - Provide the CSA Examiner and the lead event organiser with a feedback form and collate these appropriately
 - Provide the CSA Examiner with feedback received following the event
4. The GP department will fund the CSA Examiner payment booked through this process.
 5. The lead event organiser and the CSA Examiner will be required to complete a feedback form on the outcome of event. CSA Examiners will receive feedback after the event via the Department.

CSA Examiners

CSA Examiners will receive a copy of the event booking form including educational objectives and should contact the lead organiser in advance (details will be provided with each booking).

Payment

HEEKSS will fund CSA Examiners for delivery of the training session. The current rate of pay is £250 per half day meeting and £450 per full day meeting for attending a co-ordinated event within their agreed GP Speciality Training programmes. These fees are subject to financial agreement at the beginning of each financial year. The examiner will complete a claim form for each event, which will be provided by HEEKSS, which should be submitted ideally within two weeks of the event.

(NB: CSA Examiners fees for attending centrally organised training events are not included in this guidance as they are separately commissioned).

Feedback

The lead organiser and the CSA Examiner will be required to complete a feedback form following the event. CSA Examiners will receive some feedback following the event (from the lead event organiser) via the GP Department.